




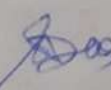
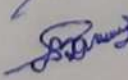


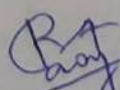
A meeting of the Service book Sub-committee will be held on 22.7.19 at 1.00 P M at the Physics Computer Lab to discuss the following agenda. All the members are requested to be present at the meeting.

AGENDA:

1. To request the H.C. to inform the members about the present updated-status of the Service Books of the stakeholders.
2. To fix the methodology for eliminating the discrepancies of the entries at the service books if any.
3. Next course of action to be taken for the regular continuous updating of the same.
4. Miscellaneous.

Achintya B S Das
Asok Kumar Das

Jt. Convenors

1.  16/7/19
2.  16/7/19.
3.  16/7/19
4.  16/7/19
5.  16/7/2019
6.  16/7/19.
7.  Pal 16/7/19
8.  16/7/19

Know your Service-Book Preparers / Supervisor

Date: 16/7/19

Name of the Supervisor	To supervise the members of the committee Regarding service-book preparation/update	Assigned Departments
Prof. Achintya Biswas	Prof. Netai Roy	Math.+ Chemistry+Economics+Sanskrit
	H.C.+Tanmoy Mukhopadhyay+Suparna Das	All the Non-teaching Staff
	Prof. Dipasree Roychoudhury	Botany+Bengali+History
Prof. Asok Kumar Das	Prof. Reni Pal	Philosophy+Pol.Sc.+Urdu+English
	Prof. Ranjit Maity	Physics+Commerce+Compt. Sc.+Hindi+Library
	Prof. Manish Kanti Biswas	Zoology+Physiology+Mol.Biology

However the above assignments among the supervisors may be interchanged between themselves case to case basis for the fruitful smooth performance of the job.

Achintya Biswas
Asok Kumar Das
Jt. Convenors

Wadeh
Computer Sc. Dept.
7/8/19

For Economics,
7/8/19
Library
M. Chakrabarty
7-8-19

Roy
7/8/19
MOD, Zoology

Mod
Physiology
7-8-19

Received
sup-7 matk. 7/8/19

S. Chatterjee
7/8/19
Dept. of Pol. Sc.

Received
PP
8/8/19

Notice

Date: 07/08/2019

As decided in the meeting of the Service-book committee held on 16.7.19 the total workload to be divided among the committee members according to the following table. In this context all the stakeholders are requested to submit their requisite papers for the updating of Service-Book within seven days to their concerned members (shown in the table).

The committee-members are requested to act as per the decision of Service-book Committee after having the following documents.

Documents to be submitted:

- 1] Recommendation letter of CSC & Appointment letters issued by College Authority.
- 2] G B resolution on confirmation.
- 3] All pay-fixation memo starting from date of joining.
- 4] Any special type of G B resolution for special / study leave etc. if any
- 5] Certificate of RC/OP performed.
- 6] G B resolution of EL taken greater than 15 days at a time.

A. R. Singh
A. R. Singh
Jt. Convener

মিটিং রেজল্যুশন বই

MEETING RESOLUTION BOOK

Meeting No.	1
Date	22/7/2019

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Physics H. Lab
সময় / Time	1.00 PM

Asok Kumar Das
Achintya Das
Debanee Roychowdhury
Reni Pal
Ranjit Maity
Ananta Kumar
Gautam Das

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৯। ৯.		১৬। 16.
১০। 10.		১৭। 17.
১১। 11.		১৮। 18.
১২। 12.		১৯। 19.
১৩। 13.		২০। 20.
১৪। 14.		২১। 21.

রেজল্যুশন / Resolution Adopted

According to agenda-1, the H.C. Mr. Gourtam Banerjee informed the members about the latest updated status of Service Books (S.B.) of the stakeholders. The task almost completed or would be completed within December, '19 except in few cases of Non-teaching staff because of unavailability of Leave records. Members unanimously asked the H.C. to prepare and update the Leave record of the Non-Teaching staffs for the update of S.B. of ~~those~~ those staffs.

Prof. A.K. Das asked H.C. to complete the S.B.s of old cases/retired staffs first, like A. Lahiri, G.L.I. staffs etc. ~~before~~ within December, 2019.

House resolved that if any gross discrepancy is noted at the entries in the S.B. then that may be rewritten and after the prior approval of the Principal.

Prof. Das proposed that for the fruitful regular updating of S.B. the total job should be

equally distributed among the members and accordingly the following division of work load was stated: - At present the no of Full Time Teaching faculties is near about (70) and Non-Teaching staff (34). In the service-book committee no of Teaching members is (5) and non-teaching members (3). So ~~the~~ equal distribution of work-load is as follows:-

Members responsible for the update of S.B.

Service Books of the staffs belonging to the Departments

1. Prof. Keni Pal

Philosophy + Pol. Sc. + Urdu + English

2.

2. Prof. Ranjit Maity

Physics + Commerce + Compt. Sc. + Hindi + Library

3. Prof. Netai Roy

Mathematics + Chemistry + Economics + Sanskrit

4. Prof. Dipasree Roychoudhury

Botany + Bengali + History

5. Prof. Manish Kanti Biswas

Zoology + Physiology + Mol. Biology

6. { Mr. Goutam Banerjee

+ Tanmoy Mukhopadhyay

+ Suparna Das

All full Time Non-teaching staffs

The H. Convenor would perform as overall Supervisor of the process. In this regard Prof. D. Roychoudhury proposed that all the stakeholders should be asked to deposit the relevant documents to S.B. Committee for the effective completion of the job.

4.

Prof. A.K. Das asked H.C. to deposit the List of documents for sending pension file during retirement.

Asok Kr Das

