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Government of West Bengal
Higher Education Department
C.S. Branch

No. 831-Edn(CS)
10M-24/92

Dated, Calcutta, the 31st October, 1995

From : Shri. S.K. Das
Deputy Secretary to the Government of West Bengal
To : The Director of Public Instructions, West Bengal

Sub : Rationalisation of non-teaching staff pattern of non-Government Colleges.

Sir,

I am directed by order of the Governor to say that consequent upon the establishment of a new series of colleges throughout West Bengal, it has become essential on the part of this Department to rationalise the non-teaching staff pattern of all the non-Government colleges and the matter was under consideration of this Department for sometime past.

After careful consideration of the matter, the Governor has now been pleased to prescribe the revised norms for creation of non-teaching posts in non-Government colleges throughout the State, as per statement, enclosed herewith.

The norms may be brought to notice of all the non-Government colleges immediately.

This order issues with the concurrence of the Finance Department vide their U.O. No. Group B 1221 dt. 27.9.95.

Yours faithfully,
Sd/- S.K. Das
Deputy Secretary

Enclosure to G.O. No. 831-Edn(CS) dt. 31.10.95 of the Education Department (C.S. Branch)

Category	Roll Strength	Roll Strength	Roll Strength	Roll Strength	Desirable
1.	2.	3.	4.	5.	6.
	1-250	251-750	751-2000	above 2000	

1. Head Clerk	1	1	1	1	
2. Accountant	1	1	1	1	
3. Cashier	1	1	1	1	
4. Clerk	1	2	3	4	+ 1 for B.Ed. Section
5. Typist	1	1	1	2	
6. Steno-Typist	---	---	1	1	
7. Electrician Cum-Caretaker-	---	---	1	1	
8. Peon	2	2	3	4	
9. Guard	3	3	3+1 for Complex Bldg	3+1 for Complex Bld.	
10. Jamader	1(part- time)	1	2	2+1 for Complex Bldg.	
11. Laboratory Staff:					For Chemistry Lab.
Laboratory	For each Lab.	Roll strength upto 100	---	1	2
Attendant	based Science subject at pass & H.S. level	Roll strength 101 to 200	---	2	3
	For each Science Hons. Subject	Roll strength 201 and above -		3	4
		—1 (2 for Chemistry Honours)			
		[For Mathematics & Statistics Laboratory - Nil]			

Other Staff :

12. Mali - 1 for college with garden at Govt. s discretion.
13. Generator/Pump/Gas Plant
Operator cum Mechanic - 1 if the college has the equipment
14. Bus Driver - 1 per bus in running condition.
--- per bus in running condition.
16. Tent Attendant - 1 for college with tent at Calcutta Maidan
17. Lady Attendant - 1 for co-educational college
18. Gymnasium Attendant - 1 for college with Gymnasium
19. N.C.C. Clerk (Part-Time) - 1 for college with N.C.C.

For Library :

	Book Strength Upto-5000	Book Strength 5000-10000	Book Strength 10000-25000	Book Strength above-25000
20. Librarian	---	---	1	1
21. Assistant Librarian	1	1	1	1
22. Library Clerk	1	1	1	1
23. Library Peon	1	1	1	1

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION
C.S. BRANCH
Bikash Bhavan, Salt Lake, Kolkata - 700 091.**

No. 68-Edn (C.S.)
10M-25/08

Dated, Kolkata, the 15th January, 2009.

From : Shri M. Chakraborty, Officer on-Special duty & Ex-officio Deputy Secretary to the Government of West Bengal.
To : The Director of Public Instruction, West Bengal, Bikash Bhavan, Salt Lake, Kolkata.
Sub : Staff pattern of Library attached to non-Govt. College in the State.
Ref. : His notes dtd. 03.11.2008 recorded in this Department's file No. 10M-25/08

In partial modification of this Department's -G. O. No. 831-Edn(C.S.) dtd. 31.10.1995, the undersigned is directed by order of the Governor to say that the Governor has been pleased to recast the staff pattern, of library attached to non-Govt. colleges in the State in the following manner :

Sl. No.	Name of the Post	Book strength upto 5000	Book strength 5001 10000	Book strength 10000 25000	Book strength above 25000
1.	Librarian	1	1	2	2
2.	Library Clerk	-	1	1	1
3.	Library Peon	1	1	1	2

2. In case of assistant Librarians in non-Govt. Colleges, who will not fulfil the terms and conditions as per G.O. No. 475-Edn(C.S.) dtd.03.08.1993 on the basis of which they may be redesignated as Librarian, their posts will stand as inadmissible and be kept as personal to them till they vacate their posts by way of any reason whatsoever.
3. Existing vacant approved posts of Assistant Librarian, if any in the colleges, will be redesignated as Librarian simultaneously.
4. This modification may be brought to notice of all non-Govt. Colleges in the State at the earliest.

**Officer-on-Special Duty & Ex-officio
Deputy Secretary**

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No. 68/1(8)-Edn (C.S.)

Dated, Kolkata, the 15th January, 2009

Copy forwarded for information and necessary action to the :-

1. Secretary, West Bengal College Service Commission, 6, Bhabani Dutta Lane, Kolkata - 700 073;
2. Joint Director of Public Instruction (UGd), West Bengal;
3. Joint Director of Public Instruction (NSC), West Bengal;
4. Joint Director of Public Instruction (Trg), West Bengal;
5. Joint Director of Public Instruction (PPS), West Bengal;
6. P.S. to the M. I. e., Higher Education Department;
7. Computer Cell of this Department;
8. Guard file.

**Officer-on-Special Duty & Ex-officio
Deputy Secretary**

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