



जवाहरलाल नेहरू विश्वविद्यालय  
नई दिल्ली-110067  
**JAWAHARLAL NEHRU UNIVERSITY**  
**NEW DELHI-110067**  
ADMINISTRATION BRANCH-I

File No. X/174/2016/Admin-II

13<sup>th</sup> October, 2017

All Deans of Schools

Jawaharlal Nehru University  
New Delhi-110 067

**Subject: Information for Work Structure and Cadre Review (WSCR) Committee-reg.**

Sir/Madam,

Please refer to earlier letter on the above-mentioned subject. The Committee in its meeting held 12.09.2017, resolved to obtain the comments of Deans to optimum utilization of staff. The relevant extract of resolution of the Committee is reproduced as under for reference:-

**"2. Staff for Centre/School:** *The Committee was informed about the present status of the staff provided to the Centre/School and pending requirement regarding staff of various units of the University. Considering all these factors, the Committee resolved to obtain the comments of the Dean for optimum utilization of the staff posted in the Centre/School. Option/comments of the Dean, may also be obtained in regard of following points:-*

- i. *If two-three different Centres of the School can be clubbed together for administrative purpose, so that, staff of these Centres can be deployed considering a single administrative unit instead of posting individual to 2-3 Centres; Or*
- ii. *All ministerial and secretarial staff of the School including Centres, can be posted centrally to the School and Dean may decide the further deployment of staff according to need/requirement of School and Centres.*

*It was further resolved that if above pattern of posting of staff is adopted, then it will not only improve the efficiency of the staff, but also will helpful in meeting the emergency/sessional requirement of a Centre. Moreover, Centre/School need not to run around the Administration/Other Authorities for providing the staff, in case the only staff posted in the Centre proceed on leave."*

Therefore, you are requested to kindly give your comments/views latest by **31<sup>st</sup> October, 2017** enabling us to take further necessary action in this regard.

Thanking you,

Yours faithfully,

(UMAKANT AGARWAL)  
Joint Registrar (Admin)