



Government of West Bengal
Department of Higher Education
University Branch
Bikash Bhavan, 6th Floor, Bidhannagar, Kolkata – 700 091.

No. 129 – Edn (U)/HED-23012/11/2025-ILC SEC-Dept. of HE

Date: 10.02.2025

STANDARD OPERATING PROCEDURE (SOP)

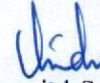
Subject:- Standard Operating Procedure (SOP) relating to absorption of faculty and staff of Alipurduar College into the Alipurduar University.

In terms of the provisions contained in the Section 64 of the Alipurduar University Act, 2018, and as per the recommendation of the Committee, the Governor is hereby pleased to formulate the following Standard Operating Procedure (SOP) for smooth transition which is as follows:

- i. All Principal, teachers and librarians of the Alipurduar College who have been appointed in a permanent substantive vacancy shall be deemed to have been absorbed in the University with their respective posts along with their respective privileges with effect from the date of the commencement of this Act provided such Principal or teacher or librarian possess required qualifications for appointment as a teacher of the University or a librarian of the University as prescribed by the extant University Grant Commission's Regulations followed by the Rules of the State Government. **The Alipurduar University shall immediately issue a notification for such absorption as in Annexure-A.**
- ii. The Principal or teachers or the librarians, who do not possess required qualification for appointment as University teacher, librarian and are not absorbed in the University, such Principal or teacher or librarian shall be accommodated in other Govt. aided Colleges on transfer as per provisions of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and Rules made thereunder.
- iii. The State Aided College Teachers (SACT) recognized by the Government of West Bengal shall be deemed to have been absorbed in the University system as per Section 64(3) of Alipurduar University Act, 2018. Their pay and privileges may be kept intact under the above section. **Alipurduar University shall immediately issue a notification for such absorption.**

- iv. Eligible non-teaching staff of Group-B, Group-C and Group-D working in substantive posts shall be deemed to have been absorbed as per Annexure-B. **Alipurduar University shall immediately issue a notification for such absorption.**
- v. Other temporary non-teaching employees on part time or on contractual or on daily wages basis **who have been engaged with the approval of Higher Education Department** by the erstwhile Alipurduar College shall continue to be engaged in the Alipurduar University on the same terms and conditions by which they were engaged immediately preceding the date of coming into force of the Act. However, their continuation of engagement shall not create any equity or right to be engaged in the Alipurduar University permanently under any circumstances.
- vi. Director of the Public Instructions is the Pension or Gratuity Sanctioning Authority for all employees including approved part time teachers, approved contractual whole time teachers in terms of the service rules applicable to them, if any, who will be absorbed in the University.
- vii. The Alipurduar College has been deemed to be dissolved and all authorities and bodies of the colleges, which are in existence, shall also be dissolved preceding the date of coming into the effect of this Act.

This is issued with the approval of the Competent Authority.



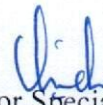
Senior Special Secretary
to the Govt. of West Bengal

Date: 10.02.2025

No. 129/1(8) – Edn (U)

Copy forwarded for information and taking necessary action to:-

1. Vice-Chancellor, Alipurduar University;
2. Registrar, Alipurduar University;
3. OSD, Integrated Law Cell, Department of Higher Education, Govt. of West Bengal;
4. Director of Public Instruction, West Bengal;
5. Private Secretary to the Hon'ble Minister-in-Charge, Department of Higher Education;
6. Sr. P.S. to the Principal Secretary, Department of Higher Education;
7. IT Cell;
8. Office copy.



Senior Special Secretary