



# MUFFAKHAM JAH

## COLLEGE OF ENGINEERING AND TECHNOLOGY

# HUMAN RESOURCE POLICY

## 2023

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**COLLEGE OF ENGINEERING AND TECHNOLOGY**

## **HUMAN RESOURCE POLICY**

### **2023**



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# Vision, Mission and Core Values

## Vision

To be a part of the universal human quest for development and progress by contributing high calibre, ethical and socially responsible engineers who meet the global challenge of building a modern society in harmony with nature

## Mission

- To attain excellence in imparting technical education from the undergraduate to through doctoral levels by adopting coherent and judiciously coordinated curricular and co-curricular programs.
- To foster a partnership with industry and Governmental agencies through collaborative research and consultancy.
- To nurture and strengthen auxiliary soft skills for overall development and improved employability in a multicultural workspace.
- To develop scientific temper and spirit of enquiry in order to harness the innovative talents.
- To develop a constructive attitude in the students towards the task of nation-building and empower them to become future leaders.
- To nourish the entrepreneurial instincts of the students and hone their business acumen.
- To involve the student and faculty in solving local community problems through economical and sustainable solutions.

## Core Values

- Academic integrity through honest, fair and ethical and transparent processes
- Excellence in teaching-learning through student centric pedagogy and state of the art facilities
- Tolerance for diversity among the faculty and students through freedom and respect for everyone without discrimination
- Interdisciplinary interaction through elective courses, projects and R & D work
- Faculty Development through support for qualification improvement, research, innovation and publications
- Student development by nourishing creativity, imparting life skills and instilling social responsibility.

# Recruitment Policy and Procedure

## Recruitment Planning

- 1.1 The cadre wise requirement of teaching and non-teaching staff is sanctioned by the Sultan-ul-Uloom Education Society from time to time.
- 1.2 The Heads of the Departments and Sections will intimate the Principal about the number of cadre wise vacancies of teaching and non-teaching staff in their respective departments and seek initiation of process for filling up of the vacancies.
- 1.3 After ascertaining the validity of the requests received from the Heads of the Departments and sections, the Principal will seek approval of the Hon. Secretary, SUES for release of advertisement in the newspapers.
- 1.4 The advertisement will normally be released in three newspapers, One English, One Urdu and One Telugu. Advertisement for professors and Associate Professors will be release in national level English newspaper. All other advertisements will be released in local newspapers.
- 1.5 After receipt of the applications, scrutiny is done by the Head of The Department and the list of eligible candidates will be intimated to the Principal.
- 1.6 The Principal will constitute a selection committee as per norms for teaching and non-teaching staff and schedule the interviews.
- 1.7 The Minutes of the selection committee will be signed by all the committee members and based on it the Principal will initiate the process of issue of appointment orders.

## Workload of Teaching Staff

The weekly contact hours of teaching staff shall conform to the AICTE guidelines.

Principal – 6 hours	Associate Professor – 14 hours	Concession of 2 hours shall be given in lieu of holding any administrative office.
Professor – 14 hours	Assistant Professor – 16 hours	

### **Eligibility Criteria for Teaching and Non-Teaching staff**

- 1.1 The eligibility criteria for teaching staff shall be in accordance to the prevailing AICTE / Osmania University norms.
- 1.2 The eligibility criteria for non-teaching staff shall be in accordance to the prevailing Government of Telangana / Osmania University norms.
- 1.3 The institution follows the eligibility criteria, experience, scale of pay etc. as given in G.O. Ms. No. 14 dated 20-02-2010 issued by Higher Education (UE.II) Department, Government of Andhra Pradesh and AICTE Regulations on Pay Scales, Service Conditions and minimum qualifications for the appointment of teachers and other academic staff such as Librarian, Physical Education and Training and Placement Personnel in Technical Institutions and Measures for the Maintenance of Standards in Technical Education – (Degree) Regulation, 2019.
- 1.4 The institution follows the eligibility criteria, experience, scale of pay etc. as implemented through Order No. 2959/270/2010-2011/Budget-Gen dated 04-06-2010, details of which are given in the document titled 'Revised Pay Scales 2010' (Non-Teaching Staff), Issued by the Office of the Registrar, Osmania University, Hyderabad.

## Service Rules

All the employees of the Institution (Teaching and Non-Teaching) are governed by the 'General Service Rules of Sultan-ul-Uloom Education Society' which came into effect on the 9th September, 2002 and are for brevity referred to as the General Rules.

The General rules have been promulgated in accordance to the Memorandum of Association of Sultan-ul-Uloom Education Society. As a Muslim Minority Organization, the Sultan-ul-Uloom Education Society is competent under Article 30 of the Constitution of India to establish and administer Educational Institutions of its choice to promote scientific education and develop the character of the younger generation, particularly Muslims.

The General rules are for the employee belonging to both Superior and Inferior Service of the Institutions established and governed by the Sultan-ul-Uloom Education Society. Inferior Service means the posts that are not covered in the Superior Service, including all Class-IV and Class-III employees, namely, Lab Attendants, Lab. Attenders, Security Guards, Gardeners, Plumbers, Electricians and all lower posts paid from contingencies.

Superior Services mean all other posts not mentioned in the inferior service, viz., all Teaching staff and non-teaching staff including Office Superintendents, Lab Supervisors, Computer Programmers, Computer Operators, Senior Assistants, Junior Assistants cum Typists, Record Assistants and other.

## Leave Rules

All the employees of Muffakham Jah College of Engineering and Technology are governed by the Sultan-ul-Uloom Education Society's Leaves rules – 2002 which apply to the holders of all posts under the control of the Society. The Rules have come into force from 9<sup>th</sup> September, 2002.

According to the Leave Rules – 2002, the employees belong to either Non-Vacation Posts or Vacation Posts. The rules for Earned Leaves are different for Non-Vacation Posts and Vacation Posts.

Employees are eligible to avail Casual Leave, Earned Leave, Half Pay Leave, Extraordinary Leave, and Maternity Leave as per the eligibility and procedure laid down in the Leave Rules – 2002.

All kinds of leaves will lapse on termination of appointment of the employees or on his/her resignation.

## Conduct Rules

All the employees of Muffakham Jah College of Engineering and Technology are governed by the Sultan-ul-Uloom Education Society's Conduct Rules – 2002 which apply to the holders of all posts under the control of the Society. The Rules have come into force from 9<sup>th</sup> September, 2002. The conduct rules shall not, however, apply to the part-time and daily wage employees.

Apart from general behaviour rules, the Conduct Rules – 2002 lay down the rule governing issues like acceptance of gifts, part-time work, lending or borrowing of money, participation in direct / indirect business, Secrecy and Association with the Press, Participation in Politics, Participating in Strikes or similar activities, Drinking, Dealing with cases pertaining to relations, Acquiring and disposing of movable or immovable property, Publication of books, Communication of Official Documents or Information, Participation in Radio and TV broadcasts, Discussing Policy or Action of the Society, Application for Employment outside, Giving Evidence before any Committee, Commission or other Authority, Bigamous Marriages, Dowry etc.

## Classification Control and Appeal Rules

The Classification Control and Appeal Rules are notified under two parts; Part – I is titled General, Part – II Classification and Part III Control. These rules are called the Sultan-ul-Uloom Education Society Services (Classification, Control and Appeal) Rules. They have come into force with effect from 9th September, 2002.

In Part-I (General) of the Classification Control and Appeal Rules, the preamble, applicability and definitions are mentioned. The rules apply to all members of the various services in Educational Institutions under the Society other than those appointed on daily wages or on part-time basis.

In Part-II (Classification) the various services relating to administration, teaching and non-teaching etc., in the institutions under the control of the Sultan-ul-Uloom Education Society are classified.

In Part-III (Control) the penalties which can be imposed upon the members of the services mentioned in Part-II, for good and sufficient reasons, are listed out. The rules governing suspension, minor penalties, major penalties, condonation etc. are presented in detail. The power to relax time-limit and to condone delay are also mentioned.



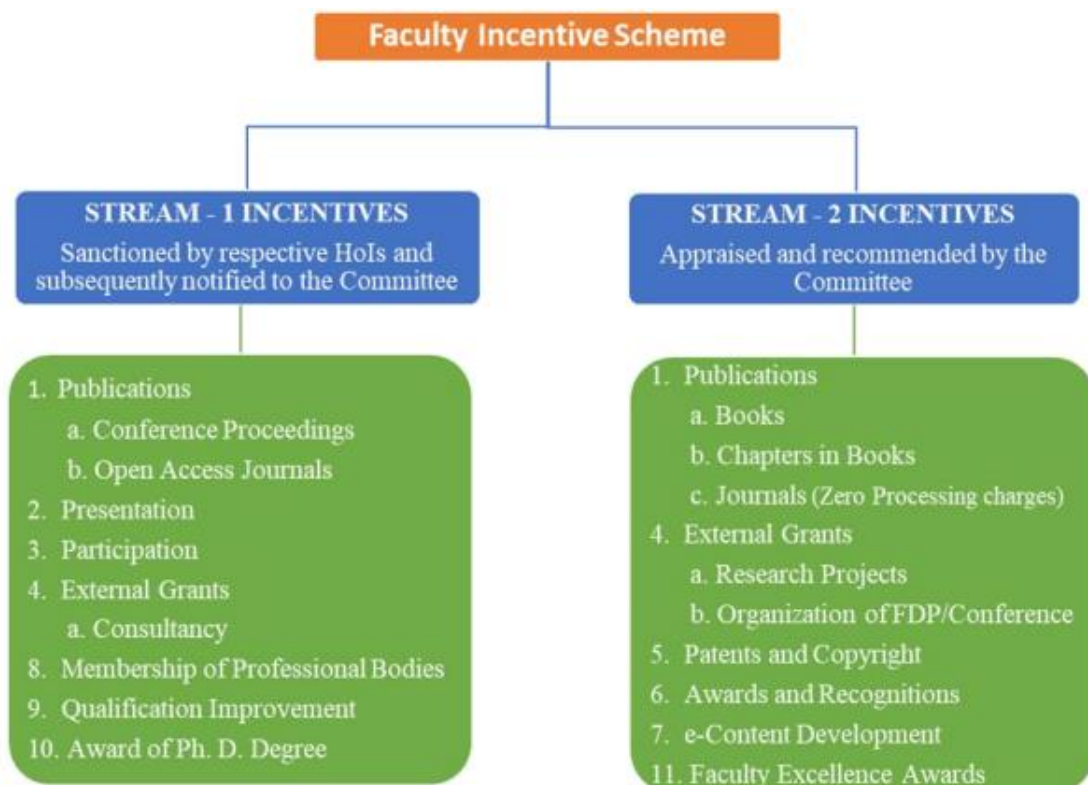
# Faculty Incentive Scheme

Award of Incentives to the teaching staff is governed by the 'Faculty Incentive Scheme' approved by the Board of Governors of Sultan-ul-Uloom Education Society in its meeting held on 28-08-2021. A committee is constituted vide Order No. 487/SUES/2021/556 dated 18-11-2021 for the appraisal and recommendation of applications received from the faculty members of the constituent institutions of SUES.

Sultan-UI-Uloom Education Society has always been supportive of programs for faculty development. It has been liberal in sponsoring the faculty members for qualification improvement, participation in conferences, seminars, FDPs, online courses, paper publications, R & D projects etc., paving the way for continuous development of their professional profile. The Faculty Incentive Scheme is a major step in this direction, which goes beyond sponsorship and introduces the concept of awards for excellence in academic performance by the faculty members.

Implementation Guidelines v1.0 was published in December 2021. After that, certain amendments in the guidelines were adopted. Thereafter, Implementation Guidelines v2.0 was published in February 2022 after incorporating these amendments.

For administrative convenience and timely disbursal of incentives, the scheme is implemented by dividing it into two streams: i. Stream - 1: Incentives sanctioned by the HoI and later notified to the Committee. ii. Stream - 2: Incentives recommended by the Committee.



## Medical Insurance to the Employees

The teaching and non-teaching employees of Muffakham Jah College of Engineering and Technology are extended the benefit of medical insurance through Group Medical Insurance (Floater) and Personal Accident Insurance through 'The New India Assurance Co. Ltd.'

The medical insurance facility is extended to the employees up to the age of superannuation. The Insurance agency and the scheme may change from time to time in the best interest of the employees.

## Consultancy Services by the Employees

As a general policy, members of staff may engage in consultancy work after taking prior permission as required provided that it does not conflict with: (a) Their main duties of teaching (b) Discharging their administrative duties as specified or given by the authorities from time to time (c) Examination work and (d) The interest of the Institution.

The consultancy committee shall be constituted by the Principal with a chairperson and convener. The committee shall prepare general guidelines of consultancy cell along with terms and conditions of sharing of consultancy fee between the staff and the institution.

The Consultancy Cell shall undertake/monitor all consultancy jobs on behalf of Institution. The cell shall be headed by the Chairperson of the Consultancy Committee. The Chairperson will be assisted by a team drawn from the relevant departments.

A request for consultancy can be received by any staff member but is to be ultimately submitted to the head of Consultancy Cell for consideration. For each consultancy job, one faculty member shall act as coordinator who shall be responsible for completing the job within agreed terms and time frame.

While approving a consultancy proposal, the following factors will be taken into consideration:

- i. That the normal duty of the individual staff member and the interest of the Department/faculty is not affected
- ii. The schedule of consultancy should be such which shall not disturb the academic/technical priorities of the department
- iii. Expertise is available within university
- iv. Adequate infrastructure is available or can be arranged by the institution.

The consultancy fee received less the expenditure incurred on consumables, transport etc. will be shared by the institution and the involved teaching and non-teaching staff in the following ratio:

- i. Testing consultancy services

Staff	60%
College	40%

- ii. Design Consultancy Services

Staff	80%
College	20%

## Miscellaneous

The teaching and non-teaching staff of Muffakham Jah College of Engineering and Technology is extended the following benefits, in accordance to their eligibility as defined by the Sultan-ul-Uloom Education Society from time to time:

- i. Gratuity
- ii. Employees Provident Fund
- iii. Employees State Insurance
- iv. Festival advance
- v. 50% fee concession to children of employees studying in institutions run by SUES  
Vide extract of BoG resolution communicated through order No. 377/SES/AM/2005/NIL dated 26-10-2005 and Office Circular No. 383/SUES/2023/276 dated 17-05-2023.
- vi. Study leave to faculty for pursuing Ph. D. in regular mode
- vii. Doctor facility in the Dispensary

The latest guidelines approved by the Sultan-ul-Uloom Education Society are available with the Principal.

7/8 U.G. Pay Scales



# भारत का राजपत्र The Gazette of India

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अखिल भारतीय तकनीकी शिक्षा परिषद्

अधिसूचना

नई दिल्ली, 1 मार्च, 2019

तकनीकी संस्थाओं में शिक्षकों एवं अन्य शैक्षणिक स्टाफ जैसे पुस्तकालय, शारीरिक शिक्षा और प्रशिक्षण एवं नियोजन कार्मिकों की नियुक्ति के लिए वेतनमान, सेवा शर्तें और न्यूनतम अर्हताएं तथा तकनीकी शिक्षा में मानकों के अनुरक्षण के लिए उपायों पर अमातशिप (डिग्री) विनियम, 2019

फा. सं. 61-1/आरआईएफडी/7वां सीपीसी/2016-17.—अखिल भारतीय तकनीकी शिक्षा परिषद् अधिनियम, 1987 (1987 का 52) की धारा 10(छ), (ज) और (झ) के साथ पठित धारा 23 की उपधारा (1) के अंतर्गत प्रदत्त शक्तियों का प्रयोग करते हुए तथा भारत सरकार द्वारा सं. 1-37/2016-टीएस II दिनांक 18 जनवरी 2019 और पश्चात्पूर्व समसंख्यक पत्र दिनांक 29 जनवरी, 2019 और 12 फरवरी, 2019 द्वारा दिए गए अनुमोदन के पश्चात्, अखिल भारतीय तकनीकी शिक्षा परिषद् निम्नलिखित विनियम बनाती है, अर्थात् :

1.0 संक्षिप्त नाम, प्रयोजनीयता और प्रारंभ :

1.1 संक्षिप्त नाम :

इन विनियमों का संक्षिप्त नाम अखिल भारतीय तकनीकी शिक्षा परिषद् तकनीकी संस्थाओं में शिक्षकों एवं अन्य शैक्षणिक स्टाफ जैसे पुस्तकालय, शारीरिक शिक्षा और प्रशिक्षण एवं नियोजन कार्मिकों की नियुक्ति के लिए वेतनमान, सेवा शर्तें और न्यूनतम अर्हताएं तथा तकनीकी शिक्षा में मानकों के अनुरक्षण के लिए उपाय—(डिग्री) विनियम, 2019 है।

1.2 उन संस्थाओं की श्रेणी जिन पर विनियम लागू होते हैं

ये ऐसी प्रत्येक डिग्री स्तरीय तकनीकी संस्था और विश्वविद्यालय जिसमें मानित विश्वविद्यालय भी शामिल हैं, पर लागू होंगे जो तकनीकी शिक्षा प्रदान कर रहे हैं तथा अमातशिप द्वारा अनुमोदित अन्य पाठ्यक्रमों/कार्यक्रमों और परिषद् द्वारा समय-समय पर यथा अधिसूचित विषय-क्षेत्रों को संचालित कर रहे हैं।

1.3 प्रभावी होने की तारीख :

क) वेतन मान और महंगाई भत्ता (डी.ए.) : संशोधित वेतन-मान दिनांक 01.01.2016 से प्रभावी होंगे।

ख) अन्य भत्ते : भत्ते जैसे अवकाश यात्रा रियायत, विशेष प्रतिकर भत्ता, बालक शिक्षा भत्ता, परिवहन भत्ता, मकान किराया भत्ता, प्रतिनियुक्ति भत्ता, गृह निर्माण भत्ता, यात्रा भत्ता आदि उस तारीख से लागू होंगे जैसा केंद्रीय सरकार/संबंधित राज्य सरकार और संघ राज्यक्षेत्र द्वारा समय-समय पर अधिसूचित किया जाए।



2	क्या शिक्षक ने विषयवस्तु के अतिरिक्त प्रासंगिक शीर्षकों को भी शामिल किया है					
3	निम्न के संदर्भ में शिक्षक की प्रभावशीलता : (क) तकनीकी अन्तर्वस्तु/पाठ्यक्रम अन्तर्वस्तु (ख) सम्प्रेषण कौशल (ग) शिक्षण सहायक सामग्रियों का प्रयोग					
4	जिस गति से अन्तर्वस्तु पूरी की जाती है					
5	विद्यार्थियों के लिए सीखने की प्रेरणा एवं अभिप्रेरणा					
6	विद्यार्थियों के कौशलों को विकसित करने के लिए सहायता (i) प्रायोगिक प्रदर्शन (ii) मौके पर प्रदर्शन					
7	विद्यार्थियों की अपेक्षाओं की स्पष्टता					
8	विद्यार्थियों की प्रगति पर उपलब्ध करवाई गई प्रतिपुष्टि					
9	विद्यार्थियों को सहायता एवं परामर्श देने की तत्परता					
	कुल					

## ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

### NOTIFICATION

New Delhi, the 1st March, 2019

**AICTE REGULATIONS ON PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATIONS FOR THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF SUCH AS LIBRARY, PHYSICAL EDUCATION AND TRAINING & PLACEMENT PERSONNEL IN TECHNICAL INSTITUTIONS AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN TECHNICAL EDUCATION – (DEGREE) REGULATION, 2019.**

**F. No. 61-1/RIFD/7<sup>th</sup> CPC/2016-17.**—In exercise of the powers conferred under sub-section (1) of Section 23 read with Section 10(g), (h) and (i) of the All India Council for Technical Education Act, 1987 (52 of 1987) and after approval of the Government of India vide No. 1 - 37 / 2016 – TS.II, Dated 18<sup>th</sup> January, 2019 followed by letters of even No. dated 29<sup>th</sup> January, 2019 and 12<sup>th</sup> February, 2019, the All India Council for Technical Education makes the following regulations; namely:

#### 1.0 Short Title, Application and Commencement

##### 1.1 Short Title

These regulations may be called the All India Council for Technical Education Pay Scales, Service Conditions and Minimum Qualifications for Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the Maintenance of Standards in Technical Education – (Degree) Regulation, 2019.



**1.2 Categories of Institutions to whom the regulations apply**

These shall apply to all degree level technical institutions and universities including deemed to be universities imparting technical education and such other courses / programs approved by AICTE and areas as notified by the council from time to time.

**1.3 Date of Effect**

- a) **Pay Scales and DA:** The revised pay-scales shall be effective from 1.1.2016.
- b) **Other Allowances:** Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, House Building Allowance, Travelling Allowance etc. shall be applicable from the date as notified by the Central Government / respective State and UT Government from time to time.

**1.4 Effective date of application of Service Conditions**

- a) All other service conditions including Qualifications, Experience, Recruitment, Promotions publications, training and course requirements etc. shall come into force with effect from the date of this Gazette Notification.
- b) The Qualifications, Experience, Recruitment and Promotions etc. during 01-01-2016 till the issue of this Gazette Notification shall be governed by All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulation, 2010 dated 5<sup>th</sup> March 2010 and subsequent notifications issued from time to time.
- c) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31<sup>st</sup> July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.
- d) For incumbent faculty members, the date of eligibility up to 31<sup>st</sup> July, 2022 shall be allowed to be according to the 6<sup>th</sup> CPC Gazette notification published on 8<sup>th</sup> November, 2012. All the benefit of promotion to such candidates be permitted retrospectively on the date when he/she became eligible.
- e) It may be noted that, no further extension would be given beyond 31<sup>st</sup> July, 2022 and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.
- f) In cases, wherein interviews are already conducted either for direct recruitment or for promotions but candidates did not join, such candidates may be allowed to join. Their further up-gradation will be governed by this notification.
- g) In cases, where advertisement was published, applications invited but interviews have not been conducted till publication of this notification, the institutes / employers are required to publish corrigendum and processing of applications must be done in accordance with the provisions given in this notification.

**2.0 General****2.1 Revised Designations and Mode of Appointments**

There shall be only three designations in respect of teachers in degree level technical institutions as far as cadre structure is concerned, namely **Assistant Professor, Associate Professor and Professor** as given below in **Table 1**. Also there shall be no change in the present designations in respect of **Library, Physical Education and Training & Placement Personnel** at various levels.

Following mode of appointment shall henceforth be used:



**Table 1: Cadre Structure and Mode of Appointment**

Sr. No.	Designations of Teaching Faculty	Entry Pay	Level	Mode of Appointment
1	Assistant Professor	57700	10	Direct Recruitment
2	Assistant Professor (Senior Scale)	68900	11	Promotion
3	Assistant Professor (Selection Grade)	79800	12	Promotion
4	Associate Professor	131400	13A1	Promotion / Direct Recruitment
5	Professor	144200	14	Promotion / Direct Recruitment
6	Senior Professor	182200	15	Promotion
7	Principal / Director	144200	14	Direct Recruitment

**2.2 New Pay Structure**

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in **Annexure - I**. The pay matrix shall comprise of two dimensions – a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 10 to 15 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a “Cell”. Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be based on annual increments till the time of his /her next promotion. When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

**2.3 Levels and Cells**

The method followed by the 7<sup>th</sup> CPC shall be adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 10, 11, 12, 13A1, 14, & 15 corresponding to the present AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

**2.4 Pay Matrix and Fixation of Revised Pay**

For Fixation of pay of an Employee in the Pay Matrix as on 1<sup>st</sup> January 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31<sup>st</sup> December, 2015 shall be multiplied by a factor of 2.57, rounded off to the nearest Rupee, and the figure so arrived at, will be located in that level in the Pay Matrix and if such an identical figure corresponds to any cell in the applicable level of the Pay Matrix, the same shall be the pay, and if no such cell is available in the applicable level, the pay shall be fixed at the immediate next higher cell in that applicable level of the Pay Matrix. If the figure arrived at in this manner is less than the first cell in that level, then the pay shall be fixed at the first cell of that level of Pay Matrix.

If more than two stages are bunched together, one additional increment equal to 3% may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

**2.5 Pay Bands with AGP and IOR (Index of Rationalization)**

Based on the above, the various levels of pay with its Academic Grade Pay (AGP) are as per **Annexure-I**.



**2.6 Entry Pay**

The Entry Pay for Academic Pay Structures and Levels shall be as per **Table 1**.

**2.7 Pay Fixation in case of Direct Recruitment / Promotion**

The pay of employees appointed by direct recruitment on or after 1<sup>st</sup> day of January 2016 shall be fixed at the minimum pay or the first cell in the level, applicable to the post to which such employee is appointed. In case of promotion, candidate would be given a notional increment in his existing Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new level corresponding to the post to which candidate has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell at that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

**2.8 Date of Increment**

- (i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) There shall be two dates of increment i.e. 1<sup>st</sup> January and 1<sup>st</sup> July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial upgradation.
- (iii) The increment in respect of an employee appointed or promoted during the period between the 2<sup>nd</sup> day of January and 1<sup>st</sup> day of July (both inclusive) shall be granted on 1<sup>st</sup> day of January and the increment in respect of an employee appointed or promoted during the period between the 2<sup>nd</sup> day of July and 1<sup>st</sup> day of January (both inclusive) shall be granted on 1<sup>st</sup> day of July.

**2.9 Annual Process of Promotion**

Every University / College / DTE shall ensure that the selection process for direct recruitment for various positions is carried out annually so as to maintain required faculty numbers and cadre ratio as per AICTE norms so that no loss is caused to students. Interviews for the promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates who do not fulfill the minimum requirement proposed in the Regulation, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he / she satisfies all the minimum requirements and successfully reassessed.

The constitution of the selection committee as applicable to these appointments / promotions of the Assistant Professor to Associate Professor and Associate Professor to Professor or Professor to Senior Professor is enumerated in **Annexure-II**. Various stages of promotions/ direct recruitment and mode of selection are given in Table 2.

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma as evolved by the concerned University / College duly supported by all credentials to the Principal / Director of the College, within three months in advance of the due date, that he / she fulfils all requisite qualifications.

The entry level and consecutive stages of promotions are shown in **Table 2**

**Table 2: Stages of Promotion/ Direct Recruitment and mode of selection**

Stage	Designation
Entry Level, Stage-I	Assistant Professor
Stage-II	Assistant Professor (Senior Scale)
Stage-III	Assistant Professor (Selection Grade)



Stage-IV	Associate Professor
Stage-V	Professor
Stage-VI	Senior Professor

## 2.10 Research Promotion Grant

The thrust has to be given for improving quality of research and development in the Universities / Institutions, therefore, all the AICTE recognized Institutions shall create a separate budget and provide financial assistance to their faculty members for strengthening research activities.

## 2.11 Financial Assistance from Government of India for implementation of 7<sup>th</sup> CPC scale.

The Central Government shall provide by way of financial assistance, 50% of the additional expenditure (arrears from 01.01.2016 till 31.03.2019) on implementing the revised scales of pay for faculty and other staff such as Library, Physical Education and Training Placement Personnel in State Government/Government Aided /State Government Autonomous institutions/State University Departments.

- Financial assistance from the Central Government to State / UT Governments for revising pay scales of teachers and other staff such as Library, Physical Education and Training Placement Personnel under the scheme shall be limited, by way of reimbursement, to the extent of 50% (fifty percent) of the additional expenditure involved after payment of arrears to eligible faculty members in the implementation of the revision, for the Universities, colleges and other technical education institutions funded by the State / UT Government. For this, State / UT Governments shall submit the claim to the Central Government. All such claims must be submitted to the Central Government by the state / UT on or before 31.03.2020. No claim of the State / UT Government shall be considered for financial assistance after 31.03.2020.
- Financial assistance referred to in sub-clause (a) above shall be provided for the period from 01.01.2016 to 31.03.2019 only.
- The entire liability on account of revision of pay scales etc. with effect from 01.04.2019 shall be taken over by the State / UT Government opting for revision of pay scales.
- Financial assistance from the Central Government shall be restricted to revision of pay scales and not for any other allowances and in respect of only those posts which were in existence and had been filled up on regular basis as on 01.01.2016.
- State / UT Governments, taking into consideration other local conditions, may also decide at their discretion, to introduce pay higher than those mentioned in this Scheme, and shall give effect to the revised scales of pay from 01.01.2016; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay as approved by the Central Government and not to any higher pay fixed by the State / UT Government(s).
- Payment of Central assistance for implementing this Scheme is also subject to the condition that the entire Scheme of revision of pay scales together with all the conditions laid down by the AICTE by way of Regulations and other guidelines shall be implemented by State / UT Governments and technical institutions coming under their jurisdiction as a composite scheme.
- An undertaking shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay or due to any other reason shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in this HRD Ministry's O.M. No. F.23-7/2008-IFD dated 23.01.2008, read with Ministry of Finance (Department of Expenditure) O.M. No. F.1-1/2CQ8-IC dated 30.08.2008.
- The revised pay including arrears of salary and applicable allowances from the date of application as mentioned above shall be paid to all eligible beneficiaries under this scheme.



**2.12 Age of Superannuation**

The age of superannuation of all faculty members and Principals / Directors of institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and has average 360° feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

**2.13 Health Insurance Scheme**

Wherever full health coverage for self and family is not provided for by the Government, individual institutions shall implement Contributory Group Health Insurance Scheme for faculty members and other academic staff to extend social security to them and to help attract and retain them for longer association with respective institutions. The Group Health Insurance option shall also be extended to the retired faculty members.

**2.14 Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits**

All pensionary benefits including leave encashment shall be extended to faculty members and other staff such as Library, Physical Education and Training & Placement Personnel as per the revised norms recommended by the 7<sup>th</sup> CPC and implemented by the Government of India / State and UT Governments.

**2.15 Industrial Training**

Since a requirement of industrial training has been stipulated for vertical movement of faculty members, the AICTE, State / UT Government/ DTEs, in consultation with the Confederation of Indian Industries (CII), FICCI, NASSCOM and other such industry bodies, devise a suitable mechanism for facilitating all faculty members to undergo industrial training.

**2.16 Teaching Engagement**

The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in Table 3 below.

**Table 3: Teaching Engagement of Faculty Members in Degree Level Institutions**

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14
Director / Principal	6

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

**2.17 Incentives for New Entrants**

New entrants as well as existing faculty members of degree level institutions should be provided with a desktop computer / laptop / office furniture and a printer with internet connectivity in their office so as to make a faculty member computer savvy and to enable them to have access to the latest technology.



**2.18 Grant for Professional Development**

All teachers may be given a grant up to Rs.75,000/- per year on a reimbursement basis, which may be permitted to be accumulated up to 3 years towards acquiring the membership of Professional Societies and for participating in national / international conferences/workshops etc.

**2.19 Consultancy**

- (i) Consultancy work may be undertaken by members of the faculty to generate resources, either for institutions or for themselves.
- (ii) Not only the faculty members should be encouraged to undertake consultancy work, but also an appropriate environment be created by the state governments / managements of institutions to facilitate faculty members to undertake such work.
- (iii) Suitable parameters for sharing the generated resources between the institution and individual faculty member may be evolved and adopted by the universities and institutions where consultancy work is undertaken by faculty members.
- (iv) The faculty members engaged in consultancy/ industry interaction / research / start-up activities / community services may be allowed some adjustment in teaching time table without compromising their teaching engagement hours.

**2.20 Sabbatical Leave for faculty**

To encourage interface between technical education and industry, the faculty members shall be entitled to sabbatical leave of six months for working in industry / professional development, subject to the condition that the faculty has a teaching experience of minimum five years. Such leave, however, shall be available to a teacher only twice in his / her teaching career.

**2.21 Start-up**

Presently, the institutions are ranked based on academic performance and placement of students. In future, it may also be based on a number of start-ups and entrepreneurs created by the institute. Therefore, technology incubation centres shall be established and frequent interactions between entrepreneurs / industrialists / alumni and students shall be arranged for motivating students to initiate start-up.

**2.22 Incentives for Ph. D. and other Higher Qualification**

- (i) Five non-compounded advance increments shall be admissible at the entry level of a recruit as an Assistant Professor possessing a Ph.D. awarded in a relevant discipline by the recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under National Doctoral Fellowship program of AICTE / Prime Minister's Research Fellowship program.
- (ii) Those possessing Post-graduate degree in M.Tech. / M. Arch. / M. Plan. / M. E./ M. Pharm. / M. Des. / M. S. etc. recognized by the relevant statutory body / council shall be entitled to two non-compounded advance increments at the entry level.
- (iii) Teachers who complete their Ph.D. degree while in service as Assistant Professor shall be entitled to three non-compounded increments fixed at increment applicable at entry level as Assistant Professor only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under Quality Improvement Program (QIP) / Teacher Research Fellowship (TRF).

**2.23 Statutory Reservation**

The statutory reservation policy for recruitment and promotion of SC / ST / OBC / EBC / PWD / Women candidates must be adhered to as per the central / respective state / UT government rules.



## 2.24 Quality Improvement Programme (QIP) / Teaching Research Fellowship (TRF) Schemes

With a view to improve the quality of technical education, all DTEs and Secretaries of higher education of all the states are directed to implement QIP / TRF scheme for all the eligible teachers working in technical institutions. Managements of self-financing institutions are also directed to encourage their faculty members to participate in QIP / TRF / QIP (Foreign University).

## 2.25 Counting of Past Service for Direct Recruitment and Promotion

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific / professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT or state PSUs etc., should be counted for direct recruitment as an Assistant Professor / Associate Professor / Professor provided that:

- a) The qualifications for the post held are not lower than the qualifications prescribed by the AICTE for Assistant Professor, Associate Professor and Professor as the case may be.
- b) The post is / was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor / Associate Professor / Reader and Professor.
- c) The candidate for direct recruitment has applied through proper channel.
- d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned institutions, for such appointments.
- f) The previous appointment was not as guest faculty for any duration or ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
  - (i) The period of service was of more than one year.
  - (ii) The incumbent was appointed on the recommendation of the duly constituted Selection Committee.
  - (iii) The incumbent was selected for the permanent post in continuation to the ad-hoc or temporary service;
  - (iv) An artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on a permanent basis shall be given the benefit of the entire service rendered by him with effect from the date of initial appointment (temporary / contract / ad-hoc) notwithstanding the artificial break / breaks in service.
  - (v) The incumbent was drawing total gross emoluments not less than the monthly gross salary at the initial stage of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
  - (vi) At the time of selection, the negotiated terms and conditions clearly mention the period of experience, nature of experience and same has been consented by the employer.
- g) No distinction should be made with reference to the nature of the management (Private / Local Body / Government) of the institution where previous services were rendered while counting past services under this clause.

## 2.26. Equivalence of Experience of Diploma Level Institutions and Degree Level Institutions

Experience at Diploma Level Polytechnic shall be considered equivalent to experience in the degree level institutions at appropriate level, as applicable provided, scale of pay, qualifications, experience and research contribution are same for the post under consideration as per the present notification.



**3.0 Cadre Structure****3.1 Minimum Cadre Ratio**

- (i) The minimum 1 : 2 : 6 of cadre ratio be maintained for Professor : Associate Professor: Assistant Professor respectively.
- (ii) Minimum number of faculty requirements for an approved institute shall be calculated on the basis of faculty : student ratio prescribed by AICTE.
- (iii) Faculty: student ratio would be applicable as per the approval process handbook published by AICTE from time to time.
- (iv) For the purposes of this cadre ratio, Assistant Professor, Assistant Professor (Senior Scale), Assistant Professor (Selection Grade) shall be grouped together and be termed as Assistant Professors.
- (v) Similarly, Professors and Senior Professors will be grouped together and be termed as Professors.
- (vi) Principal / Director shall be outside the purview of cadre ratio.

**3.2 Flexible Cadre Structure**

While promoting the incumbent, flexible cadre structure be followed as below:

- (i) Incumbent faculty members be upgraded to higher positions, after being eligible, through a process of promotion to be held annually, irrespective of availability of vacancy in that cadre.
- (ii) The incumbent so upgraded to a higher position shall be re-designated as Assistant Professor (Senior Scale) / Assistant Professors (Selection Grade) / Associate Professor / Professor as the case may be.
- (iii) With this cadre structure, more faculty members may become Professors / Associate Professors at some point of time as a result of which, cadre ratio as an example may become skewed such as 9:0:0 or 8:1:0 or 5:1:3 etc. but in any case it should not be 0:0:9 or 0:1:8 or 0:2:7.
- (iv) The total numbers of minimum faculty positions remain the same as calculated from faculty : student ratio, though the cadre ratio is improving with these promotions.
- (v) The lower post can be treated vacant once the incumbent moves on higher post through promotions or through direct selection by keeping total sanctioned posts of all cadres put together as fixed.
- (vi) This vacant post will be filled by suitable eligible incumbent possessing required qualifications.
- (vii) If a suitable candidate is not available, the post shall be filled by open selection.
- (viii) The open selection / promotion shall be made by a committee constituted as per norms published in this gazette.
- (ix) The candidate shall be promoted from lower cadre to higher cadre as and when they complete eligibility criteria for the higher cadre, irrespective of availability of post in that cadre.

**3.3 Inter-se seniority between the directly recruited teachers and promoted**

The inter-se seniority of a directly recruited teacher shall be determined with reference to the date of joining and for the teachers promoted with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central / State Government/ UT Government shall apply for all other matters of seniority. Similar issues of seniority between directly selected and under CAS in the past, if any, be fixed on the same basis. The seniority list thus prepared be posted on the institute website.

**3.4 Position of Principal / Director**

- (i) Principal / Director of AICTE approved institution has to be a full time faculty selected in accordance with the due process of selection to be adopted by the concerned university / State Government / Public Service Commission / Respective Board of Governors / Board of



Management by taking into consideration the qualifications and other requirements as laid down by AICTE.

- (ii) In an institution where several programmes under technical education approved by AICTE are running, the Principal / Director shall be from one of the programmes preferably from a programme with maximum student strength.

#### 4.0 Mandatory Teacher Trainings

- (i) Every teacher appointed / promoted to any position here onwards with effect from the publication of this gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
- (ii) No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
- (iii) The requirement of completing these modules as envisioned in this gazette is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
- (iv) Those who are eligible for promotions after the date of publication of this gazette, shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.

#### 5.0 Minimum Qualification for Recruitments

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

#### 5.1 Minimum Qualifications for direct recruitment as an Assistant Professor (Level – 10, Entry Pay 57700/-)

##### (a) Engineering / Technology

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

##### (b) Management

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

##### (c) Pharmacy

B. Pharm. and M. Pharm. in the relevant specialization with First Class or equivalent in any one of the two degrees.

##### (d) MCA

B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees.

OR

B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees.

OR

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.



**(e) Hotel Management and Catering Technology**

Minimum 4 years Bachelor's Degree in HMCT and Master's Degree in HMCT or in relevant disciplines with First Class or equivalent in any one of the two degrees.

**OR**

Minimum 4 years Bachelor's Degree in HMCT with First Class or equivalent and minimum of 5 years of relevant experience at a managerial level not less than Assistant Manager in a 4 - star Hotel or in a similar position in the hospitality industry/ tourism industry.

**(f) Architecture**

B. Arch. and M. Arch. or equivalent Master's degree in an allied field with First Class in any one of the two degrees, and minimum 2 years' experience in the Architecture profession.

**OR**

B. Arch. with First class or equivalent and minimum of 5 years' experience in the Architecture profession.

**(g) Town Planning**

Bachelor's degree in Architecture / Planning / Civil Engineering or Master's degree in Geography / Economics / Sociology or equivalent AND Master of Planning or equivalent with First class or equivalent in either in Master of Planning or any above degrees with 2 years of relevant experience

**(h) Design**

Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent

**AND**

Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned / relevant /allied subject of Industrial Design / Visual Communication / Fine Arts / Applied Arts / Architecture / Interaction Design / New Media Studies / Design Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design.

**AND**

Minimum 2 years of professional design experience in Industry / research organization / Design studios.

**(i) Fine Arts**

Bachelor's and Master's degree in the relevant branch with First Class or equivalent in any one of the two degrees and minimum 2 years of relevant professional experience.

**(j) Qualifications for Faculties in Science and Humanities:**

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.

**Note:** Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

**5.2 Minimum Qualification Norms for Direct Recruitments / Promotions for Stage -II to Stage -VI****(a) Qualification for Assistant Professor (Senior Scale, Level - 11, Entry Pay 68900/-)****For Promotion of Incumbents**

- a. Qualifications prescribed for the post of Assistant Professor



AND

- b. Should have completed minimum training requirements as per Annexure - III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

(b) **Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-)**

**For Promotion of Incumbents**

- a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

AND

- b. Should have completed minimum training requirements as per Annexure - III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Senior Scale)			
	Additional Qualification	Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to < 8

(c) **Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-)**

i. **For Direct Recruitment**

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

AND

- b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.

AND

- c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

**Note:** In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry / tourism industry.

**ii For Promotion of Incumbents**

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have completed minimum training requirements as per Annexure – III.

AND

- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade).		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

**(d) Qualifications for Professor (Level – 14, Entry Pay 144200/-)****(i) Direct Recruitment**

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

**(ii) For Promotion of the Incumbents**

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10



**Note: 360° Feedback**

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.
2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

**(e) Qualifications for Promotion to Senior Professor (Level -15, Entry Pay 182200/-)**

- a. Ph. D. degree in the relevant field

**AND**

- b. Minimum ten years of experience in the cadre of Professor

**AND**

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

**OR**

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

**OR**

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

**AND**

- d. At least one patent awarded

**OR**

- d. Development of one MOOC course applicable at national platform

**Notes:**

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications and award of Ph. D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.

**(f) Qualifications for Direct Recruitment of Principal / Director****(Level - 14, Entry Pay 144200/- with the special allowance of Rs. 6750/- per month)**

- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

**Notes:**

1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance.



2. Performance assessment shall be carried out through a committee appointed by the affiliating university.
3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.

## 6.0 Minimum Qualifications for Direct Recruitment and promotion of other staff

### 6.1 Workshop Superintendent

Initial recruitment of Workshop Superintendent shall be at par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering.

Upward movement and designations shall be as per stage I to stage V of the present notification indicated in Table 3.

**Table 3: Stages of Promotion and Designations for Workshop Superintendent**

Stage	Designation
Entry Level, Stage-I	Workshop Superintendent
Stage-II	Workshop Superintendent (Senior Scale)
Stage-III	Workshop Superintendent (Selection Grade)
Stage-IV	Associate Professor (Workshop)
Stage-V	Professor (Workshop)

### 6.2 Qualifications for Training and Placement Officer

- a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program.
- b. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.
- c. If Professor is not available, Associate Professor / Assistant Professor may be identified for this post.

### 6.3 Minimum Qualifications for direct recruitment of Assistant Librarian

(Level – 10, Entry Pay 57700/-)

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

### 6.4 Minimum Qualifications for direct recruitment of Assistant Director-Physical Education

(Level – 10, Entry Pay 57700/-)

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;
- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.



- d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
- e. Record of organizing such events as student's convener or in later part of life.

#### 6.5 Methodology of Promotion for Assistant Librarians and Assistant Director-Physical Education

The qualifications for promotions for Assistant Librarians and Assistant Director-Physical Education shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018.

#### 7.0 Additional Requirements

##### 7.1 Research Publications

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

- a) For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.
- b) In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.
- c) In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

##### 7.2 Equivalence for Ph.D.

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

##### 7.2.1 Eligibility of direct Ph.D. after B.E./ B.Tech

The qualification of Ph.D acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognised University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/ NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

##### 7.3 Class / Division

If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %



**7.4 Nomenclature of relevant degrees**

The qualifications for various faculty posts specify that the degree shall be in the appropriate / relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F. No. 27/RIFD/Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications / specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

**7.5 Incumbent faculty Members with previous qualifications**

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

**7.6 Faculty Members on deputation**

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as DTE / AICTE / UGC / MHRD / DST etc. on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360° feedback. If the faculty has secured at least **Very Good** rating, it shall be considered equivalent to 8 points on a 10 point scale of 360° feedback in reference to this notification for the period of deputation.

**Disclaimer: Notification Language**

The notification is published in English and Hindi languages. Utmost care is taken to translate notification from English to Hindi. However, in case of any kind of discrepancy in interpretation, English version shall prevail.

Prof. M. P. POONIA, Vice Chairman  
[ADVT.-III/Exty./561/18]

**Annexure-I****Pay Matrix Table for Degree Level Technical Institutions**

(All figures are in Rupees (₹))							
Pay Band in VI CPC		15600 – 39100			37400 - 67000		67000-79000
Cadre Title		Assistant Professor			Associate Professor	Professor	Senior Professor
Grade Pay in VI CPC		6000	7000	8000	9000	10000	0
Entry Pay		21600	25790	29900	49200	53000	67000
Cell No.	Level	10	11	12	13A1	14	15
1		57700	68900	79800	131400	144200	182200
2		59400	71000	82200	135300	148500	187700
3		61200	73100	84700	139400	153000	193300



4	63000	75300	87200	143600	157600	199100
5	64900	77600	89800	147900	162300	205100
6	66800	79900	92500	152300	167200	211300
7	68800	82300	95300	156900	172200	217600
8	70900	84800	98200	161600	177400	224100
9	73000	87300	101100	166400	182700	
10	75200	89900	104100	171400	188200	
11	77500	92600	107200	176500	193800	
12	79800	95400	110400	181800	199600	
13	82200	98300	113700	187300	205600	
14	84700	101200	117100	192900	211800	
15	87200	104200	120600	198700	218200	
16	89800	107300	124200	204700		
17	92500	110500	127900	210800		
18	95300	113800	131700	217100		
19	98200	117200	135700			
20	101100	120700	139800			
21	104100	124300	144000			
22	107200	128000	148300			
23	110400	131800	152700			
24	113700	135800	157300			
25	117100	139900	162000			
26	120600	144100	166900			
27	124200	148400	171900			
28	127900	152900	177100			
29	131700	157500	182400			
30	135700	162200	187900			
31	139800	167100	193500			
32	144000	172100	199300			
33	148300	177300	205300			
34	152700	182600	211500			
35	157300	188100				
36	162000	193700				
37	166900	199500				
38	171900	205500				
39	177100					
40	182400					



**Note:** The end-points of any column do not signify the end points of the pay received at that level. As was the case in the earlier provision of traditional pay scales, the last point does not represent the maximum pay of that level for calculation purposes. The end-points of the column should not be treated as the maximum and minimum of a pay scale to calculate the average pay for any level.

### **Annexure –II**

#### **Constitution of Screening cum Evaluation / Selection Committee**

The AICTE has evolved following guidelines on:

- (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor for direct recruitment and for promotions.
- (b) Specified selection procedures for direct recruitment and promotions for Teachers in Universities and Colleges.

#### **Selection Proceedings:**

All the selection procedures of the selection committee shall be completed immediately after the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates / Panel of names in order of merit, duly signed by all members of the selection committee.

#### **Selection Committee Composition for Assistant Professor, Associate Professor and Professor both for Direct Recruitment and Promotion:**

##### **I. For University Faculty Members:**

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition:
  - (i) The Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee.
  - (ii) Three experts in the concerned subject nominated by the Vice Chancellor or Acting Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
  - (iii) Dean of the concerned Faculty, wherever applicable.
  - (iv) Head / Chairperson of the Department/School
  - (v) An academician nominated by the Visitor / Chancellor, wherever applicable.
  - (vi) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five minimum members out of which at least two must be from the total three subject-experts.

##### **II. For Faculty Members in Technical Institutions:**

- (a) The Selection Committee for the post of Assistant Professor /Associate Professor and Professor in Colleges, including Private Colleges shall have the following composition:
  - (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
  - (ii) The Principal/ Director of the College.
  - (iii) Head of the Department of the concerned subject in the College.
  - (iv) Two nominees of the Vice-Chancellor or Acting Vice Chancellor of the affiliating university of whom one should be a subject-expert. In case of colleges notified / declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of



five names, preferably from the minority communities, recommended by the Vice-Chancellor or Acting Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

- v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the College out of a panel of five names recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned.
- (vii) An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor or Acting Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.
- (c) For all levels of teaching positions for Government / Government Aided Colleges / Government Autonomous Colleges, the State Public Services Commission / Teacher Recruitment Boards wherever applicable must invite three subject experts, for which the concerned University be involved in the selection process, by respective appointing authority. The states, where selection in autonomous institutes have been authorized to respective Board of Governors, shall continue but constitution of committee shall be same as directed by AICTE.

### III. Senior Professor

- (a) The Selection Committee for the post of Senior Professor shall consist of the following persons:
  - (i) Vice Chancellor who shall be the Chairperson of the Committee.
  - (ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
  - (iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
  - (iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
  - (v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School, in case Head/ Chairperson does not fulfil the above requirement, if any.
  - (vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories as the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- (b) Four members, including two outside subject experts, shall constitute the quorum.

### IV. Technical Institution Principal / Director

- (a) The Selection Committee for the post of College Principal shall have the following composition:
  - i) Chairperson of the Governing Body as Chairperson.
  - ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
  - iii) One nominee of the Vice-Chancellor who shall be an expert in Management of Higher Education.



- iv) Three experts consisting of the Principal/ Director of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the affiliating University concerned.
  - v) An academican representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor of the affiliating University.
- (b) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.

### Annexure-III

#### Training Requirements for Promotions of Teachers from all the Disciplines

**For Assistant Professor (Senior Scale):** Completion of following training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

**For Assistant Professor (Selection Grade):** Completion of following training requirements at the level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training

**For Associate Professor:** Completion of following training requirements at the level of Assistant Professor (Selection Grade)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.



OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

AND

Completed minimum two weeks of relevant Industrial Training / Professional Training.

#### Annexure - IV

#### CALCULATION OF 360<sup>0</sup> FEEDBACK SCORE

The 360 Degree Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 25)
- b. Students' Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

##### a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

##### b. Students' Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

##### c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

##### d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

##### e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

##### f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

The grand total of points for all academic years shall be converted to a 10 points scale.

**Note:** The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.

### Calculation of Credit Points

(Sample Calculations Page-1)

Name	
Present Position	
Academic Year	
Teaching Process	

#### A. Teaching Process (Max Point 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
1	1/ 2018-19	CET-100	42	39		
2	1/ 2018-19	CET-200	39	38		
3	2/ 2018-19	MED-100	41	39		
4	2/ 2018-19	BSE-100	42	41		
		<b>Total</b>	<b>164</b>	<b>157</b>	<b>23.93</b>	

#### B. Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
	1/ 2018-19	CET-100	22.3	
	1/ 2018-19	CET-200	21.8	
	2/ 2018-19	MED-100	19.6	
	2/ 2018-19	BSE-100	22.8	
		<b>Total</b>	<b>86.5</b>	

#### C. Departmental Activities (Max credit 20)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	Lab I/C	3	3 Point/ semester	
2	1/ 2018-19	Consultancy	3	3 Point/ semester	
3	1/ 2018-19	Timetable I/C	3	3 Point/ semester	
4	2/ 2018-19	Timetable I/C	3	3 Point/ semester	
5	2/ 2018-19	NBA work	3	3 Point/ event	
6	2/ 2018-19	Lab I/C	3	3 Point/ event	
7	2/ 2018-19	Consultancy	3	3 Point/ semester	
		<b>Total</b>	<b>21</b>		



**Calculation of Credit Points**

(Sample Calculations Page-2)

**D. Institute Activities (Max Credit 10)**

S. No	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/ 2018-19	HoD /Dean	4	4 Point/semester	
2	2/ 2018-19	Coordinator appointed by Head of Institute	2	2 Point/semester	
3	2/ 2018-19	Organized Conference	2	2 Point/event	
4	2/ 2018-19	FDP/Conference	2	1 point /event, to be divided between all co-coordinators	

**E. ACR maintained at institute level (Max Credit 10)**

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S.No.	Year	Activity	Credit Point	Criteria	Enclosure No.
1	2018-19	ACR	10	Extraordinary	
2		ACR	8	Very Good	
3		ACR	9	Excellent	
4		ACR	10	Extraordinary	
Average			37/4=9.25		

**F. Contribution to Society (Max Credit 10)**

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1		Induction Program	5		
2		Unnat Bharat Abhiyan	5		
3		Yoga Classes	5		
4		Blood Donation	5		

**Calculation of Credit Points**

(Blank Format)

Name	
Present Position	
Academic Year	
Teaching- Process	

**A. Teaching Process (Max Points 25)**

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Point	Enclosure no.
1						
2						

**B. Students' feedback (Max Points 25)**

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure no.
1				
2				

**C. Departmental Activities (Max Points 20)**

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

**D. Institute Activities (Max Points 10)**

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

**E. ACR maintained at institute level (Maximum Points 10)**

S. No.	Year	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

**F. Contribution to Society ( Maximum Points 10)**

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure no.
1					
2					

**Summary**

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			



E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

**STUDENT'S FEEDBACK FORM***(To be used by institutions)*

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

**For getting filled in through student**

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	<b>Total</b>					





v 2.0

SULTAN-UL-ULOOM EDUCATION SOCIETY

**SULTAN-UL-ULOOM EDUCATION SOCIETY**

**FACULTY INCENTIVE SCHEME  
IMPLEMENTATION GUIDELINES**

**V 2.0**

**February, 2022**



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## PREFACE

The Board of Governors of Sultan-UI-Uloom Education Society approved the Faculty Incentive Scheme in its meeting held on 28-08-2021, which was subsequently notified to all the constituent institutions through the Circular dated 28-10-2021. A committee has been constituted vide Order No. 487/SUES/2021/556 dated 18-11-2021 for the appraisal and recommendation of applications received from the faculty members of the constituent institutions of SUES.

Sultan-UI-Uloom Education Society has always been supportive of programs for faculty development. It has been liberal in sponsoring the faculty members for qualification improvement, participation in conferences, seminars, FDPs, online courses, paper publications, R & D projects etc., paving the way for continuous development of their professional profile. The Faculty Incentive Scheme is a major step in this direction, which goes beyond sponsorship and introduces the concept of awards for excellence in academic performance by the faculty members.

Implementation Guidelines v1.0 was published in December 2021. After that, certain amendments in the guidelines for award of incentives for publication of books with co-author(s) and editor(s) have been adopted. Similarly the guidelines for award of incentive on acquiring Ph. D. degree are also amended. Apart from these amendments, a format for book review and sample certificate copy are also adopted. Implementation Guidelines v2.0 is being published in February 2022 after incorporating these amendments.

This document has been developed for the Heads of the Institutions of the constituent colleges of Sultan-UI-Uloom Education Society to help them in implementation of the Faculty Incentive Scheme. It is hoped that the faculty members of all the constituent institutions will avail the incentives to the fullest extent and strengthen the narrative of faculty development at SUES.

February 11, 2022

  
Zafar Javeed  
Hon. Secretary  
SUES

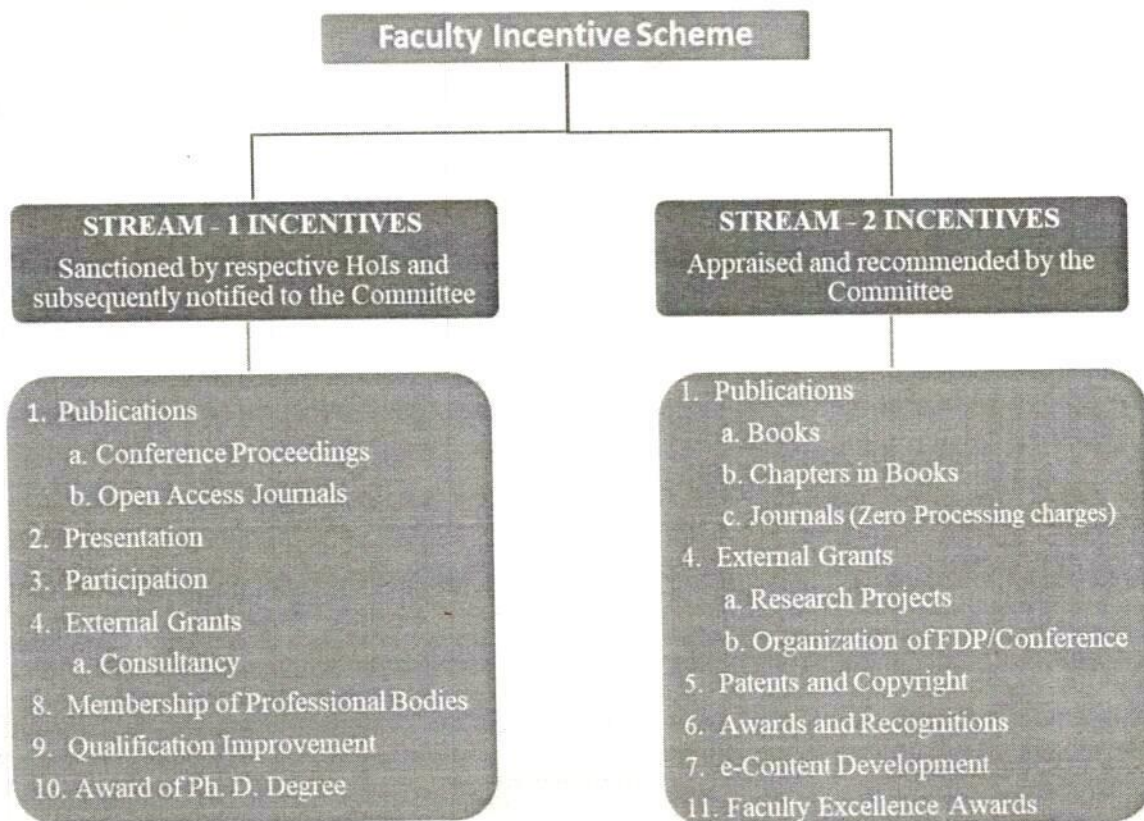
## SULTAN UL ULOOM EDUCATION SOCIETY IMPLEMENTATION GUIDELINES FACULTY INCENTIVE SCHEME

The following shall be the broad guidelines for implementation of the Faculty Incentive Scheme approved by the BoG of SUES, in its meeting held on 28-08-2021 and subsequently notified by the Hon. Secretary through the Circular dated 28-10-2021.

The faculty incentive scheme committee (hence forth referred to as 'The Committee') constituted by the Hon. Secretary vide Order No. 487/SUES/2021/556 dated 18-11-2021 shall be responsible to appraise and recommend all the applications received from faculty members of constituent institutions of SUES.

For administrative convenience and timely disbursal of non-award incentives, the scheme shall be implemented by dividing it into two streams:

- i. Stream - 1: Incentives sanctioned by the HoI and later notified to the Committee.
- ii. Stream - 2: Incentives recommended by the Committee





## THE PROCESS

### Stream – 1

1. The Head of the Institution (HoI) is empowered to accord administrative sanction to the incentives listed under stream-1. The detailed list of incentives covered under stream-1 is attached as Annexure I of this document.
2. Financial sanction shall be sought from the Hon. Secretary by submitting the requisition form and checklist.
3. While sanctioning the incentives given in Annexure I, the HoI shall comply with the guidelines given in this document.
4. Application for availing the incentive under Stream I shall be processed by the HoI as and when received.
5. On the 15<sup>th</sup> of every month (or the next working day if 15<sup>th</sup> happens to be a public holiday), the HoI shall submit the list of faculty members who have availed incentives under Stream I to the office of the Hon. Secretary.
6. The proforma for submission of the list of faculty members who have availed incentives under Stream I is given in Annexure III.
7. The committee shall place the list on record during its meeting in the last week of every month.

## THE PROCESS

### Stream - 2

**Claim for an award shall be entertained up to six months form the date of eligibility**

1. The Faculty Incentive Scheme Committee formed by Hon. Sec., SUES shall appraise and recommend sanction of incentives listed under stream - 2. The detailed list of the incentives covered under stream - 2 is attached as Annexure II of this document.
2. The committee shall meet in the last week of every month and process the accumulated applications from various institutions.
3. The cut-off date for inclusion of application in any current month shall be 15<sup>th</sup> of that month or the next working day if 15<sup>th</sup> happens to be a public holiday.
4. While recommending sanctioning of the incentives given in Annexure II, the Committee shall comply with the guidelines given in this document.
5. The minutes of the recommendations shall be forwarded to respective HoIs after endorsement of the Hon. Secretary, SUES.
6. The HoIs shall notify the awardees after receiving the copy of the endorsed minutes of the recommendations.
7. Financial sanction for the awards shall be sought from the Hon. Secretary by submitting the requisition form and checklist
8. The occasion for presentation of the award shall be as given in Annexure IV.
9. The format for Review of book / edited volume / conference proceedings / handbook etc. shall be as presented in Annexure V.
10. All awardees shall be presented with a certificate along with the incentive amount. A sample certificate is presented in Annexure VI.



## GUIDELINES

SULTAN UL ULOOM EDUCATION SOCIETY FACULTY INCENTIVE SCHEME						
S. No.	Incentive for	Category	Sub-category	Prerequisite	Incentive Amount (Rs.)	Remarks
CC - SUES stands for Constituent College of Sultan Ul Uloom Education Society						
1	Publication	Books	Sole author	Peer reviewed / Recommended by duly constituted committee	Award of up to 20000 with a minimum of 10000	Per book
			i. The author shall submit the peer reviews from at-least three reviewers. The reviews should have been secured by the publisher prior to publication. For peer reviewed books, the award shall be Rs. 20000.			
			ii. In case the book is not peer-reviewed prior to publication, the HoI shall constitute a committee consisting of at least three senior faculty members (preferably professors), one of whom shall preferably be from another institution.			
			iii. The quantum of award for non-peer-reviewed books shall be based on factors like reputation of the publisher, whether the book is prescribed by any university, the score awarded by the reviewing committee etc. The committee is authorized to take decision on a case to case basis.			
			iv. The award for books published in e-book format only shall be determined by the committee on a case to case basis.			
			With co-author(s)	Peer reviewed / Recommended by duly constituted committee	Award as above and shared equally among a maximum of 3 authors	Award split equally per author and awarded to authors from CC-SUES
			i. Eligibility criteria shall be same as prescribed for sole author			
			ii. In case of more than three authors only the first three authors shall share the award.			
			iii. The award amount shall be shared as follows:			
			# of Authors	Authors from CC-SUES	Authors from outside	Distribution of award amount
			1 / 2 / 3	1 / 2 / 3	NIL	The author(s) shall receive full, half or 1/3 <sup>rd</sup> of the award amount respectively.
			2 / 3 / 3	1 / 1 / 2	1 / 2 / 1	CC-SUES author(s) shall receive ½, 1/3 <sup>rd</sup> or share equally 2/3 <sup>rd</sup> of the award amount respectively.

			<b>Editor(s)</b>	<b>Peer reviewed Books / Conference proceedings / Handbooks</b>	<b>Award of 10000 shared equally among a maximum of 3 editors</b>	<b>Award split equally per editor and awarded to editors from CC-SUES</b>												
			<p>i. Eligibility criteria for edited books / conference proceedings and handbooks shall be same as prescribed for sole author of books.</p> <p>ii. The conference proceeding should be published by WoS / Scopus / ICI / UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor &amp; Francis</p> <p>iii. The award amount shall be shared as follows:</p> <table><tr><td># of editors</td><td>Editors from CC-SUES</td><td>Editors from outside</td><td>Distribution of award amount</td></tr><tr><td>1 / 2 / 3</td><td>1 / 2 / 3</td><td>NIL</td><td>The editor(s) shall receive full, half or 1/3<sup>rd</sup> of the award amount respectively.</td></tr><tr><td>2 / 3 / 3</td><td>1 / 1 / 2</td><td>1 / 2 / 1</td><td>CC-SUES editor(s) shall receive ½, 1/3<sup>rd</sup> or share equally 2/3<sup>rd</sup> of the award amount respectively.</td></tr></table>				# of editors	Editors from CC-SUES	Editors from outside	Distribution of award amount	1 / 2 / 3	1 / 2 / 3	NIL	The editor(s) shall receive full, half or 1/3 <sup>rd</sup> of the award amount respectively.	2 / 3 / 3	1 / 1 / 2	1 / 2 / 1	CC-SUES editor(s) shall receive ½, 1/3 <sup>rd</sup> or share equally 2/3 <sup>rd</sup> of the award amount respectively.
# of editors	Editors from CC-SUES	Editors from outside	Distribution of award amount															
1 / 2 / 3	1 / 2 / 3	NIL	The editor(s) shall receive full, half or 1/3 <sup>rd</sup> of the award amount respectively.															
2 / 3 / 3	1 / 1 / 2	1 / 2 / 1	CC-SUES editor(s) shall receive ½, 1/3 <sup>rd</sup> or share equally 2/3 <sup>rd</sup> of the award amount respectively.															
			<b>Subsequent editions</b>	<b>Already published books</b>	<b>Award of Rs. 5000</b>	<b>Award split per book among authors of CC-SUES</b>												
			The author(s) shall submit the proof of a new edition in the form of a letter from the publisher. Reprint does not constitute new edition.															
		<b>Chapters in Books</b>	<b>Sole author in edited volumes</b>	<b>Peer reviewed</b>	<b>Award of 2500</b>	<b>per chapter</b>												
			<p>i. The author shall submit the peer reviews. The reviews should have been secured by the publisher prior to publication.</p> <p>ii. In case peer-reviews are not available, the HoI may get the chapter evaluated by a Departmental Committee consisting at least two senior faculty members (preferably professor(s) / Ph. D. qualified Associate Professor(s))</p>															



		Conference Proceedings	Conference Within India	First Author WoS / Scopus / ICI / UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Publication charges of 5000 per paper	Maximum of 3 papers per annum per author		
			If the proceedings of a prestigious conference are not covered in the approved list, the HoI may request its inclusion with the approval of the Hon. Secretary					
			Conference Abroad	First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Publication charges of 10000	Maximum of 3 papers per annum per author		
			If the proceedings of a prestigious conference are not covered in the approved list, the HoI may request its inclusion with the approval of the Hon. Secretary					
		Journals (zero processing charges)		First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis / EBBSCO / JGATE	Award of 7500	No annual limit		
			If a prestigious journal is not covered in the approved list, the HoI may request its inclusion with the approval of the Hon. Secretary					
		Open Access Journals		First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Publication charges of 10000	Maximum of 3 papers per annum per author		
			If a prestigious journal is not covered in the approved list, the HoI may request its inclusion with the approval of the Hon. Secretary.					
		2	Presentation	Conference	Conference within India	Organized by Institutions of National Importance notified by MoE- GoI, Deemed Universities / National Law Universities / reputed educational Institutions / private sector organizations	Participation cum publication charges of 2500	Maximum of 3 papers per annum per author
					The HoI shall sponsor faculty member to a conference only if his/her services in the institution can be spared.			

3	Participation	Conferences/ Seminars/ Workshops/ FDPs	Organized in India	Organized by Institutions of National Importance notified by MoE- GoI/Public Universities / National Law Universities / IPE / Governmental organisations / Deemed Universities	Participation charges of 5000	maximum per annum for 1 or multiple							
							The HoI shall sponsor faculty member to a conference / Seminar / Workshop / FDP only if his/her services in the institution can be spared.						
4	External Grants	Research Projects	Sponsored	GoI / State Government / Universities / Industries / Corporate Bodies / International Organisations	Award of 2% of the received grant for projects over 1 lakh with minimum of 5000 and maximum of 50000	To be Shared with co- investigator(s) of CC- SUES							
							The criterion is self-explanatory						
							Organization of FDP/ Conference	National	GoI / State Government / Universities / Industries / Corporate Bodies/ International Organisations	Award of 2500	To be awarded to convener / coordinator		
		The criterion is self-explanatory											
		International	Recognised International Professional Bodies	Award of 5000	To be awarded to convener / coordinator								
						The criterion is self-explanatory							
		Consultancy				Intellectual		Analysis, Design & Estimation / proof checking etc.	Institution: Faculty 20:80	To be shared with co- workers			
			The distribution shall be from the balance amount after paying GST, if any.										
			Utilizing Institutional Infrastructure	Research based or experiment / testing based projects	Institution: Faculty 40:60	To be shared with co- workers							
							The distribution shall be from the balance amount after paying GST, if any.						



5	Patents	Indian (Applicant CC - SUES)	Published	Full Processing fees paid by SUES	Award of 2000	For each inventor belonging to CC - SUES, limited to a maximum of three inventors per patent	
				The criterion is self-explanatory			
			Registered	Design	Award of 10000		The criterion is self-explanatory
			Granted	Utility	Award of 25000		The criterion is self-explanatory
		International (Applicant CC - SUES)	Published	Full Processing fees paid by SUES	Award of 2000	For each inventor belonging to CC - SUES, limited to a maximum of three inventors per patent	
				The criterion is self-explanatory			
			Registered	Design	Award of 5000		The criterion is self-explanatory
			Granted	Innovation	Award of 10000		The criterion is self-explanatory
			Granted	Utility	Award of 20000		The criterion is self-explanatory
		Applied by Individual (Indian/Inter national)	Granted	Design/ Innovation/ Utility Processing fees borne by applicant	Award of 5000	To be shared equally among SUES Inventors	
				The criterion is self-explanatory			
		Technology Transfer	Patent in the name of Institution	Product / Design	Award of 15% of the pay-off / licencing fees / royalty	To be shared by the technology transfer team	
				i. The award shall be given only when the minimum pay-off / licencing fee / royalty received is Rs.100000/-			
				ii. The minimum award amount shall be Rs.25000/-			
	Copyright	Applied by CC-SUES	Ownership	Full Processing fees paid by SUES	Award of 5000	To be shared equally by all	
				The criterion is self-explanatory			
		Applied by Individual	Ownership	Processing fees borne by applicant	Award of 2500	To be shared equally by all	
				The criterion is self-explanatory			

6	Awards and Recognitions	Academic / Research / Societal Contribution		GoI, State Government, Institutions of National Importance notified by MoE-GoI, Public Universities, Nationally or Internationally recognized profession bodies like but not limited to IE(I), IEEE, ACM, CSI etc.	Award of 5000	Per awardee
				The criterion is self-explanatory		
		Best Paper Award	Published in Journal	First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Award of 5000	For first author
				If a prestigious journal is not covered in the approved list, the HoI may request its inclusion with the approval of the Hon. Secretary.		
		Best Paper Award	Published in Conference Proceedings	First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Award of 2000	For first author
				If the proceedings of a prestigious conference are not covered in the approved list, the HoI may request its inclusion with the approval of the Hon. Secretary		
		Merit Award in NPTEL FDP Course	Elite + Gold + Topper 1% / 2% / 5%	$\geq 90\%$	Award of 2000	
			Elite + Silver + Topper 1% / 2% / 5%	75-89%	Award of 1500	
			Topper 1% / 2% / 5%		Award of 1000	
		Merit Award in ATAL FDP / ARPIT Refresher Course		$\geq 80\%$ Marks	Award of 1000	
				The faculty member shall submit the relevant NPTEL certificate		



7	e-Content Development	Compilation of a Complete Course		NPTEL/ SWAYAM/ /NMEICT/ e- PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	10000	To be shared among all content developers of CC-SUES
				i. The faculty member shall submit the appointment / assignment letter from relevant authority		
				ii. The faculty member shall submit the completion certificate from relevant authority		
		Compilation of a Module in a Course		NPTEL/ SWAYAM/ /NMEICT/ e- PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	2000	To be shared among all content developers of CC-SUES
				i. The faculty member shall submit the appointment / assignment letter from relevant authority		
				ii. The faculty member shall submit the completion certificate from relevant authority		
		Translation of a Course to Urdu		NPTEL/ SWAYAM/ /NMEICT/ e- PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	7500	To be shared among all translators of CC - SUES
				i. The faculty member shall submit the appointment / assignment letter from relevant authority		
				ii. The faculty member shall submit the completion certificate from relevant authority		

		Translation of a Course to any Indian Language		NPTEL/ SWAYAM/ /NMEICT/ e- PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	5000	To be shared among all translators of CC - SUES
				i. The faculty member shall submit the appointment / assignment letter from relevant authority ii. The faculty member shall submit the completion certificate from relevant authority		
8	Membership of Professional Bodies	To Sustain Professional Chapter		IEEE, SAE, ACM, ICI, AIMA, AIMS, HMA, HRD Network, SMS, SHRM, IFA etc.	Full Annual Subscription	To be given to required number of faculty as per chapter norms
				The criterion is self-explanatory		
		Individual	Life Membership paid once in the career	Applicant should have completed two years of service	Membership fee 5000	Maximum limit & restricted to any one professional body
				The criterion is self-explanatory		
9	Qualification Improvement	PhD		On award of first PhD degree by a university recognized by UGC	Incentive to be sanctioned by the Service Matters Committee of SUES	
				i. Faculty members who acquire Ph. D. degree while being in service of SUES are eligible for this incentive. ii. The HoI shall forward the recommendation for grant of incentive to the Hon. Secretary, SUES. iii. Faculty member has to submit a copy of the Provisional certificate.		



		Certificate Course		NPTEL/ Other Recognised Courses	Examination Fee	
				The faculty member should submit the proof of payment of examination fee to claim reimbursement from the HoI.		
10	Research Supervision	Award of Ph. D. degree		Research scholar may be from Research Centres of CC - SUES or any other University	Award of 5000	
			The Research Supervisor should submit the press note of the university showing the name of the candidate, name of the supervisor, title of thesis and date of award of Ph. D. degree.			
11	Faculty Excellence Awards	Overall Performance		Criteria as per Excellence Award Committee Recommendations*	Award of 10000	
	*Award to be based on the score of Academic Parameters from SUES Annual Performance Appraisal and total of the rewards received in S. No. 1 to 9 of Faculty Incentive Scheme. A committee shall be constituted to recommend suitable implementation policy for the excellence award.					
	This incentive shall be implemented after formulation of the guidelines for 'Faculty Excellence Awards'					

## ANNEXURE – I

SULTAN UL ULOOM EDUCATION SOCIETY FACULTY INCENTIVE SCHEME STREAM - 1						
S. No.	Incentive for	Category	subcategory	Prerequisite	Incentive Amount (Rs)	Remarks
CC - SUES stands for Constituent College of Sultan Ul Uloom Education Society						
1	Publication	Conference Proceedings	Conference Within India	First Author WoS / Scopus / ICI / UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor Francis	Publication charges of 5000 per paper	Maximum of 3 papers per annum per author
			Conference Abroad	First Author WoS / Scopus / ICI / UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor Francis	Publication charges of 10000	Maximum of 3 papers per annum per author
		Open Access Journals		First Author WoS / Scopus / ICI / UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor Francis	Publication charges of 10000	Maximum of 3 papers per annum per author
2	Presentation	Conference	Conference within India	Organized by Institutions of National Importance notified by MoE-GoI, Deemed Universities / National Law Universities / reputed educational Institutions / private sector organizations	Participation cum publication charges of 2500	Maximum of 3 papers per annum per author
3	Participation	Conferences/ Seminars/ Workshops/ FDPs	Organized in India	Organized by Institutions of National Importance notified by MoE-GoI/Public Universities / National Law Universities / IPE / Governmental organisations / Deemed Universities	Participation charges of 5000	maximum per annum for 1 or multiple
4	External Grants	Consultancy	Intellectual	Analysis, Design & Estimation / proof checking etc.	Institution : Faculty 20:80	To be shared with co-workers
			Utilizing Institutional Infrastructure	Research based or experiment / testing based projects	Institution: Faculty 40:60	To be shared with co-workers
8	Membership of Professional Bodies	To Sustain Professional Chapter		IEEE, SAE, ACM, ICI, AIMA, AIMS, HMA, HRD Network, SMS, SHRM, IFA etc.	Full Annual Subscription	To be given to required number of faculty as per chapter norms
		Individual	Life Membership paid once in the career	Applicant should have completed two years of service	Membership fee 5000	Maximum limit & restricted to any one professional body
9	Qualification Improvement	PhD		On award of first PhD degree by a university recognized by UGC	Incentive to be sanctioned by the Service Matters Committee of SUES	
		Certificate Course		NPTEL/ Other Recognised Courses	Examination Fee	
10	Research Supervision	Award of Ph. D. degree		Research scholar may be from Research Centers of CC - SUES or any other University	Award of 5000	



## ANNEXURE – II

SULTAN UL ULOOM EDUCATION SOCIETY FACULTY INCENTIVE SCHEME STREAM II						
S. No.	Incentive for	Category	subcategory	Prerequisite	Incentive Amount (Rs)	Remarks
CC - SUES stands for Constituent College of Sultan Ul Uloom Education Society						
1	Publication	Books	Sole author	Peer reviewed / Recommended by duly constituted committee	Award of up to 20000 with a minimum of 10000	Per book
			With co-author(s)	Peer reviewed / Recommended by duly constituted committee	Award as above and shared equally among a maximum of 3 authors	Award split equally per author and awarded to authors from CC-SUES
			Editor(s)	Peer reviewed books / conference proceedings / Handbooks	Award of 10000 shared equally among a maximum of 3 editors	Award split equally per editor and awarded to editors from CC-SUES
			Subsequent editions	Already published books	Award of Rs. 5000	Award split per book among authors of CC-SUES
		Chapters in Books	Sole author in edited volumes	Peer reviewed	Award of 2500	per chapter
		Journals (zero processing charges)		First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis / EBBSCO / JGATE	Award of 7500	No annual limit
4	External Grants	Research Projects	Sponsored	GoI / State Government / Universities / Industries / Corporate Bodies / International Organisations	Award of 2% of the received grant for projects over 1 lakh with minimum of 5000 and maximum of 50000	To be Shared with co-investigator (s) of CC- SUES
		Organization of FDP/ Conference	National	GoI / State Government / Universities / Industries / Corporate Bodies/ International Organisations	Award of 2500	To be awarded to convener / coordinator
			International	Recognised International Professional Bodies	Award of 5000	To be awarded to convener / coordinator
5	Patents	Indian (Applicant CC - SUES)	Published	Full Processing fees paid by SUES	Award of 2000	For each inventor belonging to CC - SUES, limited to a maximum of three inventors per patent
			Registered	Design	Award of 10000	
			Granted	Utility	Award of 25000	
			Published	Full Processing fees paid by SUES	Award of 2000	For each inventor belonging to CC - SUES, limited

		International (Applicant CC - SUES)	Registered	Design	Award of 5000	to a maximum of three inventors per patent
			Granted	Innovation	Award of 10000	
			Granted	Utility	Award of 20000	
		Applied by Individual (Indian / International)	Granted	Design/ Innovation/ Utility Processing fees borne by applicant	Award of 5000	To be shared equally among SUES Inventors
		Technology Transfer	Patent in the name of Institution	Design / Product	Award of 15% of the pay-off / licencing fees / royalty	To be shared by the technology transfer team
	Copyright	Applied by SUES	Ownership	Full Processing fees paid by SUES	Award of 5000	To be shared equally by all
		Applied by Individual	Ownership	Processing fees borne by applicant	Award of 2500	To be shared equally by all
6	Awards and Recognitions	Academic / Research / Societal Contribution		GoI, State Government, Institutions of National Importance notified by MoE-GoI, Public Universities, Nationally or Internationally recognized profession bodies like but not limited to IE(I), IEEE, ACM, CSI etc.	Award of 5000	Per awardee
		Best Paper Award	Published in Journal	First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Award of 5000	For first author
		Best Paper Award	Published in Conference Proceedings	First Author WoS/ Scopus/ ICI/ UGC CARE / PubMed/ ERIC/ DOAJ/ IEEE Xplore / Taylor & Francis	Award of 2000	For first author
		Merit Award in NPTEL FDP Course	Elite + Gold + Topper 1% / 2% / 5%	Topper with $\geq 90\%$	Award of 2000	
			Elite + Silver + Topper 1% / 2% / 5%	75-89%	Award of 1500	
			Topper 1% / 2% / 5%		Award of 1000	
		Merit Award in ATAL FDP / ARPIT Refresher Course		$\geq 80\%$ Marks	Award of 1000	



7	e-Content Development	Compilation of a Complete Course		NPTEL/ SWAYAM/ /NMEICT/ e-PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	10000	To be shared among all content developers of CC-SUES
		Compilation of a Module in a Course		NPTEL/ SWAYAM/ /NMEICT/ e-PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	2000	To be shared among all content developers of CC-SUES
		Translation of a Course to Urdu		NPTEL/ SWAYAM/ /NMEICT/ e-PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	7500	To be shared among all translators of CC - SUES
		Translation of a Course to any Indian Language		NPTEL/ SWAYAM/ /NMEICT/ e-PG-Pathshala/ CEC (Under Graduate)/ Recognised MOOCs platform/ Institutional LMS	5000	To be shared among all translators of CC - SUES
11	Faculty Excellence Awards	Overall Performance		Criteria as per Excellence Award Committee Recommendations*	Award of 10000	

**ANNEXURE – III**  
**SULTAN UL ULOOM EDUCATION SOCIETY**  
**STATEMENT OF STREAM – 1 INCENTIVES SANCTIONED BY HoI**

**Name of the Constituent Institution :**

**Statement Submission Date :**

**NOTE:**

- i. All the criteria may not be applicable in all the months for an Institution. Hence only the relevant criteria may be filled.

Publications – Conference Proceedings – Conference within India (Attachment: Statement showing Title of publication and ID (ISBN, ISSN, doi, etc.))				
S. No.	Name of the Faculty Member	Title of the Conference	Dates of conference and place	Publisher of the proceedings
1				
2				
Publications – Conference Proceedings – Conference Abroad (Attachment: Statement showing Title of publication and ID (ISBN, ISSN, doi, etc.))				
S. No.	Name of the Faculty Member	Title of the Conference	Dates of conference and place	Name of the publisher
1				
2				
Publications – Open Access Journals (Attachment: Statement showing Title of publication and ID (ISBN, ISSN, doi, etc.))				
S. No.	Name of the Faculty Member	Name of the Journal	Date of publication	Name of the publisher
1				
2				
Presentation – Conference – Conference within India (Attachment: Statement showing Title of paper)				
S. No.	Name of the Faculty Member	Name of the Conference	Date of conference	Conference organizer
1				
2				
Participation – Conferences / Seminars / Workshops / FDPs – Organized in India				
S. No.	Name of the Faculty Members	Name of the event	Organized by	Date of participation



1				
2				
<b>External Grants – Consultancy – Utilizing Institutional Infrastructure</b>				
1				
2				
<b>Membership of Professional Bodies – To Sustain Professional Chapter</b>				
S. No.	Name of the faculty member	Department	Name of the professional body	Annual Membership fee paid
1				
2				
<b>Membership of Professional Bodies – Individual – Life Membership paid once in the career</b>				
S. No.	Name of the faculty member	Years of service in the institution	Name of the Professional body	Life Membership fee paid
1				
2				
<b>Qualification Improvement – PhD</b>				
<b>(Attachment : Copy of the Provisional Certificate)</b>				
S. No.	Name of the Faculty member	Name of the supervisor	University	Date of award of Ph. D. degree
1				
2				
<b>Qualification Improvement – Certificate Course</b>				
<b>(Attachment : Copy of the e-certificate)</b>				
S. No.	Name of the Faculty Member	Title of the Course	Course Offered by NPTEL/Others	Examination Fee Paid (Rs.)
1				
2				
<b>Research Supervision – Award of PhD degree</b>				
<b>(Attachment: Copy of the Press-note of the University)</b>				
S. No.	Name of the Faculty Member	Name of the Research Scholar	University	Date of award of Ph. D. degree
1				
2				

## ANNEXURE - IV

## OCCASSIONS FOR PRESENTATION OF STREAM II INCENTIVE AWARDS

SULTAN UL ULOOM EDUCATION SOCIETY FACULTY INCENTIVE SCHEME STREAM II				
S. No.	Incentive for	Category	subcategory	Award to be given during
CC - SUES stands for Constituent College of Sultan Ul Uloom Education Society				
1	Publication	Books	Sole author	College Day
			With co-author(s)	College Day
			Editor	Governing Council Meeting
			Subsequent editions	Faculty Meeting / Departmental Event
		Chapters in Books	Sole author in edited volumes	Faculty Meeting / Departmental Event
		Journals (Zero processing charges)		Governing Council Meeting
4	External Grants	Research Projects	Sponsored	College Day
		Organization of FDP/ Conference	National	Faculty Meeting / Departmental Event
			International	Governing Council Meeting
5	Patents	Indian (Applicant CC - SUES)	Published	Faculty Meeting / Departmental Event
			Design - Registered	College Day
			Utility - Granted	College Day
		International (Applicant CC - SUES)	Published	Faculty Meeting / Departmental Event
			Design - Registered	College Day
			Innovation - Granted	College Day
			Utility - Granted	College Day
		Applied by Individual (Indian / International)	Granted	Governing Council Meeting
		Technology Transfer	Patent in the name of Institution	College Day
	Copyright	Applied by SUES	Ownership	College Day
		Applied by Individual	Ownership	Governing Council Meeting
6	Awards and Recognitions	Academic / Research / Societal Contribution		College Day
		Best Paper Award	Published in Journal	Faculty Meeting / Departmental Event



		Best Paper Award	Published in Conference Proceedings	Faculty Meeting / Departmental Event
		Merit Award in NPTEL FDP Course	Topper+Elite+Gold Medal	Faculty Meeting / Departmental Event
		Merit Award in NPTEL FDP Course	Elite+Gold Medal	Faculty Meeting / Departmental Event
		Merit Award in ATAL FDP / ARPIT Refresher Course	Elite+Gold Medal	Faculty Meeting / Departmental Event
7	e-Content Development	Compilation of a Complete Course		Governing Council Meeting
		Compilation of a Module in a Course		Faculty Meeting / Departmental Event
		Translation of a Course to Urdu		Faculty Meeting / Departmental Event
		Translation of a Course to any Indian Language		Faculty Meeting / Departmental Event
11	Faculty Excellence Awards	Overall Performance		College Day

**ANNEXURE – V****SULTAN-UL-ULOOM EDUCATION SOCIETY****BOOK REVIEW FORMAT**

The Book / edited volume / conference proceedings / handbook reviewer is requested to submit the review in the following format. FORMAT – A consists of descriptive review and FORMAT – B consists of grade assignment on a scale of 1 to 10, where 10 is the highest grade.

**FORMAT - A**

<b>Name of the Institution</b>	
<b>Title of the Book</b>	
<b>Author(s)</b>	
<b>Publisher</b>	
<b>Date / year published</b>	
<b>Genre of the book</b>	
<b>Brief summary of the book</b>	
<b>Strengths of the book (if any)</b>	
<b>Weaknesses of the book (if any)</b>	



**FORMAT - B**


<b>S. No.</b>	<b>Parameter</b>	<b>Grade on a scale of 1 to 10</b>
1	Reputation of publisher	
2	Contribution of the book to the body of knowledge	
3	Quality of material presented in the book	
4	Usefulness of the book to the domain audience	
5	Usefulness of the book to interdisciplinary audience	
6	Accuracy of the material presented in the book	
7	Contemporariness and originality of the material in the book	
8	Presentation of material including font size, photographs, figures and tables etc.	
	<b>Total</b>	

**Reviewer Credentials**

<b>Name</b>	
<b>Institutional Affiliation</b>	
<b>Department (if relevant)</b>	
<b>Designation</b>	
<b>Qualification</b>	
<b>Signature</b>	
<b>Date</b>	

## ANNEXURE – VI

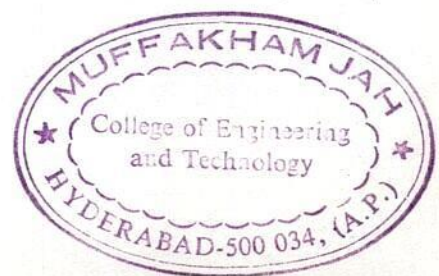
### Certificate Sample for Stream – 2 Awards

	<b>SULTAN-UL-ULOOM EDUCATION SOCIETY</b> Road # 3, Banjara Hills, Hyderabad – 34
<b>CERTIFICATE</b> <b>Faculty Incentive Scheme</b>	
This is to certify that	
Dr. Mohammed Osman Farooqui	
Associate Professor in Electrical Engineering Department	
Muffakham Jah College of Engineering and Technology	
Has been awarded an amount of Rs. 7500/-	
for	
Paper titled 'Improved weather forecasting with data mining techniques based on cloud computing' published in the open access 'Journal of Artificial Intelligence Research', 102 (2022) 151-165	
Director / Principal	Hon. Secretary
Dated:	



**OSMANIA UNIVERSITY TEACHERS " ASSOCIATION  
OSMANIA UNIVERSITY, HYDERABAD - 50 007.**

**Implementation of UGC Revised Pay Scales, 2006 to the Teaching Staff  
in  
Universities and colleges  
With effect from 01.01.2006 - Orders - Issued**



5/3/2010

**OSMANIA UNIVERSITY TEACHERS' ASSOCIATION  
OSMANIA UNIVERSITY, HYDERABAD – 500 007**

**Implementation of UGC Revised Pay Scales, 2006 to the Teaching Staff  
in**

**Universities and Colleges**

**With Effect From 01.01.2006 – Orders – Issued**

---

**G.O.Ms.No. 14**

**Dated:20.2.2010**

**Issued By**

**HIGHER EDUCATION (UE.II) DEPARTMENT**

**GOVERNMENT OF ANDHRA PRADESH**

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**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

UNIVERSITIES AND COLLEGES – Implementation of UGC Revised Pay Scales, 2006 to the Teaching staff in Universities and Colleges with effect from 01.01.2006 – Orders – Issued.

**HIGHER EDUCATION (UE.II) DEPARTMENT**

G.O.Ms.No. 14

Dated:20.2.2010.

Read the following:-

1. G.O.Ms.No.208, Higher Education(UE.II.1) Dept, dt. 29.6.1999.
2. G.O.Ms.No 51, Higher Education(U.E.II)Dept ., dated 7-03-2000
3. G.O.Ms.No. 90, Higher Education (CE.I) Department, dt. 30.5.2000.
4. From the Deputy Secretary, Government of India, Ministry of Human Resource Development, Department of Education, New Delhi, Letter No. 1-32/2006-U.II/U.I(1), dt. 31.12.2008.
5. From the Deputy Secretary, Government of India, Ministry of Human Resource Development, Department of Education, New Delhi, Letter No.F.3-1/2009-U.I, dt. 4.6.2009.
6. UGC Regulations dated 23.9.2009.

\*\*\*

1. In the G.O. first read above, orders have been issued extending the revised pay scales, 1996 which are analogous to the University Grants Commission Scales of pay to the Teachers, Librarians and Physical Education Personnel in the Universities and Colleges in the State. Further in G.Os, 2<sup>nd</sup> and 3<sup>rd</sup> read above, similar benefit was extended to the lecturers / teachers working in Govt., Oriental /Private Aided oriental and Residential Degree Colleges. In the reference 4<sup>th</sup> and 5<sup>th</sup> read above, Government of India have revised the UGC scales for University and College Teachers with effect from 1.1.2006.
2. In the letter 4<sup>th</sup> read above, it is stated, among other things, that the Govt. of India have decided to continue to provide financial assistance to the State Governments who wish to adopt and implement the revision of pay scales subject to the following terms and conditions:-
  - a) The Central Government will provide financial assistance to the State Governments, which have opted for these revised pay scales, to the extent of 80% of the additional expenditure involved in the implementation of the revision.
  - b) The State government will meet the remaining 20% of the expenditure from their own sources.
  - c) The financial assistance, indicated above, would be provided for the period from 1.1.2006 to 31.3.2010.
  - d) The entire liability on account of revision of pay scales, etc., of University and college teachers would be taken over by the State government w.e.f. 1.4.2010.
  - e) Financial assistance from the Central Government shall be restricted to revision of pay scales in respect of only those posts which were in existence and had been filled up as on 1.1.2006.
3. The Govt. of India have also stated as follows:-
  - i) State Governments, taking into consideration other local conditions, may also decide in their discretion, to introduce scales of pay higher than those mentioned in this Scheme, and may give effect to the revised bands/scales of pay from a date on or after 1.1.2006; however, in such cases, the details of modifications proposed shall be furnished to the Central Government and Central assistance shall be restricted to the Pay Bands as approved by the Central Government and not to any higher scale of pay fixed by the State Government(s);
  - ii) Payment of Central assistance for implementing this Scheme is also subject to the conditions that the entire Scheme of revision of pay



scales, together with all the conditions to be laid down by the UGC by way of Regulations and other guidelines shall be implemented and scales of pay mentioned herein above.

4. The State Government of A.P. vide G.O.Ms.No. 106, Higher Education (UE.II) Department, dt. 1.8.2009 have constituted a Committee to examine and make an in-depth study of the issues related to the implementation of the UGC Pay Scales, 2006 to the teaching staff of the Universities and Colleges. The Committee submitted its report to the State Government on 6.11.2009.
5. After careful consideration of the revised U.G.C. Scales and the suggestions of Government of India, and the recommendations of the Committee, the State Government of A.P. have decided for implementation of U.G.C. Revised Pay Scales, 2006 to University and College Teachers with effect from 1.1.2006 in the State, as shown in the Schedule to this order.
6. **Short title:** These pay scales shall be called the Andhra Pradesh Revised U.G.C. Scales of Pay, 2006.

**7. Coverage and applicability:-**

1. The UGC Revised Pay Scales, 2006 are applicable to the University and College Teachers, Librarians, Directors of Physical Education admitted to the privileges of the Universities.
2. The scales shall be applicable to the faculty of all the State funded universities established through State Act and receive Block Grants, Government and Aided Colleges, where UGC Scales of pay of 1996 were implemented/ extended.
3. These orders also applicable to such of institutions to follow the norms/regulations prescribed by UGC/their respective National Councils, provided the qualifications and other criteria are not lower than those prescribed by the UGC Regulations.
4. These scales are applicable to those university and college teachers who were under the UGC scales of pay as on 1.1.2006 and recruited thereafter and fulfilled all the eligibility criteria laid down by the UGC for the purpose in the UGC Revised Pay Scales, 2006
5. The UGC Revised Pay Scales, 2006 are not applicable to the teachers who were in the scales other than UGC and came into the UGC Scales after 1.1.2006, by option.
6. Those teachers who were given UGC Revised Pay Scales of 1996 with conditions to fulfill within a time frame but failed to fulfill the same will not be eligible for the UGC Revised Pay Scales 2006 until they fulfill the conditions. They may be given the new scales prospectively as and when they fulfill the conditions. Further, the UGC Revised Pay Scales 2006 shall not be extended with conditions for ineligible teachers.
7. The non-Teaching cadres like Registrars, Controller of Examinations and Finance Officers etc., in respect of the state funded institutions, should continue to be governed by the existing service conditions and state pay scales as approved by the Universities. And these scales are not applicable to the teachers who are drawing the UGC Scales of Pay and occupy these posts on deputation or transfer.
8. Separate orders will be issued to the retired university and college teachers on implementation of UGC Revised Pay Scales, 2006.

**8. Date of effect:**

These pay scales come into effect from 1.1.2006.

**9. Pay Scales and Pay Fixation Formula:**

- a. The Pay Scales prescribed for UGC Revised Pay Scales 2006 as per Fitment Tables **annexed** shall be implemented.
- b. The pay of all eligible university and college teachers in the UGC Scales of Pay as on 1.1.2006 shall be fixed at the corresponding pay in the UGC RPS 2006 as per the Fitment Tables annexed with effect from



- 1.1.2006. The scales shall be implemented to those teachers who were recruited thereafter subject to fulfillment of all the eligibility criteria laid down by the UGC for the purpose from the date of their appointment.
- c. Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.
  - d. Each advance increment shall be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
  - e. The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing Schemes Regulations of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs.15600-39100 to the Pay Band of Rs.37400-67000.
  - f. The date of next increment i.e., the date of annual increment, in all cases, shall be the first of July. Employees completing six months and above in the scale as on July 1<sup>st</sup> shall be eligible.
  - g. All other applicable allowances and the non-compounded advance (incentive) increments shall be implemented from 1.9.2008.

**10. Payment of arrears:-**

- i. The arrears of pay payable to the employees covered by these rules from 1.1.2006 to 31.12.2009 shall be credited to the Provident Fund Account of the Teachers which will carry normal rate of Interest as applicable to the Provident Fund. The said interest on arrears is payable from the date of remittance of arrears in G.P.F. till they are paid. Out of arrears amount so credited, 80% will be permitted to be withdrawn after the amount is received from the Government of India and the balance 20% will continue to remain in the Provident Fund.
- ii. In the case of staff of Private Aided Degree Colleges also who are not covered by P.F., the Correspondents/Special Officers are requested to purchase National Saving Certificates in the name of Staff Members concerned only after receipt of amount from Government of India
- iii. The arrears from 1.1.2006 to 31.12.2009 shall be credited to the Head of Account: I. Small Savings, Provident funds etc., (b) Provident Funds, 8009 - State Provident Funds, 01 - Civil, MH.101. General Provident Funds, SH(03) 'Compulsory Savings scheme' under "Public Account" in respect of such of the employees who were recruited on or after 1.9.2004 and are governed by the Contributory Pension Scheme and do not have G.P.F. account, and withdrawal will be allowed as mentioned in Para 10(i) above.
- iv. In respect of employees who have already retired from service or died while in service on or before 31.12.2009 the arrears shall be disbursed in cash.

**11. Procedure for crediting the arrears:-**

The arrears on Implementation of A.P. Revised UGC Scales of Pay, 2006 from 1.1.2006 to 31.12.2009 shall be credited to "MH.8005-State Provident Fund - 60 -Other Provident Funds - 103 - Other Miscellaneous Provident Funds - SH(01) - Compulsory Savings Scheme for University Employees". The Registrar of University / Director of Collegiate Education shall get the pay fixation statement pre-audited by the respective audit authorities of the University / Director of Local Fund Audit before the pay is admitted in the Revised Pay Scales. The arrears payable for all the employees from 1.1.2006 to 31.12.2009 shall be arrived at and then the total sum payable for all the employees so computed shall be deposited to the Government account referred to at para (10) above. The Registrar of University / Commissioner of



Collegiate Education shall furnish an intimation to each employee in Annexure-III to this order to be presented at the time of payment of arrears. The Pay & Accounts Officer in case of Universities/Colleges situated in the Twin Cities of Hyderabad / Secunderabad and District Treasury Officer / Sub-Treasury Officer in respect of Universities / Colleges situated in District concerned shall calculate the interest at normal rate per annum from the date of remittance in the Provident Fund account on the amount so credited to Government and arrange payment to the Registrar or Director of Collegiate Education as the case may be. For this purpose the Registrar or director of Collegiate Education shall attach a Schedule as indicated in Annexure-II to this order to the challan in which the amount of arrears from 1.1.2006 to 31.12.2009 including accrued from 01.01.2010 for all employees is to be credited to Government Account. Annexure-I is the most important document for the reconciliation of the amount so credited to the Government Account and it is necessary for the purpose of drawal after 1.1.2010 of retirement or death if earlier. The Annexure shall be attested by the Registrar/Commissioner of Collegiate Education with his name and designation and the concerned Pay & Accounts Officer / District Treasury Officer/Sub-Treasury Officer. The PAO/DTO/STO shall retain one copy of the Annexure-II and return the other copy to the Registrar/Commissioner of Collegiate Education duly attested. This should be retained safely by PAO/ DTO/ STO as well as the Registrar / Commissioner of Collegiate Education for further verification.

**12. Withdrawal of arrear amount:-**

When the amount of arrears becomes payable together with interest in accordance with these instruction, the Registrar/Commissioner of Collegiate Education who has drawn the arrears and who is the custodian of Annexure-II shall prefer the claim to the PAO / DTO / STO who admitted the credit originally and who is having the details in Annexure-II. The claim should indicate the amounts of arrears and interest distinctly. After reconciliation with the PAO / DTO / STO the claim admitted shall be rounded off in Annexure-II with the particulars i.e., voucher number etc., in which it is admitted. Both the Registrar as well as PAO / DTO / STO shall round off the claim and indicate the amount of interest allowed against each item together with Voucher Number / Token Number in which the claim is admitted.

**13. Service Conditions:**

After considering the recommendations of U.G.C. and after taking into consideration the recommendation of the Six Member Committee, the Government have decided that the service conditions of Teachers like recruitment and qualifications, selection procedure, career advancement, teaching days, work load, code of professional ethics, accountability etc., shall be as indicated in the Appendix to this order. The same shall be implemented by all Universities and C.C.E. with in a time frame of three months from the date of issue of this order by amending necessary Statutes, Ordinances, Rules and Regulations.

14. The Commissioner of Collegiate Education is requested to ensure that these orders are communicated to all the College teachers who are governed by these orders including those on leave or deputation and obtain individual acknowledgment as Government will not, under any circumstances, entertain any representation with regard to exercise of option after expiry of the stipulated time.
15. The expenditure on the implementation of the revised scales shall be initially be met from out of the savings under Major Head "2202-General Education-03-Universities and Higher Education (Plan)"-MH-102-Assistance to Universities and shall be debited to the relevant sub-head of appropriation under" 2202-General Education". The Commissioner of Collegiate Education is also requested to ensure reimbursement from the Government of India.



16. On account of implementation of 2006 U.G.C. scales of pay w.e.f. from 1.1.2006, the State Government of A.P. shall make a claim towards central assistance to the extent of 80% of the additional expenditure involved immediately for the period from 01.01.2006 to 31.03.2010
17. Anomalies if any in the implementation of the scheme should be brought to the notice of Government for clarification.
18. This order issues with concurrence of Finance (Expr.HE) Department vide their U.O No. 793/78/Expr.HE/2010, dated: 18.2.2010.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

C.R. BISWAL  
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner of Collegiate Education, A.P., Hyderabad.  
The Chairman, A.P. State Council of Higher Education, Hyderabad  
The Director of Local Fund Audit, A.P., Hyderabad.  
The Director of Information and Public Relations, A.P. Hyderabad.  
The Director, Govt. of India, Ministry of H.R.D., Dept. of Education, New Delhi.  
The Deputy Secretary, University Grants Commission, New Delhi.  
The Director of Printing, S.S & Purchases, Chanchalguda, Hyderabad  
The Director of Treasuries & Accounts, .A.P., Hyderabad.  
The Registrars of all universities in the State.  
The Registrar, J.N.T.U, Hyderabad.  
The Registrar, J.N.T.U, Kakinada.  
The Registrar, J.N.T.U, Ananthapur  
The Registrar, J.N, Architecture and Fine Arts University, Hyderabad.  
The Registrar, Acharya N.G. Ranga Agricultural University, Hyderabad.  
The Registrar, Sri Venkateswara Veterinary University, Tirupati  
The Registrar, A.P. Horticultural University, Venkataramana Gudem, W.G.Dist.

Copy to

The Pay & Accounts Officer, A.P. Hyderabad.  
The Accountant General, A.P. Hyderabad.  
The Secretary, A.P. State Council for Higher Education, Hyderabad.  
The Secretary, A.P. Public Service Commission, Hyderabad.  
The Secretary, A.P. Residential Education Institutions Society, Hyderabad  
All Recognized Teachers Associations in A.P  
Finance (EXPR-HE) Dept.  
Law Dept.  
PS to Principal Secretary to C.M  
PS to Minister for Higher Education  
PS to Chief Secretary  
All Sections in Higher Education Department  
SF/SC

**//FORWARDED::BY ORDER//**

**SECTION OFFICER**



## **APPENDIX-I**

**(G.O. Ms. No. 14 Higher Education (UE.II) Dept. Date. 20-2-2010)**

### **1)General**

- (i) There shall be only three designations in respect of teachers in universities and colleges, namely, Assistant Professors, Associate Professors and Professors. However, there shall be no change in the present designation in respect of Library and Physical Education Personnel at various levels.
- (ii) No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the University Grants Commission (UGC) from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- (iii) The pay of teachers and equivalent positions in Universities and Colleges shall be fixed according to their designations in two pay bands of Rs. 15600-39100 and Rs. 37400-67000 with appropriate "Academic Grade Pay" (AGP in short). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers and other equivalent cadres covered under this Scheme, subject to other conditions of eligibility being satisfied, have multiple opportunities for upward movement during their career.
- (iv) Posts of Professors shall be created in under-graduate (UG) colleges as well as in post-graduate (PG) colleges. The number of posts of Professors in a UG College shall be equivalent to 10 percent of the number of posts of Associate Professors in that College. There shall be as many posts of Professors in each PG College as the number of Departments in that College. No new Departments shall be created in UG or PG Colleges without prior approval of the UGC.
- (v) Up to 10% of the posts of Professors in universities shall be in the higher Academic Grade Pay of Rs. 12000 with eligibility conditions to be prescribed by the UGC.
- (vi) National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, as have been/ or may be laid down by the UGC through its regulations, and so adopted by the University. NET shall not be required for such Masters' programmes in disciplines for which there is no NET.

### **Pay Scales and Pay Fixation Formula**

- a. Implementation of the Pay Scales prescribed for UGC Revised Pay Scales 2006 in the MHRD Notification/UGC Regulations and The Fitment Tables as given in the Appendix-II.
- b. The pay of all the eligible university and college teachers in the UGC Scales of Pay as on 1.1.2006 may be fixed at the corresponding pay in the UGC RPS 2006 as per the Fitment Tables notified by the MHRD, with effect from 1.1.2006. The Scales may be implemented to those teachers who were recruited thereafter subject to fulfillment of all the eligibility criteria laid down by the UGC for the purpose from the date of their appointment.
- c. The rate of increment may be as per UGC Regulations
- d. The date of next increment may be as per the 6<sup>th</sup> CPC recommendations, i.e., the date of annual increment, in all cases, shall be the first of July. Employees completing six months and above in the scale as on July 1<sup>st</sup> shall be eligible.



- e. All other applicable allowances and the non-compounded advance (incentive) increments shall be implemented from 1.9.2008.

**Recruitment and qualification :-** The Recruitment and qualification as given in the Appendix-III below.

**Increments**

- a. Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band. Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.
- b. The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing Schemes Regulations of increment on promotion from lower Pay Scale to higher Pay Scale; however, in view of the considerable raise in effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs.15600-39100 to the Pay Band of Rs.37400-67000.
- c. In respect of the date of annual increment, in all cases, it will be the first of July. Employees completing six months and above in the scale as on July 1 will be eligible. The norms are as per the 6<sup>th</sup> CPC Recommendations.

**Allowances:**

- a. In respect of all allowances, except DA & HRA, state rules may be adopted. In case of DA & HRA the rates prescribed for the Scales of the Central Government Employees, from time to time, shall be implemented.
- b. In respect of other allowances, except DA & HRA, the State PRC shall be requested to include the cadres of university and college teachers who are under UGC Revised Pay Scales 2006. Further, the changes made in respect of other allowances for the State Govt. employees shall also be applied automatically to the university and college teachers who are under UGC Revised Pay Scales 2006 from time to time.

**LEAVE RULES:**

The committee has recommended that the existing leave rules may be followed by the universities and colleges for its teachers from time to time.

The leave rules, as laid down by the University Grants Commission, may be followed for the University and College teachers as indicated below:

1. **Leave admissible to permanent teachers:**

"The following kinds of leave would be admissible to permanent teachers;

- (i) Leave treated as duty, viz; Casual leave; Special casual leave; and Duty leave
- (ii) Leave earned by duty, viz; Earned leave; Half pay leave; and Commuted leave
- (iii) Leave not earned by duty, viz; Extraordinary leave; and Leave not due;
- (iv) Leave not debited to leave account
  - (a) Leave for academic pursuits, viz; Study leave; and Sabbatical leave/Academic leave
  - (b) Leave on grounds of health, viz; Maternity Leave;



### **QUARANTINE LEAVE**

The Executive Council/Syndicate may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose,

### **CASUAL LEAVE**

- (i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays, Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

### **SPECIALCASUAL LEAVE**

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher:
    - (a) To conduct examination of a University/Public Service Commission / board of examination or other similar bodies/institutions; and
    - (b) To inspect academic institutions attached to a statutory board, etc.
- 

#### **Note:**

- (i) In computing the ten days" leave admissible. The days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
  - (ii) In addition, special casual leave to the extent mentioned below may also be granted;
    - (a) To undergo sterilization operation (Vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and-
    - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
  - (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.
- 

### **DUTY LEAVE**

- (i) Duty leave may be granted for:
  - (a) Attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the university;
  - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor.
  - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
  - (d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University grants Commission, a sister university or any other academic body, and
  - (e) For performing any other duty for the University.
- (ii) The duration of leave should be such 88 may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he / she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half Pay leave or extraordinary leave.



### **EARNED LEAVE**

- (i) Earned leave admissible to a teacher shall be:
  - (a) 1/30<sup>th</sup> of actual service including vacation; plus
  - (b) 1/3<sup>rd</sup> of the period, if any, during which he/she is required to perform duty during vacation,

#### **NOTE**

- (i) For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave or a portion thereof is spent outside India.

#### **Note - 1**

When teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay, which may be included in the particular period of leave.

#### **Note - 2**

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

#### **Note - 3**

Encashment of earned leave shall be allowed to non-vation members of the teaching staff as applicable to the employees of Central/State Government.

### **HALF-PAY LEAVE**

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from registered medical practitioner, for private affairs or for academic purposes.

**Note:-** A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave,

### **COMMUTED LEAVE**

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

### **EXTRAORDINARY LEAVE**

- (i) A permanent teacher may be granted extraordinary leave when:
  - (a) No other leave is admissible; or
  - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:



- (a) Leave taken on the basis of medical certificates:
  - (b) Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
  - (c) Leave taken for pursuing higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three year, except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence with out leave into extraordinary leave.

#### **LEAVE NOT DUE**

- (i) Leave not due, may, at the discretion of the Vice Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the period of service out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) Leave not due shall not be granted unless the Vice Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (III) A teacher to whom leave not due is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as a pay and allowances for the period not earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided further that the Executive Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned

#### **STUDY LEAVE**

- (i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education.  
The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council / Syndicate may, in the special circumstances of a case, waive the condition of five years service being continuous.

**Explanation:** In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) The person is a teacher on the date of the application; and
  - (b) There is no break in service.
- (ii) Study leave shall be granted by the Executive Council Syndicate on the



recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council / Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.

- (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.
- (vi) (a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (vii) The amount of scholarship, fellowship other financial assistance that a teacher granted study leave, has been awarded will not preclude his / her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into accounting determining the pay and allowance on which the study leave may be granted. The Foreign scholarship / fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher the salary would be forfeited.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation; provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his / her return and rejoining the service of the University may be eligible to the benefit of the annual increment(s) which he / she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension / contributory provident fund, provided the teacher joins the university on the expiry of his / her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.  
Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xii) A teacher availing himself/herself of study leave shall undertake that he / she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond in favour of the university, binding himself / herself for the due fulfillment of the conditions laid down in sub-clause (xiii) (xiv) above and give security of immovable property to the satisfaction of the Finance Officer / Treasurer of a fidelity bond of an insurance company or a guarantee by a scheduled bank of furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.



- (xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his / her studies from his / her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

#### **SABBATICAL LEAVE / ACADEMIC LEAVE**

- (i) Permanent, whole-time: teachers of the university who have completed seven years of service as Lecturer Selection Grade I Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself / herself of study leave, would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.
- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowance (subject to the prescribed conditions being fulfilled) at the rates applicable to him / her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council / Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowance.

Note -I: The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant leave.

Note-II: On return from leave, the teacher shall report to the university, the nature of studies, research or other work undertaken during the period of leave.

#### **MATERNITY LEAVE**

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

#### **PATERNITY LEAVE:**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

#### **ADOPTION LEAVE:**

Adoption leave may be provided as per the rules of the Central Government

#### **DUTY LEAVE:**

Duty leave should be given also for attending meetings in the UGC, DST etc., where a teacher invited to share expertise with academic bodies, government of NGO.



**Teaching Days:**

- a. The Universities/Colleges must adopt at least 180 working days, i.e., there shall be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks shall be increased correspondingly to ensure equivalent of 30 weeks with a 6 day week.
- b. The above is summarized in the following table

	University	College	University*	College*
Teaching and Learning process	30 weeks (180 days)	30 weeks (180 days)	36 weeks (180 days)	36 weeks (180 days)
Admissions/Examinations / Preparation for examinations	12	10	8	8
Vacation	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
<b>Total</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>52</b>

\* In case of 5-day weeks

- c. The Govt. may evolve a mechanism to ensure the minimum number of teaching days in every institution.

**SUPERANNUATION & RE-EMPLOYMENT OF TEACHERS**

- a. The existing age of superannuation of teachers in the state universities and colleges, shall apply from time to time.
- b. The Govt. examine the enhancement of age of superannuation of the teachers separately.
- c. The existing guidelines on the re-employment of the superannuated teachers may be reviewed in the light of the UGC Regulations.

**PENSION, GRATUITY AND OTHER SERVICE RELATED BENEFITS**

- a. The state rules shall apply in respect of Pension, Gratuity and other retirement related benefits for those drawing UGC Pay Scales on par with the State Govt. Employees from time to time.
- b. The Gratuity given to the other State Govt. employees may be extended to those who are drawing UGC Pay Scales.

**CONSULTANCY ASSIGNMENTS**

The consultancy rules terms conditions and model of revenue sharing between institutions and consultant teachers shall be as per the UGC consultancy rules to be provided separately .

**COUNTING OF PAST SERVICE**

- a) Previous regular service, whether national or international, as Asst. Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT etc., should be counted for placement of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix III – Table No.II provided that:
- b) The essential qualifications of the post held were not lower than the qualifications prescribed by UGC for Assistant Professor, Associate Professor and Professor as the case may be.



- c) The post is / was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- d) The candidate for direct recruitment has applied through proper channel only.
- e) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- f) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.
- g) The previous appointment was not an ad hoc or in a leave vacancy

#### **Period of Probation and Confirmation:**

The existing rules shall be continued.

- (1) Keeping in view the practice in some of the Universities, the minimum period of probation may continue to be 1 year, extendable by a maximum period of (1 ) One more year in case of unsatisfactory performance. However, the Universities which are already having probation period of 2 years may continue to do so.
- (2) It is optional for the Universities to introduce the provision that a teacher may offer herself/himself for assessment at any point of time confirmation, within the period of two years, but the University may consider a minimum period after which such cases would be considered. At senior positions, it is optional for the university to decide on confirmation at any time of appointment to the end of the statutory period of probation.
- (3) The confirmation should not be linked to the completion of orientation course, but efforts should be made to send the teacher either before joining, or immediately thereafter, but, in any case, the orientation course should be completed within a period of the first two years.
- (4) Since the time required for Career Advancement has now been reduced, an extension may be provided till 30.06.2009 to all candidates for completing refresher course.

#### **Revised Scales of Pay to Tutors and Demonstrators**

The corresponding scale in the scales recommended by the 6<sup>th</sup> CPC be implemented to the Tutors and Demonstrators in Govt. and Aided Colleges in the State. The pre-revised scale of Tutors and Demonstrators is Rs.5500-175-9000 and the corresponding Scale of 6<sup>th</sup> CPC is Pay Band: 9300-34800 with AGP 4200. Except Pay and DA all the other conditions and benefits may be extended as per the State Govt. Rules.

#### **Workload**

- a. The workload of the teachers in full employment shall not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It shall be necessary for the teacher to be available for at least 5 hours daily in the University/College. Direct teaching-learning process hours shall be as follows:

Assistant Professor	16 hours
Associate Professor, & Professor	14 hours

- b. A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension and administration. A minimum of 6 hours per week may have to be allocated for research activities of the teacher.
- c. However, in respect of college teachers, the existing 18 hours of classroom teaching may be continued.



#### **Code of Professional Ethics:**

The university and college teachers shall follow the code of professional ethics in discharging their duties. The Universities and Government may review the existing codes and modifications may be made, if necessary. A mechanism may be evolved for ensuring observance of professional ethics in the institutions.

#### **Accountability**

The issue of teacher accountability requested to evolve a mechanism for enforcing accountability on the part of the university and college teachers it will be issue by separately

#### **Service Agreement**

- a. At the time of recruitment in Universities and Colleges, a service agreement shall be signed between the University/College and the teacher concerned and a copy of the same shall be deposited with the Registrar/Principal.
- b. The self-appraisal or any other performance appraisal methodology shall form a part of the service agreement/Record.

#### **Applicability of the Schemes Regulations**

- a. UGC Regulations shall be applicable to teachers and other equivalent cadres of Library and Physical Education in all the Central Universities and Colleges there-under and the Institutions Deemed to be Universities whose maintenance expenditure is met by the UGC. The implementation of the revised scales shall be subject to the acceptance of all the conditions mentioned in these Regulations, framed by the UGC. Universities implementing these Schemes/Regulations shall have to amend their relevant statutes and ordinances in line with the UGC Regulations within three months from the date of issue of the Notification of these Regulations.
- b. These Regulations shall be extended to universities, colleges and other higher educational institutions coming under the purview of State legislature, subject to adherence of the terms and conditions laid down in the MHRD Notifications.

#### **Amendment to Service Rules :**

The Committee strongly recommends that while issuing orders for implementation of UGC Revised Pay Scales 2006 and other conditions, the service, recruitment and other rules governing university and college teachers be amended immediately to give effect to these new rules wherever required in accordance with the UGC Regulations.

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## APPENDIX-II

### Revised Pay Scales, Service conditions and Career Advancement Scheme for teachers and equivalent positions:

The pay structure for different categories of teachers and equivalent positions shall be as indicated below:-

#### (a) Assistant Professor/Associate Professors/Professors in Colleges & Universities

- (i) Persons entering the teaching profession in Universities and Colleges shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000.
- (ii) An Assistant Professor with completed service of 4 years, possessing Ph.D Degree in the relevant discipline shall be eligible, for moving up to AGP of Rs. 7000.
- (iii) Assistant Professors possessing M.Phil degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LL.M/M.Tech etc. shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.
- (iv) Assistant Professors who do not have Ph.D or M.Phil or a Master's degree in the relevant Professional course shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.
- (v) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by the UGC in these Regulations
- (vi) The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the un-revised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.
- (vii) Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the UGC, to move up to the AGP of Rs. 8000.
- ✓ (viii) Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.
- (ix) Incumbent Readers and Lecturers (Selection Grade) who have completed 3 years in the current pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor.
- (x) Incumbent Readers and Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade)/Reader, and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor.
- (xi) Readers/ Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade) or Readers, as the case may be, until they are placed in the Pay Band of Rs. 37,400-67000 and re-designated as Associate Professor in the manner described in (xi. x) above.



- (xii) The incumbent Reader who is selected on or after 1.1.2006, shall be redesignated as Associate Professor from the date of his/her selection, and will be placed in the Pay Band IV of Rs.37400-67000 with AGP of Rs. 9000.
- (xiii) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by the UGC and the university, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.
- (xiii) Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D.degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the UGC and if any by the university. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.
- (xiv) The incumbent Readers who have completed 6 years as Reader / Associate Professor on or after 1.1.2006, shall be eligible for promotion as Professor and to be placed in the Pay Band IV of Rs.37400-67000 provided one earns the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations.
- (xv) In the case of Associate Professors in Colleges, promotion to the post of Professor under CAS shall be further subject to (xviii).and (xviii) of these Regulations. as given below.
- (xvi) The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.
- (xvii) Ten percent of the posts of Professors in a university shall be in the higher AGP of Rs.12000, however, teachers promoted to the posts with higher AGP of Rs.12000, shall continue to be designated as Professor. Eligibility for elevation as a Professor in the higher Academic Grade Pay of Rs.12000, shall be a minimum of 10 years of teaching and research experience as professor either in the pre-revised scale of Professor's Pay of Rs.16400- 22400 or the revised scale of Pay Band IV of Professor with AGP of Rs.10,000/- on satisfying the required API score as per Tables I and II through the PBAS methodology stipulated in these Regulations through a duly constituted Expert committee; As this AGP elevation for Professor is applicable to only university departments, additional credentials are to be evidenced by (a) post-doctoral research outputs of high standard; (b) awards / honours / recognitions / patents & IPR on products & processes developed / technology transfer achieved; and (c) Additional research degrees like D.Sc., D.Litt., LL.D etc., The selection is to be conducted by the university by receiving PBAS proformas from eligible professors based on seniority, three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The assessment process shall be through an Expert-Committee evaluation of all credentials submitted along with duly filled PBAS proforma by eligible Professors as stipulated in Table-II(A) of Appendix-III for teachers in University departments. No separate interview need to be conducted for this category.
- (xviii) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in



the faculty and other specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education to those who are entitled for grant of advance increments for having acquired Ph. D/M. Phil/M. Tech etc.,

**(b) Professors in Under Graduate and Post Graduate Colleges:**

- (xviii) Ten percent of the number of sanctioned posts of Associate Professor in an Under Graduate College shall be that of Professors and shall be subject to the same criterion for selection/ appointment as that of Professors in Universities, provided that there shall not be more than one post of Professor in each Department; and provided further that One-fourth (25%) of the posts of Professor in UG Colleges shall be directly recruited or filled on deputation by eligible teachers and the remaining three-fourths (75%) of posts of Professors shall be filled by merit promotion from among eligible Associate Professors of the relevant department of the Under Graduate College. Identification of posts of Professor in an Under Graduate College for being filled through direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of Professor worked out as a percentage of the number of posts of Associate Professor for merit promotion or direct recruitment/ deputation is not an integer, the same shall be rounded off to the next higher integer.

The selection process is to be conducted by the university by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology and selection committee process stipulated in these Regulations for appointment of Professors; In the direct recruitment of the 25% of the posts, 'Rota-Quota system shall be followed starting with promotions. The direct recruitment quota shall be rotated in an alphabetical order.

- (xix) There shall be one post of Professor in each Department of a Post-Graduate College which shall be subject to the same criterion for selection / appointment as that of Professors in Universities, provided that one-fourth (25%) of the posts of Professor shall be filled on deputation/direct recruitment from among eligible teachers and the remaining three-fourths (75%) of posts shall be filled through merit promotion from among the eligible Associate Professors in the relevant department of the Post-Graduate college. Identification of posts of Professor in a Post-Graduate College for being filled through direct recruitment/deputation shall be carried out by the affiliating/concerned University acting in consultation with the College. The decision regarding whether the posts of professor will be for CAS promotion or direct recruitment/deputation shall be within the competence of the University acting in consultation with the College. Where the number of posts of professor for CAS promotion or direct recruitment / deputation worked out as a percentage of the total number of posts in a Post Graduate College is not an integer, the same shall be rounded off to the next higher integer.

The selection process is to be conducted by the university by receiving PBAS proformas from eligible Associate Professors based on seniority and three times in number of the available vacancies. In case the number of candidates available is less than three times the number of vacancies, the zone of consideration will be limited to the actual number of candidates available. The selection shall be conducted through the API scoring system with PBAS methodology, selection committee process stipulated in these Regulations for appointment of Professors; In the direct recruitment of the 25% of the posts, 'Rota-Quota System' shall be followed starting with promotion. The direct recruitment quota shall be rotated in an alphabetical order.



**(C) PAY SCALES OF PRINCIPALS IN COLLEGES:**

**1. PRINCIPAL OF UNDER GRADUATE COLLEGES:**

Appointments to the posts of Principal in Under Graduate Colleges shall be based on the conditions of eligibility in respect of educational qualifications and teaching / research experience laid down by the University Grants Commission in these Regulations, using the API scoring system and PBAS methodology developed. The posts of Principal in Under Graduate Colleges shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000, plus a Special Allowance of Rs.2000 per month and shall also be fixed at a stage not below Rs.43,000 as in the directly recruited Professors. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10000

**.2. PRINCIPAL OF POST GRADUATE COLLEGES:**

Appointments to the posts of Principal in Post Graduate Colleges shall be based on the conditions of eligibility in respect of educational qualifications and teaching / research experience laid down by the University Grants Commission in these Regulations, using the API scoring system and PBAS methodology developed.. Posts of Principal in Post Graduate Colleges shall also be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000, plus a Special Allowance of Rs.3000 per month and shall also be fixed at a stage not below Rs. 43000 as in the case of directly recruited Professors. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs.10000.

**(d) PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR LIBRARIANS ETC.**

**1 ASSISTANT UNIVERSITY LIBRARIAN / COLLEGE LIBRARIAN:**

- (i) Assistant Librarian / College Librarian in the pre-revised scale of pay of Rs.8000- 13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000.
- (ii) All conditions of eligibility and academic qualifications laid down by the UGC as per these Regulations, shall be applicable for direct recruitment of Assistant University Librarian / College Librarian.

**2 ASSISTANT UNIVERSITY LIBRARIAN (SR. SCALE) / COLLEGE LIBRARIAN (SR. SCALE):**

- (i) Assistant University Librarian (Sr. Scale)/ College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10000-15200 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.7000.
- (ii) Assistant University Librarian / College Librarian possessing Ph.D. in Library Science, after completing service of 4 years in the AGP of Rs.6000, and if otherwise eligible as per API scoring system, and PBAS methodology laid down by the UGC in these Regulations, shall be eligible for the higher AGP of Rs.7000 with the Pay Band of Rs.15600-39100.
- (iii) Assistant Librarian / College Librarian not possessing Ph.D. but only M.Phil. in Library Science at the entry level after completing service of 5 years in the AGP of Rs.6000, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the higher AGP of Rs.7000.
- (iv) After completing service of 6 years in the AGP of Rs.6000 Assistant Librarian / College Librarian without the relevant Ph.D. and M.Phil. shall, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, move to the higher AGP of Rs.7000.
- (v) The pay of the existing Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10000-15200 shall be fixed in the Pay Band of Rs.15600-39100 with AGP of Rs.7000 at an appropriate stage based on their present pay.



**3. DEPUTY LIBRARIAN / ASSISTANT LIBRARIAN (SELECTION GRADE) / COLLEGE LIBRARIAN (SELECTION GRADE):**

- (i) Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.8000
- (ii) On completion of service of 5 years, Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts in Pay Band of Rs.15600-39100, with Academic Grade Pay of Rs.8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D. degree etc. for Deputy Librarian) as per API scoring system based PBAS methodology laid down by the UGC for CAS promotion in these Regulations. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.
- (iii) After completing 3 years in the Pay Band of Rs.15600-39100 with an AGP of Rs.8000, Deputy Librarians /equivalent positions shall move to the Pay Band of Rs.37400-67000 and AGP of Rs.9000, subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the UGC for CAS promotion in these Regulations, as per clause: 6.3.1 and 6.3.2.
- (iv) Assistant Librarians (Sr. Scale) in universities/ College Librarians (Sr. Scale) in the AGP of Rs.7000 not possessing Ph.D. in Library Science but who fulfill other criteria prescribed by the UGC for CAS promotion in these Regulations, as per clause 6.3.1 and 6.3.2, shall also be eligible for being placed in the AGP of Rs.8000.
- (v) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs.12000-18300 on 01.01.2006 shall be fixed at an appropriate stage in the Pay Band of Rs.37400-67000 with an AGP of Rs.9000. They shall continue to be designated as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)
- (vi) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade) /College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs.12000-18300, for being eligible to be placed in the higher Pay Band of Rs.37400-67000, shall be placed at an appropriate stage with Academic Grade Pay of Rs.8000 till they complete three years of service as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)
- (vii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs.15600-39100 with AGP of Rs.8000. They shall move to the Pay Band of Rs.37400-67000 with AGP of Rs.9000 after completing three years of service in the AGP of Rs.8000.
- (viii) The conditions of eligibility and academic qualifications prescribed by the UGC in these Regulations, shall be adopted for direct recruitment to the post of Deputy Librarian.

**4. LIBRARIAN (UNIVERSITY):**

- (i) The post of Librarian shall be in the Pay Band of Rs.37400-67000 with the Academic Grade Pay of Rs.10000.
- (ii) The conditions of eligibility and academic qualifications prescribed by the UGC in these Regulations, shall be adopted for appointment to the post of Librarian (University)
- (iii) Deputy Librarian completing service of three years in the AGP of Rs.9000 and otherwise eligible as per the API scoring system and PBAS methodology developed in these Regulations, with a PhD qualification shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.
- (iv) Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' provided as Appendix-II in the Pay Band of Rs.37400-67000 with AGP of Rs.10000



**(e) PAY SCALES AND CAREER ADVANCEMENT SCHEMES  
REGULATIONS FOR PHYSICAL EDUCATION PERSONNEL**

**1. ASSISTANT DIRECTOR OF PHYSICAL EDUCATION (ASSISTANT  
DPE) / COLLEGE DIRECTOR OF PHYSICAL EDUCATION  
(COLLEGE DPE):**

- (i) The Assistant Director of Physical Education / College DPE in the pre-revised pays scale of Rs.8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.6000.
- (ii) Pay of Incumbent Assistant Directors of Physical Education / College DPE shall be fixed at an appropriate stage in the Pay Band of Rs.15600-39100 with an AGP of Rs.6000, in accordance with the 'fixation formula' provided in Appendix-II
- (iii) All conditions of eligibility and academic qualifications laid down by the UGC in these Regulations, shall be applicable for direct recruitment of Assistant Director of Physical Education / College DPE.

**.2. ASSISTANT DIRECTOR OF PHYSICAL EDUCATION (SENIOR  
SCALE) / COLLEGE DPE (SENIOR SCALE):**

- (i) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) in the pre-revised pay scale of Rs.10000 – 15200 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs.7000.
- (ii) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) possessing Ph.D. in Physical Education at the entry level of Assistant DPE / College DPE in the AGP of Rs.6000 shall, after completing service of four years in the AGP of Rs.6000, and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations, shall move to higher AGP of Rs.7000 in the Pay Band of Rs.15600-39100 as per clause 6.3.1 and 6.3.2.
- (iii) Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) possessing M.Phil. in Physical Education at the entry level of Assistant DPE / College DPE in the AGP of Rs.6000 shall, after completing service of the five years in the AGP of Rs.6000, be eligible for the higher AGP of Rs.7000 on satisfying the API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations as per clause 6.3.1 and 6.3.2.
- (iv) Assistant Directors of Physical Education / College DPEs without the relevant Ph.D. and M.Phil shall, after completing service of six years as Assistant Director of Physical Education / College DPE in the AGP of Rs.6000, and if otherwise eligible as per API scoring system and PBAS methodology prescribed by the UGC for CAS promotion in these Regulations shall be placed in the AGP of Rs.7000 as per clause 6.3.1 and 6.3.2.
- (v) Pay of incumbent Assistant Directors of Physical Education (Senior Scale) / College DPE (Senior Scale) shall be fixed in Pay Band of Rs.15600-39100 at an appropriate stage in the AGP of Rs.7000, as per the 'fixation formula' provided in Appendix-II

**.3. DEPUTY DIRECTOR OF PHYSICAL EDUCATION / ASSISTANT  
DIRECTOR OF PHYSICAL EDUCATION (SELECTION GRADE) /  
COLLEGE DIRECTOR OF PHYSICAL EDUCATION (SELECTION  
GRADE)**

- (i) After completing service of five years in the Pay Band of Rs.15600-39100 with the AGP of Rs.7000 and subject to satisfying API scoring system and PBAS methodology prescribed by the UGC in these Regulations, Assistant Director of Physical Education (Senior Scale) / College DPE (Senior scale) shall move to AGP of Rs.8000 in the Pay band of Rs.15600-39100. They shall be designated as Deputy Director of Physical Education / Assistant DPE (Selection Grade) / College DPE (Selection Grade), as the case may be.



- (ii) After completing service of three years in the Pay Band of Rs.15600-39100 and the AGP of Rs.8000 and subject to satisfying API/ scoring system and PBAS methodology prescribed by the UGC in these Regulations, Deputy DPE/Assistant DPE (Selection Grade) College DPE (Selection Grade) shall move to the Pay Band of Rs.37400-67000 with the AGP of Rs.9000. They shall continue to be designated as Deputy DPE/Assistant DPE (Selection Grade) / College DPE (Selection Grade)
- (iii) All incumbents to the post of Deputy DPE/Assistant DPE (Selection Grade)/ College DPE (Selection Grade) who have completed service of at least 3 years in the unrevised pay scale of Rs.12000-18300 as on 01-01-2006 shall be eligible to be fixed in the Pay Band of Rs.37400-67000 with AGP of Rs.9000.
- (iv) All incumbents to the post of Deputy DPE /Assistant DPE (Selection Grade/ College DPE (Selection Grade) whose services in the unrevised pay scale of Rs.12000-18300 fall short of three years which would have made them eligible to move to the higher pay band, shall be placed at an appropriate stage at the AGP of Rs.8000 in the pay band of Rs.15600-39000 till they complete the required service of 3 years as Deputy DPE / ADPE (Selection Grade) / College DPE (Selection Grade) in the unrevised pay scale.
- (v) Pay of the directly recruited Deputy DPE shall be initially fixed with the AGP of Rs.8000 in the Pay Band of Rs.15600-39100, and after completing three years of service directly recruited Deputy DPE and equivalent shall move to Pay Band Rs.37400-67000 with AGP of Rs.9000.

**.4. DIRECTOR OF PHYSICAL EDUCATION (UNIVERSITY):**

- (i) Post of Director, Physical Education in Universities shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000.
- (ii) Post of Director, Physical Education (University) shall continue to be filled through direct recruitment and the existing conditions of eligibility, i.e., the minimum qualification, number of years of relevant experience and other conditions prescribed by the UGC in these Regulations, shall be the eligibility for recruitment.
- (iii) Pay of the incumbent shall be fixed at the appropriate stage in the Pay Band of Rs.37400-67000 as per 'fixation formula' provided in appendix-II

**(f). SELECTION AND PAY SCALES OF PRO-VICE CHANCELLOR / VICE -CHANCELLOR OF UNIVERSITIES:**

**PRO-VICE-CHANCELLOR:**

1. The Pro-Vice-Chancellor may be a whole time officer of the University and shall be appointed by the Executive Council on the recommendation of Vice-Chancellor.
2. The Pro-Vice-Chancellor shall hold office for a period which is co-terminus with that of Vice-Chancellor. These Regulations, for selection of Pro- Vice- Chancellor shall be adopted by the concerned University through their Act/Statute.
- 3.. The posts of Pro-Vice Chancellor shall be in the Pay Band of Rs.37400-67000 with AGP of Rs.10000 or Rs.12000 as the case may be, along with a Special Allowance of Rs.4000 per month, subject to the condition that the sum total of pay in the Pay Band, the Academic Grade Pay and the Special Allowance shall not exceed Rs.80000.

**VICE CHANCELLOR:**

- i) Persons of the highest level of competence, integrity, morals and institutional commitment are to be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed should be a distinguished academic, with a minimum of 10 years experience as Professor in a University system or 10 years experience in an equivalent position in a reputed research and / or academic administrative organization.



- ii) The selection of Vice-Chancellor should be through proper identification of a Panel of 3-5 names by a Search Committee through a public notification or nomination or a talent search process or a combination of all these processes. The members of the above Search Committee shall be persons of national eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the search committee must give proper weightage to academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance adopting a transparent process.

In respect of State and Central Universities, the following shall be the constitution of the Search Committee.

- i. A nominee of the Visitor/Chancellor, who should be the Chairperson of the Committee.
- ii. A nominee of the Chairman, University Grants Commission.
- iii. A nominee of the Syndicate/ Executive Council / Board of Management of the University.

The Visitor/Chancellor shall appoint the Vice-Chancellor out of the Panel of names recommended by the Search Committee.

- iii) The emoluments and other conditions of service of the Vice-Chancellor shall be prescribed in the Statutes of the Universities concerned in conformity with these UGC Regulations.
- iv) The term of office of the Vice Chancellor in Central /State Universities shall be five years and shall not hold office beyond 70 years of age. There shall not be a reappointment of the Vice Chancellor for the second term in the same University. However, appointment for another term as Vice Chancellor is admissible in other Central/State University which shall be subject to the performance evaluation of the candidate during his/her previous term by the search committee and credibility/integrity report from the appropriate agencies.
- v) The term of office of the Vice Chancellor shall form part of the service period of the incumbent concerned making him/her eligible for all service related benefits.
  - (i) The Universities/State Governments shall modify or amend the relevant Act/Statutes of the Universities concerned within 6 months of adoption of these Regulations.
  - (ii) The posts of Vice-Chancellor shall carry a fixed pay of Rs.75000 along with a Special Allowance of Rs.5000 per month. All other eligibilities and facilities for the Vice Chancellor as provided in the Act/Statute of the concerned university shall be applicable besides the pay and special allowance.

**(g) INCENTIVES FOR Ph.D / M.Phil AND OTHER HIGHER QUALIFICATION:**

- (i) Incentives for Ph.D./M.Phil. and other higher qualifications:
- (ii) Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- (iii) M.Phil. degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- (iv) Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/ M.Arch / M.E /M.V.Sc/M. Pharma/ M.D./ Physiotherapy/Occupational Therapy, etc. recognized by the relevant statutory body / council, shall also be entitled to 2 noncompounded advance increments at the entry level.



- (v) (i) Teachers who complete their Ph.D. Degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work and evaluation, etc.
- (ii) However, teachers in service who have been awarded Ph.D. at the time of coming into force of this Schemes Regulations or having been enrolled for Ph.D. have already undergone course-work, if any, as well as evaluation, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (vi) In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- (vii) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (viii) Teachers who acquire M.Phil. Degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/Council, while in service, shall be entitled to one advance increment.
- (ix). Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- (x) (i) Assistant Librarian / College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.
- (ii) However, persons in posts of Assistant Librarian / College Librarian or higher positions who have been awarded Ph.D. in library science at the time of coming into force of this Schemes Regulations or having already undergone course-work, if any, as well as evaluation, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (xi) In respect of every other case of persons in the posts of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- (xii) Assistant Librarian / College Librarian and others in higher Library positions in service who have not yet enrolled for Ph. D. shall therefore derive the benefit of three noncompounded increments on award of Ph.D. while in service only if such enrolment is with a university which complied with the entire process, including that of enrolment as prescribed by the UGC.



- (xiii) Two non-compounded advance increments shall be admissible for Assistant Librarian / College Librarian with M.Phil. degree in Library Science at the entry level, Assistant Librarian / College Librarian and those in higher positions acquiring M. Phil. degree in Library Science at any time during the course of their service shall be entitled to one advance increment.
- (xiv) Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education / College Director of Physical Education who are recruited at entry level with Ph.D. degree in the discipline of Physical Education from a university complying with the process prescribed by the UGC in respect of enrolment, course work and evaluation process for the award of Ph.D. in Physical Education.
- (xv) Persons in posts of Assistant Director of Physical Education / College DPE or higher positions acquiring the degree of Ph.D. in the discipline of physical Education, at any time while in service from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments.
- (xvi) However, persons in posts of Assistant Director of Physical Education / College DPE or higher positions who have been awarded Ph.D. in Physical Education at the time of coming into force of this Schemes Regulations or having been enrolled for Ph.D. in Physical Education have already undergone course -work, if any, as well as evaluation, and only Notifications in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the UGC.
- (xvii) In respect of every other case of persons in the posts of Assistant Director of Physical Education/College DPE or higher positions who are already enrolled for Ph.D. in Physical Education shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the UGC for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- (xviii) Assistant Director of Physical Education / College DPE and others in higher Physical Education positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of three non-compounded increments on award of Ph.D. while in service, only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (xix) Two non-compounded advance increments shall be admissible for Assistant Director of Physical Education / College DPE with M.Phil. degree in Physical Education at the entry level. Assistant Director of Physical Education/College DPE and those in higher positions acquiring M.Phil. Degree in Physical Education at any time during the course of their service shall be entitled to one advance increment.
- (xx) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advance increments for possessing Ph.D. / M.Phil. at the entry level in the earlier Schemes /Regulations shall not be entitled to the benefit of advance increments under this Schemes/ Regulations.
- (xxi) Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per existing policy for acquiring Ph.D. / M. Phil while in service, shall not be entitled to advance increments under this Schemes Regulations.
- (xxii) For posts at the entry level where no such advance increments were admissible for possessing PhD/M. Phil under the earlier Schemes Regulations, the benefit of five advances for possessing PhD/M. Phil shall be available to only those appointments which have been made on or after the coming into force of this Schemes Regulations.

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FITMENT TABLE - 1

- (i) Incumbent Assistant Professor  
(ii) Incumbent Assistant Librarian / College Librarian  
(iii) Incumbent Asst. Director of Phy. Edu./College Director of Physical Edn.

Pre-revised scale Rs. 8000-275-13500 (Group A entry)		Revised Pay Band+AGP Rs. 15600-39100+AGP 6000	
Pre-revised	Revised Pay		
Basic Pay	Pay in the Pay band	Academic Grade Pay	Revised Basic Pay
8000	15600	6000	21600
8275	15600	6000	21600
8550	15910	6000	21910
8825	16420	6000	22420
9100	16930	6000	22930
9375	17440	6000	23440
9650	17950	6000	23950
9925	18470	6000	24470
10200	18980	6000	24980
10475	19490	6000	25490
10750	20000	6000	26000
11025	20510	6000	26510
11300	21020	6000	27020
11575	21530	6000	27530
11850	22050	6000	28050
12125	22560	6000	28560
12400	23070	6000	29070
12675	23580	6000	29580
12950	24090	6000	30090
13225	24600	6000	30600
13500	25110	6000	31110
13775	25630	6000	31630
14050	26140	6000	32140
14325	26650	6000	32650

FITMENT TABLE - 2

- (1) Incumbent Assistant Professor [Formerly Lecturer (Sr.Scale)]  
(2) Incumbent Assistant Librarian (Sr.Scale)/College Librarian (Sr.Scale)  
(3) Incumbent Asst. Director of Physical Edu. (Sr.Scale)/College DPE (Sr.Scale)

Pre-revised scale Rs. 10000-325-15200		Revised Pay Band+AGP Rs. 15600-39100+AGP 7000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
10000	18600	7000	25600
10325	19210	7000	26210
10650	19810	7000	26810
10975	20420	7000	27420
11300	21020	7000	28020
11625	21630	7000	28630
11950	22230	7000	29230
12275	22840	7000	29840
12600	23440	7000	30440
12925	24050	7000	31050
13250	24650	7000	31650
13575	25250	7000	32250
13900	25860	7000	32860
14225	26460	7000	33460
14550	27070	7000	34070
14875	27670	7000	34670
15200	28280	7000	35280
15525	28880	7000	35880
15850	29490	7000	36490
16175	30090	7000	37090



FITMENT TABLE - 3

- (i) Incumbent Readers and Lecturers (SG) with less than 3 years of Service  
(ii) Incumbent Dy. Librarian/Asst. Librarian (SG) / College Librarian (SG) with less than 3 years of Service  
(iii) Incumbent Dy.DPE/Asst. DPE(SG)/College DPE (SG) with less than 3 years of Service

Pre-revised scale Rs. 12000-420-18300		Revised Pay Band + AGP Rs. 15600-39100+AGP 8000 ✓	
Pre-Revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
12000	22320	8000	30320
12420	23110	8000	31110
12840	23890	8000	31890
13260	24670	8000	32670
13680	25450	8000	33450
14100	26230	8000	34230
14520	27010	8000	35010
14940	27790	8000	35790
15360	28570	8000	36570
15780	29360	8000	37360
16200	30140	8000	38140
16620	30920	8000	38920
17040	31700	8000	39700
17460	32480	8000	40480
17880	33260	8000	41260
18300	34040	8000	42040
18720	34820	8000	42820
19140	35610	8000	43610
19560	36390	8000	44390

FITMENT TABLE -4

- (I) Incumbent Readers and Lecturers (SG) with 3 years of Service  
(II) Incumbent Dy. Librarian/Asst. librarian (SG) /College Librarian (SG) with 3 years of Service.  
(III) Incumbent Dy.DPE/Asst. DPE(SG)/College DPE(SG) with 3 years of Service.

Pre-revised scale Rs. 12000-420-18300		Revised Pay Band+AGP Rs. 37400-67000+AGP 9000 ✓	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
13260	37400	9000	46400
13680	37400	9000	46400
14100	37400	9000	46400
14520	37400	9000	46400
14940	38530	9000	47530
15360	38530	9000	47530
15780	39690	9000	48690
16200	39690	9000	48690
16620	40890	9000	49890
17040	40890	9000	49890
17460	42120	9000	51120
17880	42120	9000	51120
18300	43390	9000	52390
18720	43390	9000	52390
19140	44700	9000	53700
19560	44700	9000	53700

FITMENT TABLE - 5

- (I) Incumbent Professor in Colleges and Universities  
 (II) Incumbent Principals of PG Colleges  
 (III) Incumbent Librarian (University)  
 (IV) Incumbent Director of Physical Edu. (University)

Pre-revised scale Rs.16400-450-20900-500-22400 (S27 and S29)		Revised Pay Band + AGP	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Academic Grade Pay	Revised Basic Pay
16400	40890	10000	50890
16850	40890	10000	50890
17300	42120	10000	52120
17750	42120	10000	52120
18200	43390	10000	53390
18650	43390	10000	53390
19100	44700	10000	54700
19550	44700	10000	54700
20000	46050	10000	56050
20450	46050	10000	56050
20900	47440	10000	57440
21400	47440	10000	57440
21900	48870	10000	58870
22400	48870	10000	58870
22900	50340	10000	60340
23400	50340	10000	60340
23900	51860	10000	61860

FITMENT TABLE -6

Incumbent Principals of U.G Colleges

Pre-revised scale Rs. 12000-420-18300		Revised Pay Band + Academic Grade Pay Rs.37400-67000+AGP 10000	
Pre-revised Basic Pay	Revised Pay		
	Pay in the Pay Band	Grade Pay	Revised Basic Pay
12840	37400	10000	47400
13260	37400	10000	47400
13680	37400	10000	47400
14100	37400	10000	47400
14520	37400	10000	47400
14940	38530	10000	48530
15360	38530	10000	48530
15780	39690	10000	49690
16200	39690	10000	49690
16620	40890	10000	50890
17040	40890	10000	50890
17460	42120	10000	52120
17880	42120	10000	52120
18300	43390	10000	53390
18720	43390	10000	53390
19140	44700	10000	54700
19560	44700	10000	54700



### APPENDIX-III

#### RECRUITMENT AND QUALIFICATIONS

- 3.1.0 The direct recruitment to the post of Assistant Professors, Associate Professors and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the guidelines prescribed under these Regulations to be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees should be as prescribed by the UGC in these Regulations.
- 3.2.0 The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors, Principals, Assistant Directors of Physical Education, Deputy Directors of Physical Education, Directors of Physical Education, Assistant Librarians, Deputy Librarians, Librarians will be those as prescribed by the University Grants Commission in these Regulations.
- 3.3.0 The minimum requirements of a good academic record, 55% of the marks at the master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET/SET), shall remain for the appointment of Assistant Professors.
- 3.3.1. NET/SLET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities / Colleges / Institutions. Provided, however, that candidates, who are or have been awarded Ph. D. degree in compliance of the "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulations 2009, shall be exempt from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities / Colleges / Institutions".
- 3.3.2 Reference to Ph.D-s in these Regulations shall be taken as a doctoral degree from a University following the above UGC Regulations of 2009 regarding registration process, course work, and evaluation process with effect from the date of issue of such guidelines by UGC. The exemption from NET/SLET/SET will not be applicable to Ph.D degrees awarded by the universities who have not adopted and followed the above UGC Regulations of 2009, provided the Universities have adopted the guidelines issued by UGC from time to time to accord exemption of the Ph.D. degree holders from acquiring a pass in NET/SLET/SET.
- 3.3.3 NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET/ accredited test is not conducted. Any relaxation in the prescribed qualification, including the NET exemption, can be made only by the University Grants Commission in a particular subject in which NET/SLET/SET is not conducted.

Such relaxation would be based on the application made by only the affected universities for the specified subject(s) and for a specified period based on sound justification.

Provided in case of State Universities, where NET/SET/SLET qualified candidates are not available, the concerned Universities may grant exemption only with the concurrence of the respective State Government.

Provided further in case of Central Universities such exemption can be granted by the concerned University only with the concurrence of the UGC.



Provided further that exemption so granted in both the cases stated above, shall be subject to the condition that the candidates shall acquire their NET/SLET/SET qualification, preferably within a period of 2 years, failing which they shall not be eligible for any increments in their pay scales and for seniority for the years of service rendered by them without such qualifications. The eligibility for increments and service seniority shall become operational from the date of qualifying for NET/SLET/SET or acquiring Ph.D. Degree as per the UGC Regulations, 2009.

- 3.3.4 The 55% marks in Master's level should be insisted upon for those entering the system from outside and at the entry point of Assistant Professors, Assistant Librarians, Assistant Director of Physical Education.
- 3.4.0 A relaxation of 5% may be provided at the graduate and master's level for the SC/ST/Differently-abled (Physically and visually handicapped) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. Rounding off of marks to make it to 55% or 50% as the case may be through grace mark procedure etc., by universities is not permissible for claiming relaxation.
- 3.5.0 A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19<sup>th</sup> September, 1991.
- 3.6.0 Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized university shall also be considered eligible.
- 3.7.0 The Ph.D. should be a compulsory requirement for the designation of Professors, Librarians and Physical Education Directors.
- 3.8.0 Ph.D. shall be a compulsory requirement for all candidates applying for direct recruitment as Associate Professor/Deputy Librarian/Deputy Directors of Physical Education,
- 3.9.0 The period of time taken by candidates to acquire M.Phil. and/or Ph.D shall not be considered as research experience to be claimed for appointment to the teaching positions.

#### **4.0.0 DIRECT RECRUITMENT**

##### **4.1.0 PROFESSOR**

- A. (i) An eminent scholar with Ph.D. qualification in the concerned/ allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research / policy papers in indexed / ISBN/ISSN numbered journals and/or ISBN/ISSN numbered books and the University developed ISBN/ISSN numbered list of journals/books hosted in the website of the concerned University.
- (ii) A minimum of 10 years of teaching experience in university/college, and/or experience in research at the University/National Level institutions/industries, including experience of guiding candidates for research at doctoral level;
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) developed by UGC in these Regulations. **'OR'**
- B. An outstanding professional with established reputation in the relevant field who has made significant contribution to knowledge.



#### 4.2.0. PRINCIPAL

- i. A Master's Degree with at least 55% of the marks or a relevant grade regarded as equivalent to 55% wherever grading system is followed by a recognized University.
- ii. Ph.D. qualification in concerned/allied/ relevant discipline with evidence of published work and research guidance.
- iii. Associate Professor/Professor with a total experience of 15 years of teaching/research/administration in Universities / Colleges and other institutions of higher education.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) for Professors as developed by UGC in these Regulations.

#### ✓ 4.3.0 ASSOCIATE PROFESSOR

- i. Good academic record with a Ph.D. degree in the concerned/allied/relevant disciplines.
- ii. 55% of the marks, or equivalent grade wherever grading system is followed at the Master's degree level.
- iii. A minimum of five years of experience of teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University / College or Accredited Research Institution/industry excluding the period of Ph.D research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers in indexed/ISBN/ISSN numbered books/journals and University developed - ISBN/ISSN list of journals hosted in the website of the concerned University.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- ✓ v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations. (API score > 300 in Part II & III)

#### 4.4.0 ASSISTANT PROFESSOR

##### 4.4.1. Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism and Mass Communication.

- i. Good academic record as defined by the concerned university with at least 55% of the marks or equivalent grade where grading system is practiced at the Master's degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualifications, the candidate should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Holders of Ph.D. degree as on the date of Notification of these Regulations, along with those candidates who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as laid down in the UGC (Minimum Standards and Procedures for award of M.Phil /Ph.D Degree), Regulations, 2009 and so adopted by the university, shall be exempted from NET/SLET/SET.
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted subject to the conditions stipulated in these Regulations in clause.3.3.3.



**4.4.2. MUSIC, PERFORMING ARTS, VISUAL ARTS AND OTHER TRADITIONAL INDIAN ART FORMS LIKE SCULPTURE ETC.,**

**4.4.3. MUSIC AND DANCE DISCIPLINE:**

**1. ASSISTANT PROFESSOR:**

Good academic record with at least 55% of the marks, or an equivalent grade to that of 55% wherever grading system is practiced at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility test (NET/SLET/SET) conducted by the UGC, CSIR, or similar test accredited by the UGC. **'OR'**

A traditional and a professional artist with highly commendable professional achievement in the concerned subject, who should have:

1. Studied under noted/reputed traditional masters and has thorough knowledge to explain the subject concerned.
2. B high grade artist of AIR/TV.
3. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

**2. ASSOCIATE PROFESSOR:**

Good academic record with doctoral degree, with performing ability of high professional standard.

Five years of experience of teaching and/or research excluding the period spent for obtaining the research degree.

Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications.

Contribution to educational innovation such as designing of new courses and/or curricula and/or outstanding performing achievement in the field of specialization. **'OR'**

1. 'A' grade artist of AIR/TV;
2. Eight years of outstanding performing achievements in the field of specialization.
3. Experience in designing of new courses and /or curricula.
4. Participation in Seminars/Conferences in reputed institutions.
5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

A minimum of five years of experience of teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University / College or Accredited Research Institution/industry excluding the period of Ph.D research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers in indexed / ISBN / ISSN numbered books/journals and University developed ISBN / ISSN list of journals hosted in the website of the concerned University.

Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.

A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.



### **3. PROFESSOR:**

An eminent scholar with a doctoral degree actively engaged in research with 10 years of experience in PG teaching and /or research at the University/National level institutions including experience of guiding research at doctoral level with outstanding performing achievements in the field of specialization.

**'OR'**

1. 'A' grade artist of AIR/TV
2. Twelve years of outstanding performing achievements in the field of specialization.
3. Significant contributions in the field of specializations and ability to guide research
4. Participation in National/International Seminars/Conferences/ Workshops and/ or recipient of National/International Awards/Fellowships.
5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

#### **4.4.4. DRAMA DISCIPLINE:**

##### **1. ASSISTANT PROFESSOR:**

Good academic record with at least 55% of the marks, or an equivalent grade to that of 55% wherever grading system is practiced at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET/SLET/SET) conducted by the UGC, CSIR, or similar test accredited by the UGC.

**'OR'**

1. A professional artist with first class degree/diploma from National School of Drama or any other approved Institution in India or abroad
2. Five years of regular acclaimed performance in regional/ national stage with evidence.
3. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

##### **2. ASSOCIATE PROFESSOR:**

Good academic record with doctoral degree with performing ability of high professional standard as recommended by an expert committee constituted by the University concerned for the said purpose.

Five years of experiences of teaching and/ or research excluding the period spent for obtaining the research degree.

Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications.

Contributions to educational innovation such as designing new courses and / or curricula and / or outstanding performing achievements in the field of specializations.

**'OR'**

1. A recognized artist of Stage/ Radio/TV.
2. Eight years of outstanding performing achievements in the field of specialization.
3. Experience in designing of new courses and /or curricula.
4. Participation in Seminars/Conferences in reputed institutions.
5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.



### **3. PROFESSOR:**

An eminent scholar with a doctoral degree actively engaged in research with 10 years of experience in Post-graduate teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.

**'OR'**

1. Twelve years of outstanding performing achievements in the field of specialization.
2. Significant contributions in the field of specializations and ability to guide research.
3. Participation in National/International Seminars/Conferences/Workshops and/ or recipient of National/International Awards/Fellowships.
4. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations.

#### **4.4.5. VISUAL (FINE) ARTS DISCIPLINE:**

##### **1. ASSISTANT PROFESSOR:**

Good academic record with at least 55% of the marks, or an equivalent grade to that of 55% wherever grading system is practiced at the Master's degree level, in the relevant subject or an equivalent degree from an Indian/Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET/SLET/SET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

**'OR'**

A Professional artist with highly commendable professional achievement in the concerned subject, who should have:

1. First class Diploma in Visual (Fine) arts discipline from the recognized Institution of India /Abroad.
2. Five years of experience of holding regular regional/National exhibitions/Workshops with evidence.
3. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

##### **2. ASSOCIATE PROFESSOR:**

Good academic record with doctoral degree, with performing ability of high professional standard.

Five years of experience of teaching and/ or research excluding the period spent for the research degree, Ph. D.

Has made significant contributions to the knowledge in the subject concerned as evidenced by quality of publications.

Contributions to educational innovation such as: designing new courses and/ or curricula and/ or outstanding performing achievements in the field of specializations.

**'OR'**

1. A recognized artist of his/her own discipline.
2. Eight years of outstanding performing achievements in the field of specialization.
3. Experience in designing of new courses and /or curricula.
4. Participation in Seminars/Conferences in reputed institutions.
5. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.



### **3. PROFESSOR:**

An eminent scholar with a doctoral degree actively engaged in research with 10 years of experience in Post-graduating teaching and /or research at the University/National level institutions including experience of guiding research in doctoral level, with outstanding performing achievement in the field of specialization.

**'OR'**

1. Twelve years of experience of holding regular regional/national exhibition / workshops with evidence.
2. Significant contributions in the field of specialization and ability to guide research.
3. Participation in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships.
4. Ability to explain the logical reasoning of the subject concerned and adequate knowledge to teach theory with illustrations in that discipline.

A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement for all the posts specified under 4.4.3 - 4.4.5.

### **4.4.6. QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS**

#### **1. ASSISTANT PROFESSOR:**

- 1.1. Bachelor Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./M.Sc. O.T/M.OT.) with at least 55% of marks from recognized University.
- 1.2. NET/SLET/SET shall not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted subject to the conditions stipulated in these Regulations in clause.3.3.3.

#### **2. ASSOCIATE PROFESSOR:**

Master in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.) with 5 years total experience as Assistant Professor. (**Desirable: Higher qualification such as Ph.D** Qualification in any discipline in occupational therapy recognized by U.G.C)

#### **3. PROFESSOR:**

- 3.1. Masters in Occupational Therapy (M.O.T. / M.O.Th./M.Th.O./M.Sc. O.T.) with 10 years total experience including 3 years experience as Associate Professor (Occupational Therapy)
- 3.2. Ph. D. in any discipline in occupational therapy recognized by U.G.C..

#### **4. PRINCIPAL / DIRECTOR / DEAN:**

- 4.1. Masters in Occupational Therapy (M.O.T./M. Th. O./M. Sc. O.T.) with at least 10 years total experience, including experience as Professor (O. T).
- 4.2. Senior most of the Professor shall be the Principal / Director / Dean.
- 4.3. Ph. D. in any discipline in occupational therapy recognized by U.G.C.
- 4.4. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement for all the posts specified under 4.4.6 and 4.4.7.
- 4.5. The appointment of allied field shall be at the lowest level of Assistant Professor.



**4.4.7. QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS**

**1. ASSISTANT PROFESSOR:**

- 1.1. Bachelor Degree in Physiotherapy (B.P.T./B. Th./P./B.P.Th.), Masters in Physiotherapy (M.P.Th/M.Th.P./M.Sc. P.T/M.PT.) with at least 55% of marks from recognized University.
- 1.2. NET/SLET/SET shall not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted subject to the conditions stipulated in these Regulations in clause.3.3.3.

**2. ASSOCIATE PROFESSOR:**

Master in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with 5 years total experience as Assistant Professor. (**Desirable:** Higher qualification such as Ph. D in any discipline in Physiotherapy recognized by U.G.C.)

**3. PROFESSOR:**

- 3.1. Masters in Physiotherapy (M.P.T./M.P.Th./M.Sc. P.T.) with 10 years total experience including 3 yrs experience as Associate Professor (Physio Th.);
- 3.2. Ph. D. in any discipline in Physiotherapy recognized by U.G.C.
- 3.3. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement for all the posts specified under 4.4.6 and 4.4.7.
- 3.4. The appointment of allied field shall be at the lowest level of Assistant Professor.

**4. PRINCIPAL / DIRECTOR / DEAN:**

- 4.1. Masters in Physiotherapy (M.P.T./M.Th.P./M.Sc. P.T.) with at least 10 years total experience, including experience as Professor (Physiotherapy).
- 4.2. Senior most of the Professor shall be the Principal / Director / Dean.
- 4.3. Ph. D. in any discipline in Physiotherapy recognized by U.G.C..
- 4.4. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement for all the posts specified under 4.4.6 and 4.4.7.
- 4.5. The appointment of allied field shall be at the lowest level of Assistant Professor.

**4.4.8. MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN UNIVERSITIES AND COLLEGES- MANAGEMENT / BUSINESS ADMINISTRATION:**

**1. Assistant Professor**

- 1.1. A Masters Degree with 55% marks in Business Management / Administration / in a relevant management related discipline or first class in two year full time / three year part-time PGDM declared equivalent and accredited by AICTE / UGC

**'OR'**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory bodies.



- 1.2. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

**2. Associate Professor:**

- 2.1. Consistently good academic record with at least 55% marks in Master Degree in Business Management / Administration / in a relevant management related discipline or first class in 2 years full time / 3 year part-time PGDM declared equivalent and recognized by AICTE/UGC

**'OR'**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- 2.2. Ph.D. or Fellow of IM OR of an Institute recognized by AICTE.
- 2.3. A minimum of 5 years' experience of postgraduate teaching / industry / research / professional at managerial level excluding the period spent for obtaining the research degree.

**'OR'**

**2.4. For candidates from Industry & Profession**

- 2.4.1. Consistently good academic record with at least 55% marks in Master's Degree in Business Management / Administration / in a relevant management related discipline\*\* or first class in 2 years full time / 3 year part-time PGDM declared equivalent and recognized by AICTE / UGC

**'OR'**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.

- 2.4.2. A minimum of 10 years' experience of postgraduate teaching industry / research / profession, out of which 5 years must be at the level of assistant professor or equivalent excluding the period spent for obtaining research degree. The candidate should have Professional work experience, which is significant and can be recognized at national / international level as equivalent to Ph.D and 10 years managerial experience in industry / profession of which at least 5 years should be at the level comparable to that of lecture.
- 2.5. Teaching, research industrial and / or professional experience in a reputed organization;
- 2.6. Published work, such as research papers, patents filed / obtained, books and / or technical reports;
- 2.7. Experience of guiding the project work /dissertation of PG / Research Students or supervising R&D projects in industry;
- 2.8. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

**3. Professor:**

- 3.1. Consistently good academic record with at least 55% marks in Master's Degree in Business Management/Administration in a relevant discipline or consistently good academic record with at least 55% marks in 2 year full time / 3 year part-time PGDM declared equivalent and recognized by AICTE / UGC

**'OR'**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.



- 3.2. Ph. D. or Fellow of IIM OR of an Institute recognized by AICTE .
- 3.3. (i) A minimum of 10 years' experience of post graduate teaching / industry / research / professional out of which 3 years must be at the level of Reader/Associate Professor or equivalent excluding the period spent for obtaining the research degree. **'OR'**
  - (ii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
  - (iii) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.
- 3.4. For candidates from Industry & Profession**
  - 3.4.1. Consistently good academic record with at least 55% marks in Master's Degree in Business Management / Administration / in a relevant management related discipline\*\* or consistently good academic record with at least 55% marks in 2 years full time / 3 year part-time PGDM declared equivalent and recognized by AICTE / UGC **'OR'**

First Class graduate and professionally qualified Chartered Accountant / Cost and works Accountant / Company Secretary of the concerned statutory body.
  - 3.4.2. The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph. D. and 15 years' managerial experience in industry / profession of which at least 8 years should be at least at a level comparable to that of Reader.
- 3.5. Teaching, Teaching, research industrial and / or professional experience in a reputed organization;
- 3.6. Published work, such as research papers, patents filed/obtained, books and/or technical reports;
- 3.7. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- 3.8. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities;
- 3.9. Capacity to undertake / lead sponsored R&D consultancy and related activities;
- 3.10. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.
- 4. Principal / Director / Head of Institutions**
  - 4.1. Qualification same as those prescribed for the post of professor in the relevant discipline with a minimum of 15 years' experience of postgraduate teaching / industry / research.
  - 4.2. Administrative experience in senior level responsible position
  - 4.3. For candidates from Industry / Profession
    - 4.3.1. Qualification same as those prescribed for the post of Professor from industry / profession stream with 15 years' experience of postgraduate teaching / research out of which 5 years must be at the level or Professor in the relevant discipline.
    - 4.3.2. Administrative experience in senior level responsible position.
    - 4.3.3. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.



- \* If a class / division is not awarded at Masters level, minimum of 60% marks in aggregate shall be considered equivalent to First Class / Division. If a grade point system is adopted, the CGPA will be converted into equivalent marks as given below:-
- \*\* Relevant management related disciplines shall be those as Commerce, Economics, Applied Economics, Econometrics Business Economics, Psychology (Organizational / Industrial Psychology), Public Administration, Statistics, Mathematical Statistics, Applied Statistics, Operational Research, Business Law, Production & Industrial Engineering, Industrial management and Computer Application.
- \*\*\* This recognition shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR A 10 POINTS SCALE**

Grade	Equivalence	Grade Point	Percentage Equivalent
'O'	Outstanding	5.50 - 6.00	75 - 100
'A'	Very Good	4.50 - 5.49	64 - 74
'B'	Good	3.50 - 4.49	55 - 64
'C'	Average	2.50 - 3.49	45 - 54
'D'	Below Average	1.50 - 2.49	35 - 44
'E'	Poor	0.50 - 1.49	25 - 34
'F'	Fail	0 - 0.49	0 - 24

**4.4.9 MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN UNIVERSITIES AND COLLEGES-ENGINEERING AND TECHNOLOGY DISCIPLINE:**

**1. Assistant Professor**

- ✓ 1.1. Master's Degree with 55% marks in the appropriate branch of Engineering (Engg.) & Technology (Tech).
- ✓ 1.2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted subject to the conditions stipulated in these Regulations in clause.3.3.3.
- 1.3. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement

**2. Associate Professor**

- ✓ 2.1. Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of 5 years in teaching, research and / or industry at the level of Lecturer/Assistant Professor or equivalent grade, excluding period spent on obtaining the research degree
- 'OR'**
- 2.2. Only to candidates from industry and the profession
    - 2.2.1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
    - 2.2.2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of 5 years in a position equivalent to the level of Lecturer.

- (\* This recognition shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University).



- 2.3. Teaching, research industrial and / or professional experience in a reputed organization;
- 2.4. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- 2.5. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- 2.6. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement

### 3. Professor:

- ✓ 3.1. Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of 10 years in teaching, research and / or industry, out of which at least 5 years at the level of Reader/ associate Professor or equivalent grade. 'OR'
- 3.2. Applicable only to candidates from industry and the profession
  - 3.2.1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
  - 3.2.2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of 10 years, out of which at least 5 years at a senior level of Assistant Professor / Reader;
- (\* This recognition shall be valid only if the same is recommended unanimously by a 3- Member Committee of Experts appointed by the Vice-Chancellor of the University).
- 3.3. Teaching, research industrial and / or professional experience in a reputed organization;
- 3.4. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- 3.5. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- 3.6. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities;
- 3.7. Capacity to undertake/lead sponsored R&D, consultancy and related activities;
- ✓ 3.8. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement ✓

## 2. Bio-Technology (Engg. & Tech.) Discipline:

### 1. Assistant Professor:

- 1.1. First Class Master's Degree in the Biotechnology branch of Engineering (Engg.) & Technology (Tech) 'OR'
- 1.2. Ph.D. Degree in Applied Biological Sciences such as, Microbiology, Bio-Chemistry, Genetics, Molecular Biology, Pharmacy and Bio-Physics; OR
- 1.3. Good academic record with at least 55% of the marks, or an equivalent grade at the Master's degree level, in Biotechnology from an Indian / Foreign University.
- 1.4. Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET/SLET/SET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC
- 1.5. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.



## **2. Associate Professor:**

- 2.1. Ph.D. Degree with First Class at Bachelor's or Master's Degree in the Biotechnology branch of Engg., & Tech./Applied Biological sciences, and experience of 5 yrs in teaching, research and/or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree **'OR'**
- 2.2. Applicable only to candidates from industry and the profession
  - 2.2.1. First Class Master's Degree in the appropriate branch of Engg., & Tech. / Applied Biological Sciences;
  - 2.2.2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of 3 yrs in a position equivalent to the level of Lecturer. (\* This recognition shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University).
- 2.3. Teaching, research industrial and / or professional experience in a reputed organization;
- 2.4. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- 2.5. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- 2.6. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

## **3. Professor:**

- 3.1. Ph.D. Degree with First Class at Bachelor's or Master's Degree in the Biotechnology branch of Engg., & Tech./Applied Biological Sciences, and experience of 10 years in teaching, research and/or industry, out of which at least 5 years at the level of Assistant Reader or equivalent grade. **'OR'**
  - 3.2. Applicable only to candidates from industry and the profession
    - 3.2.1. First Class Master's Degree in the appropriate branch of Engg., & Tech. / Applied Biological Sciences;
    - 3.2.2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech. / Applied Biological Sciences, and industrial / professional experience of 10 yrs, out of which at least 5 yrs at a senior level of Assistant Professor / Reader;
- (\* This recognition shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University).
- 3.3. Teaching, research industrial and / or professional experience in a reputed organization;
  - 3.4. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
  - 3.5. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
  - 3.6. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities;
  - 3.7. Capacity to undertake / lead sponsored R&D, consultancy and related activities;
  - 3.8. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.



### 3. PHARMACY DISCIPLINE:

#### 1. Assistant Professor

- 1.1. Basic degree in pharmacy (B.Pharm).
- 1.2.. Registration as a pharmacist under the Pharmacy Act.
- 1.3. First Class Master's Degree in appropriate branch of specialization in Pharmacy;
- 1.4 Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET/SLET/SET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC
- 1.5. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

#### 2. Associate Professor:

- 2.1. Basic degree in pharmacy (B. Pharm).
- 2.2. Registration as a pharmacist under the Pharmacy Act.
- 2.3. Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of 5 years in teaching , research, industry and / or profession at the level of Lecturer or equivalent grade; excluding period spent on obtaining the research degree. **'OR'**
- 2.4. Applicable only to candidates from industry and the profession
- 2.4.1. First Class Master's Degree in the appropriate branch of specialization in Pharmacy
- 2.4.2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of 5 years in a position equivalent to the level of Lecturer. (\* This recognition shall be valid only if the same is recommended unanimously by a 3- Member Committee of Experts appointed by the Vice-Chancellor of the University).
- 2.4.3. Teaching, research industrial and / or professional experience in a reputed organization;
- 2.4.4. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- 2.4.5. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- 2.4.6. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

#### 3. Professor:

- 3.1. Basic degree in pharmacy (B. Pharm).
- 3.2. Registration as a pharmacist under the Pharmacy Act.
- 3.3. Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of 10 years in teaching , research, industry and / or profession at the level of Lecturer or equivalent grade; **'OR'**
- 3.4. Applicable only to candidates from industry and the profession
- 3.4.1. First Class Master's Degree in the appropriate branch of specialization in Pharmacy
- 3.4.2. Significant professional work which can be recognized\* as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and



industrial / professional experience of 5 years at a senior level comparable to Assistant Professor / Reader. (\*This recognition shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University).

- 3.5. Teaching, research industrial and / or professional experience in a reputed organization;
- 3.6. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- 3.7. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
- 3.8. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities;
- 3.9. Capacity to undertake / lead sponsored R&D, consultancy and related activities;
- 3.10. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

#### **4.4.9 QUALIFICATIONS PRESCRIBED FOR TEACHING POSITIONS IN THE REGULATIONS OF NCTE.**

##### **QUALIFICATIONS FOR B. Ed. COURSE:**

###### **PRINCIPAL / HEAD** (in multi-faculty institution):

- a. Academic and professional qualification will be as prescribed for the post of lecture; and
- b. Ph.D. in Education
- c. Ten years teaching experience out of which at least five years teaching experience in a Secondary Teacher Educational Institution
- d. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

###### **ASSISTANT PROFESSOR:**

###### **(a) Foundation Courses**

- (i) Master's Degree in Science / Humanities / arts with 50% marks
- (ii) M. Ed. With at least 55% marks or its equivalent grade and
- (iii) Any other stipulation prescribed by the UGC in the general norms including a pass in NET/SLET/SET prescribed in these regulations shall be mandatory
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement. 'OR'
- i) M. A. in Education with 55% marks or its equivalent grade
- ii) B. Ed. with at least 55% marks and
- iii) Any other stipulation prescribed by the UGC in the general norms including a pass in NET/SLET/SET prescribed in these regulations shall be mandatory
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

###### **(b) Methodology Courses**

- (i) Master's degree in subject with 50% marks



- (ii) M. Ed. degree with at least 55% marks or its equivalent grade and
- (iii) Any other stipulation prescribed by the UGC in the general norms including a pass in NET/SLET/SET prescribed in these regulations shall be mandatory
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

#### **QUALIFICATIONS FOR M. Ed. COURSE**

##### **PROFESSOR / HEAD:**

- (i) Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks 'OR' M. A. (Education) with 55% marks and B. Ed each with a minimum of 55% marks
- (ii) Ph. D. in Education and
- (iii) At least 10 years of teaching experience in University department of education or College of Education of which a minimum of 5 years at the M. Ed. level with published work in the area of his specialization.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

##### **ASSOCIATE PROFESSOR:**

- (i) Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks or its equivalent grade. 'OR' M. A., (Education) and B. Ed each with a minimum of 55% marks
- (ii) Ph. D. in Education and
- (iii) At least 5 years of teaching experience in University department of education or College of Education which a minimum of 3 years at the M. Ed. level and published work in his area of specialization.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

##### **ASSISTANT PROFESSOR:**

- (i) Master's Degree in Arts / Humanities / Sciences / Commerce and M. Ed. each with a minimum of 55% marks or its equivalent grade. 'OR' M. A., (Education) and B. Ed each with a minimum of 55% marks
- (ii) Any other stipulation prescribed by the UGC in the general norms including a pass in NET/SLET/SET prescribed in these regulations shall be mandatory
- (iii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

#### **QUALIFICATIONS FOR M. P. Ed. COURSE:**

##### **PROFESSOR:**

- (i) Master's Degree in Physical Education with a minimum of 55% marks or its equivalent grade
- (ii) Ph.D. in Physical Education or equivalent published work
- (iii) At least ten years teaching / research experience in a department / college of Physical Education out of which at least 5 years in the post graduate institution / University department



- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**ASSOCIATE PROFESSOR:**

- (i) Master's Degree in Physical Education with a minimum of 55% marks or its equivalent grade
- (ii) At least five years teaching / research experience in a department / college of Physical Education out of which at least 3 years in the post graduate level
- (iii) Ph.D. in Physical Education
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**ASSISTANT PROFESSOR:**

- (i) Master's degree in Physical Education with at least 55% marks or its equivalent grade and
- (ii) Any other stipulation prescribed by the UGC in the general norms including a pass in NET/SLET/SET prescribed in these regulations shall be mandatory
- (iii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations shall be a mandatory requirement.

**QUALIFICATIONS FOR B.Ed and M. Ed. COURSE (Through ODL):**

**QUALIFICATION OF THE ACADEMIC STAFF:**

The academic and professional qualification of the academic staff shall be the same as prescribed in the case of the regular programmes for corresponding programmes offered through the face –to-face mode. In addition, the faculty with qualification / experience in the ODL system should be preferred.

**4.5.0 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVESRITY LIBRARIAN, DY. LIBRARIAN AND ASST. LIBRARIAN / COLLEGE LIBRARIAN**

**4.5.1 UNIVERSITY LIBRARIAN**

- i. Master's degree in Library Science /Information Science with at least 55% of the marks or its equivalent grade for 55% where grading system is practiced.
- ii. A Ph.D. degree in the above discipline and / or allied discipline with a consistently good academic record;
- iii. A minimum of 15 yrs of teaching/librarian experience of which at least 5 yrs experience as a Deputy Librarian in a University Library or 10 years' experience as Assistant Librarian in a University or as College Librarian.
- iv. Evidence of innovative library service and organization of published work and ICT modernization of library. Evidence of published work with a minimum of 5 books and / or publications in indexed/ISBN/ISSN numbered journals/books and University developed ISBN/ISSN numbered list of journals hosted on the website of the concerned University.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.



#### **4.5.2 UNIVERSITY DEPUTY LIBRARIAN**

- i. Master's degree in Library Science/Information Science / Documentation Science with at least 55% of the marks or its equivalent grade for 55%, where grading system is practiced.
- ii. A Ph.D. degree in the above discipline or allied discipline with a consistently good academic record.
- iii. A minimum of 10 years of teaching/ Library experience with at least 5 years as an Assistant University Librarian / College Librarian.
- iv. Evidence of innovative library services, organization and computerization.
- v. Evidence of published work with a minimum of 5 publications in indexed /ISBN/ISSN journals and / or ISBN/ISSN numbered books and University developed ISBN/ISSN numbered list of journals hosted on the website of the concerned University.
- vi. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

#### **4.5.3 UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN**

- i. Master's degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% of the marks or its equivalent grade of 55% marks where grading system is practiced and a consistently good academic record with knowledge on computerization of library.
- ii. Qualifying in the National Eligibility Test (NET) or other accredited test like SLET/SET in Library Science conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. Holders of Ph.D. Degree as on the date of Notifications of these Regulations, along with those candidates who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as laid down in the UGC (Minimum Standards and Procedure for award of M. Phil., / Ph.D., Degree), Regulations, 2009 and so adopted by the university shall be exempted from NET/SLET/SET.

#### **4.6.0 MINIMUM QUALIFICATIONS FOR THE POSTS OF UNIVERSITY DIRECTOR, DY. DIRECTOR AND ASST. DIRECTOR/COLLEGE DIRECTOR OF PHYSICAL EDUCATION**

##### **4.6.1. UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION**

- (i) Ph.D. in Physical Education or allied discipline.
- (ii) A minimum of 15 years of Physical education/ Sports experience of which at least 5 years as University Deputy Director of Physical Education or ten years as University Assistant DPE/ College DPE.
- (iii) Evidence of organizing competitions and conducting a minimum of ten coaching camps.
- (iv) Evidence of having produced good performance teams/athletes at inter university / combined university and at higher level etc and of having guided Ph.D./ M. Phil., candidates for research.
- (v) Evidence of Published work with a minimum of 10 books and / or publications in indexed/ISBN/ISSN numbered journals and/or ISBN/ISSN numbered books and the University developed and ISBN/ ISSN numbered list of journals hosted on the website of the concerned University.
- (vi) A minimum score in the Academic Performance Indicator (API) based a Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.



#### **4.6.2 UNIVERSITY DEPUTY DIRECTOR OF PHYSICAL EDUCATION**

- (i) Ph.D. in Physical Education/Sports Science. In addition, shall also possess at least 55% of the marks or an equivalent grade at the Master's Degree level wherever grading system is followed.
- (ii) A minimum of 10 years' teaching/ Physical education/sports experience of which at least 5 years as University Assistant DPE/College DPE.
- (iii) Evidence of having organized competitions and conducted a minimum of FIVE coaching camps of at least two weeks' duration.
- (iv) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.
- (v) Passed the physical fitness test.
- (vi) Evidence of published work with a minimum of 5 books and/or publications in indexed ISBN/ISSN numbered journals and /or ISBN/ISSN numbered books and the University developed ISBN/ISSN numbered list of journals hosted on the website of the concerned University.
- (vii) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) developed by UGC in these Regulations.

#### **4.6.3. UNIVERSITY ASSISTANT DIRECTOR / COLLEGE DIRECTOR OF PHYSICAL EDUCATION**

- (i) Master's degree in Physical Education or Master's degree in Sports Science with at least 55% of the marks or its equivalence in a grade point scale with a consistently good academic record.
- (ii) Record of having represented the university / college at the inter-university / intercollegiate competitions or the State and/ or national championships.
- (iii) Passed the physical fitness test.
- (iv) Qualifying in the National Eligibility Test (NET) or other accredited test like SLET/SET in Physical Education conducted for the purpose by the UGC or any other agency approved by the UGC.
- (v) Holders of Ph.D. degree as on the date of Notification of these Regulations, along with those candidates who are awarded a Ph.D. degree through a process of admission, registration, course work and external evaluation as laid down in the UGC (Minimum Standards and Procedure for award of M.Phil/Ph.D Degree), Regulations, 2009 and so adopted by the university shall be exempted from NET/SLET/SET.

#### **4.6.4. Physical Fitness Test Norms: (RUN/WALK TEST )**

<b>NORMS</b>	<b>Up to 30 years</b>	<b>Up to 40 years</b>	<b>Up to 45 years</b>	<b>Up to 50 years</b>
<b>FOR MEN</b> 12 MINUTES	1800 metres	1500 metres	1200 metres	800 metres
<b>FOR WOMEN</b> 8 MINUTES	1000 Metres	800 Metres	600 Metres	400 Metres

- 4.7. Since UGC has prescribed the above qualifications for teaching positions in all higher education institutions for maintenance of minimum standards in consultation with the Statutory Councils governing the approval of courses respectively, any future modification in qualifications brought about by appropriate Statutory Councils for appointment of teachers in universities/colleges offering such courses coming under the purview of appropriate Statutory Councils will automatically be considered as adopted by UGC as the prescribed qualifications for those teachers of such courses.



## **5.0.0 SELECTION COMMITTEES AND GUIDELINESS ON SELECTION PROCEDURES:**

The UGC has evolved the following guidelines on

- (a) Constitution of Selection Committees for selection of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director / Deputy Director / Director of Physical Education and
- (b) Specified selection procedures for direct recruitment and Career Advancement Schemes Regulations for teachers in universities and colleges.

### **5.1.0 SELECTION COMMITTEE SPECIFICATIONS:**

#### **5.1.1 Assistant Professor in the University:**

At the University level, all selections must be done with the Vice Chancellor or Acting Vice Chancellor as the Chairperson of the Selection Committee.

1. The Vice Chancellor to be the Chairperson of the Selection Committee.
2. 3 experts in the concerned subject out of the panel of names recommended by the Vice Chancellor and approved by the relevant statutory body of the university concerned, at least one of whom to be drawn from the panel of subject experts developed by UGC and hosted in its web-site
3. Dean of the concerned Faculty, wherever applicable
4. Head/Chairperson of the Department/School.
5. An academician nominated by the Visitor/Chancellor, wherever applicable.
6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum.

#### **5.1.2 Associate Professor in the University**

The Selection Committee should have the following composition:

1. Vice Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Visitor/Chancellor, wherever applicable.
3. Three experts in the concerned subject/field out of the panel of names recommended by the Vice Chancellor and approved by the relevant statutory body of the university concerned , at least one of whom to be drawn from the panel of subject experts developed by UGC and hosted in its web-site
4. Dean of the faculty, wherever applicable.
5. Head/Chairperson of the Department/School.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts, shall constitute the quorum.

#### **5.1.3 Professor in the University**

The composition of the Selection Committee for the post of Professor shall be similar in composition as that for the post of Associate Professor.



#### ✓ 5.1.4 Assistant Professor in Colleges including Private Colleges:

1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal of the College.
3. Head of the Department of the concerned subject.
4. Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert.
5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names approved by the relevant statutory body of the university concerned.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

For Government colleges, the State Public Services Commissions / Teacher Recruitment Boards must invite three subject experts for which involving the concerned University, be involved in the selection process by the State PSC.

#### ✓ 5.1.5 In the case of posts of Associate Professor and Professors in Colleges

The Committee shall consist of

1. The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee;
2. The Principal of the College,
3. The Head of the Department of the concerned subject from the college.
4. Two University representatives nominated by the vice chancellor, one of whom will be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject;
5. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names approved by the by the relevant statutory body of the university concerned.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

#### 5.1.6 College Principal

1. Chairperson of the Governing Body as Chairperson.
2. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
3. One nominee of the Vice Chancellor who shall be a Higher Education expert.
4. Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be



nominated by the Governing Body of the college) out of a panel of six experts approved by the by the relevant statutory body of the university concerned.

5. An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.

At least five members, including two experts, should constitute the quorum.

All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with scoring proforma and recommendation made on the basis of merit with the list of selected & waitlisted candidates/ Panel of names in order of merit, duly signed by all members of the selection committee.

The term of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.

#### **5.1.7 Directors, Deputy Directors, Assistant Directors of Physical Education, Librarians, Deputy Librarians and Assistant Librarians**

Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Physical Education or Sports Administration or Library, practicing Librarian/Physical Director, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

### **6.0 .0 SELECTION PROCEDURES:**

- 6.0.1 The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in this guideline as Appendix III with Tables I-III. In order to make the system more credible, universities may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage.

These procedures can be followed for both direct recruitment and CAS promotions wherever selection committees are prescribed in these Regulations.

- 6.0.2 The Universities shall adopt these Regulations for selection committees and selection procedures through their respective statutory bodies and develop a 'Performance Based Appraisal System (PBAS)' at the institutional level for University Departments and their constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous / Private Colleges) to be followed transparently in all the selection processes. A model PBAS scoring proforma for direct recruitment and for Career Advancement Schemes Regulations (CAS) based on API scoring system developed in these Regulations is enclosed for adoption by universities to facilitate comparable quality methodology across the universities in the country and to facilitate overall improvement in teacher quality in higher education institutions of the country (Tables IV).



**6.0.3 UGC observer in the selection committee for the post of Associate Professor / Professor under CAS .**

The University should write for nomination of an observer to the Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002, at least 21 days prior to the date of the meeting of the selection committee and UGC shall nominate one observers within 10 days of the receipt of the request from the University. The UGC observer shall submit his/her written report to the Vice-Chancellor of the University concerned in the proforma prescribed by the UGC immediately after the selection committee meetings is over. The University shall place the report of the observer along with the proceeding of the selection committee before the Syndicate /Executive Council/Board of Management. If there is difference of opinion between the comments of the UGC observer and the decision of the Executive Council/Board of Management/Syndicate, the same shall be reported by the University to the UGC with justification. In such cases the promotions/appointments shall be given effect to by the University only after the approval of the UGC is obtained. The UGC observer shall not be part of selection process; however, he/she will sit along with the members of the selection committee to ensure that the prescribed procedures as per the Regulations has been followed. The concerned University shall pay TA/DA and honorarium to the UGC observer as per the UGC norms.

**6.0.4** In all the selection Committees of direct recruitment of teachers and other academic staff in universities and colleges, an academician representing SC/ST/OBC/Minority/Women/ Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, has to be nominated by the vice chancellor. The academician so nominated for this purpose shall be one level above the cadre level of the applicant who shall ensure that the norms of Government of India/concerned State government is strictly followed in the selection process.

**6.0.5** Besides the indexed publications documented by various discipline-specific databases, the University concerned shall draw through committee(s) of subject experts and ISBN / ISSN experts

(a) A comprehensive list of National /Regional level journals of quality in the concerned subject(s) and

(b) A comprehensive list of vernacular language journals / periodicals / official publication volumes of language bodies and uploads them up on the University website which are to be updated periodically. At the time of assessing the quality of publications of the candidates during their appointments / promotions, the selection committees shall have to be provided with the above two lists which could be considered by the selection committees along with the other discipline-specific databases.

**6.0.6** The process of selection of Associate Professor should involve inviting the bio-data with the PBAS format developed by the respective universities based on the guidelines developed in these Regulations and reprints of three major publications of the candidates. They need to be provided to the subject experts for assessment before the interview. The evaluation score of the publications provided by the experts shall be collated with the API scores while finalizing the outcome of selection.

**6.0.7.** The process of selection of Professor should involve inviting the bio-data with the PBAS format developed by the respective universities based on the guidelines developed in these Regulations and reprints of five major publications of the candidates. They need to be provided to the subject experts for assessment before the interview. The evaluation score of the



publications provided by the experts shall be collated with the API scores while finalizing the outcome of selection.

- 6.0.7** In the case of selection of Professors who are from outside the academic stream and are considered under 4.1.0 (B), the universities must lay down clear and transparent procedures so that only outstanding professionals who can contribute substantially to the university knowledge system are selected in any discipline as per requirement.
- 6.0.8** The Academic Performance Indicator (API) scoring system in the process of selection of Principal should involve the following:
- a. Assessment of aptitude for teaching, research and administration
  - b. Ability to communicate clearly and effectively
  - c. Ability to plan, analyses and discuss curriculum development, research problems and college development/administration;
  - d. Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture.
  - e. Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) guidelines developed by the affiliating University based on these Regulations.
- 6.0.9** In the selection process for posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual arts and Performing arts, Physical education and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the concerned institution while developing API based PBAS methodology for both direct recruitment and CAS promotions.
- 6.0.10** The Internal Quality Assurance Cell (IQAC) established/to be established in all Universities/Colleges as per UGC/ NAAC guidelines with the Vice Chancellor as Chairperson in the case of universities and Principal as Chairperson in case of colleges, shall act as the documentation and record-keeping Cell for the institution including assistance in the development of the API based PBAS methodology outlined in these Regulations. It may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of Students' assessment of individual teachers, since the API system will satisfy that requirement.
- 6.0.11** A teacher who wishes to be considered for promotion under CAS may submit in writing to the university/college, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university/college the Performance Based Appraisal System proforma as evolved by the concerned university duly supported by all credentials as per the API guidelines developed in these Regulations (vide Para 6.0.1 and 6.0.2). In order to avoid delays in holding Selection committees in various positions under CAS, the University/College should immediately initiate the process of screening/selection and complete the process within 6 months from the date of application.
- 6.0.12** Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Appendix III-Tables II(a & b) or those who obtain less than 50% in the expert assessment of the selection process will have to be reassessed only after a minimum period of one year. The date of promotion shall be the date on which he/she has successfully got re-assessed.
- 6.1.0** The minimum norms of Selection Committees and Selection procedures as well as API scores requirements for the above cadres either through direct recruitment or through Career Advancement Schemes Regulations should



be basically similar. However, since teachers recruited directly can be from different backgrounds and institutions, Table II(c) of Appendix III provides norms for direct recruitment of teachers to different cadres, while Tables II (a) and Table II(b) provide for CAS promotions of teachers in universities and colleges respectively, which accommodate these differences.

- 6.2.0 While the API Tables I and III shall also be applicable to the selection of Professors/ Associate Professors /Assistant Professors; Directors/ Deputy Directors/ Assistant Directors of Physical Education; Librarians/ Deputy Librarians and Assistant Librarians for both direct recruitment as well as Career Advancement Promotions, the ratio / percentage of minimum requirement of category-wise API Score to each of the cadres shall vary from those for university teachers and for UG/PG College Teachers, as given in Table II (a & b) of Appendix-III.
- 6.2.1. The API based system through the PBAS proforma for CAS promotions is to be implemented only in a prospective manner from the academic year 2009-10 initially based on the annualized API scores earned by the teachers as depicted in Tables II (a) and II (b). This annual API scores can be compounded prospectively as and when the teachers become eligible for CAS promotion to the next cadre with the multiplication factor of years of service required to apply for CAS promotion. (e.g. If a teacher is eligible for CAS promotion in 2009, 1 year API score of 2008-09 only is required; If it is in 2010, then 2 yrs API scores of 2008-09 and 2009-10 cumulatively would be required and so on).
- 6.3.0 The Selection Committee specifications as delineated in Sections 5.1.0 to 5.1.7 are applicable to all direct recruitments of Faculty Positions and CAS promotions of Assistant Professor with AGP of Rs 8000 to Associate Professor and to that of Associate Professor to Professor.
- 6.3.1. CAS promotions of Assistant Professors from one AGP to the higher AGP shall be conducted by a "Screening cum Evaluation Committee" adhering to the norms laid out as API and PBAS in Table I to III of Appendix-III.
- 6.3.2 The "Screening cum Evaluation Committee" for CAS promotion of assistant professors/ equivalent cadres in Librarians/Physical Education from one AGP to the other higher AGP shall consist of –

**6.3.2.1. For University Teachers:**

- a. The Vice Chancellor as the Chairperson of the Selection Committee
- b. The Dean of the concerned Faculty
- c. The Head of the Department /Chairperson of the School
- d. One subject expert in the concerned subject nominated by the Vice Chancellor from the University panel of experts.

**6.3.2.2. For College Teachers:**

- a. The Chairman of the Governing body of the College or the Director of Higher education / collegiate education at the State level (in the case of Govt. colleges) or his nominee not below the rank of principal as the chairperson of the selection committee.
- b. Principal of the college.
- c. Head of the concerned department from the college.
- d. One subject expert in the concerned subject nominated by the Vice Chancellor from the university panel of experts.
- e. The quorum for these committees in both categories shall be three including the one subject expert/ university nominee need to be present.

- 6.3.3 The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the respective university based on these Regulations and as per the minimum requirement specified in Tables II & III for each of the cadre of Assistant Professor, shall recommend to the Syndicate/ Executive Council /Board of Management of the University about the suitability of the promotion of the candidate(s) under CAS for implementation.
- 6.3.4 All the selection procedures outlined above shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee.
- 6.3.5 CAS promotions being personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
- 6.3.6 The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee for Selection/CAS Promotion.

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ANNEXURE-I  
(G.O.Ms.No.14 Higher Education (UE.II) Dept. Dt. 20-2-2010  
FORM OF EXERCISING OPTION UNDER THE A.P REVISED  
U.G.C SCALES OF PAY, 2006

I \_\_\_\_\_ holding the  
post of \_\_\_\_\_ in the scale of \_\_\_\_\_  
in the college of \_\_\_\_\_ do hereby elect to come under  
the revised U.G.C scales of pay ,2006 with effect  
from 1-1-2006 date of my next increment on.....

OR

I \_\_\_\_\_ hold the post of \_\_\_\_\_  
in the scale of \_\_\_\_\_ in the  
college of \_\_\_\_\_ do hereby about to continue in the existing  
scale of pay \_\_\_\_\_

The option hereby exercised is final and will not be modified at any  
subsequent date.

Date:

Signature:

Name:

Designation:

Station:

College/University in which  
Employed.

Signed before me.

Signature of the  
Registrar/C.C.E

## ANNEXURE-II

**(G.O.MS.No. 14 Higher Education. (U.E-II) Department, Dt. 20-2-2010)**

1. University/College.
2. Designation of the Drawing Officer.  
(i.e.PAO/DTO/STO)
3. Challan No.
- Date:

S.No	Name of the employee	Designation	Amount of arrears of pay claimed and to be credited to Govt.Acct	Particulars of payment after 1.1.2010 retirement or death, if earlier,(please indicate the amount of arrears and Interest separately with the Date of passing the bill		
		(1)	(2)	(3)	(4)	(5)

Date

Signature of the

Registrar/C.C.E

Certificate to the Audit Officer(PAO/DTO/STO)

1. Total amount of arrears credited to Government Account

Rs.....

(Rupees.....)

2. Vocher No. and Date:

3. Token No. if any. and Date:

4. An attested copy of Annexure II is retained, in Audit for future Payment after reconciliation.

the audit Officer

and Designation,

(PAO/DTO/STO).

Signature of

With name



**ANNEEXURE-III**  
**(G.O.Ms.No. 14, Higher Education (UE.II) Dept. Dt. 20-2-2010)**

1. Name of the Employee :
2. Designation :
3. University/College :
4. Designation of the Drawing  
Officer (i.e. Registrar/DCE) :
5. Designation of Audit Officer :
6. Amount of Arrears claimed and  
Credited to Government Account :
7. Challan No. and date :
8. Voucher No. and date :
9. Repayable on or after 1.1.2010  
Or retirement or death if earlier :
10. Interest Rate :

Date:

Signature of the

Registrar/C.C.E

.....  
.....  
Note: Employees should retain this with him

## APPENDIX – III TABLES

<b>APPENDIX – III TABLE - I</b>	Academic Performance Indicators (API's) and proposed scores developed by UGC for Adoption of Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS) promotions of University / College Teachers
<b>APPENDIX – III TABLE – II (A &amp; B)</b>	Minimum Point norms of the API's as provided in Appendix – III Table I to be applied for the Promotion of teachers in university departments, and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)
<b>APPENDIX – III TABLE – II (C)</b>	Minimum Weightage Points (WP) norms of the APIs as provided in Table-I (B) for the direct recruitment of teachers in university departments/Colleges, Librarian / Physical Education cadres in Universities / Colleges to be considered along with other specified eligibility qualifications stipulated in the UGC Notification.
<b>APPENDIX – III TABLE - III</b>	Minimum Academic Performance and service requirements for promotion of Teachers & Equivalent Cadres in Universities & Colleges.
<b>APPENDIX – IV</b>	Model Performance Based Appraisal System (PBAS) proforma for Career Advancement Scheme (CAS) promotions of University / College Teachers based on the Academic Performance Indicators (API) developed by UGC - to be adopted by the University concerned.



### APPENDIX – III TABLE – I

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES  
DEVELOPED BY UGC FOR ADOPTION OF PERFORMANCE BASED  
APPRAISAL SYSTEM (PBAS) FOR CAREER ADVANCEMENT SCHEME  
(CAS) PROMOTIONS OF UNIVERSITY / COLLEGE TEACHERS.

#### CATEGORY I

#### TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S. No.	Nature of Activity	Max. Score
<b>CATEGORY -I (A)</b>	<b>ESSENTIAL</b>	
1	Lectures taken as percentage of lectures allocated	20
2	Seminars, tutorials, practicals, contact hours undertaken as percentage of those actual allocated	20
3	Lectures or other teaching duties in excess of UGC norms	10
4	Imparting of knowledge / instruction <i>vis a vis</i> with the prescribed material and methodology of the curriculum	20
5	College/University examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted.	10
6	College / University examination/Evaluation duties for internal / continuous assessment work as allotted	10
7	Additional examination work such as coordination, invigilation, flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty)	10
<b>CATEGORY -I (B)</b>	<b>DESIRABLE</b>	
1	Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement.	10
2	Developing and imparting Remedial / Bridge Courses and Counseling modules	10
3	Developing and imparting soft skills / communication skills / personality development courses / modules	10
4	Developing and imparting specialized teaching - learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas	10
5	Organizing and conduction of popularization programmes / training courses in computer assisted teaching/web-based learning and other participatory learning skills to students	10

**CATEGORY II:**  
**CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES**

S. No.	Nature of Activity	Max. Score
<b>CATEGORY-II (A)</b>	<b>CO-CURRICULAR AND EXTENSION ACTIVITIES</b>	
1	Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes.	10
2	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity.	10
3	Community Service, Social Orientation and other Student Mentoring Activities through NSS / NCC / NSO / other Governmental and Non - Governmental channels	10
4	Students and Staff Related Socio Cultural and Sports Programmes (intra/interdepartmental and intercollegiate)	05
5	Professional Ethics and Campus Development Activities like Institutional infrastructure projects, Co-curricular student educational programme like Environmental Education etc and value based programmes, and Programmes in the TV / Radio Channels.	05
<b>CATEGORY-II (B)</b>	<b>PROFESSION -RELATED CONTRIBUTION</b>	
1	Institutional Governance responsibilities like, Vice-Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC Co-ordinator and any other membership of institutional committees	10
2	Membership in profession related committees at state and national level	10
3	Participation in subject associations, conferences, seminars without paper presentation	05
4	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance	05
5	Membership of professional associations committees, Boards of Studies, editorial committees of journals/institutional publications.	05



**CATEGORY-III**  
**RESEARCH AND ACADEMIC CONTRIBUTIONS**

S. No.	API's	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages Arts / Humanities /Social Sciences / Library/Physical Education / Management	Max. Points / Publication
III (A)	Research Publications (Journals)	Refereed Journals with impact factor 1.0 and below 2.0	Refereed Journals which are indexed publications with Impact factor less than one	20
		Refereed Journals with impact factor 2.1 and below 5.0	Refereed Journals with impact factor 1.0 and below 2.0	30
		Refereed Journals with impact factor 5.1 and below 10.0	Refereed Journals with impact factor 2.0 and below 5.0	40
		Refereed Journals with impact factor less than One indexed	Refereed Journals which are not indexed without any impact factor	15
		Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by UGC and hosted in its website	Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by UGC and hosted in its website	10
		Non impact factor National level research papers in non-refereed journals but having ISBN/ISSN No.'s and the list of journals prepared by UGC and hosted in its website.	National level research papers in non-refereed/non Journals but having ISBN /ISSN numbers and the list of journals prepared by UGC and hosted in its website.	10
		Full papers in conference proceedings, etc. (Abstracts not to be included)	Full papers in conference proceedings, etc. (Abstracts not to be included)	10
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers	50/sole author and 10/Chapter in an edited book
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN No.'s and the UGC prepared list hosted in its website.	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN No.'s and the UGC prepared list hosted in its website.	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN No.'s and the UGC prepared list hosted in its website.	Subject Books by Other local publishers with ISBN/ISSN No.'s and the UGC prepared list hosted in its website.	15 / sole author, and 3 /chapter in edited books
		Chapters contributed to edited knowledge based volumes published by Int. Publishers	Chapters contributed to edited knowledge based volumes published by Int. Publishers	10 /Chapter
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN / ISSN No.'s & with No.'s of national & international directories	Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN No.'s & with No.'s of national & international directories	5 /Chapter



III (C) RESEARCH PROJECTS				Max. Points / Each Project
III (C) (i)	Sponsored Projects carried out / ongoing	a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20
		b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of 4.00 lakhs up to Rs. 5.00 lakhs	15
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.5.00 lakh	Amount mobilized with minimum of Rs.1.00 lakh	10
III (C) (iii)	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project Report (Acceptance from funding agency)	20 - Major 10 - Minor
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process	Policy document of Govt. Bodies at Central and State level	30 – National 50 - International
III (D) RESEARCH GUIDANCE				Max. Points / Each Candidate
III (D) (i)	M. Phil	Degree Awarded only	Degree Awarded only	3
III (D) (ii)	Ph.D.,	Degree Awarded	Degree Awarded	10
		Thesis submitted	Thesis submitted	7
III (E) TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS				Max. Points / Each
III (E) (i)	Research Methodology/ Workshops	Research Methodology course (not less than 3 weeks)/ Workshops of not less than one week duration.	Research Methodology course (not less than 3 weeks)/Workshops of not less than one week duration.	20
III (E) (ii)	Papers in Conferences/ Seminars/ workshops etc.*	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	10
		b) National	b) National	7.5
		c) Regional/State level	c) Regional/State level	5
		d) Local – University/College level	d) Local – University/College level	3
III (E) (iii)	Invitations for conferences/ seminars/ work shops/ symposia to deliver lectures /and/ or chair sessions	(a) International	(a) International	10
		(b) National	(b) National	7.5
		c) Regional/State level	c) Regional/State level	5
		d) Local –University/College level Endowment lectures	d) Local – University/College level Endowment lectures	5



### APPENDIX – III TABLE – II (A)

Minimum Point norms of the APIs as provided in Appendix – III Table I to be applied for the Promotion of teachers in university departments, and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)

S. No	Assessment Category / System	Minimum Average Yearly or Cumulative API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) and Weightages for Expert Assessment				
		TEACHERS IN UNIVERSITY DEPARTMENTS / EQUIVALENT CADRES IN UNIVERSITIES				
		Asst. Professor / equivalent cadres: AGP increase from Rs. 6000 to 7000	Asst. Professor / equivalent cadres: AGP increase from Rs. 7000 to 8000	Associate Professor/ equivalent cadres Promotion with AGP of Rs.9000	Professor/ equivalent cadres Promotion with AGP of Rs.10,000	Professor with AGP increase from Rs.10,000 to Rs. 12,000
I	Teaching-learning, Evaluation Related Activities (category I)	60/Year	60/Year	60/Year	60/year	60/year
II	Co-curricular, Extension, & Profession related activities (Category II)	20/Year	20/Year	20/Year	20/Year	20/Year
III	Minimum total average annual Score under Categories I and II	100/Year	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	10/Year (40/ Assessment period)	20/Year (100/ Assessment Period)	30/Year (90/ Assessment Period)	40/Year (120/ Assessment Period)	50/Year (500/ Assessment Period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Peer Evaluation
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100)	No separate points. Screening committee to verify API scores	No separate Points Screening committee to verify API scores	30% - Research Evaluation 50% - Assessment of Domain Knowledge and Teaching practices 20 % - Interview performance	50% - Research Evaluation 30 % - Assessment of Domain Knowledge and Teaching practices 20 % - Interview performance	50% -Peer evaluation of research 50 % - Performance Evaluation and other credential by referral procedure

### APPENDIX – III TABLE – II (B)

Minimum Point norms of the APIs as provided in Table I and Weightages for Expert Assessment to be applied for the Promotion of Teachers, in Colleges (UG and PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

S. No	Assessment Category	Minimum Average Yearly or Cumulative API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) and Weightages for Expert Assessment			
		Colleges (UG/PG) Teachers/College Library/Physical Education Cadres			
		Assistant Professor/ equivalent cadres: AGP increase from Rs.6000 to 7000	Assistant Professor/ equivalent cadres: AGP increase from Rs.7000 to 8000	Associate Professor/ equivalent cadre Promotion with AGP of Rs. 9000	10% of the Posts of Professor Promotion in Colleges with AGP of Rs.10,000
I	Teaching-learning, Evaluation Related Activities (category I)	60/Year	60/Year	60/Year	60/year
II	Co-curricular, Extension, & Profession related activities (Category II)	20/Year	20/Year	20/Year	20/Year
III	Minimum total average annual Score under Categories I and II	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) – Minimum Annual Score Required – to be assessed cumulatively	5/Year (20/ assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)	20/Year (60/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee
V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100)	No separate points. Screening committee to verify API scores	No separate Points Screening committee to verify API scores	20% - Research Evaluation 60% - Assessment of Domain Knowledge and Teaching practices 20 % - Interview performance	30% - Research Evaluation 50 % - Assessment of Domain Knowledge and Teaching practices 20 % - Interview performance



### Explanatory note for Tables II (a) and II (b)

1. All universities / colleges will set up verifiable systems for the API related information required in these tables within THREE months of notification of these regulations. They will have to be documented and collated annually by the Internal Quality Assessment cells (IQACs) of the universities / colleges for follow up by the universities / college authorities. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) proforma to the IQAC annually.
2. However, in order to remedy the difficulties of collecting retrospective informations and to facilitate the implementation of these regulations from 2009-10, the API based PBAS will be progressively and prospectively rolled out.
3. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented from the year 2009-10, initially based on the existing systems in universities / colleges for one year only with the minimum average scores as depicted in Table II (a) and II (b) in rows I to III. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre with the multiplication factor of remaining years of service required to apply for CAS promotion from 2009-10. Thus, if a teacher is eligible for CAS promotion in 2009, one year API scores for 2008-09 alone will be required for assessment. In case of a teacher becoming for CAS promotion in 2010, two years average of API scores for 2008-09 and 2009-10 will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table 3, the aggregate minimum API score required (given in row III) can be earned from any of the two board categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories 1 and 2 also for the differing nature of contributions possible in different institutional settings
5. For Category 3 (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, a aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together
6. Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the table, by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible, can also apply at a later date.
7. If however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.
8. (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.  
(b) If however, the candidate finds that she / he fulfills the eligibility conditions at a late date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application  
(c) If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her / his promotion will be deemed to be from the later date.



**APPENDIX – III TABLE – II(c)**

**Minimum Weightage Points (WP) norms of the APIs as provided in Table-I (B) for the direct recruitment of teachers in university departments/Colleges, Librarian/Physical Education cadres in Universities/Colleges to be considered along with other specified eligibility qualifications stipulated in the UGC Notification.**

S. No	Titles of the categories of APIs (with maximum accruable API points) and Selection Committee criteria.	Minimum cumulative WP of the API score required for considering candidates for selection to each cadre based on the PBAS proforma to be submitted by the applicants along with the stipulated application of the University/College concerned		
		TEACHERS IN UNIVERSITY DEPARTMENTS/EQUIVALENT CADRES/COLLEGES		
		Assistant Professor/ equivalent cadres with AGP Rs.6000 ✓	Associate Professor/ equivalent cadres with AGP Rs.9000 ✓	Professor/equivalent cadres with AGP Rs.10000 ✓
I	Expertise in Teachings/ Research / Industry & Entrepreneurship skills and contribution to corporate life & Profession related activities (200 points)	Consolidated API score requirement of 100 from all the three categories of APIs or Pass in NET/ accredited Eligibility test approved by UGC	Consolidated API score requirement of 300 points from all the three categories of APIs	Consolidated API score requirement of 400 points from all the three categories of APIs
II	Research, Development and other related activities (200 points)			
III	Extension, Co-curricular Extracurricular & student mentoring activities (100 points)			
IV	Selection Committee criteria: (Minimum Point Requirement for consideration for selection: at least 50% of the points prescribed)	Highest of the 30 merit points under a) Teaching skills by a Lecture (10 points) b) Research skills by a concept / Proposal presentation (5 points) c) Interview performance (15 points)	Highest of the 50 merit points under a) Research papers (3 nos) evaluation: 25 points b) Organizational Plans: 10 points c) Interview performance: 15 points	Highest of the 75 merit points under: a) Research papers (5 nos) evaluation: 40 points b) Vision for the department/ Institution: 15 points c) Interview performance: 20 points



### APPENDIX-III - TABLE: III

#### MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS & EQUIVALENT CADRES IN UNIVERSITIES & COLLEGES

S. No	Promotion of Teachers through CAS	Service (as prescribed by the MHRD Notification) requirement	Academic Performance Indicator requirements as per Table-I (A) of Appendix-III
			Teachers & equivalent Cadres in Universities & Colleges
1	Assistant Professor/ equivalent cadres from AGP Rs.6000 to AGP Rs.7000	Assistant Professor completed 4 years of service with Ph.D or 5 years of service who are with M.Phil /PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or 6 years of service who are without Ph.D/ M.Phil / PG Degree in Professional Courses	(i) Minimum API scores using PBAS scoring proforma developed by the concerned university as per the norms provided in Table III (a) of Appendix III for teachers in university departments/ equivalent cadres in Universities and in Table III(b) of Appendix III for teachers/ equivalent cadres in Colleges. (ii) One Orientation and one Refresher/ Research Methodology Course of 2/3 weeks duration. (iii) No separate interview points for the Screening cum Verification process of recommending AGP elevation.
2	Assistant Professor/ equivalent cadres from AGP Rs.7000 to AGP Rs.8000	Assistant Professor with completed service of 5 years at AGP of Rs.7000	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table III(a) of Appendix III for teachers in university departments/ equivalent cadres in Universities and in Table III(b) of Appendix III for teachers/ equivalent cadres in Colleges. (ii) Additionally, two courses/ Programmes from among the categories of refresher courses, workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes & Faculty Development Programmes for a minimum period of one week duration to have been undergone during the assessment period. (iii) No separate interview points for the Screening cum Verification process of recommending AGP elevation.
3	Associate Professor/ equivalent cadres * with AGP of Rs.9000	Assistant Professors with 3 years of completed service in the AGP of Rs.8000/-	(i) Minimum API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table III (a) of Appendix III for teachers in university departments/ equivalent cadres in Universities and in Table III(b) of Appendix III for teachers/ equivalent cadres in Colleges. (ii) Three publications. (iii) Additionally one course/training under the categories of Professional development / curriculum Development/ examination Reform programmes for a minimum period of three days. A selection committee process as stipulated in this regulation and in Table III(a) of Appendix III for teachers in the university departments/equivalent cadres in universities and in Table III(b) of Appendix III for teachers / equivalent cadres in colleges.
4	Professor/ equivalent cadres with AGP of Rs.10000	Associate Professor with 3 years of completed service in the AGP of Rs.9000/-	(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned university as per the norms provided in Table III(a) of Appendix III for teachers in university departments/equivalent cadres in Universities and in Table III(b) of Appendix III for teachers/equivalent cadres in Colleges. (ii) A minimum of five publications. (iii) A selection committee process as stipulated in this regulation and in Table III (a) of Appendix III for teachers in the university departments/ equivalent cadres in universities and in Table III(b) of Appendix III for teachers / equivalent cadres in colleges.
5	Professor with AGP of	Professor with 10 years of completed service	(i) Minimum yearly /cumulative API scores for the assessment period. based on the using the PBAS scoring proforma developed by the

	Rs.12000/-		<p>concerned university as per the norms provided in Table III(a) of Appendix III for teachers in university departments/equivalent cadres in Universities and in Table III(b) of Appendix III for teachers/equivalent cadres in Colleges.</p> <p>(ii)As this AGP elevation for Professor is applicable to only university departments, additional credentials are to be evidenced by</p> <p>(a) post-doctoral research outputs of high standard;</p> <p>(b) awards / honours / recognitions / patents &amp; IPR on products &amp; processes developed / technology transfer achieved; and</p> <p>(c) Additional research degrees like D.Sc., D.Litt., LL.B etc.,</p> <p>(iii) The selection process is to be conducted by the university through an Expert-Committee evaluation of all credentials submitted along with duly filled PBAS proforma by eligible Professors as stipulated in Table-III (A) of Appendix-III for teachers in University departments. No separate interview need to be conducted for this category.</p>
<p>* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors with AGP 8000, the existing requirement of Ph.D. or equivalent publications will continue to apply. For all others who enter the grade of AGP 8000, subsequent to this notification, the requirement of three publications, as defined in these regulations, will be applicable.</p>			



**MODEL PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)  
PROFORMA FOR CAREER ADVANCEMENT SCHEME (CAS)  
PROMOTIONS OF UNIVERSITY /COLLEGE TEACHERS BASED ON  
THE ACADEMIC PERFORMANCE INDICATORS (API's) DEVELOPED  
BY UGC – TO BE ADOPTED BY THE UNIVERSITY CONCERNED**

**SECTION – A: GENERAL**

1	Name and Designation of the faculty	
2	Name of the Department / Centre of University / College	
3	Name of the University / College with communication address	
4	Communication Address / Email / Telephone / Mobile of the faculty	
5	YEAR OF PERFORMANCE APPRAISAL	

**SECTION - B:**

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED CTIVITIES**

<b>CATEGORY - I (A): ESSENTIAL</b>				
S. No.	Nature of Activity	Maximum Score		
		Allotted API Score	Self-Appraisal Score	Verified API Score
1.	Lectures taken as percentage of lectures allocated (100% compliance = 20 points)	20		
2.	Seminars, tutorials, practicals, contact hours undertaken as percentage of those actual allocated (100% compliance = 20 points)	20		
3.	Lectures or other teaching duties in excess of UGC norms (1hour excess per week : one point)	10		
4.	Imparting of knowledge / instruction <i>vis a vis</i> with the prescribed material (Text book / Manual etc) and methodology of the curriculum (100% compliance = 20 points)	20		
5.	College/University examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted. (100% compliance = 10 points)	10		
6.	College/University examination/Evaluation duties for internal/continuous assessment work as allotted (100% compliance = 10 points)	10		
7	Additional examination work such as coordination, invigilation, flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points)	10		



<b>CATEGORY - I (B): DESIRABLE</b>				
S. No.	Nature of Activity	Maximum Score		
		Allotted API Score	Self-Appraisal Score	Verified API Score
1.	Use of Innovative teaching-learning methodologies; use of ICT; Updated subject content and course improvement. a. ICT Based Teaching material: 10 points/each b. Interactive Courses: 5 points/each c. Participatory Learning modules: 5 points/each	10		
2.	Developing and imparting Remedial/Bridge Courses and Counseling modules (Each activity: 5 points)	10		
3.	Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5 points)	10		
4.	Developing and imparting specialized teaching – learning programmes in physical education, library ; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5 points)	10		
5.	Organizing and conduction of popularization programmes/ training courses in computer assisted teaching /web-based learning and e-library skills to students (a) Workshop / Training course : 10 points each (b) Popularization program : 5 points each	10		

#### **CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION RELATED ACTIVITIES**

<b>CATEGORY - II (A): CO-CURRICULAR AND EXTENSION ACTIVITIES</b>				
S. No.	Nature of Activity	Maximum Score		
		Allotted API Score	Self-Appraisal Score	Verified API Score
1.	Contribution to Corporate life in Universities/ Colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes. a. ICT Based Teaching materials : 10 points each b. Interactive Courses : 5 points each c. Participatory Learning modules : 5 points each	10		
2.	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity. a. Field studies / Educational tour : 5 points each b. Industry – implant training : 5 points each c. Placement activity : 5 points each	10		
3.	Community Service, Social Orientation and other Student Mentoring Activities through NSS/NCC/ NSO / other Governmental and Non-Governmental channels (Each activity 5 points each)	10		
4.	Students and Staff Related Socio Cultural and Sports Programmes (intra / inter departmental and inter collegiate / university) a. Intra departmental : 1 point each b. Inter department : 2 points each c. Inter college : 3 points each d. Inter university : 5 points each	05		
5.	Professional Ethics and Campus Development Activities like Institutional infrastructure projects, Co-curricular student programs like Environmental Education etc and value based Programs in the TV/Radio Channels. (Each activity 1 point each)	05		



<b>CATEGORY – II (B): PROFESSION-RELATED CONTRIBUTION</b>				
S. No.	Nature of Activity	Maximum Score		
		Allotted API Score	Self-Appraisal Score	Verified API Score
1.	Institutional Governance responsibilities like, Vice - Principal, Dean, Director, Warden, Bursar, School Chairperson, IQAC coordinator and any other membership of institutional committees a. Vice Principal / Dean / Director: 3 points each b. Warden / Bursar / School Chairperson / IQAC coordinator: 2 points each c. Member of Syndicate/Governing council: 5 points each d. Member of Academic council / Senate: 3 points each e. Member of other college / university level committees: 1 point each	10		
2.	Membership in profession related committees at state and national level a. At national level : 3 points each b. At site level : 2 points each	10		
3.	Participation in subject associations, conferences, seminars without paper presentation (Each activity: 1 point)	05		
4.	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity : 5 points)	05		
5.	Membership of professional associations committees, Boards of Studies, editorial committees of journals / institutional publications. (Each activity : 2 points)	05		

### **CATEGORY-III: RESEARCH AND RELATED CONTRIBUTIONS**

<b>CATEGORY – III (A): API's – Research Publication (Journals)</b>				
1.	Refereed Journals with impact factor 1.0 and below 2.0	Refereed Journals which are indexed publications with Impact factor less than one	20	
2.	Refereed Journals with impact factor 2.1 and below 5.0	Refereed Journals with impact factor 1.0 and below 2.0	30	
3.	Refereed Journals with impact factor 5.1 and below 10.0	Refereed Journals with impact factor 2.0 and below 5.0	40	
4.	Refereed Journals with impact factor less than One indexed	Refereed Journals which are not indexed without any impact factor	15	
5.	Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by UGC and hosted in its website	Vernacular & Indian language journals in all disciplines without any impact factors included in the list of journals prepared by UGC and hosted in its website	10	
6.	Non impact factor National level research papers in non-refereed journals but having ISBN/ISSN No.'s and the list of journals prepared by UGC and hosted in its website.	National level research papers in non-refereed/non Journals but having ISBN /ISSN numbers and the list of journals prepared by UGC and hosted in its website.	10	
7.	Full papers in conference proceedings, etc. (Abstracts not to be included)	Full papers in conference proceedings, etc. (Abstracts not to be included)	10	



CATEGORY – III (B): API's – Research Publications (books, chapters in books, other than refereed journal articles)					
S. No.	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Languages Arts / Humanities / Social Sciences / Library / Physical Education / Management	Max. points for University and College teacher position		
			Allotted API Score	Self-Appraisal Score	Verified API Score
1.	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers	50 – SA 10 – CA		
2.	Subject Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN No.'s and the UGC prepared list hosted in its website.	Subject Books by National level publishers / State and Central Govt. Publications with ISBN / ISSN No.'s and the UGC prepared list hosted in its website.	25 10		
3.	Subject Books by Other local publishers with ISBN/ISSN No.'s and the UGC prepared list hosted in its website.	Subject Books by Other local publishers with ISBN/ISSN No.'s and the UGC prepared list hosted in its website.	15 03		
4.	Chapters contributed to edited knowledge based volumes published by Int. Publishers	Chapters contributed to edited knowledge based volumes published by Int. Publishers	10		
5.	Chapters in knowledge based volumes by Indian/National level publishers with ISBN / ISSN No.'s & with No.'s of national & international directories	Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN No.'s & with No.'s of national & international directories	05		

CATEGORY – III (C): API's – Research Projects					
CATEGORY – III (C) – (i) : Sponsored Projects Carried out/ Ongoing					
1.	Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20		
2.	Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	Major Projects Amount mobilized with minimum of 4.00 lakhs up to 5.00 lakhs	15		
3.	Minor projects from central / state funding agencies with grants below 5.0 lakhs	Minor projects from central / state funding agencies with grants below 4.00 lakhs	10		
CATEGORY – III (C) – (ii): Consultancy Projects Carried out/ Ongoing					
1.	Amount mobilized with minimum of Rs.5.00 lakh	Amount mobilized with minimum of Rs.1.00 lakh	10		
CATEGORY – III (C) – (iii): Completed Projects; Quality Evaluation					
1.	Completed project Report (Acceptance from FA)	Completed project Report (Acceptance from FA)	20 – Major 10 – Minor		
CATEGORY – III (C) – (iv): Projects Outcome/ Output (National – N/International – IN)					
1.	Patent/Technology transfer/Product/ Process	Policy document of Govt. Bodies at Central and State level	30 – N 50- IN		

CATEGORY – III (D): API's – Research Guidance					
CATEGORY – III (D) – (i) : M.Phil./M.E./M.Tech./M.Arch./M.V.Sc./L.L.M./ etc.,					
1.	Degree Awarded	Degree Awarded	3		
2.	Thesis submitted	Thesis submitted	2		
CATEGORY – III (D) – (ii) : Ph.D.,					
1.	Degree Awarded	Degree Awarded	10		
2.	Thesis submitted	Thesis submitted	07		



CATEGORY - III (E): API's - Training Courses and Conferences/Seminars/ Symposia/ Workshop Papers					
CATEGORY - III (E) - (i): Research Methodology / Workshops or Conferences / Seminars & Symposia					
S. No	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Arts/ Languages/Humanities / Social Sciences / Library/ Physical Education / Management	Max. Points for University and College teacher position		
			Allotted API Score	Self-Appraisal Score	Verified API Score
1.	Research Methodology course (not less than 3 weeks) / Workshops of not less than one week duration.	Research Methodology course (not less than 3 weeks)/ Workshops of not less than one week duration.	20		
2.	International conference /Seminar / Symposia	International conference / Seminar / Symposia	20		
3.	National conference / Seminar / Symposia	National conference / Seminar / Symposia	10		
4.	State level / university / college level seminar / conference / symposia	State level / university / college level seminar / conference / symposia	05		
CATEGORY - III (E) - (ii): Papers in Conferences/Seminars/Workshops etc.* - Participation and Presentation of research papers (oral/poster) in					
	International / Foreign conference etc.,	International / Foreign conference etc.,	7.5		
	National	National	7.5		
	Regional /State level	Regional /State level	5		
	Local -University / College level	Local -University / College level	3		
CATEGORY - III (E) - (iii): Invitations for conferences/seminars/workshops/symposia to deliver lectures/ and/ or chair sessions					
1.	International / Foreign	International / Foreign	10		
2.	National	National	7.5		
3.	Regional /State level	Regional /State level	05		
4.	University/College level Endowment lectures	University/ College level Endowment lectures	05		

CATEGORY - III (F): API's - Awards / Honours / Recognitions / Fellowship titles / Post-doctoral Research degrees like D.Sc., D.Litt., LLD etc.,					
CATEGORY - III (F) - (i): Discipline Specific Awards					
1.	Awards by Foreign universities / Accredited International Bodies	Awards by Foreign universities / Accredited International Bodies	50		
2.	National: by UGC, CSIR, DST, DBT, ICAR & other Govt. bodies and Professional Academies like Bhatnagar Award etc.,	National: by UGC, ICSSR, ICCR, Sahitya Academy and Professional Academies like Gnana-peet Award etc.,	50		
3.	State/ University level	State/university level	20		
4.	Regional / local	Regional / local	10		



CATEGORY - III (F) - (ii): Honours / Recognitions					
S. No.	Engineering / Agriculture / Veterinary Science / Sciences / Medical Sciences	Faculties of Arts/ Languages/Humanities / Social Sciences/ Library/ Physical Education / Management	Max. Points for University and College teacher position		
			Allotted API Score	Self-Appraisal Score	Verified API Score
1.	Foreign Countries / Governments and International bodies like UNESCO etc.,	Foreign Countries / Governments and International bodies like UNESCO etc.,	50		
2.	National like Padma Sri etc.,	National like Padma Sri etc.,	50		
3.	State level/ university level	State level/ university level	20		
4.	Regional / local by GO/NGOs/ Rotary/ Lions etc.,	Regional / local by GO/NGOs/ Rotary/ Lions etc.,	05		
5.	Professional Subject Based Associations	Professional Subject Based Associations	05		
CATEGORY - III (F) - (iii): Fellowship Titles					
1.	Foreign universities/bodies like FRCP, FRCS etc.,	Foreign universities/ bodies like Trinity title etc.,	50		
2.	Indian Science & other Academies like Fellow of INSA, FNA, FAMS, FNASC,	Indian Academies of Languages, Arts etc.,	50		
3.	Discipline specific National level Associations	Discipline specific National level Associations	10		
CATEGORY - III (F) - (iv): Postdoctoral degrees					
1.	D. Sc from an university based on post-doctoral thesis	D. Litt from an University based on post-doctoral thesis	50		

The incumbent teacher other academic staff or the candidates applying for direct recruitment shall follow the norms prescribed in Appendix III – Table I to III while filling up this PBAS proforma and providing the self appraisal score. The self appraisal score to be given by the applicant based on evidences criteria which would be verified by the screening – cum Evaluation committee / Selection committee at the appropriate level of CAS promotion.

Signature of the faculty with Forwarded by:

Designation, Place & Date

Signature of HOD / School Chairperson /Principal



# OSMANIA UNIVERSITY



## REVISED PAY SCALES 2010 (Non-Teaching Staff)

*Pay scales implemented in MSCET*

Issued by the Office of the Registrar  
Osmania University  
Hyderabad – 500 007



THE UNIVERSITY OF CHICAGO



PHILIP H. FRANK

1900-1901

THE UNIVERSITY OF CHICAGO

PHILIP H. FRANK

1900-1901



# REVISED PAY SCALES, 2010 FOR THE NON-TEACHING EMPLOYEES

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OSMANIA UNIVERSITY  
HYDERABAD - 500 007

No. 2959 /270/2010-11/Budget-Gen

Date: 4-6-2010.

### ORDERS

**Sub:- Osmania University - Pay Scales** – Implementation of Revised Pay Scales, 2010 and Consequential benefits to Non-Teaching Staff of the University – Orders – Issued.

- Ref:-**
- 1) G.O. (P) No.255, Fin. & Plg. (FW.PC-I), Dept., Dt.10-10-2005.
  - 2) G.O. (P) No.213, Fin. & Plg. (PC-I), Dept., Dt.27-8-2005.
  - 3) Univ. Orders No.2522/270/2005-06/Accts/Budget.Gen. Dt.13-4-2006.
  - 4) G.O. (P) No. 236, Fin. (PC-I) Dept., Dt.14-8-2006.
  - 5) Univ. Orders No.9638/270/2005-06/Accts/Budget.Gen. Dt.7-10-2006.
  - 6) G.O.Ms.No.52, Fin.,(PC-I) Dept., Dt.25-2-2010.
  - 7) G.O.Ms.No.137, Fin.,(PC-I) Dept.,Dt.28-4-2010.
  - 8) G.O.Ms.No.63, Fin. (PC-I) Dept.,Dt.9-3-2010.
  - 9) G.O.Ms.No.64, Fin. (PC-I) Dept., Dt. 9-3-2010.
  - 10) G.O.Ms.No.65, Fin. (PC-I) Dept., Dt. 9-3-2010.
  - 11) G.O.Ms.No.93, Fin. (PC-II) Dept.,Dt. 3-4-2010.
  - 12) Circular Memo. No.33327-A/549/A1/PC-I/2009, Dt.13-3-2010.
  - 13) G.O. Ms. No. 97, Fin. (TA) Dept., Dt. 6-4-2010.
  - 14) G.O. Ms. No. 98, Fin. (FW.TA) Dept., Dt. 6-4-2010.
  - 15) G.O. Ms. No. 111, Fin. (TA) Dept., Dt. 07-4-2010.
  - 16) G.O.Ms.No.118, Fin. (TA) Dept., Dt.17-4-2010.
  - 17) G.O.Ms.No.129, Fin. (TA) Dept., Dt.17-4-2010.
  - 18) G.O.Ms.No.192, Gen. Admn. (SER.WEL.I) Dept., Dt.23-4-2010.
  - 19) G.O.Ms.No.152, Fin. (FR.I) Dept., Dt.4-5-2010.
  - 20) G.O.Ms.No.153, Fin. (FR.I) Dept., Dt.4-5-2010.
  - 21) G.O.Ms.No.154, Fin. (FR.I) Dept., Dt.4-5-2010.
- \* \* \* \* \*

Through the references 1<sup>st</sup> to 5<sup>th</sup> cited above, the Revised Pay Scales, 2005 were implemented for the benefit of the Non-Teaching Staff of the University, together with the recommendations of One Man Committee.

2. Now, on the recommendations of the Pay Revision Commissioner, the Government vide G.O.Ms.No.137, Fin., (PC-I) Dept., Dt.23-4-2010 (Ref. 7<sup>th</sup> cited), have extended the benefit of Revised Pay Scales, 2010 and Special Pays & other allowances to the Non-Teaching Staff of the Universities. Further, the Government have directed that the principles of exercising option, fixation of pay in the Revised Pay Scales, 2010, Date of Increment etc., the rates of D.A., H.R.A., C.C.A., Automatic Advancement Scheme, as ordered in the G.Os. 8<sup>th</sup> to 12<sup>th</sup> cited above, shall apply mutatis and mutandis to the Non-Teaching Staff of the Universities.

3. The Government have also issued orders relating to T.A., Special Pay & Allowances, Enhancement of Maternity Leave, Enhancement of Sanction of Earned Leave at a time, Encashment of Leave on Half Pay at the time of Retirement and Enhancement of Obsequies charges vide G.Os 13<sup>th</sup> to 21<sup>st</sup> cited above.



4. The Revised Pay Scales, 2010 shall come into force with effect from **01-07-2008** notionally and monetary benefit from **01-02-2010**.

5. The University Executive Council at its 110<sup>th</sup> Meeting held on 14-5-2010, has accorded approval to implement the Revised Pay Scales, 2010, as per G.O.Ms.No.137, Fin., (PC-I) Dept., Dt.28-4-2010 and subsequent G.Os pertaining to RPS 2010, together with the consequential benefits to the Non-Teaching Staff of the University.

6. In view of the above, the Vice-Chancellor accorded sanction for extending the benefit of Revised Pay Scales 2010, as per the G.O. 7<sup>th</sup> cited and subsequent benefits as ordered in G.Os 8<sup>th</sup> to 21<sup>st</sup> cited, to the Non-Teaching employees of the University.

7. In pursuance to the above decision, the following instructions are issued

7.1. The Revised Pay Scales, 2010 shall apply to

- a) All the Non-Teaching Employees of the University, drawing their pay in a Regular Pay Scale in RSP 2005.
- b) The Work – Charged Establishment in receipt of pay in a regular Pay Scale in RSP 2005.

7.2. Pay Scales

The Revised Pay Scales, 2010 to various categories of University employees shall be as indicated in Schedule-II, appended to the G.O. Ms.No.137, Fin., (PC-I) Dept., Dt.28-4-2010(reference 7<sup>th</sup> cited).

7.3. Revised Master Scale

Rs.6700-200-7300-220-7950-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-51760-1300-55660 (8C)

7.4 Options

The principles of exercise of option, revision of pay scales shall be in accordance with the Andhra Pradesh Revised Scales of Pay Rules, 2010 as notified in the GO. Ms. No. 52, Fin (PC-I) Dept., Dt.25-2-2010 read with Circular Memo No. 33327-A/549/A1/PC-I/2009, Dt.13-3-2010. The option shall be exercised within a period of six (6) months from the date of issue of these orders. The option once exercised shall be final.



## **7.5 Pay fixation in Revised Pay Scales, 2010**

- a) The principles of fixation of pay shall be as indicated in Para (6) of the Notification appended to G.O. Ms. No. 52, Fin (PC-I) Dept., Dt.25-2-2010 (ref. 6<sup>th</sup> cited).
- b) The Interim Relief shall not be included as **Pay** for the purpose of fixation in the Revised Pay Scales, 2010.

## **7.6 Date of increment in Revised Pay Scales, 2010**

The date of next increment in Revised Pay Scales, 2010, shall be regulated in accordance with Para (7) of the Notification appended to G.O. Ms. No. 52, Fin (PC-I) Dept., Dt.25-2-2010 (ref. 6<sup>th</sup> cited).

## **7.7 Stagnation Increments**

In the event of stagnation, **3 (three)** stagnation increments shall be allowed beyond the time scale in the Revised Pay Scales, 2010. These stagnation increments shall be treated as regular increments for all purposes such as fixation of pay on promotion / Automatic Advancement Scheme, Pension etc.

## **7.8 Approval of Pay Fixations**

The Pay fixation statements in Revised Pay Scales, 2010 shall be got audited by the Deputy Director, State Audit of the University, before the pay is admitted in the Revised Pay Scales, 2010.

## **7.9 Special Pays & Other Allowances**

The Special Pays & Other Allowances sanctioned to the specified categories of staff shall be regulated at the revised rates indicated in Schedule-III of the G.O.Ms.No.137, Fin., (PC-I) Dept., Dt.28-4-2010 (ref. 7<sup>th</sup> cited) and subsequent G.Os. (ref. 13<sup>th</sup> to 15<sup>th</sup> cited), effective from **1-4-2010**. Where Special Pay has not been sanctioned specifically to any particular category, the same shall be treated as discontinued and it shall not be allowed in the Revised Pay Scales, 2010.

## **7.10 Dearness Allowance**

The Dearness Allowance from 1-1-2009 and 1-7-2009 in respect of the employees opting for the Revised Pay scales, 2010 shall be regulated in accordance with Revised Rates of Dearness Allowance indicated in para (3) of G.O. Ms.No.63, Fin. (PC-I) Dept.,Dt.9-3-2010 (ref. 8<sup>th</sup> cited).

## **7.11 House Rent Allowance**

The Revised Rates of H.R.A. under the Revised Pay Scales, 2010 shall be as per the G.O.Ms.No.64, Fin. (PC-I) Dept., Dt. 9-3-2010 (ref. 9<sup>th</sup> cited).



### **7.12 City Compensatory Allowance**

The revised rates of C.C.A. under the Revised Scales, 2010 shall be as per G.O.Ms.No.65, Fin. (PC-I) Dept., Dt. 9-3-2010 (ref. 10<sup>th</sup> cited).

### **7.13 Automatic Advancement Scheme**

- a) The Automatic Advancement Scheme under Revised Pay Scales, 2010 shall be as per G.O.Ms.No.93, Fin. (PC-II) Dept., Dt. 3-4-2010 (ref. 11<sup>th</sup> cited), **effective from 1-7-2008 notionally and monetary benefit from 1-2-2010.**
- b) The benefit of Automatic Advancement Scheme shall apply to all those who are drawing pay in Grade – I to Grade – XXV i.e., upto inclusive of the Revised Pay Scales of Rs.25,600 – Rs.50,560 as indicated in Schedule – I of the G.O.Ms.No.52, Fin., (PC-I) Dept., Dt.25-2-2010 (ref. 6<sup>th</sup> cited).
- c) The benefit of pay fixation under F.R. 22-B shall continue to be allowed on promotion even if the employee had derived the benefit under Special Grade Scale / Special Promotion Post Scale-I.
- d) The Special Grade Scales in the Revised Pay Scales, 2010 are as indicated in Annexure – I. Automatic Advancement Scheme benefits for the categories of Last Grade posts, Record Assistants, Roneo Operators, Drivers are indicated in Annexure – II.

### **7.14 Traveling Allowance**

The Revised Rules of Traveling Allowance on tour under Revised Pay Scales, 2010, to Non-Teaching Staff and Teaching Staff drawing pay in the Revised UGC Pay Scales 2006, shall be as per G.O.Ms.No.129, Fin. (TA) Dept., Dt.17-4-2010 (ref. 17<sup>th</sup> cited).

### **7.15 Difficult Sanitation Service Allowance**

Enhancement of Difficult Sanitation Service Allowance from Rs.100/- to Rs.125/- per month shall be as per G.O. Ms.No.111, Fin (TA) Dept., Dt. 7-4-2010 (ref. 15<sup>th</sup> cited), **effective from 1-4-2010.**

### **7.16 Maternity Leave**

The Maternity Leave to married women Government employees has been enhanced from 120 days to 180 days, vide G.O. Ms. No. 152, Fin. (FR.I) Dept., Dt. 4-5-2010 (ref. 19<sup>th</sup> cited), **effective from 4-5-2010.**

### **7.17 Earned Leave availment**

The maximum limit for availment of Earned Leave at a time is enhanced to 180 days from the existing 120 days vide G.O. Ms. No. 153, Fin. (FR.I) Dept., Dt.4-5-2010 (ref. 20<sup>th</sup> cited), **effective from 4-5-2010.**



## 7.18 Encashment of Leave on Half Pay at the time of retirement

The formula for calculation of encashment of Leave on Half Pay at the time of retirement / death, has been changed with effect from 4-5-2010, vide G.O. Ms. No. 154, Fin. (FR.I) Dept., Dt. 4-5-2010 (ref. 21<sup>st</sup> cited).

## 7.19 Obsequies Grant

The Government vide G.O. Ms. No.192, General Administration (Ser.Wel.I) Department, dt. 23-4-2010 (ref. 18<sup>th</sup> cited) have enhanced the Obsequies charges from Rs.5,000/- to Rs.10,000/- payable to all categories of employees. (ref. 18<sup>th</sup> cited)

## 8. Regulation of Interim Relief

- 8.1. Interim relief paid from 01-10-2008 to 31-1-2010 shall not be recovered. Interim Relief paid for the period beyond 01-02-2010 will be adjusted from the monetary benefit payable on account of implementation of Revised Pay Scales.
- 8.2. In case of employees who opt to continue in the existing pay scales, the Interim Relief will cease to be paid with effect from 1-2-2010.
- 8.3. The Interim Relief shall not be included as pay for the purpose of fixation in the Revised Pay Scales, 2010.
9. The Pay fixation form in triplicate together with option forms and Service Registers of Individual concerned with upto date entries shall be submitted to the Deputy Registrar (Pre-Audit), Osmania University, for onward transmission to the Deputy Director, A.P. State Audit, Osmania University for approval.
10. The payment will be regulated as follows:-
  - 10.1. The claims shall be preferred in three parts but in one bill:
    - Part – I: From 1-7-2008 to 31-1-2010 for which the fixation is notional.
    - Part – II: For the month February, 2010 the arrears of fixation of pay in the Revised Pay Scales, 2010 shall be credited to the GPF Accounts of the respective employees.
    - Part – III: From 1-3-2010 onwards to the date of fixation of pay in the Revised Pay Scales, 2010, for which the arrears shall be paid in cash.
  - 10.2. In respect of employees who retire before issue of these orders, the arrears of Pay & Allowances shall be drawn and paid in cash, as an employee due to retire on superannuation is compulsorily exempted from making any subscription to the General Provident Fund Account during the last four months of Service.
  - 10.3. In the event of death of any employee before the issue of these orders, the legal heirs shall be entitled to get the benefit of Revised Pay Scales, 2010 in cash.



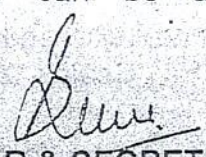
11. The additional expenditure on account of implementation of Revised Pay Scales, 2010, in respect of employees whose salaries are being paid from Normal Budget, will be met from the Univ. Fund Account (Block Grant) subject to recoupment later on receipt of funds from the Government.

12. The Deputy Registrar (Pre-Audit), O.U., shall maintain a separate account of the expenditure under this head.

13. The expenditure in respect of employees whose salaries are being paid from the Schemes financed by the UGC and other Agencies will be met out of funds of the respective Schemes / Centers.

14. All the Principals, Heads of Departments and other Drawing & Disbursing Officers will ensure that these orders are brought to the notice of all Non-Teaching Employees working under their control including those on Leave / Deputation / Foreign Service etc., and obtain individual acknowledgement as University will not under any circumstances entertain any representation with regard to exercise of option after the expiry of stipulated time, as mentioned at para (7.4) above.

15. These orders are available on Website and can be accessed at <http://www.osmania.ac.in>.

  
REGISTRAR & SECRETARY  
EXECUTIVE COUNCIL

Forwarded for information & necessary action to:-

1. All the Principals including O.U. P.G. Colleges at Districts / Heads of Departments / Directors and other Administrative Officers, Osmania University.
2. The Dean, Development & UGC Affairs, Osmania University.
3. The Officer-on-Special Duty, Osmania University.
4. The Director (IS), Osmania University.
5. The Joint Registrar (Admn.), O.U. – with a request to note the action taken on the **Executive Council Resolution item No. (6)**.
6. The Deputy Director, State Audit, Osmania University.
7. The Deputy Registrar (Pre-Audit), Osmania University – with a request to maintain a separate account of this expenditure.
8. The Secretary to the Vice-Chancellor, Osmania University.
9. The Asst. Registrar (Accounts – Centralized Pay Bills), Osmania University.
10. The P.A. to the Registrar, Osmania University.
11. The Superintendent (Budget), O.U. - Sanctions file for the year 2010-11.

Copy communicated to:-

The President / General Secretary

- i. O.U. Officers' Association.
- ii. O.U. N.G.Os' Association.
- iii. O.U. Technical Staff Association.
- iv. O.U. Employees Union.





GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

UNIVERSITIES - Revision of Pay Scales - Recommendations of Ninth Pay Revision Commission in respect of non-teaching staff of Universities and Jawaharlal Nehru Technological University - Orders- Issued.

FINANCE (P.C-I) DEPARTMENT

G.O.Ms.No.137

Dated:28.04.2010  
Read the following:-

1. G.O.Ms.No.438, G.A (Spl.A) Department, dated 07.07.2008.
2. G.O.Ms.No.483, G.A.(Spl.A) Department, dated 12.10.2009.
3. G.O.(P).No.372, Finance (P.C-I) Department, dated 13.11.2008.
4. G.O.Ms.No.52, Finance (PC-I) Department, dated 25.02.2010.
5. G.O.Ms.No.63, Finance (P.C-I) Department, dated 09.03.2010.
6. G.O.Ms.No.64, Finance (P.C-I) Department, dated 09.03.2010.
7. G.O.Ms.No.65, Finance (PC-I) Department, dated: 09.03.2010
8. G.O.Ms.No.93, Finance (PC-II) Department, dated:03.04.2010
9. Circular Memo No.33327.A/549/PC-I/A1/2009 dated: 13.03.2010
10. G.O.Ms.No.118, Finance (TA) Department, dated: 07.04.2010.

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**ORDER:**

In the Government Order first read above, orders were issued constituting Pay Revision Commission appointing Sri C.S.Rao, I.A.S. (Retd) as Pay Revision Commissioner to evolve the principles which may govern the structure of emoluments and those conditions of service of various categories of employees of the State Government, Local Bodies and Aided Institutions, Non-teaching staff of the Universities including Acharya N.G. Ranga Agricultural University, Jawaharlal Nehru Technological University, Work charged employees and full-time contingent employees. Subsequently additional terms of references were made vide G.C second read above.

2. In pursuance of the discussions with the Joint Action Committee of the Employees, Teachers and Workers Andhra Pradesh and the Andhra Pradesh Secretariat Employees Co-ordination Committee, Government decided to implement the recommendations of the Ninth Pay Revision with the following modifications:

- (i) A fitment benefit of 39% would be given for fixing the pay in the Revised Pay Scales, 2010 as against the fitment benefit of 27% recommended by the Ninth Pay Revision Commission.
- (ii) The Revised Pay Scales will be implemented notionally from 01.07.2008 with monetary benefit from 01.02.2010.



(iii) The arrears for the month of February, 2010 will be credited into the GPF accounts of the employees.

(iv) The benefit of the Revised Pay Scales 2010 will be paid in cash for the salary of March, 2010 payable in April, 2010.

4. Accordingly, Government issued the following orders implementing the recommendations of the Ninth Pay Revision Commission with the above modifications:

1. G.O.Ms.No.52, Finance (FC-I) Department, dated: 25.02.2010.
2. G.O.Ms.No.63, Finance (PC-I) Department, dated: 09.03.2010.
3. G.O.Ms.No.64, Finance (PC-I) Department, dated: 09.03.2010.
4. G.O.Ms.No.65, Finance (PC-I) Department, dated: 09.03.2010.
5. G.O.Ms.No.93, Finance (PC-II) Department, dated: 03.04.2010.
6. G.O.Ms.No.118, Finance (TA) Department, dated: 07.04.2010.

5. Government have accepted the recommendations of the Ninth Pay Revision Commission on the revision of the Pay Scales of Non Teaching Staff of all Universities and decided to extend the fixation benefit of 39% as was allowed to the State Government employees along with the other recommendations of the Ninth Pay Revision Commission on the Compensatory allowances viz., DA, HRA and CCA, Special Pays, Automatic Advancement Scheme etc.

6. Accordingly, Government hereby order that –

- (a) the recommendations of the Ninth Pay Revision Commission on the revision of pay scales of the Non Teaching staff of Universities are accepted;
- (b) the Revised Pay Scales, 2010 shall be as set out in Schedule I. The corresponding revised pay scales for the existing scales shall be the scale against each existing scale specified therein. These scales shall be common to all the employees in various categories except where specified otherwise in the Departmental Pay Schedule (Schedule-II) appended to this order. Holders of posts not included in the Schedule-II will be governed by the Revised Pay Scales corresponding to the existing scales as shown in the Schedule-I.
- (c) the principles of exercise of option, revision of pay scales shall be in accordance with the Andhra Pradesh Revised Scales of Pay Rules, 2010 as notified in the GO fourth read above;
- (d) the revised rates of Compensatory Allowances of DA, HRA and CCA and the orders issued implementing the recommendations of the Ninth Pay Revision Commission on Automatic Advancement Scheme as ordered in the GOs fifth to tenth read above shall apply mutatis and mutandis to the Non Teaching staff of Universities.
- (e) The Revised Pay Scales, 2010 shall be deemed to have come into force notionally with effect from 01-07-2008. The monetary benefit shall be allowed from 01-02-2010.



- (f) The Salary in the Revised Pay Scales, 2010 will be paid in cash from the month of March, 2010 payable on 01.04.2010.
- (g) The arrears of Salary in the Revised Pay Scales, 2010 for the month of February, 2010 shall be credited to the General Provident Fund Accounts of the employees.
- (h) Interim relief paid from 01.10.2008 to 31.01.2010 shall not be recovered. Interim Relief paid for the period beyond 01.02.2010 will be adjusted from the monetary benefit payable on account of implementation of Revised Pay Scales.
- (i) In case of employees who opt to continue in the existing pay scales, the Interim Relief will cease to be paid with effect from 1-2-2010.
- (j) The Universities are requested to meet the additional expenditure from their sources and shall not seek additional funds for this purpose.

7. The Interim Relief shall not be included as pay for the purpose of fixation in the Revised Pay Scales, 2010.

8. The instructions issued in the reference ninth cited shall also apply to the Non Teaching staff of Universities. All the Registrars of Universities and the Audit Officers are requested to follow these instructions for the purpose of pay fixation and payment of arrears and audit thereof. These are modified in the context of applicability to the Universities and reproduced below for ready reference

(a) Instructions to the Registrars of Universities:

- (i) All the Registrars of Universities are requested to communicate these orders along with the Option Form annexed through their Subordinate Officers, to all the employees who were in service under their control as on 01-07-2008 including those who were on leave, under suspension, deputation, Foreign Service and the employees retired on or after 01.07.2008. In respect of the employees who died while in office on or after 01.07.2008, these orders have to be communicated to their legal heirs.
- (ii) They are also requested to communicate the Proforma of Statement of the Pay Fixation appended to orders (Appendix-I) to the Subordinate Officers under their control and issue instructions to fix the Pay of the Employees in the Revised Pay Scales, 2010.

(b). Instructions to the Heads of Universities /Officers looking after establishment :

- (i) The Registrars of the Universities / Officers looking after the establishment shall prepare a list indicating the names and designations of all members of staff according to the monthly pay bills in quadruplicate and furnish them to the Audit Officer of State Audit/Deputy Director of State Audit. Drawing Officer should ensure that no member of the staff whether on duty or on leave or under suspension shall escape inclusion from the list. Proforma for furnishing this information is given in Annexure-I to this order.



- (ii) The Registrar of the University or the officer looking after establishment shall obtain option in the proforma appended to the G.O fourth read above, in quadruplicate, from the employees to whom the Andhra Pradesh Revised Scales of Pay Rules, 2010 shall apply.
- (iii) The employee shall submit his option to the Registrar of the University / Officer looking after establishment.
- (iv) The officers referred in para b (i) and (ii) above, shall on receipt of option forms prepare the pay fixation statements, in quadruplicate in the form appended (Appendix-I).
- (v) In the case of employees whose pay has to be fixed under first proviso to Rule 6 of the Andhra Pradesh Revised Scales of Pay Rules, 2010 issued in G.O fourth read above, the officers concerned shall take abundant care to ensure that all the conditions stipulated therein are fulfilled. The stepping up of pay is admissible under this Proviso only in cases where the anomaly arose in the Revised Pay Scales, 2005 and the anomaly persisted on 1.7.2008 as a result of
  - A promotion of the senior from the ordinary grade scale in the feeder category and the junior getting promotion from Automatic Advancement grades in the feeder category;
  - B promotion of the senior from Automatic Advancement Scales got pay fixed under FR 22(a)(i) read with FR 31(2) whereas the junior was promoted from the Automatic Advancement scale and derived the fixation benefit under FR 22 – B.
- (vi) The conditions are reiterated below for ready reference:
  - (a) both the senior and junior should have been drawing pay in an identical pay scale in the Revised Pay Scales, 2005;
  - (b) the senior as well as the junior should be promoted to the same category of post carrying the same scale of pay under the same mode of recruitment and from the same unit of appointment in the lower category;
  - (c) the pay of the junior in the lower category should have been less than or equal to that of the senior in the lower category prior to promotion of the senior to the higher post;
  - (d) the anomaly should have arisen directly as a result of the fixation of pay in the Revised Pay Scales, 2005 under Automatic Advancement Scheme. Stepping up of pay is not admissible in cases where the junior is drawing higher pay for any other reason such as sanction of advance increment for possession of higher qualification or Family Planning Incentive Increment or reckoning DA thereon for fixation of pay in earlier pay revisions, Advance Increments for merit, or on account of longer service in the lower post for working in various units of appointments etc.
- (vii) In other words such cases could not have been rectified in view of the instructions issued in Circular Memo No. 2620-A/65/FR II/07 dated 20.2.2007 of Finance Department.



- (viii) In such cases the pay shall be stepped up in the Revised Pay Scales, 2005 in the first instance and then only the pay shall be fixed in the Revised Pay Scales, 2010.

Some illustrations of pay fixations are enclosed herewith for guidance.(Enclosure)

- (ix) The officers concerned shall record the entries of fixation of pay in the Revised Pay Scales, 2010 in the Service Registers of the employees concerned before preparation of claims. A copy of the pay fixation Statement shall also be attached to the Service Register of the employee.

(c) Instructions to the Drawing and Disbursing Officers of Universities:

- (i) (a) The salaries in the Revised Pay Scales, 2010 shall be paid in cash from the month of March, 2010 onwards.
- (b) The arrears of salaries on account of fixation of pay in the Revised Pay Scales, 2010 for the month of February, 2010 shall be credited to the General Provident Fund Accounts of the respective employees.
- (c) 1. In respect of those who do not have General Provident Fund Accounts, the concerned authorities shall take immediate action to open General Provident Accounts.
2. In respect of those employees, recruited on or after 01.09.2004, covered by Contributory Pension Scheme and are not eligible for General Provident Fund, the arrears shall be paid in cash.
- (d) In case of employees who retire before 1st September, 2010 the arrears of salaries shall be drawn and paid in cash, as an employee due to retire on superannuation is compulsorily exempted from making any subscription to the General Provident Fund Account during the last four months of service.
- (e) In the event of death of any employee before the issue of these orders, the legal heirs shall be entitled to get the benefit of Revised Pay Scales, 2010 in cash.
- (ii) The claims on account of fixation of pay in the Revised Pay Scales, 2010 shall be preferred in duplicate in the establishment pay bills form and presented to the Audit Officer, State Audit Department concerned along with pay fixation statements in triplicate together with the Service Register of the individual concerned with up-to date entries. The bill should be superscripted in RED INK as "Claim for Pay Fixation arrears in the Revised Pay Scales, 2010" to make it distinct from other bills.
- (iii) The claims shall be preferred in three parts but in one bill:
- Part-I: From 01.07.2008 to 31.01.2010 for which the fixation is notional.
- Part-II: For the month of February, 2010 for which the arrears of fixation of pay in the Revised Pay Scales, 2010 are to be credited to the GPF Accounts in the next financial year, 2010-2011, which shall not be withdrawn before 31.03.2011.
- Part-III: From 01.03.2010 onwards to the date of fixation of pay in the Revised Pay Scales, 2010 for which the arrears shall be paid in cash.



- (iv) The Drawing Officer shall ensure that the bills are supported by proper schedule in duplicate indicating the details of the employees, the General Provident Fund Account number and the amount to be credited to the General Provident Fund Accounts to the Audit Officer of the State Audit Department.
  - (v) All the Drawing and Disbursing Officers are requested to intimate the employees working under their control as to how much amounts of arrears of fixation in the Revised Pay Scales, 2010 are adjusted notionally, amounts credited to General Provident Fund Account and amounts paid in cash in the proforma appended (Appendix-II) to these instructions.
  - (vi) All the Drawing and Disbursing Officers are directed to ensure that the bills are drawn as per the above orders and the amounts are credited to the General Provident Fund Accounts within one month of receipt of option.
  - (vii) If the Audit Authorities report any erroneous pay fixation, the Drawing Officer should check again, with reference to the pay fixation already approved. If pay fixation was approved by a higher authority, the fact should be reported by the Drawing Officer to the concerned Authority. Suitable action should be taken to rectify the erroneous fixation immediately.
  - (viii) The Drawing Officers should invariably indicate the particulars of pay and allowances in the fixation statements correctly.
  - (xi) The Drawing Officers should not alter any column of the pay fixation statement. They should not include any new item. They should not omit to mention any information against the column.
- (d) Instructions to the Audit Officers:
- (i) Audit Officers, State Audit Department shall obtain from all the Registrars of Universities, a list indicating the names and designations of all the members of staff according to the monthly pay bill in quadruplicate in the Proforma in Annexure-I. It should be ensured that no member of the staff whether on duty or on leave or under suspension or under training or under deputation / foreign service escapes inclusion from the list.
  - (ii) After obtaining the list in Annexure-I, the respective Audit Authorities mentioned above shall chalk out a programme to verify and check whether the pay fixations are in terms of the C.O first cited.
  - (iii) Audit Officer of State Audit Department shall check the pay fixation claims from 01.07.2008 in the Revised Pay Scales, 2010 with reference to the Service Registers etc., and admit the bill.
  - (iv) After such verification the respective officers should record in column (5) of Annexure-I, the result of such verification and attest the entries and a report may be sent to the Director of State Audit as to the number of pay fixations completed and balance pending at the end of each month by 10<sup>th</sup> of succeeding month. The Director



of State Audit Department shall in turn consolidate and forward the particulars to the Finance (PC-I) Department by 20<sup>th</sup> of that month.

- (v) In case any erroneous pay fixations are detected, the audit authorities shall note the details of erroneous pay fixations in the proforma indicated in Annexure-II to this memo.
- (vi) The Audit Authorities shall report the number of cases, where erroneous fixation was noticed and the total amount ordered to be recovered from the individuals to the Registrar of the University concerned.
- (vii) The Audit Officers of the Universities shall follow the usual procedure of furnishing one copy of the schedules along with bills to the Accountant General shall credit the amounts to the General Provident Fund Accounts of the individuals concerned. The second copy of the schedules shall be furnished to the Drawing Officer with voucher number.

9. The Registrars should note that where Special Pay has not been sanctioned specifically to any particular category the same shall be treated as discontinued and it shall not be allowed in the Revised Pay Scales, 2010. The Registrar on receipt of the verification reports from the audit authorities shall prefer the claim before the Finance Officer of the University. The Finance Officer shall maintain a separate register after the claim of the pay fixations are passed for payment. Monthly accounts shall be prepared and sent with the vouchers including arrears of pay fixation in the Revised Pay Scales in normal course as per the schedules of dates. The Finance Officer of Universities and Comptroller of Acharya N.G. Ranga Agricultural University are requested to issue necessary instructions to their subordinate officers for following the above procedure with regard to admission of pay fixation and reporting system. The Finance Officer shall also inform the Government the total additional expenditure incurred on the implementation of the Revised Pay Scales, 2010 to the Government in Finance (PC-I) Department.

12. The G.O. is available on Internet and can be accessed at the address <http://www.aponline.gov.in> and <http://www.goir.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.SUDHIR  
PRINCIPAL SECRETARY TO GOVERNMENT

To  
The Registrars of all Universities.  
The Principal Accountant General, Andhra Pradesh, Hyderabad.  
The Director of State Audit, Hyderabad.  
The Pay & Accounts Officer, Hyderabad.  
The Director of Treasuries and Accounts, Hyderabad.  
The Secretary, A.P. State Council of Higher Education.  
The Education (UE/TE) Department  
The Agriculture and Co-operation Department / The HM&FW Department.  
The Law Department.  
The AH,DD&F Department.



General Administration (Cabinet) Department.  
Copy to SF/S.Cs.

//FORWARDED::BY ORDER//

*Arav. Arav.*

SECTION OFFICER



**ENCLOSURE**

**Illustration of fixation of Pay**

**I. Fixation of Pay under Rule 6 of the Andhra Pradesh Revised Scales of Pay Rules, 2010**

**A. The date of entry into the Revised Pay Scales is 1.7.2008 and date of increment is 1.10.2008.**

	Rs.
Pay in the existing pay scales, 2005	13750
DA as on 1.7.2008 (42.39%)	5829
Fitment benefit (39%)	5363
Total emoluments	24942
Pay fixed at Next Stage	24950
Next Increment in the Revised Pay Scales, 2010	01.10.2008 Rs.25600

**B. The date of entry into the Revised Pay Scales is from the date of increment i.e., 1.10.2008**

Pay in the existing pay scales, 2005	14175
DA as on 1.7.2008 (42.39%)	6009
Fitment benefit (39%)	5528
Total emoluments	25712
Pay fixed at Next Stage	26300
Next Increment in the Revised Pay Scales, 2010	01.10.2009 Rs.27000

**C. Where the date of increments is 1.7.2008**

**(i) without taking into account increment in the existing scales:**

Pay in the existing pay scales, 2005	13750
DA as on 1.7.2008 (42.39%)	5829
Fitment benefit (39%)	5363
Total emoluments	24942
Pay fixed at Next Stage	24950
Next Increment in the Revised Pay Scales, 2010	01.07.2008 Rs. 25600

**(ii) After taking into account increment in the existing scales:**

Pay in the existing pay scales, 2005	14175
DA as on 1.7.2008 (42.39%)	6009
Fitment benefit (39%)	5528
Total emoluments	25712
Pay fixed at Next Stage	26300 Next
Increment in the Revised Pay Scales, 2010	01.07.2009 Rs.27000

-----X-----



**II. Fixation of Pay under First Proviso to Rule 6 of the Andhra Pradesh Revised Scales of Pay Rules, 2010**

- A. A was appointed as Junior Assistant on 01-01-2000 and promoted as Senior Assistant on 10-10-2006. B was appointed as Junior Assistant on 03-03-2000 and was appointed to Special Grade scale of Junior Assistant on 03.03.2008. He was promoted as Senior Assistant on 05-05-2008. A was drawing a pay of Rs. 6195 on 01-01-2008. The Pay of B was fixed at Rs.6350 on 05-05-2008 on appointment to the post of Senior Assistant and continue to draw till 01.07.2008.

Fulfillment of conditions:

Condition	Fulfilled or not
Both the senior and junior should have been drawing pay in an identical pay scale in the existing scales of pay;	Yes/No
The senior as well as the junior should be promoted to the same category of post from the same unit of appointment, carrying the same scale of pay, and from the same unit of appointment in the lower category;	Yes/No
The pay of the junior in the lower category should have been less than or equal to that of the senior in the lower category prior to promotion of the senior to the higher post;	Yes/No
The anomaly should have arisen directly as a result of the fixation of pay in the RPS, 2005 scales consequent on promotion to higher post while drawing pay as Special Grade Junior Assistant under automatic advancement scheme	Yes/No

Pay of A has to be stepped up on par with B in the existing scales and then only the pay will be fixed in RPS, 2010 as indicated below:

Pay in the existing scales (after stepping up)	: Rs. 6350
DA as on 1.7.2008 (42.39%)	: Rs. 2692
Fitment benefit (39%)	: Rs. 2477
Total emoluments	: Rs. 11519
Pay fixed at Next Stage	: Rs. 11530
Next Increment in the Revised Pay Scales, 2010	: 01.05.2009

- Note:1. Proceedings of stepping up the pay in the RPS, 2005 will have to be issued first and then only the fixation of pay in RPS, 2010 will have to be taken up.  
2. Non fulfillment of any of the above condition(s) will not entitle the senior to get step of pay on par with his junior.

-----X-----



B. A was appointed as Junior Assistant on 01.01.1995 and B was appointed as Junior Assistant on 01-01-1995. A was promoted as Senior Assistant on 01.03.2003 after getting Special Grade Scale. His pay was fixed on promotion under FR.22 (a) (i) read with 31 (2). B was promoted as Senior Assistant on 01.09.2006 after availing the benefit of Special Grade and his pay was fixed under FR.22-B. On 01.07.2008 A was drawing a pay of Rs.7385 where as his junior B was drawing a pay of Rs.7570.

Fulfillment of conditions:

Condition	Fulfilled or not
Both the senior and junior should have been drawing pay in an identical pay scale in the existing scales of pay;	Yes/No
The senior as well as the junior should be promoted to the same category of post from the same unit of appointment, carrying the same scale of pay, and from the same unit of appointment in the lower category;	Yes/No
The pay of the junior in the lower category should have been less than or equal to that of the senior in the lower category prior to promotion of the senior to the higher post;	Yes/No
The anomaly should have arisen directly as a result of the fixation of pay in the RPS, 2005 scales consequent on promotion to higher post while drawing pay as Special Grade Junior Assistant under automatic advancement scheme	Yes/No

Pay of A has to be stepped up on par with B in the existing scales and then only the pay will be fixed in RPS, 2010 as indicated below:

Pay in the existing scales (after stepping up)	:	Rs. 7570
DA as on 1.7.2008 (42.39%)	:	Rs. 3209
Fitment benefit (39%)	:	Rs. <u>2952</u>
Total emoluments	:	Rs. <u>13731</u>
Pay fixed at Next Stage	:	Rs. 14050
Next Increment in the Revised Pay Scales, 2010	:	01.09.2008

- Note: 1. Proceedings of stepping up the pay in the RPS, 2005 will have to be issued first and then only the fixation of pay in RPS, 2010 will have to be taken up.  
2. Non fulfillment of any of the above condition (s) will not entitle the senior to get step of pay on par with his junior.

-----X-----



### III. Preponing the increment of Senior to that of Junior under the third proviso of Rule 7 of the Andhra Pradesh Revised Scales of Pay Rules, 2010

X is senior to Y. The date of increment of X in the existing scale of pay is 1.6.2008 and that of Y is 1.9.2008. X is drawing a pay of Rs. 8170 in the existing scale of pay as on 1.7.2008 including the increment on 1.6.2008. Y is drawing a pay of Rs. 7970 including increment as on 1.9.2007. Both opted to come into the Revised Pay Scales, 2010 with effect from 1.7.2008.

Fixation of pay in the Revised Pay Scales, 2010:

	X (Senior)	Y (Junior)
Pay in the existing pay scales :	Rs. 8170	Rs. 7970
DA as on 1.7.2008 (42.39%) :	Rs. 3463	Rs. 3378
Fitment benefit (39%) :	Rs. 3186	Rs. 3108
Total emoluments :	Rs. 14819	Rs. 14456
Pay fixed at Next Stage		Rs. 14860

X in this case gets increment proponed in the Revised Pay Scales to that of his Junior Y viz., 1.9.2008

Note: All the illustrations are hypothetical pay fixations. They are given for guidance in fixation pay in Revised Pay Scales, 2010. There is no need to check the pay fixations indicated in the illustrations from time to time.

-----X-----



ANNEXURE

FORM FOR EXERCISING OPTION UNDER THE ANDHRA PRADESH REVISED  
SCALES OF PAY RULES, 2010

(\*) I, ..... holding the post of  
..... in the scale of Rs. .... in the office  
of ..... do hereby elect to come under the Revised  
Pay Scales, 2010 with effect from 1<sup>st</sup> July, 2008 / date of my next increment on  
..... / 01.07.2008 with / without increment in the existing scale.\*\*

(\*) I, ..... holding the post of  
..... in the scale of Rs. ....  
in the office of the ..... do hereby elect to continue in the  
existing scale of pay.

The option hereby exercised is final and will not be modified at any subsequent date.

Date:

Signature:

Station:

Name:

Designation:

Office in which employed.

Signed before me,  
Signature of Head of Office  
(with date)  
(In case of Non-gazetted Officer)

Signature of Another Gazetted Officer  
(In case of Gazetted Officer)

Note: Separate option should be given in respect of substantive and officiating posts.

(\*) To be scored out if not applicable.

Received the above declaration:

(\*\*) strike whichever is not applicable.

Date:

Signature:

Pay and Accounts Officer /  
Head of Office.



## APPENDIX – I

### Statement of fixation of Pay under Andhra Pradesh Revised Scales of Pay Rules, 2010

- Note: 1. Separate statement should be prepared for fixation of pay in respect of substantive and officiating post.
2. In respect of employees holding Special Grade / Special Promotion Post / Special Ad-hoc Promotion Post, fixation shall be in the corresponding relevant Revised Scales assigned to the post

1.	Name of the employee	:	
2.	Designation of the post in which pay is to be fixed (the actual nomenclature of the post i.e., Ordinary / Special Grade / SPP / SAPP held by the employees is to be only mentioned)	:	
3.	Whether substantive or officiating	:	
4.	a) Whether the employee has opted to the Revised Pay Scales, 2010.	:	
	b) Date on which option was exercised	:	
	c) Date from which option was exercised to come over to the Revised Pay Scales, 2010 from 01.07.2008/ the date of next increment.	:	
5.	(a) Existing Scale of Pay of the post on the date of entry into the Revised Pay Scales, 2010.	:	
	b) Pay in the existing Scale (i.e., RPS, 2005)	:	
	c) Special Pay, if any in the existing Scale (i.e., RPS, 2005)	:	
6.	(a) whether this case attracts first Proviso to Rule 6(b) of the Andhra Pradesh Revised Scales of Pay Rules, 2010	:	
	(b) If so, the stepped up pay (attach CHECK LIST)	:	
7.	Existing emoluments on the date of entry into Revised Pay Scales, 2010.	:	
	a) 'Basic Pay' i.e., pay as defined in Fundamental Rule 9 (21) (a) (i) including stagnation increments / Pay as per 6 (h) above	:	
	b) Personal Pay under Rule 9 (23) (a) of the Fundamental Rules or Rules or Rule 7 (40) (a) of the Hyderabad Civil Service Regulations	:	
	c) Personal Pay sanctioned under A.P. Revised Scales of Pay Rules, 2005.	:	
	d) Dearness Allowance admissible at the rate which existed on 1 <sup>st</sup> July, 2008 appropriate to 'Basic Pay' referred to at sub-item (a) above	:	
	Total 7 (a to d)	:	
8.	Fitment benefit 39% of Basic Pay referred to in item 7 (a)	:	
9.	Total of items 7 and 8	:	
10.	Revised Scale of Pay, 2010 for the post in which the Pay is fixed now.	:	



11.	Revised Pay as fixed in the Revised Scale at the stage next above the amount referred to in item 9 above irrespective whether, the amount is a stage or not, in the Revised Scale.	:	
12.	Increase in emoluments		
		In the existing Scale 'X'	In the revised pay Scales 'Y'
i)	Basic Pay	:	
ii)	Special Pay*	:	
iii)	Personal Pay* (under FR/AP.RSPR, 2010)	:	
iv)	Family Planning Increment*	:	
v)	Advance increment*	:	
vi)	Dearness Allowance	:	
vii)	House Rent Allowance	:	
viii)	City Compensatory Allowance	:	
ix)	Other Compensatory Allowance	:	
x)	Interim Relief	:	
	Total	:	
	Net Increase Y - X	:	
13.	(a) The amount of pay fixed in the Revised Pay Scales, 2010 in the lower / substantive post	:	
	(b) The amount of pay fixed in Revised Pay Scales, 2010 (vide item 11 above)	:	
	(c) The pay fixed in the Revised Pay Scales, 2010 in officiating post as per Rule 6 (g) (i) of the Andhra Pradesh Revised Scales of Pay Rules, 2010 in case where the Pay in item 13 is equal or less than Pay in item 13 (a) above (i.e., next stage to the amount of the substantive pay as per item 13 (a) above)	:	
14.	Date of next increment	:	
15.	Any other relevant information	:	
Station :			
Date :			
		Signature of the Head of the Office/  Drawing and Disbursing Officer	

\* Shall not be reckoned as pay for purpose of calculation of Dearness Allowance, House Rent Allowance and City Compensatory Allowance.

Note: Column 12 is to compare the emoluments in the existing pay scales and revised pay scales. So, the amounts of revised allowances and Interim Relief of 22% in the existing scales has to shown as if they were in existing as on 01.07.2008.



**CHECKLIST**  
**For stepping up of Pay (Refer Rule 6 of Appendix I)**

Sl. No.	Details/Parameter	Senior	Junior
1.	Name of the employee :		
2.	Designation : (a) Feeder Post (b) Promotion Post		
3.	Date of appointment to the Feeder Post :		
4.	Unit of appointment of the Feeder Post :		
5.	Mode of Recruitment to the Feeder Post :		
6.	Date of appointment to Automatic Advancement Grades in the Feeder post Special Grade : Special Promotion Post I : Special Promotion Post II :		
7.	Date of Promotion :		
8.	Pay in the Lower Category as on date of promotion of senior : Rs.		Rs.
9.	Pay fixed on Promotion : Rs.		Rs.
10.	Pay as on 1.7.2008 : Rs.		Rs.
11.	Fulfillment of conditions :		
	Conditions		Fulfilled or not
	a) both the senior and junior should have been drawing pay in an identical pay scale in the existing scales of pay;		Yes / No
	b) the senior as well as the junior should be promoted to the same category of post carrying the same scale of pay, under the same mode of recruitment and from the same unit of appointment in the lower category;		Yes / No
	c) the pay of the junior in the lower category should have been less than or equal to that of the senior in the lower category prior to promotion of the senior to the higher post;		Yes / No
	d) the anomaly should have arisen directly as a result of the fixation of pay in the existing scales under automatic advancement scheme and continued as on 01.07.2008.		Yes / No
	*Stepping is admissible if all conditions are 'Yes'		
12.	Pay fixed on stepping up of pay .		



APPENDIX - II

As per para 8 (c) (v) of G.O.Ms.No.137, Finance (PC-I) Department, Dated:28.04.2010.

1. Name of the University
2. Designation of Drawing and Disbursing Officer :
3. Name and Designation of the employee :
4. Amount of arrears of fixation of pay in the Revised Pay Scales, 2010:
  - i) From 01-07-2008 to 31-02.2010 (Notional) : Rs.
  - ii) a) From 01-03-2010 till the date of fixation of pay in the Revised Pay Scales, 2010 (paid in cash) : Rs.  
b) For the month of February, 2010 (credited to the GPF Accounts of the employee) : Rs.
  - iii) : Rs.

Station :

Official seal :

Signature of the Drawing and Disbursing Officer



## ANNEXURE - I

List of Staff Members working in ..... University.

Sl. No.	Name	Designation/Category	Duty/Suspension/Leave/Training/Deputation	Result of Verification
(1)	(2)	(3)	(4)	(5)

Signature of the Registrar

Signature of the  
Audit Officer

## ANNEXURE - II

..... University.

Sl. No.	Name and Designation	Defects noticed in verification of pay fixation Statement	Reference No. in which the matter is reported to the Registrar	Final Result (i.e.) whether the Revised Pay fixation is admitted
(1)	(2)	(3)	(4)	(5)

Signature of the Audit Officer



# SCHEDULE - I

Grade	Existing Scales	Grade	Revised Scale
I	3850-100-4150-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8600 (33)	I	6700-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-(40)
II	3950-100-4150-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815 (33)	II	6900-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-20680(40)
III	4050-100-4150-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9050 (33)	III	7100-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21250 (40)
IV	4260-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520 (33)	IV	7520-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-22430 (40)
V	4370-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-9775 (33)	V	7740-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23040 (40)
VI	4595-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285 (33)	VI	7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650(40)



Grade	Existing Scales	Grade	Revised Scale
VII	4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-10845 (33)	VII	8440-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-24950(40)
VIII	5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-11755 (33)	VIII	9200-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27000 (40)
IX	5470-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12385 (33)	IX	9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700(40)
X	5750-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030 (33)	X	10020-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29200 (40)
XI	6195-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-14175 (33)	XI	10900-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-31550 (40)
XII	6505-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12010-315-12700-330-13030-360-13750-425-15025 (33)	XII	11530-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-33200 (40)
XIII	6675-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12010-315-12700-330-13030-360-13750-425-15025-475-15500 (33)	XIII	11860-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34050 (40)



Grade	Existing Scales	Grade	Revised Scale
XIV	7200-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12010-315-12700-330-13030-360-13750-425-15025-475-16925 (33)	XIV	12550-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-35800 (40)
XV	7385-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12010-315-12700-330-13030-360-13750-425-15025-475-16925-550-17475(33)	XV	12910-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-36700 (40)
XVI	7770-200-8170-215-8815-235-9520-255-10285-280-11125-315-12010-315-12700-330-13030-360-13750-425-15025-475-16925-550-18575 (33)	XVI	13660-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-38570(40)
XVII	8385-215-8815-235-9520-255-10285-280-11125-315-12010-315-12700-330-13030-360-13750-425-15025-475-16925-550-19125 (31)	XVII	14860-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-39540 (38)
XVIII	8815-235-9520-255-10285-280-11125-315-12010-315-12700-330-13030-360-13750-425-15025-475-16925-550-19675-625-20300 (31)	XVIII	15280-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510 (38)
XIX	9285-235-9520-255-10285-280-11125-315-12010-315-12700-330-13030-360-13750-425-15025-475-16925-550-19675-625-21550(31)	XIX	16150-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-42590 (38)
XX	10285-280-11125-315-12010-315-12700-330-13030-360-13750-425-15025-475-16925-550-19675-625-22800-700-24200 (31)	XX	18030-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630 (35)



Grade	Existing Scales	Grade	Revised Scale
XXI	10845-280-11125-315-12010-315-12700-330-13030-360-13750-425-15025-475-16925-550-19675-625-22800-700-25600 (31)	XXI	19050-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-45850 (35)
XXII	11755-315-12700-330-13030-360-13750-425-15025-475-16925-550-19675-625-22800-700-26300 (29)	XXII	20680-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960 (33)
XXIII	12385-315-12700-330-13030-360-13750-425-15025-475-16925-550-19675-625-22800-700-27000-750-27750 (29)	XXIII	21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-48160 (32)
XXIV	13390-360-13750-425-15025-475-16925-550-19675-625-22800-700-27000-750-28500 (27)	XXIV	23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-49360 (30)
XXV	14600-425-15025-475-16925-550-19675-625-22800-700-27000-750-29250 (25)	XXV	25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-50560 (28)
XXVI	15500-475-16925-550-19675-625-22800-700-27000-750-30000 (24)	XXVI	27000-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-51760 (27)
XXVII	16925-550-19675-625-22800-700-27000-750-30000-765-30765 (22)	XXVII	29200-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-51760-1300-53060 (25)
XXVIII	18025-550-19675-625-22800-700-27000-750-30000-765-30765 (20)	XXVIII	31550-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-51760-1300-53060 (22)
XXIX	19675-625-22800-700-27000-750-30000-765-30765 (17)	XXIX	34050-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-51760-1300-54360 (20)
XXX	21550-625-22800-700-27000-750-30000-765-30765 (14)	XXX	37600-970-40510-1040-43630-1110-46960-1200-51760-1300-54360 (16)
XXXI	23500-700-27000-750-30000-765-30765 (11)	XXXI	41550-1040-43630-1110-46960-1200-51760-1300-55660 (13)
XXXII	25600-700-27000-750-30000-765-30765 (8)	XXXII	44740-1110-46960-1200-51760-1300-55660 (10)



**Schedule – II (Universities Schedule)**

**01. POSTS COMMON TO ALL UNIVERSITIES  
(Common Categories)**

Sl. No	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
1	Deputy Executive Engineer	10285-24200 10845-25600	19050-45850	
2	Accounts Officer	10285-24200	19050-45850	
<b>Library Assistant</b>				
3	Library Assistant	10285-24200	20680-46960	
4	Library Assistant/ Graduate Librarian	9285-21550	20680-46960	
5	Library Assistant	8385-19125	14860-39540	
6	Library Assistant/ Graduate Librarian	7770-18575	14860-39540	
7	Library Assistant Grade I	7770-18575	14860-39540	
8	Library Assistant Grade II	6195-14175	10900-31550	
9	Junior Library Assistant	6195-14175	10900-31550	
<b>Stenographers / Personal Staff</b>				
10	Personal Secretary (in the category of Special Category Stenographer)	7770-18575	14860-39540	
11	Personal Assistant (in the category of Senior Stenographer)	6195-14175	10900-31550	



Sl. No	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
13	P.S. to Vice-Chancellor / Secretary to Vice-Chancellor	7770-18575	14860-39540	
14	P.A. to Registrar / P.A. to Vice-Chancellor	6195-14175	10900-31550	
<b>Ministerial Posts</b>				
15	Superintendent / Store Keeper Grade I	7770-18575	14860-39540	
✓ 16	Senior Assistant / Store Keeper Grade II	6195-14175	10900-31530	
17	Junior Assistant / L.D.Clerk / Junior Steno / L.D.Steno / Typist / Store Keeper Grade III	4825-10845	8440-24950	
18	Driver (LV)	4595-10285	7960-2350	
19	Driver (HV)	5200-11755	9200-27000	
20	Record Assistant / Roneo Operator	4260-9520	7740-23040	
<b>Last Grade Service</b>				
21	Office Subordinate / Attender / Gardner / Mali / Malan / Sweeper / Scavenger / Farash	3850-8600	6700-20110	



Sl. No	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
13	P.S. to Vice-Chancellor / Secretary to Vice-Chancellor	7770-18575	14860-39540	
14	P.A. to Registrar / P.A. to Vice-Chancellor	6195-14175	10900-31550	
<b>Ministerial Posts</b>				
15	Superintendent / Store Keeper Grade I	7770-18575	14860-39540	
16	Senior Assistant / Store Keeper Grade II	6195-14175	10900-31530	
17	Junior Assistant / L.D.Clerk / Junior Steno / L.D.Steno / Typist / Store Keeper Grade III	4825-10845	8440-24950	
18	Driver (LV)	4595-10285	7960-2350	
19	Driver (HV)	5200-11755	9200-27000	
20	Record Assistant / Roneo Operator	4260-9520	7740-23040	
<b>Last Grade Service</b>				
21	Office Subordinate/ Attender / Gardner /Mali / Malan /Sweeper / Scavenger /Farash	3850-8600	6700-20110	



## 18. OSMANIA UNIVERSITY

Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
1.	Registrar	21550-30765	37600-54360	
2.	Superintending Engineer	18025-30765	31550-53060	
3.	Chief Medical Officer	18025-30765	31550-53060	
4.	Joint Registrar	15500-30000	27000-51760	
5.	Finance Officer	15500-30000	27000-51760	
6.	Director Osmania University Press	15500-30000	27000-51760	
7.	University Engineer / Executive Engineer	<u>14600-29250</u> <u>(EIP) 13390-</u> <u>28500 (FE)</u>	<u>25600-50560</u> <u>(EIP)</u> <u>23650-49360</u> <u>(FE)</u>	
8.	Additional Controller of Examinations/Sec- retary Board of External Examinations	12385-27750	21820-48160	
9.	Controller of Examinations	12385-27750	21820-48160	
10.	Deputy Registrar/ Administrative Officer	12385-27750	21820-48160	
11.	Joint Director (Academic Audit Cell)	12385-27750	21820-48160	
12.	Head Department of Student Welfare	12385-27750	21820-48160	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
13.	Senior Technical Officer (R&T Unit)	12385-27750	21820-48160	
14.	Hon. Professor/ Technical Programme Person	12385-27750	21820-48160	
15.	Officer Incharge University Guest House	12385-27750	21820-48160	
16.	Medical Officer	11755-26300	20680-46960	
17.	Electronic Engineer (Astronomy)	10845-25600	19050-45850	
18.	Deputy Executive Engineer	10845-25600	Common Category	
19.	Assistant Registrar	10285-24200	18030-43630	
20.	Audit Officer/Assistant Estate Officer	10285-24200	18030-43630	
21.	Assistant Controller of Examinations	10285-24200	18030-43630	
22.	Youth Welfare Officer	10285-24200	18030-43630	
23.	Instrumentation Engineer/Junior Engineer/Scientist (Central Instrumentation Service Lab.)	10285-24200	18030-43630	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
24.	Maintenance Engineer (Computer Centre)	10285-24200	18030-43630	
25.	System Engineer (Computer Centre)	10285-24200	18030-43630	
26.	Programmer (Computer Centre)	10285-24200	18030-43630	
27.	Foreman (Central Workshop)	10285-24200	18030-43630	
28.	Superintendant (Farm & Gardens)	10285-24200	18030-43630	
29.	Technical Officer Electronics (SAP in Genetics)	10285-24200	18030-43630	
30.	Junior Research Associate	10285-24200	18030-43630	
31.	Library Assistant	10285-24200	Common Category	
32.	Head Master (Model High School)	9285-21550	18030-43630	On par with Gazetted H.M.Gr.II
33.	Divisional Accounts Officer	9285-21550		Drafted from Director of Works Accounts
34.	Programmer (B.Tech. in Computer Science & Technology)	9285-21550	16150-42590	
35.	Programme Assistant (M.C.A.)	9285-21550	16150-42590	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
36.	Senior Technical Asst. (M.C.A)	9285-21550	16150-42590	
37.	Senior Technical Assistant (Chemistry & Biochemistry)	9285-21550	16150-42590	
38.	Technical Officer (CPMP)	9285-21550	16150-42590	
39.	Laboratory Supervisor / Scientific Officer (Chemistry)	9285-21550	16150-42590	
40.	System Analyst (Political Science)	9285-21550	16150-42590	
41.	Draughtsman (Astronomy Department)	8815-20300	15280-40510	
42.	Assistant Engineer/ Addl. Assistant Engineer	8815-20300	15280-40510	
43.	Draughtsman (Central (Central Workshop))	8815-20300	15280-40510	
44.	Senior Draughtsman (Geophysics)	8815-20300	15280-40510	
45.	Workshop Mechanic (Geophysics)	8815-20300	15280-40510	
46.	Drawing Instructor (Civil Engg)	8815-20300	15280-40510	
47.	Surveyor	8815-20300	15280-40510	



Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
raughtsman (Electrical igg.)	8815-20300	15280-40510	
49. Assistant Engineer (AVRC)	8815-20300	15280-40510	
50. Secretary to Vice Chancellor	<u>8385-19125</u> <u>10285-24200</u>	<u>14860-39540</u> <u>18030-43630</u>	
51. Senior Technical Officer (CEG)	8385-19125	14860-39540	
52. Technical Officer (Geophysics)	<u>8385-19125</u> 7770-18575	<u>14860-39540</u> 13660-38570	
53. Senior Technical Assistant/ Technical Assistant	8385-19125	14860-39540	
54. Professional Assistant	8385-19125	14860-39540	
55. Laboratory Supervisor	8385-19125	14860-39540	
56. Senior Scientific Assistant (Institute of Genetics)	8385-19125	14860-39540	
57. Cartographic Assistant/ Cartographer	8385-19125	14860-39540	
58. Senior Research Associate	8385-19125	14860-39540	
59. Technical Assistant (Department of Geo Physics)	<u>8385-19125</u> (EIP) 7770- 18575(FE)	<u>14860-</u> <u>39540(EIP)</u> 13660-38570 (FE)	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
60.	Programmer/Assistant Programmer	7770-18575	13660-38570	
61.	Foreman (Mechanic Engg /Machine Shop)	7770-18575	13660-38570	
62.	Electronic Technician-I (Astronomy Dept.)	7770-18575	13660-38570	
63.	Electronic Mechanic (Central Workshop)	7770-18575	13660-38570	
64.	Research Assistant	7770-18575	13660-38570	
65.	Technical Assistant (UEI&GB)	7770-18575	13660-38570	
66.	Superintendent	7770-18575	Common Category	
67.	Manager	7770-18575	13660-38570	
68.	Steno-I/Typist-I	7770-18575	13660-38570	
69.	Statistical Assistant	7770-18575	13660-38570	
70.	Speech & Language Therapist	7770-18575	13660-38570	
71.	Teaching Assistant (Business Management)	7770-18575	13660-38570	
72.	Documentation Assistant (Economics Dept.)/Documentation Officer (Dept. of Political Science)	7770-18575	13660-38570	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
73.	Technical Assistant (Economics Department)	7770-18575	13660-38570	
74.	Junior Cartographer (Geography)	7770-18575	13660-38570	
75.	Foreman Osmania University Press/Foreman	7770-18575	13660-38570	
76.	Glass Technologist (Central Workshop)	7770-18575	13660-38570	
77.	Architectural Draughtsman	7770-18575	13660-38570	
78.	Chief Mechanic (Central Work Shop)	7770-18575	13660-38570	
79.	Precision Mechanic (Work Shop)	7770-18575	13660-38570	
80.	Mechanic (CWS) / Mechanic-I (Astronomy)	7770-18575	13660-38570	
81.	Foreman (Electronics) (Engineering College)	7770-18575	13660-38570	
82.	Laboratory Assistant (Engg)	7770-18575	13660-38570	
83.	Technician/ Technician-I (Astronomy)	7770-18575	13660-38570	
84.	Technician (Electronics/ Physics Dept)	7770-18575	13660-38570	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
85.	Technician Gr.I (Electronics- Physics Department)	7770-18575	13660-38570	
86.	Programmer/Asst. Programmer	7770-18575	13660-38570	
87.	Physiotherapist	7770-18575	13660-38570	
88.	Documentation Assistant (Library) (Academic Staff College)	<u>7770-18575</u> <u>(EIP) 7200-16925</u>	<u>13660-38570</u> <u>(EIP) 12550-35800</u>	
89.	Co-Ordinator, Osmania University Press	7200-16925	12550-35800	
90.	Laboratory Assistant (Arts, Science & Technology)	7200-16925	12550-35800	
91.	T.G. Teacher	7200-16925	12550-35800	
92.	Senior Laboratory Assistant/ Demonstrator	7200-16925	12550-35800	
93.	Language Pandit	7200-16925	12550-35800	
94.	Lady Tutor (Nizam College)	7200-16925	12550-35800	
95.	Cameraman (AVRC)	6675-15500	11860-34050	
96.	Field Investigator	6675-15500	11860-34050	
97.	Nurse/Male Nurse	6675-15500	12910-36700	
98.	Staff Nurse/Nurse	6675-15500	12910-36700	
99.	Nurse	6675-15500	12910-36700	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
100.	Security Officer	6505-15025	11530-33200	
101.	Laboratory Technician (Chemistry & Elec Comm. Engineering)	6505-15025	11530-33200	
102.	Laboratory Technician (Institute of Genetics)	6505-15025	11530-33200	
103.	Draughtsman Grade.II (University Buildings Divn.)	6505-15025	11530-33200	
104.	Instrumentation Assistant	6505-15025	11530-33200	
105.	Technician-I (Instrumentation Mechanic)/ Technician (CEG)	6505-15025 (EIP )(who were promoted from the category of <u>Technician, Gr.II</u> ) 6195-14175	11530- 33200(EIP) (who were promoted from the category of <u>Technician, Gr.II</u> ) 10900-31550	
106.	Sanitary Inspector	6195-14175	10900-31550	
107.	Computer Operator (Computer Centre & Engg.)	6195-14175	10900-31550	
108.	Glass House Supervisor	6195-14175	10900-31550	
109.	Instructor (Technology)	6195-14175	10900-31550	
110.	Instrumentation Technician	6195-14175	10900-31550	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
111.	Instrumentation Mechanic	6195-14175	10900-31550	
112.	Technician II	6195-14175	10900-31550	
113.	Technician II (Electronics Central Workshop)	6195-14175	10900-31550	
114.	Technician.II/ Wireman	6195-14175	10900-31550	
115.	Glass Blower	6195-14175	10900-31550	
116.	Glass Technologist	6195-14175	10900-31550	
117.	Mechinist	6195-14175	10900-31550	
118.	Mechanic/Mechanic-II / Assistant Mechanic	6195-14175	10900-31550	
119.	Moulder	6195-14175	10900-31550	
120.	Welder	6195-14175	10900-31550	
121.	Electrician.II/Elect-rician Cobalt 60 Unit	6195-14175	10900-31550	
122.	Senior Assistant	6195-14175	Common Category	
123.	Senior Assistant-cum-Typist	6195-14175	Common Category	
124.	Accountant/Auditor	6195-14175	10900-31550	
125.	Accountant-cum-Storekeeper	6195-14175	10900-31550	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
126.	Statistical Assistant.II	6195-14175	10900-31550	
127.	Stenographer-II/Steno Typist-II	6195-14175	10900-31550	
128.	Stenographer	6195-14175	10900-31550	
129.	Storekeeper.II/ Store Keeper-cum- Typist.II	6195-14175	10900-31550	
130.	Store Keeper.II (Press)	6195-14175	10900-31550	
131.	Laboratory Incharge/ Store Keeper	6195-14175	10900-31550	
132.	Typist-II	6195-14175	10900-31550	
133.	Caligrapher.II	6195-14175	10900-31550	
134.	Caretaker.II/Senior Caretaker	6195-14175	10900-31550	
135.	Artist	6195-14175	10900-31550	
136.	Photographer	6195-14175	10900-31550	
137.	Field Investigator	6195-14175	10900-31550	
138.	Assistant Horticulturist/ Garden Supervisor	6195-14175	10900-31550	
139.	Deputy Foreman (Press)	6195-14175	10900-31550	
140.	Chief Process Operator	6195-14175	10900-31550	
141.	Proof Reader	6195-14175	10900-31550	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
142.	Technician (ECG)	5750-13030	10020-29200	
143.	Foreman	5750-13030	10020-29200	
144.	Machine Man (Press)	5750-13030	10020-29200	
145.	Inter Type Operator	5750-13030	10020-29200	
146.	Mono Type Operator	5750-13030	10020-29200	
147.	Lino Type Operator	5750-13030	10020-29200	
148.	Radiographer	5750-13030	10020-29200	
149.	Photo Copier Operator	5470-12385	9460-27700	
150.	Romayer Machine Operator	5470-12385	9460-27700	
151.	Production Assistant (AVRC)	5470-12385	9460-27700	
152.	Technician (Computer Centre)	5470-12385	9460-27700	
153.	Technical Assistant (Botany/Genetics)	5470-12385	9460-27700	
154.	Secondary Grade Teacher (Trained)/ Secondary Grade Graduate/Secondary Grade Trained Teacher)	5470-12385	9460-27700	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
155.	Drawing Instructor/Manual Training Instructor	5470-12385	9460-27700	
156.	Manual Training Instructor / Field Investigator	5470-12385	9460-27700	
157.	Physical Training Instructor	5470-12385	9460-27700	
158.	Pharmacist	5470-12385	9460-27700	
159.	Draughtsman.III, Draughtsman (Uty. Building Divin)	5470-12385	9460-27700	
160.	Computer (Press)	5470-12385	9460-27700	
161.	Task Writer	5470-12385	9460-27700	
162.	Laboratory Technician (Health Centre)	5200-11755	9460-27700	
163.	Care Taker	5200-11755	9200-27000	
164.	Stage incharge (Theatre Arts.)	5200-11755	9200-27000	
165.	Engine Mechanic	5200-11755	9200-27000	
166.	Gas Mechanic	5200-11755	9200-27000	
167.	Mechanic.III/ Mechanic	5200-11755	9200-27000	
168.	Mechanic/ Electrician	5200-11755	9200-27000	
169.	Machinist.I	5200-11755	9200-27000	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
170.	Electrician	5200-11755	9200-27000	
171.	Wireman	5200-11755	9200-27000	
172.	Glass Blower	5200-11755	9200-27000	
173.	Technician III/Auto Mechanic	5200-11755	9200-27000	
174.	Technician-III	5200-11755	9200-27000	
175.	Oil Man & Cleaner	5200-11755	9200-27000	
176.	Piumber	5200-11755	9200-27000	
177.	Turner	5200-11755	9200-27000	
178.	Welder	5200-11755	9200-27000	
179.	Fitter	5200-11755	9200-27000	
180.	Aquatic Coach/ Gymnastic Coach	5200-11755	9200-27000	
181.	Process Studio Operator	5200-11755	9200-27000	
182.	Whirler Operator	5200-11755	9200-27000	
183.	Projectionist Cum- Caretaker/ PA System Technician	5200-11755	9200-27000	
184.	Imposer	5200-11755	9200-27000	
185.	Etcher	5200-11755	9200-27000	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
186.	Photoprinter	5200-11755	9200-27000	
187.	Mono Caster	5200-11755	9200-27000	
188.	Machine Man	5200-11755	9200-27000	
189.	Mason	5200-11755 (ITI Certificate Holders) 3850-8600 (Unqualified)	9200-27000 (ITI Certificate Holders) 6700-20110 (Unqualified)	
190.	Compositor	4825-10845	8440-24950	
191.	Technician-II (Computer CPMB)	4825-10845	8440-24950	
192.	Record Keeper (Library)	4825-10845	8440-24950	
193.	Head Cook (University Guest House)	4825-10845	8440-24950	
194.	Library Clerk	4825-10845	8440-24950	
195.	Junior Asst./Accounts Asst./ Office Assistant/Junior Assistant - cum-Librarian	4825-10845	Common Category	
196.	Steno-Typist-III, Steno-III	4825-10845	8440-24950	
197.	Typist-cum-Junior Assistant/Typist.III	4825-10845	Common Category	
198.	Electronic Typewriter Operator	4825-10845	8440-24950	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
199.	Library Supervisor	4825-10845	8440-24950	
200.	Store Keeper.III	4825-10845	Common Category	
201.	Store Keeper-cum-Typist-cum-Clerk	4825-10845	8440-24950	
202.	Assistant.Caretaker/Caretaker/Care-taker-III	4825-10845	8440-24950	
203.	Caligrapher.III	4825-10845	8440-24950	
204.	Book Keeper	4825-10845	8440-24950	
205.	Cardwriter	4825-10845	8440-24950	
206.	Key Punch Operator	4825-10845	8440-24950	
207.	Computation Assistant (Economics)	4825-10845	8440-24950	
208.	Telephone Operator	4825-10845	8440-24950	
209.	Bill Scrutiniser (Press)	4825-10845	8440-24950	
210.	Tracer	4825-10845	8440-24950	
211.	Head Compositor	4825-10845	8440-24950	
212.	Head Cook (Hostels)	<u>4825-10845</u> (P) <u>4260-9520</u> (FE)	<u>8440-24950 (P)</u> <u>7520-22430</u> (FE)	
213.	Salesman (Pross)	4595-10285	7960-23650	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
214.	Draughtsman (KSM)	4595-10285	7960-23650	
215.	Draughtsman (PG Centre)	4595-10285	7960-23650	
216.	Section Cutter	4595-10285	7960-23650	
217.	Boiler Attendant	4595-10285 (EIP)	7960-23650 (EIP)	
218.	Driver/Motor Cycle Orderly/Tractor Driver	4595-10285	7960-23650	
219.	Bill Clerk	4370-9775	7740-23040	
220.	Junior Clerk	4370-9775 (for those who posses SSC qualification prescribed under the rules) 3950-8815 (for U.Q, E.I.P)	7740-23040 (for those who posses SSC qualification prescribed under the rules) 6900-20680 (for U.Q, E.I.P)	
221.	House Keeper	4370-9775	7740-23040	
222.	Carpenter	4370-9775 (ITI Certificate Holders) 3850-8600 (UQ)	7740-23040 (ITI Certificate Holders) 6700-20110 (UQ)	
223.	Cashier	4370-9775	7740-23040	
224.	Work Inspector	4370-9775	7740-23040	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
225.	Compositor	4370-9775	7740-23040	
226.	Copy holder	4370-9775	7740-23040	
227.	Engraver	4370-9775 (EIP) 4260-9520 (FE)	7740-23040 (EIP) 7520-22430 (FE)	
228.	Meter Reader (Electrical)	4260-9520	7520-22430	
229.	Head Binder	4260-9520	7520-22430	
230.	Binder/Book Binder			
231.	Lino Attendant	4260-9520	7520-22430	
232.	Metal Caster/Caster/ Lead Caster	4260-9520	7520-22430	
233.	Machine Man	4260-9520	7520-22430	
234.	Press Man	4260-9520	7520-22430	
235.	Technician (AVRC)	4260-9520	7520-22430	
236.	Technical Assistant (AVRC)	4260-9520	7520-22430	
237.	Record Keeper	4260-9520	7520-22430	✓
238.	Pump Driver	4260-9520	7520-22430	
239.	Record Assistant/ Cyclostyle Operator	4260-9520	7740-23040	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
240.	Cyclostyle Operator/ Roneo Operator	4260-9520	Common Category	
241.	Library Attendant	4260-9520	7520-22430	
242.	Jamedar	4260-9520	7520-22430	
243.	Project Photo Copier/ Cyclostyle Operator	4260-9520	7520-22430	
244.	Museum Keeper	4050-9050	7100-21250	
245.	Dresser	4050-9050	7100-21250	
246.	Head Mali/Care Taker(Garden)	4050-9050	7100-21250	
247.	Gardener	4050-9050	Common Category	
248.	Fieldman	4050-9050	7100-21250	
249.	Groundsman	4050-9050	7100-21250	
250.	Games Master	4050-9050	7100-21250	
251.	Workshop Assistant	<u>4050-9050</u> <u>(EIP) 3850-</u> <u>8600 (FE)</u>	<u>7100-21250</u> <u>(EIP) 6700-</u> <u>20110 (FE)</u>	
252.	Laboratory Attendant	4050-9050	7100-21250	
253.	Laboratory Technician (Geography)	4050-9050	7100-21250	
254.	Telescope Attendant	4050-9050	7100-21250	
255.	Plant Collector Grade.I	4050-9050	7100-21250	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
256.	Animal Catcher Grade.I	4050-9050	7100-21250	
257.	Sanitary Maistry	4050-9050	7100-21250	
258.	Stoker	4050-9050	7100-21250	
259.	Office Boy-cum-Field Attendant	<u>4050-9050</u> <u>(EIP) 3850-</u> <u>8600 (FE)</u>	<u>7100-21250</u> <u>(EIP) 6700-</u> <u>20110 (FE)</u>	
260.	Meter Reader (Water Supply)	4050-9050	7100-21250	
261.	Junior Salesman (Press)	4050-9050	7100-21250	
262.	Gas Man	<u>4050-9050</u> <u>(EIP)</u> 3850-8600 (FE)	<u>7100-21250</u> <u>(EIP)</u> 6700-20110 (FE)	
263.	Woman Attendant	<u>4050-9050</u> <u>(EIP)</u> 3850-8600 (FE)	<u>7100-21250</u> <u>(EIP)</u> 6700-20110 (FE)	
264.	Dafedar	3950-8815	6900-20680	
265.	Telephone Operator/Tele printer Attendant (1978-Rs.325-500)	3950-8815	6900-20680	
266.	Blue Print Operator	3950-8815	6900-20680	
267.	Groundsman	3950-8815	6900-20680	
268.	Lineman (1978-Rs.325-500)	3950-8815	6900-20680	
269.	Animal Catcher	3950-8815	6900-20680	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
270.	Library Attendant	3950-8815	6900-20680	
271.	Statistical Laboratory Attendant (1978 - Rs.350-550)	3950-8815	6900-20680	
272.	Pump Driver/Asst. Pump Driver (1978 - Rs.350-550)	3950-8815	6900-20680	
273.	Cook	3950-8815	6900-20680	
274.	Assistant Cook	3950-8815	6900-20680	
275.	Machine Operator / Daftari	3950-8815	6900-20680	
276.	Head Gangman	3950-8815	6900-20680	
277.	Head Guard	3950-8815	6900-20680	
278.	Head Kamati	3950-8815	6900-20680	
279.	Head Waiter (1978 - Rs.325-500)	3950-8815	6900-20680	
280.	Head Watchman	3950-8815	6900-20680	
281.	Blacksmith	3850-8600 (O) 4050-9050 (EIP) 4370-9775 (ITI certificate holder)	6700-20110 (O) 7100-21250 (EIP) 7740-23040 (ITI certificate holder)	
282.	Jamedar (1978-Rs.290-425)	3850-8600	6700-20110	
283.	Junior Store Keeper (Press)	3850-8600	6700-20110	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
284.	Nursing Orderly	3850-8600	6700-20110	
285.	Searcher	3850-8600	6700-20110	
286.	Boiler Attendant	3850-8600 (UO) 4595-10285 (For those who possess SSC and Boiler Attendant Certificate)	6700-20110 (UO) 7960-23650 (For those who possess SSC and Boiler Attendant Certificate)	
287.	Animal Attendant	3850-8600	6700-20110	
288.	Cleaner (University Buildings Dept.)	3850-8600	6700-20110	
289.	Watchman-cum-Ward Boy	3850-8600	6700-20110	
290.	Gang Man	3850-8600	6700-20110	
291.	Gang Boy	3850-8600	6700-20110	
292.	Gangman-cum-Games Boy	3850-8600	6700-20110	
293.	Games Boy	3850-8600	6700-20110	
294.	Guard/Night Guard	3850-8600	6700-20110	
295.	Watchman	3850-8600	6700-20110	
296.	Material Reproduction Assistant (Roneo Operator)	3850-8600	6700-20110	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
297.	Binder	3850-8600	6700-20110	
298.	Cleaner	3850-8600	6700-20110	
299.	Caretaker (Cattle Pound)	3850-8600	6700-20110	
300.	Office Attender	3850-8600	Common Category	
301.	Cycle Orderly	3850-8600	6700-20110	
302.	Ayah	3850-8600	6700-20110	
303.	Dinning Hall Helper	3850-8600	6700-20110	
304.	Maid Servant	3850-8600	6700-20110	
305.	Waiter	3850-8600	6700-20110	
306.	Wardboy	3850-8600	6700-20110	
307.	Mate	3850-8600	6700-20110	
308.	Woman Servant	3850-8600	6700-20110	
309.	Waterman/Water Woman	3850-8600	6700-20110	
310.	Mali/Malan	3850-8600	Common Category	
311.	Mali-cum-Watchman	3850-8600	6700-20110	
312.	Kamati/Kamatan	3850-8600	6700-20110	
313.	Sweeper	3850-8600	Common Category	
314.	Washerman	3850-8600	6700-20110	



Sl. No.	Category	Existing Scale (Rs)	Revised Scale (Rs)	Remarks
315.	Mazdoor/Head Cooli/ Head Mazdoor	3850-8600	6700-20110	
316.	Farm Labour	3850-8600	6700-20110	
317.	Khalasi	3850-8600	6700-20110	
318.	Scavenger	3850-8600	6700-20110	



Schedule-III

SPECIAL PAYS AND ALLOWANCES

Sl.No.	Department & Category	Existing	Recommended	Remarks
<b>SPECIAL PAYS:</b> <i>(Common to All Universities)</i>		Rs.	Rs.	
1.	Driver	275/- p.m.	350/- p.m.	
2.	Telephone Operator	100/- p.m.	125/- p.m.	
3.	Cycle Orderly	60/- p.m.	75/- p.m.	
4.	Motor Cycle Messenger	60/- p.m.	75/- p.m.	
5.	Office Subordinate who attend to Roneo work where there are no posts of Roneo Operator.	60/- p.m. Not more than one Attender in an office shall be allowed this Special Pay.	75/- p.m. Not more than one Attender in an office shall be allowed this Special Pay.	
6.	Compositor	75/- p.m.	100/- p.m.	on par with Compositor of Text Book Press
7.	Shroff and Cashier and other Ministerial Personnel in the pay scale Rs.6195-13945 (2005 pay scale) and below who handle cash and who have furnished cash security or Fidelity Bond	i) 80/- p.m. if the average monthly cash disbursed is above Rs.10,000/- and less than Rs.2,00,000/-  (ii) Rs. 115/- (if the average monthly cash disbursed is above Rs.2 lakhs but less than Rs.10 lakhs)	100/- p.m. if the average monthly cash disbursed is above Rs.10,000/- and less than Rs.2,00,000/-  (ii) 140/- p.m. (if the average monthly cash disbursed is above Rs.2 lakhs but less than Rs.10 lakhs)	



Sl.No.	Department & Category	Existing	Recommended	Remarks
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		(iii) Rs. 150/- (if the average monthly cash disbursed is Rs.10 lakhs and above)	(iii) 175/- p.m. (if the average monthly cash disbursed is Rs.10 lakhs and above)	
8.	Typists (including Typists- cum-Assistants)			

i)	Lower Grade in English	80/- p.m.	110/- p.m.	
ii)	Lower Grade in Telugu/Urdu	90/- p.m.	120/- p.m.	
iii)	Higher Grade in English	120/- p.m.	150/- p.m.	
iv)	Higher Grade in Telugu/Urdu	Rs.130/- p.m.	Rs.160/- p.m.	
v)	Lower Grade in both English and Telugu/Urdu	Rs.150/- p.m.	Rs.180/- p.m.	
vi)	Lower Grade in Telugu/ Urdu plus Higher Grade in English or Lower Grade in English plus Higher Grade in Telugu/Urdu.	Rs. 175/- p.m.	Rs.200/- p.m.	
vii)	Higher Grade in English plus Higher Grade in Telugu/Urdu.	Rs. 180/- p.m.	Rs.210/- p.m.	



Sl.No.	Department & Category	Existing	Recommended	Remarks
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**9. Stenographer:**

i)	Lower Grade in English Shorthand	Rs. 80/- p.m.	Rs.130/- p.m.	Stenographers who have both Shorthand and writing qualifications may be allowed Special Pays for both the qualifications in accordance with the rates prescribed
ii)	Lower Grade in Telugu/ Urdu Shorthand	Rs. 90/- p.m.	Rs.140/- p.m.	
iii)	Higher Grade in English Shorthand	Rs. 120/- p.m.	Rs.170/- p.m.	
iv)	Higher Grade in Telugu/ Urdu Shorthand	Rs. 130/- p.m.	Rs.180/- p.m.	
v)	Lower Grade in both Telugu/Urdu and English Shorthand	Rs. 150/- p.m.	Rs.200/- p.m.	
vi)	Lower Grade in Telugu/ Urdu Shorthand and Higher Grade in English Shorthand or Lower Grade in English Shorthand and Higher Grade in Telugu/Urdu Shorthand	Rs. 150/- p.m.	Rs.200/- p.m.	
vii)	Higher Grade in Shorthand in both Telugu/ Urdu and English	Rs. 175/- p.m.	Rs.225/- p.m.	
viii)	High speed of 150 words per minute in English Shorthand	Rs. 400/- p.m. (Persons drawing this Spl. Pay shall not be Eligible for Spl. Pay of Stenographer separately)	Rs.450/- p.m. (Persons drawing this Spl. Pay shall not be Eligible for Spl. Pay of Stenographer separately)	



Sl.No.	Department & Category	Existing	Recommended	Remarks
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ix)	High Speed of 180 words per minute in English Shorthand	Rs. 450/- p.m. (Persons drawing this Spl. Pay shall not be eligible for Spl. Pay of Steno-Grapher separately)	Rs.500/- p.m. (Persons drawing this Spl. Pay shall not be eligible for Spl. Pay of Steno-grapher separately)	
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x)	High Speed of 80 words per minute in Telugu Shorthand/ Urdu Shorthand	Rs. 450/- p.m. (Persons drawing this Spl. Pay shall not be eligible for Spl. Pay of Steno-grapher separately)	Rs.500/- p.m. (Persons drawing this Spl. Pay shall not be eligible for Spl. Pay of Steno-grapher separately)	
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10.	Attenders (who are asked to attend to duties of Driver)	Rs. 150/- p.m.	Rs. 225/- p.m.	
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#### Sri Padmavathi Mahila Viswavidyalayam

1.	Watchman	Rs. 65/- p.m. Special Pay is recommended only who is entrusted with in Sri Padmavathi Mahila Viswavidyalayam. (see part-II, para-13.06)	Rs. 100/- p.m. Special Pay is recommended only who is entrusted with in Sri Padmavathi Mahila Viswavidyalayam.	
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Sl.No.	Department & Category	Existing	Recommended	Remarks
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#### **RISK ALLOWANCE:**

*Common to All Universities:*

1.	Radiographer	Rs. 125/- p.m.	Rs. 150/- p.m.	
2.	Dark Room Assistant	Rs. 100/- p.m.	Rs.125/- p.m.	
3.	X-Ray Attendant	Rs. 65/- p.m.	Rs. 80/- p.m.	

#### **RATION ALLOWANCE:**

*Common to All Universities:*

1.	Staff Nurse	Rs. 150/- p.m.	Rs. 225/- p.m.	
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#### **HOLIDAY DUTY ALLOWANCE:**

*Common to All Universities:*

1.	Drivers	Rs. 50/- per day	Rs. 75/- per day	
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#### **FARM ALLOWANCE:**

**(in Acharya N.G. Ranga Agricultural University)**

*Common to All Universities:*

1.	Staff working in the Farms	5% of basic pay only in respect of those Farms located outside 8 KM from the Municipal limits and where the staff also stay outside 8 KM from Municipal limits.	4% of basic pay subject to a maximum of Rs. 1000/- p.m. only in respect of those Farms located outside 8 KM from the Municipal limits	
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#### **CONVEYANCE ALLOWANCE TO**

#### **PHYSICALLY HANDICAPPED EMPLOYEES:**

*Common to All Universities:*

10% of basic pay subject to a maximum of Rs.650/- p.m.	10% of basic pay subject to a ceiling of Rs.900/- p.m.
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**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**PUBLIC SERVICES – Revision of Pay Scales – Recommendation of the Ninth Pay  
Revision Commission – Orders – Issued.**

**FINANCE (P.C.I) DEPARTMENT**

**G.O.Ms.No.52**

**Dated: 25-02-2010  
Read the following:-**

1. G.O.Ms.No.438 General Administration (Special-A) Department dated:07.07.2008.
2. G.O.Ms.No.303 Finance (P.C.I) Department dated:15.10.2008.
3. G.O.Ms.No.372 Finance (P.C.I) Department dated:13.11.2008.
4. G.O.Ms.No.483 General Administration (Special-A) Department dated:12.10.2009.

\* \* \* \* \*

**ORDER:**

In the Government Order first read above, orders were issued constituting Pay Revision Commission appointing Sri C.S.Rao, I.A.S. (Retd) as Pay Revision Commissioner laying down the terms of reference of the Commission. Subsequently additional terms of references were made vide G.O-fourth read above.

2. The Pay Revision Commission submitted its Report to Government on 05.12.2009 and recommended, interalia, the following on the Revised Pay Scales and fixation of pay in the Revised Pay Scales:

- (a) to continue the concept of Master Scale;
- (b) to merge the Dearness Allowance as on 01.07.2008 i.e., 42.390% sanctioned in the Government order third read above.
- (c) a revised master scale of Rs.6700-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-51760-1300-55660 (80)
- (d) to continue the existing 32 grades which are segments of the Revised Master Scale.
- (e) a fitment benefit of 27% for fixing the pay in the revised pay scales.
- (f) to sanction three stagnation increments beyond the time scale in all grades in the event of stagnation.



- (g) to make provision for advancement of date of increment of the senior to that of the junior subject to the satisfaction of the conditions indicated earlier.
- (h) the revised pay scales should come into force from 1.7.2008 and as regards giving monetary benefit, the Commission left to the Government the date from which it would come into effect keeping in view its resource position and the demands on those resources.
- (i) In respect of employees who were drawing less pay than their juniors as on 01.07.2008, the pay should be stepped up and brought on par with juniors subject to fulfillment of conditions laid down in G.O.Ms.No.297 Finance and Planning (FW:PRC.I) Department dated: 25.10.1983 as subsequently reiterated in G.O. (P).No. 75, Finance and Planning (FW PC II) Department dated 22.02.1994 and G.O. (P) No. 223, Finance and Planning (FW PC II) Department dated 10.9.1996 and then only their pay should be fixed in the Revised Pay Scales.

3. Government held discussions with the Chairman and Members of the Joint Action Committee of Employees, Teachers and Workers of Andhra Pradesh, and the Chairman and Members of A.P. Secretariat Employees Co-ordination Committee. It was agreed that:

- (i) A fitment benefit of 39% would be given for fixing the pay in the Revised Pay Scales, 2010 as against the fitment benefit of 27% recommended by the Ninth Pay Revision Commission.
- (ii) The Revised Pay Scales will be implemented notionally from 01.07.2008 with monetary benefit from 01.02.2010.
- (iii) The arrears for the month of February, 2010 will be credited into the GPF accounts of the employees.
- (iv) The benefit of the Revised Pay Scales 2010 will be paid in cash for the salary of March, 2010 payable in April, 2010.
- (v) The other demands of the Joint Action Committee of Employees, Teachers and Workers, Andhra Pradesh and the Andhra Pradesh Secretariat Employees Co-ordination Committee will be placed before the Group of Ministers constituted vide G.O.Rt.No.119 G.A.(Cabinet) Department dated: 09.01.2010.
- (vi) With regard to State Level Enterprises and Co-operatives, the same procedure as was done with the last PRC will be followed.

4. Government, in pursuance of the above agreement decided to implement the recommendations of the Ninth Pay Revision Commission indicated in Para (2) above with the modifications as indicated in para (3) above and accordingly order the following on the Revised Pay Scales and fixation in the Revised Pay Scales:



5. (i) The Revised Master scale shall be Rs.6700-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-51760-1300-55660 (80).
  - (ii) The existing 32 Grades shall continue and they are segments in the Revised Master Scale.
  - (iii) The revised Scales of Pay shall be as set out in Schedule-I to the Notification appended to this order against each of the corresponding existing pay scales specified therein. These scales shall be common to all the employees in various categories except where specified otherwise in the Departmental pay schedule (Schedule-II) appended to the Notification. Holders of posts not included in Schedule-II will be governed by the revised pay scales corresponding to the present scales as shown in the Schedule-I.
  - (iv) The requests for any further revision of pay scales for the categories already included in the Schedule-II shall not be entertained in any case.
6. (i) The Revised Pay Scales, 2010 shall be deemed to have come into force on and from 01.07.2008. The monetary benefit shall be allowed from 01.02.2010.
  - (ii) The arrears of Salary in the Revised Pay Scales, 2010 for the month of February, 2010 shall be credited to the General Provident Fund Account of the employees. In respect of those employees who do not have General Provident Fund Accounts, the arrears shall be credited to the Compulsory Saving Fund.
  - (iii) The Salary in the Revised Pay Scales, 2010 will be paid in cash from the month of March, 2010, payable in April, 2010.
  - (iv) Interim relief paid from 01.11.2008 to 31.01.2010 shall not be recovered. Interim Relief paid for the period beyond 01.02.2010 will be adjusted from the monetary benefit payable on account of implementation of Revised Pay Scales.
7. The Pay of the employee in the Revised Pay Scales, 2010 shall be fixed with effect from 01.07.2008 or any other subsequent date in accordance with the option exercised as per the rules in the appended Notification. The Rules for exercise of option and fixation of pay in the Revised Pay Scales are notified in the Notification appended to this order.



8. The Revised Pay Scales shall apply to –
  - (a) all employees of the State Government;
  - (b) the employees of the Local Bodies and Aided Institutions including Aided Polytechnics, who are in receipt of pay in a regular pay scale in the Revised Pay Scales of 2005; and
  - (c) the Work-charged establishment in receipt of pay in a regular pay scale in the Revised Pay Scales of 2005.
9.
  - (a) Wherever statutory Notifications are required to be issued for applying these orders to the employees other than Government employees, the Administrative Departments of the Secretariat concerned shall issue such Notifications;
  - (b) Separate orders will be issued in regard to Officers and Staff of the High Court of the Judicature, Andhra Pradesh.
10.
  - (a) The Revised Pay Scales, 2010 will not apply to the teaching and other staff in Government Colleges, including Medical Colleges, Government Aided Private Colleges who are drawing pay in the A.P. Revised UGC/ICAR/AICTE Pay Scales.
  - (b) The Revised Pay Scales, 2010 will also not apply to the officers of the A.P. Higher Judicial Service and A.P. State Judicial Service who are governed by the First National Judicial Pay Commission.
11.
  - (a) The Revised Pay Scales, 2010 will not apply to the persons who were re-employed before 1<sup>st</sup> July, 2008 and are continuing on re-employment beyond that date.
  - (b) The Revised Pay Scales, 2010 will not apply to the employees of Industrial and Commercial undertakings of the Government, Contingent Establishment both full time and part time and employees who are engaged on contract and or on out sourcing basis.
12. In respect of employees of Public Sector Undertakings and Cooperative Societies, the same procedure as was done with last Pay Revision Commission shall be followed.
13. In respect of employees who are already enjoying the benefits of Automatic Advancement Scheme, the Pay shall be fixed in the corresponding revised scales of Automatic Advancement grades in accordance with these instructions.
14. All Government employees who are required to exercise their option in terms of these orders are requested to keep in view the implications of such orders of Government revising House Rent Allowance, Additional House Rent Allowance and Gratuity.



15. In case of employees who opt to continue in the existing pay scales, the Interim Relief will cease to be paid with effect from 01.02.2010.
16. The Interim Relief shall not be included as pay for the purpose of fixation in the Revised Pay Scales, 2010.
17. The above orders are issued in so far as the recommendations relating to the scales of pay, pay fixation and other related matters are concerned. Orders are being issued separately covering the other recommendations of the Pay Revision Commission regarding Dearness Allowance, House Rent Allowance, Additional House Rent Allowance in lieu of rent free quarters, City Compensatory Allowance and other Allowances, Special Pays, Automatic Advancement Scheme, Pension, terminal benefits and related matters.
18. All Drawing Officers shall take immediate action for fixing the pay of all Gazetted and Non-Gazetted Officers whose pay and allowances are drawn by Heads of Offices in their substantive as well as officiating posts. In the case of Heads of Departments, the pay shall be fixed by the Pay and Accounts Officer, Hyderabad under intimation to the administrative department of the Secretariat concerned.
19. Government also hereby order that all the employees falling under Grade-I to Grade - XXXII are entitled for three stagnation increments beyond the time scale in the Revised Pay Scales, 2010. These stagnation increments shall be treated as increments for all purposes such as fixation of pay on promotion / Automatic Advancement Scheme, Pensions etc.
20. The G.O. is available on Internet and can be accessed at the address <http://ap.gov.in/goir> and [www.apfinance.gov.in](http://www.apfinance.gov.in)
21. The following Notification will be published in the Andhra Pradesh Gazette:

### NOTIFICATION

In exercise of the powers conferred by the Proviso to article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following rules, namely

**1. Short title, commencement and application:**

- (1) These rules may be called the Andhra Pradesh Revised Scales of Pay Rules, 2010.
- (2) They shall be deemed to have come into force on the 1<sup>st</sup> July, 2008.
- (3) These rules shall apply to all the Government employees whether temporary, regular or permanent appointed before 1<sup>st</sup> July, 2008.

**2. Definitions:**

In these rules, unless the context otherwise requires –

- (1) basic pay means pay as defined in Fundamental Rule 9 (21) (a) (i).



(2) **existing emoluments** means the aggregate of:-

- (a)(i) the basic pay including the stagnation increments if any, in the existing scale of pay as on 1<sup>st</sup> July, 2008 or on any other date of entry into the Revised Pay Scales, 2010 according to clause (b) of sub rule (1) of rule 5;
- (ii) personal pay sanctioned under Rule 9 (23) (a) of the Fundamental Rules or Rule 7 (40) (a) of the Hyderabad Civil Service Rules, as the case may be;
- (iii) personal pay sanctioned in pursuance of proviso (ii) under rule 5 (b) of the Andhra Pradesh Revised Scales of Pay 2005 to the extent such personal pay has not been absorbed in increases in pay on promotion till the date of entry into the Revised Pay Scales, 2010.
- (b) **dearness allowance** admissible at the rate which existed on the 1<sup>st</sup> July, 2008 appropriate to the basic pay referred to in sub-rule 2 (a) (i);
- (3) **existing scale of pay** means the Revised Pay Scales, 2005;
- (4) **Revised Pay Scales, 2010** means the Revised Pay Scales set out in column (4) in Schedule-I or in column (4) in Schedule-II as the case may be.

### 3. **Revised Pay Scales, 2010**

(1) Except as otherwise provided in sub-rule- (2), the existing scales of pay specified in column (2) of Schedule-I shall be revised as specified in the corresponding entry in column (4) of the said schedule.

(2) Where, in the case of any post on an existing scale of pay specified in column (2) of Schedule-I, a revised scale of pay other than the revised scale of pay specified in the corresponding entry in column (4) of Schedule I is specified in column (4) of Schedule-II, the revised scale of pay so specified in column (4) of Schedule-II shall apply.

### 4. **Date of entitlement to the Monetary Benefit:**

No Government employee who enters into the Revised Pay Scales, 2010 before 01.02.2010 shall be entitled to any monetary benefit for any period prior to that date.

### 5. **Principles for exercising option:**

- (1) Subject to other provisions of this rule, a Government employee holding a post under the Government on 1<sup>st</sup> July, 2008, the scale of which is revised may opt:
  - (a) to remain in the existing scale of pay, or



- (b) to draw pay in the Revised Pay Scales, 2010 either from 1<sup>st</sup> July, 2008 or from the date on which he earns his next increment in the existing scale of pay, but not beyond 30.06.2009.
- (c) Employees whose date of increment in the existing scale happens to be 01.07.2008, shall be allowed option to get their pay fixed in the Revised Pay Scales 2010 as indicated below:

Either Based on the pay in the existing scale as on 01.07.2008 excluding the increment which is due on 01.07.2008.

OR

Based on the pay in the existing scale including the increment due on 01.07.2008.

- (2) A Government employee, who is entitled to exercise option under sub-rule (1) shall do so within a period of 6 (six) months from the date of publication of these rules, in the Andhra Pradesh Gazette. The option once exercised shall be final.
- (3) (a) If a Government employee does not exercise his option in writing within the time specified in sub-rule (2), he shall be deemed to have opted to the Revised Pay Scales, 2010 from 01.07.2008.
- (b) If a Government employee exercises option to enter into the Revised Pay Scales, 2010 from a date beyond 30.06.2009, such option shall be deemed to be invalid and shall be governed by sub-rule (3) (a) of this rule.
- (4) A Government employee shall exercise his option in respect of the post held by him on the 1<sup>st</sup> July, 2008 and also in respect of each of the lower posts which he would have held on that day but for his holding the higher posts.
- (5) Every Government employee shall exercise his option in writing in the form specified in the Annexure and shall communicate it in triplicate to,
  - (a) the head of office in which he is for the time being working at the time of giving the option if he is a non-Gazetted Officer or a Gazetted Officer whose salary is drawn by the head of his office;
  - (b) the next superior officer, if he is the Head of the Office.
  - (c) the Pay and Accounts Officer, Hyderabad if he is the Head of the Department
 and obtain an acknowledgment of its receipt.
- (6) In a case where the date of increment in the existing scale of pay of a Government employee is altered or the circumstances that existed on the date of exercise of option are materially altered by any order of the



Government or other authority, he may exercise a revised option within a period of one month from the date of receipt of the relevant order.

- (7) Such of the employees who are either on leave or on deputation/Foreign Service or under suspension on the date of issue of these orders and could not join duty before the expiry of the last date for exercising option, are allowed to exercise option to the Revised Pay Scales, 2010 within a period of one month from the date of joining duty after the expiry of the leave or on return from deputation out of India or reinstatement after suspension, as the case may be.
- (8) A Government employee who retired on or after 1<sup>st</sup> July, 2003 but before the date of publication of these rules in the Andhra Pradesh Gazette may exercise option under this rule within a period of six months from the date of receipt of the communication in that behalf by him from the Head of Department of Office in which he was employed.
- (9) In the case of a Government employee who died while in service on or after the 1<sup>st</sup> July, 2008 or who expired before the last date for the exercise of option under sub rule (2) his legal heirs may exercise option in the manner set out in sub-rule (8) of this rule.

**6. Principles of fixation of pay in the Revised Pay Scales of 2010:**

Notwithstanding anything in the Fundamental Rules or in the Hyderabad Civil Service Rules, the principles which shall govern the fixation of pay of a Government employee who opts to the relevant revised pay scale in the Revised Pay Scales, 2010 shall be as follows:

- (a) An amount representing thirty nine (39%) percent of the Basic Pay referred to in Rule 2(2)(a)(i) above, be added to the existing emoluments referred to Rule 2 above;
- (b) After the existing emoluments are increased as required by clause(a), the pay shall be fixed in the Revised Pay Scales, 2010 at the stage next above the amount of the existing emoluments as so increased irrespective whether the amount of the existing emoluments as so increased is a stage or not in the Revised Pay Scales, 2010.

**Provided that:**

- (i) in the case of employees who were drawing less pay than their juniors as on 01.07.2008 in the existing scales, their pay should be stepped up and brought on par with juniors in the existing scales, in the first instance, subject to fulfillment of the following conditions:
  - (a) both the senior and junior should have been drawing pay in an identical pay scale in the existing scales of pay;



- (b) the senior as well as the junior should be promoted to the same category of post carrying the same scale of pay;
- (c) the pay of the junior in the lower category should have been less than or equal to that of the senior in the lower category prior to promotion of the senior to the higher post;

- (d) the anomaly should have arisen directly as a result of the fixation of pay in the existing scales under automatic advancement scheme.

Based on the pay so stepped up, the pay shall be fixed in the Revised Pay Scales, 2010.

- (ii) if the amount of the existing emoluments as so increased under clause (a) is less than the minimum of the Revised Pay Scales, 2010, the pay shall be fixed at the minimum of that scale;
- (iii) if the amount of the existing emoluments as so increased under clause (a) is more than the maximum of the Revised Pay Scales, 2010, the pay shall be fixed at the maximum of that scale, the difference shall be treated as Personal Pay to be absorbed in future rises in pay. If it could not be absorbed, it shall be continued to be paid till the date of cessation of duties.
- (c) The short fall if any, in the sum total of pay and other allowances in the Revised Pay Scales, 2010 compared to the pay and other allowances in the existing scale shall be allowed as Personal Pay to be absorbed in future increases.
- (d)(i) A Government employee who is on leave without leave salary on 01.07.2008, is entitled to get the pay fixed with effect from the date of entry into the Revised Pay Scales, 2010 and he shall be entitled for monetary benefit from the date of assumption of duty or 01.02.2010 whichever is later.
- (ii) A Government employee who is under suspension on 01.07.2008 is entitled to get his pay fixed in the Revised Pay Scales, 2010 from the date of entry into the Revised Pay Scales, 2010 based on the pay on the date preceding his suspension. However he shall continue to draw subsistence allowance based on the existing scale of pay. In case of reinstatement after 01.07.2008, the monetary benefit of Revised Pay Scales 2010, accrues with effect from 01.02.2010 or date of reinstatement whichever is later. His pay in Revised Pay Scales, 2010 for the period of suspension shall be subject to final outcome of the decision on the period of suspension.
- (e) Where an employee is covered by an order of stoppage of increments without cumulative effect on the date of entry into the Revised Pay Scales, 2010 and opted for the Revised Pay Scales, 2010 from a date which falls within the period during which the orders imposing the



penalty of stoppage of increment is operative, his pay shall be fixed in the following manner:

- (i) based on the actual pay drawn by him on the date of entry into the Revised Pay Scales, 2010; and
- (ii) based on the presumptive pay, that is, the pay which he would have drawn on the date of entry into the Revised Pay Scales, 2010 but for stoppage of the increments.

He shall draw the pay as fixed under clause (i) above based on the pay drawn by him on that date of entry into the Revised Pay Scales, 2010 until the expiry of the period during which the order imposing the penalty of stoppage of increments is operative and the pay as fixed in clause (ii) above on the presumptive pay after the expiry of the period covered by the stoppage of increments.

- (f) The principles of fixation of pay laid in this rule shall apply to substantive, officiating and temporary holders of Government posts.

- (g) (i) Where the pay of a Government employee in a higher officiating or temporary post as fixed in the Revised Pay Scales, 2010, is less than or equal to the pay fixed in the lower post, his pay in the higher post shall be fixed at the stage next above his substantive pay in the lower post.

- (ii) Where a Government employee exercises option to remain in the existing scale of pay in respect of a post held by him in an officiating capacity, for the purpose of regulation of pay in that scale under Fundamental Rule 22 or 31, his substantive pay shall be the substantive pay which he would have drawn had he remained in the existing scale of pay in respect of the permanent post on which he holds a lien or would have held a lien, had his lien not been suspended.

- (iii) Where a Government employee who had actually officiated in higher post prior to 01.07.2008 in a regular capacity but who stood reverted to the lower post on the crucial date of 01.07.2008 for want of vacancy and who would be re-promoted on or before 30.06.2009 shall be allowed the benefit of fixation of pay in the Revised Pay Scales, 2010 in the higher category subject to the following conditions:

- (1) The employee should have held the post prior to 01.07.2008 in the regular capacity and stood reverted to the lower post on the date for want of vacancy.
- (2) On subsequent appointment to the post after 01.07.2008 the employee should draw pay in the Revised Pay Scales, 2010.
- (3) Pay in such cases, shall be fixed in the Revised Pay Scales, 2010 in accordance with the principles laid down in proviso to Fundamental Rules 22 / Rule 34 of Hyderabad Civil Service Rules notionally treating the employee to have held the higher post on 01.07.2008 and elected to



the Revised Scale of Pay from that date. In other words, the employee should be deemed to have held the post in question on 01.07.2008 and elected to the Revised Pay Scales, 2010 from 01.07.2008 only.

- (4) The pay in the Revised Pay Scales, 2010 shall be fixed in accordance with the principles of pay fixation laid down in these rules on the basis of the pay which he would have drawn in the pre-revised scales had he been holding that post on 01.07.2008.
- (5) The subsequent increments shall be allowed in accordance with the rule 7 of the A.P. Revised Scales of Pay Rules, 2010.
- (6) The monetary benefit shall be allowed from the date of actual re-promotion or 01.02.2010 whichever is later.
- (7) Where the pay of such employee on re-promotion to the higher post after 01.07.2008 happens to be less than what would be admissible at the stage next above his substantive pay, the pay in the higher post shall be fixed at the stage next above his pay in the lower post.
- (h) The principles of fixation of pay laid down in this rule shall not apply to a Government employee who elects to remain in the existing scale of pay.

**7. Date of next increment in the Revised Pay Scales, 2010:**

The next increment of a Government employee whose pay in the Revised Pay Scales of 2010 is fixed on 1<sup>st</sup> July, 2008 in accordance with the principles specified in rule 6 shall be on the date on which he would have drawn his increment had he continued in the existing scale of pay.

**Provided that-**

- (i) in the case of employees whose date of increment is 01.07.2008 and who opt to get pay fixed without getting increment on 01.07.2008 in the existing scales, the next increment shall be allowed in the Revised Pay Scales, 2010 with effect from 01.07.2008 after the pay is fixed with effect from 01.07.2008 in the Revised Pay Scales, 2010.
- (ii) in the case of employees whose date of increment is 01.07.2008 and who opt to get pay fixed after getting increment on 01.07.2008 in the existing scale, the next increment shall be allowed in the Revised Pay Scales, 2010 on completion of the service required to earn increment.
- (iii) in the case of employee whose pay in the Revised Pay Scales, 2010 is fixed on the 1<sup>st</sup> July, 2008 at the same stage as that fixed for another Government employee junior to him in the same cadre, and drawing pay at a lower stage than his pay in the existing scale of pay, prior to that date, the next increment shall be deemed to have accrued on the same date as admissible to his junior, if the date of increment of the junior is earlier.



- (iv) in the case of employee whose pay is fixed under Proviso (i) under Rule 6 (b), the date of next increment shall accrue on the date on which his junior gets his increment in the Revised Pay Scales, 2010.
- (v) in the case of Government employee who has reached maximum of the pre-revised scale and has exhausted all the stagnation increments beyond the maximum of the time scale and stagnated for less than one year on 1<sup>st</sup> July, 2008, the next increment shall be allowed on completion of one year from the date on which he has reached that stage.
- (vi) in the case of Government employee who has reached maximum of the pre-revised scale and has exhausted all the stagnation increments beyond the maximum of the scale and stagnated for more than one year on 01.07.2008, the next increment shall be allowed on 01.07.2008.

8. In the event of stagnation, three stagnation increments shall be allowed beyond the time scale in the Revised Pay Scales, 2010. These stagnation increments shall be treated as regular increments for all purposes such as fixation of pay on promotion / Automatic Advancement Scheme, Pension etc.

9. Power to remove difficulties:

If any difficulty arises in giving effect to the provisions of these rules, the Government may by order make such provisions or give such directions as appear to them to be necessary for removing the difficulty.

10. Effect of other Rules:

- (1) No rules made or deemed to have been made under proviso to Article 309 of the Constitution shall, in so far as those are inconsistent with any of the provisions of these rules, have any effect.
- (2) Save as otherwise provided in these rules, these rules shall be in addition to any other rules made or deemed to have been made under the proviso to Article 309 of the Constitution.

11. Any pay fixations contrary to the above Rules are liable for revision of pay and the excess amount paid thereon shall be recovered from the salaries of the concerned employees without any notice.

(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)

G. SUDHIR  
Principal Secretary to Government

To  
The Accountant General, Andhra Pradesh, Hyderabad (20 copies).  
The Accountant General, Andhra Pradesh, Hyderabad (by name).  
The Pay & Accounts Officer, Hyderabad.  
The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.



The Principal Secretary to the Chief Minister and Private Secretaries to all Ministers.  
 All the Departments of Secretariat (10 copies each).  
 All the Heads of Departments (including Collectors and District Judges).  
 The Registrar, High Court of Andhra Pradesh, Hyderabad (with covering letter).  
 All the District Treasury Officers (with copies of Sub-Treasury Officers).  
 The Secretary, Andhra Pradesh GENCO/TRANSCO.  
 The General Manager, A.P. State Road Transport Corporation, Hyderabad (with covering letter).  
 All District Educational Officers / All Principals of Junior Colleges.  
 All the District Development Officers, Zilla Praja Parishads.  
 All District Panchayat Officers.  
 All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Hyd.  
 All Secretaries of Agricultural Market Committees through the Commissioner and Director of Agricultural Marketing, A.P., Hyd.  
 All Commissioners / Special Officers of Municipalities.  
 All Recognized Service Associations.  
 The Director, Government Printing Press, Hyderabad for publication in the Andhra Pradesh Gazette.  
 Copy to the General Administration (Cabinet) Department.  
 Copy to the General Administration (SW) Department.  
 Copy to SF/SCs.

// FORWARDED BY ORDER //

*[Signature]*

Section Officer





GOVERNMENT OF ANDHRA PRADESH  
FINANCE (PC I) DEPARTMENT

Circular Memo. No. 33327-A/549/A1/PC-I/2009

Dated: 13.03.2010

Sub:- PUBLIC SERVICES – Revision of Pay Scales, 2010 – Procedural Instructions for fixation of pay of employees in the Revised Pay Scales, 2010 and Audit of Claims – Instructions – Issued.

Ref:- 1. G.O.Ms.No.52, Finance (PC.I) Department dated: 25.02.2010.  
2. G.O. Ms. No.63, Finance (PC.I) Department dated: 09.03.2010.  
3. G.O. Ms. No.64, Finance (PC.I) Department dated: 09.03.2010.  
4. G.O. Ms. No.65, Finance (PC.I) Department dated: 09.03.2010.

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In the Government Order first cited, orders were issued revising the pay scales of the employees as recommended by the Ninth Pay Revision Commission with the following modifications in pursuance of the Agreement with the Office Bearers and Members of the Joint Action Committee of Employees, Teachers and Workers and the Andhra Pradesh Secretariat Employees Coordination Committee.

- (i) A fitment benefit of 39% would be given for fixing the pay in the Revised Pay Scales, 2010 as against the fitment benefit of 27% recommended by the Ninth Pay Revision Commission.
- (ii) The Revised Pay Scales will be implemented notionally from 01.07.2008 with monetary benefit from 01.02.2010.
- (iii) The arrears for the month of February, 2010 will be credited into the GPF accounts of the employees.
- (iv) The benefit of the Revised Pay Scales, 2010 will be paid in cash for the salary of March, 2010 payable in April, 2010.

The principles of fixation of pay in the Revised Pay Scales, 2010 are also notified in the Government Order first cited.

2. In the Government Order second cited, orders were issued regulating the rates of Dearness Allowance from 01.01.2009 and 01.07.2009 in the Revised pay Scales, 2010 in pursuance of the recommendations of the Ninth Pay Revision Commission. In the Government Order third cited, orders were issued implementing the recommendations of the Ninth Pay Revision Commission on House Rent Allowance. In the Government Order fourth cited, orders were issued revising the rates of City Compensatory Allowance as recommended by the Ninth Pay Revision Commission.



3. Government, now issue the following instructions for the effective implementation of the above orders to the

- (a) Departments of Secretariat, Heads of Department for communication of orders of Revised Pay Scales along with these instructions and issue of suitable directions to the subordinate officers under their control;
- (b) Heads of offices/ Officers looking after establishment for fixation of pay in the Revised Pay Scales, 2010 in accordance with the rules stipulated in the G.O. first cited.
- (c) Drawing and Disbursing Officers for preferring claims of arrears of salaries in the Revised Pay Scales, 2010 in accordance with the G.O.s. first to fourth cited.
- (d) Audit Officers for audit of claims of fixation of pay in the Revised Pay Scales, 2010 in accordance with the orders issued in G.O.s cited.

(a) **Instructions to the Departments of Secretariat and Heads of Departments:**

- (i) All the Departments of the Secretariat and the Heads of the Department are requested to communicate the orders issued in the reference first cited along with the Option Form annexed to the G.O. first cited through their Subordinate Officers, to all the employees who were in service under their control as on 01-07-2008 including those who are on leave, under suspension, deputation, Foreign Service and the employees retired on or after 01.07.2008. In respect of the employees who died while in office on or after 01.07.2008, these orders have to be communicated to their legal heirs.
- (ii) They are also requested to communicate the Proforma of Statement of the Pay Fixation appended to this Circular (**Appendix-I**) to the Subordinate Officers under their control and issue instructions to fix the Pay of the Employees in the Revised Pay Scales, 2010.

(b). **Instructions to the Heads of Offices/Officers looking after establishment :**

- (i) The Head of the Office or the officer looking after establishment shall obtain option in the proforma appended to the G.O. first cited, in quadruplicate, from the employees to whom the Andhra Pradesh Revised Scales of Pay Rules, 2010 apply.
- (ii) The employee shall submit his option to the Head of the Office / Officer looking after establishment. In case of Head of Office, the option shall be submitted to the immediate superior officer and in case of the Heads of Departments, the option shall be submitted to the Pay and Accounts Officer, Hyderabad.
- (iii) The officers referred in para b (i) and (ii) above, shall on receipt of option form prepare the pay fixation statements, in quadruplicate in the form appended (**Appendix-I**).
- (iv) In the case of employees whose pay has to be fixed under first proviso to Rule 6 of the Andhra Pradesh Revised Scales of Pay Rules, 2010, the officers concerned shall take abundant care to ensure that all the conditions



- stipulated therein are fulfilled. The stepping up of pay is admissible under this Proviso only in cases where the anomaly arose in the Revised Pay Scales, 2005 and the anomaly persisted on 1.7.2008 as a result of
- A promotion of the senior from the ordinary grade scale in the feeder category and the junior getting promotion from Automatic Advancement grades in the feeder category;
  - B promotion of the senior from Ordinary Grade/Special Grade got pay fixed under FR 22(a)(i) read with FR 31(2) whereas the junior was promoted from the Special Grade/Special Promotion Post and derived the fixation benefit under FR 22 – B
  - (v) The conditions are reiterated below for ready reference:
    - (a) both the senior and junior should have been drawing pay in an identical pay scale in the Revised Pay Scales, 2005;
    - (b) the senior as well as the junior should be promoted to the same category of post carrying the same scale of pay under the same mode of recruitment and from the same unit of appointment in the lower category;
    - (c) the pay of the junior in the lower category should have been less than or equal to that of the senior in the lower category prior to promotion of the senior to the higher post;
    - (d) the anomaly should have arisen directly as a result of the fixation of pay in the Revised Pay Scales, 2005 under Automatic Advancement Scheme. Stepping up of pay is not admissible in cases where the junior is drawing higher pay for any other reason such as sanction of advance increment for possession of higher qualification or Family Planning Incentive Increment or reckoning DA thereon for fixation of pay in earlier pay revisions, Advance Increments for merit, or on account of longer service in the lower post for working in various units of appointments etc.
  - (vi) In other words such cases could not have been rectified in view of the instructions issued in Circular Memo No. 2620-A/65/FR II/07 dated 20.2.2007 of Finance Department.
  - (vii) In such cases the pay shall be stepped up in the Revised Pay Scales, 2005 in the first instance and then only the pay shall be fixed in the Revised Pay Scales, 2010.
- Some illustrations of pay fixations are enclosed herewith for guidance.(Enclosure)
- (viii) The officers concerned shall record the entries of fixation of pay in the Revised Pay Scales, 2010 in the Service Registers of the employees concerned before preparation of claims. A copy of the pay fixation Statement shall also be attached to the Service Register of the employee.
- (c) **Instructions to the Drawing and Disbursing Officers:**
- (i) (a) The salaries in the Revised Pay Scales, 2010 shall be paid in cash from the month of March, 2010 onwards.



- (b) The arrears of salaries on account of fixation of pay in the Revised Pay Scales, 2010 for the month of February, 2010 shall be credited to the General Provident Fund Accounts of the respective employees.
- (c) 1. In respect of those who do not have General Provident Fund Accounts, the concerned authorities shall take immediate action to open General Provident Accounts.
2. In respect of those employees, recruited on or after 01.09.2004 the arrears shall be credited to the Head of Account: I. Small Savings, Provident Funds etc., (b) Provident Funds, 8009 – State Provident Funds, 01 – Civil, M.H.101 General Provident Funds, S.H.(03) 'Compulsory Savings Scheme' under "Public Accounts" as they are covered by the Contributory Pension Scheme and are not eligible for General Provident Fund.
- (d) In case of employees who retire before 1<sup>st</sup> September, 2010 the arrears of salaries shall be drawn and paid in cash, as an employee due to retire on superannuation is compulsorily exempted from making any subscription to the General Provident Fund Account during the last four months of service.
- (e) In the event of death of any employee before the issue of these orders, the legal heirs shall be entitled to get the benefit of Revised Pay Scales, 2010 in cash.
- (ii) The claims on account of fixation of pay in the Revised Pay Scales, 2010 shall be preferred in duplicate in the establishment pay bills form and presented to the District Treasury Officer / Pay and Accounts Officer, Hyderabad and the Pay and Accounts Officers of Projects / District Audit Officer, State Audit Department concerned along with pay fixation statements in triplicate together with the Service Register of the individual concerned with upto date entries. The bill should be superscripted in "RED INK" as "Claim for Pay Fixation arrears in the Revised Pay Scales, 2010" to make it distinct from other bills.
- (iii) The claims shall be preferred in three parts but in one bill:
- Part-I: From 01.07.2008 to 31.01.2010 for which the fixation is notional.
- Part-II: For the month of February, 2010 for which the arrears of fixation of pay in the Revised Pay Scales, 2010 are to be credited to the GPF Accounts in the next financial year, 2010-2011, which shall not be withdrawn before 31.03.2011.
- Part-III: From 01.03.2010 onwards to the date of fixation of pay in the Revised Pay Scales, 2010 for which the arrears shall be paid in cash.
- (vi) The Drawing Officer shall ensure that the bills are supported by proper schedule in duplicate indicating the details of the employees, the General Provident Fund Account number and the amount to be credited to the General Provident Fund Accounts before submitting the claims to the District Treasury Officer, Pay and Accounts Officer, Hyderabad / Assistant Pay and Accounts Officer or Pay and



- Accounts Officer of Projects, or District Audit Officer of the State Audit Department as the case may be.
- (v) All the Drawing and Disbursing Officers are requested to intimate the employees working under their control as to how much amounts of arrears of fixation in the Revised Pay Scales, 2010 are adjusted notionally, amounts credited to General Provident Fund Account and amounts paid in cash in the proforma appended (Appendix-II) to these instructions.
  - (vi) All the Drawing Officers are directed to ensure that the bills are drawn as per the above orders and the amounts are credited to the General Provident Fund Accounts within one month of receipt of option.
  - (vii) If the Audit Authorities report any erroneous pay fixation, the Drawing Officer should check again, with reference to the pay fixation already approved. If pay fixation was approved by a higher authority, the fact should be reported by the Drawing Officer to the concerned Authority. Suitable action should be taken to rectify the erroneous fixation immediately.
  - (viii) The Drawing Officers should invariably indicate the particulars of pay and allowances in the fixation statements correctly.
  - (ix) The Drawing Officers should not alter any column of the pay fixation statement. They should not include any new item. They should not omit to mention any information against the column.
- (d) Instructions to the Audit Officers (Treasury Officers / the Pay and Accounts Officer, Hyderabad and the Pay and Accounts Officer, Projects / District Audit Officers of State Audit Department) :
- (i) The District Treasury Officer / Sub-Treasury Officer / Pay and Accounts Officer, Hyderabad and the Pay and Accounts Officers, Projects / the District Audit Officers, State Audit Department shall obtain from all the Drawing Officers, a list indicating the names and designations of all the members of staff according to the monthly pay bill in quadruplicate in the Proforma in Annexure-I. It should be ensured that no member of the staff whether on duty or on leave or under suspension or under training or under deputation / foreign service escapes inclusion from the list.
  - (ii) After obtaining the list in Annexure-I, the respective Audit Authorities mentioned above shall chalk out a programme to verify and check whether the pay fixations are in terms of the G.O first cited.
  - (iii) The District Treasury Officer / Sub-Treasury Officer / Pay and Accounts Officer, Hyderabad and the Pay and Accounts Officer, Projects / the District Audit Officer shall check the pay fixation claims from 01.07.2008 in Revised Pay Scales, 2010 with reference to the Service Registers etc., and admit the bill.
  - (iv) After such verification the respective officers should record in column (5) of Annexure-I, the result of such verification and attest the entries and a report may be sent to Director of Treasuries and Accounts, Finance (Projects) Department and in the case of Local Bodies, the District Audit Officers, State Audit shall send a report to the Director of State Audit as to the number of pay fixations completed and balance pending at the end of each month by 10<sup>th</sup> of succeeding month. The



above Heads of Department shall in turn consolidate and forward the particulars to the Finance (PC.I) Department by 20<sup>th</sup> of that month. The Pay and Accounts Officer, Hyderabad will also follow the above instructions in respect of claims pertaining to the employees of the offices in Twin Cities of Hyderabad and Secunderabad.

- (v) In case any erroneous pay fixations are detected, the audit authorities shall note the details of erroneous pay fixations in the proforma indicated in **Annexure-II** to this memo.
- (vi) The Audit Authorities shall report the number of cases, where erroneous fixation was noticed and the total amount ordered to be recovered from the individuals to the Director of Treasuries & Accounts, Director of State Audit, Director of Works and Accounts and Pay and Accounts Officer, Hyderabad who in turn will consolidate and furnish the information to the Finance (PC.I) Department.
- (vii) The District Treasury Officer / Sub-Treasury Officer / Pay and Accounts Officer, Hyderabad / Assistant Pay and Accounts Officer / Pay and Accounts Officer (Projects), shall follow the usual procedure of furnishing one copy of the schedules along with bills to the Accountant General / Pay and Accounts Officer / District Treasury Officer based on which the Accountant General / Pay and Accounts Officer / District Treasury Officer shall credit the amounts to the General Provident Fund Accounts of the individuals concerned. The second copy of the schedules shall be furnished to the Drawing Officer with voucher number.

4. In case of Provincialized staff of Panchayat Raj Institutions and the employees of Urban Local Bodies, the Director of Treasuries and Accounts and in case of Non Provincialized staff of Panchayat Raj Institutions and the employees of Aided Institutions, the Director of State Audit shall make necessary arrangements, to check the pay fixation statements and check whether the pay fixation approved by the Drawing Officers has been done correctly in accordance with the Government Orders. The District Audit Officers of State Audit Department and the Treasury Officers of Treasuries and Accounts Department shall on receipt of pay fixation statements from the Drawing Officers, scrutinize the correctness of pay fixation and relevant data, with reference to the entries in Service Registers and authorize the payment of salary. The Audit Officer of respective Local Bodies and Treasury Officers of Treasuries and Accounts Department shall furnish the particulars to the Director of State Audit / Director of Treasuries and Accounts who in turn will consolidate and submit to the Government in Finance (PC.I) Department.

5. The Audit Officers shall maintain a separate register soon after the receipt of claim and watch the final disposal until it is passed. In case, the claims are admitted, the audit officers should send the paid vouchers to the their next authorities, along with detailed sheet. The monthly accounts shall be prepared and sent with the vouchers including arrears of pay fixation in the Revised Pay Scales, 2010 in the normal course to the concerned officers as per the existing schedule of dates.

6. In the case of the employees working in Projects, the Director of Works and Accounts shall issue necessary instructions to his subordinate to follow the above procedure with regard to preparation of pay fixations, checking of pay fixations and the updating system. The Director of Accounts of the Projects shall consolidate the above



information received from all the Director of Projects and forward it to Finance (Projects) Department, who in turn shall forward the consolidate information to the Finance (PC.I) Department.

7. All the Heads of Departments are requested to issue necessary instructions to the Departmental Officers under their control to follow the above instructions scrupulously and co-operate with the Audit Authorities.

8. Any further clarification in this regard may be sought from the Finance (PC.I) Department.


9. This memo is available on Internet and can be accessed at the address <http://www.aponline.gov.in> and <http://www.apfinance.gov.in>

**G. SUDHIR**  
PRINCIPAL SECRETARY TO GOVERNMENT

To

- The Accountant General, Andhra Pradesh, Hyderabad (20 copies).
- The Accountant General, Andhra Pradesh, Hyderabad (by name).
- The Pay & Accounts Officer, Hyderabad.
- The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.
- All Special Chief Secretaries/Principal Secretaries/Secretaries to the Government.
- The Principal Secretary to the Chief Minister and Private Secretaries to all the Ministers.
- All the Departments of Secretariat (10 copies each).
- All the Heads of Departments (including Collectors and District Judges).
- The Registrar, High Court of Andhra Pradesh, Hyderabad (with covering letter).
- All the District Treasury Officers (with copies to Sub-Treasury Officers).
- The Managing Director, Andhra Pradesh GENCO/TRANSCO.
- The Vice Chairman and Managing Director, A.P.State Road Transport Corporation, Hyderabad (with covering letter).
- All District Educational Officers / All Principals of Junior Colleges.
- All the Chief Executive Officers, Zilla Praja Parishads.
- All District Panchayat Officers.
- All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Hyderabad.
- All Secretaries of Agricultural Market Committees through the Commissioner and Director of Agricultural Marketing, A.P., Hyderabad.
- All Commissioners / Special Officers of Municipalities.
- All Recognized Service Associations.
- Copy to the General Administration (Cabinet) Department.
- Copy to the General Administration (SW) Department.
- Copy to SF/SCs.

//FORWARDED::BY ORDER//

  
SECTION OFFICER





**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

ALLOWANCES – Recommendations of Ninth Pay Revision Commission - Dearness Allowance – Regulation in the Revised Pay Scales, 2010 – Orders – Issued.

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**FINANCE (PC-I) DEPARTMENT**

G.O.Ms.No.63

Dated: 09/03/2010.  
Read the following:-

1. G.O.Ms.No.438, General Administration (Special-A) Department, dated:07.07.2008.
2. G.O.Ms.No.483, General Administration (Special-A), Department dated:12.10.2009.
3. G.O.Ms.No.372, Finance (PC-I) Department dated: 13.11.2008.
4. G.O.Ms.No.104, Finance (PC-I) Department dated: 31.03.2009.
5. G.O.Ms.No.265, Finance (PC-I) Department dated: 26.10.2009.
6. G.O.Ms.No.52, Finance(PC.I) Department dated:25.02.2010

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**ORDER:**

In the Government Order first read above, orders were issued constituting Ninth Pay Revision Commission and appointing Sri C.S.Rao, I.A.S. (Retd) as Pay Revision Commissioner. Subsequently, additional terms of references were included vide G.O second read above. The Pay Revision Commission submitted report to the Government on 05.12.2009.

2. The Ninth Pay Revision Commission interalia recommended the following on Dearness Allowance:

The Dearness Allowance be regulated at 0.856% for the State Employees for every one percent of Dearness Allowance sanctioned to the Employees of Government of India with effect from 01.01.2009.

3. Government have accepted the above recommendations of the Ninth Pay Revision Commission. Accordingly, it is hereby ordered that the Dearness Allowance shall be regulated @ 0.856 to the State Government employees for every one percent of Dearness Allowance sanctioned to the employees of Government of India with effect from 01.01.2009. Accordingly, the Dearness Allowance sanctioned in the Revised Pay Scales,



2005 in the references fourth and fifth read above shall be regulated in the Revised Pay Scales, 2010 as under:

Date of effect	Rates of Dearness Allowance sanctioned by the Government of India.	Revised rates of Dearness Allowance in the Revised Pay Scales, 2010	
		Dearness Allowance	Dearness Allowance (cumulative)
01.01.2009	6% (22-16)	5.136%	5.136%
01.07.2009	5% (27-22)	4.280%	9.416%

4. These orders are applicable to:

- (a) all employees of the State Government;
- (b) employees of the Local Bodies and Aided Institutions including Aided Polytechnics, in respect of those drawing pay in a regular pay scale in the Revised Pay Scales, 2010; and
- (c) the Work-charged establishment in respect of those drawing pay in regular pay scale in the Revised Pay Scales of 2010.

5. These orders are not applicable to:-

- (a) employees those who opt to remain in the Andhra Pradesh Revised Pay Scales, 2005;
- (b) Teachers working in the Universities, Affiliated Degree Colleges both under Government and Aided managements who are drawing pay in the Andhra Pradesh Revised UGC/ICAR/AICTE Pay Scales; and
- (c) Officers belonging to All India Services.

6. The Dearness Allowance shall be claimed along with the pay fixation in the Revised Pay Scales, 2010 and the Dearness Allowance already sanctioned in the Government Orders fourth and fifth read above shall be notional adjusted upto 31.01.2010. The arrears of Dearness Allowance for the month of February, 2010 will be credited into the General Provident Fund Accounts of employees during the financial year 2010-2011.

7. The G.O is available on Internet and can be accessed at the address <http://www.aponline.gov.in>, <http://www.goir.ap.gov.in> and <http://www.apfinance.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.SUDHIR

Principal Secretary to Government

To

The Accountant General, Andhra Pradesh, Hyderabad (20 copies).

The Accountant General, Andhra Pradesh, Hyderabad (by name).



The Pay & Accounts Officer, Hyderabad.  
The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.  
The Principal Secretary to the Chief Minister and Private Secretaries to all Ministers.  
All the Departments of Secretariat (10 copies each).  
All the Heads of Departments (including Collectors and District Judges).  
The Registrar, High Court of Andhra Pradesh, Hyderabad (with covering letter).  
All the District Treasury Officers (with copies to Sub-Treasury Officers).  
The Managing Director, Andhra Pradesh GENCO/TRANSCO.  
The Vice Chairman and Managing Director, A.P. State Road Transport Corporation, Hyderabad (with covering letter).  
All District Educational Officers / All Principals of Junior Colleges.  
All the Chief Executive Officers, Zilla Praja Parishads.  
All District Panchayat Officers.  
All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Hyd.  
All Secretaries of Agricultural Market Committees through the Commissioner and Director of Agricultural Marketing, A.P., Hyderabad.  
All Commissioners / Special Officers of Municipalities.  
All Recognized Service Associations.  
The Commissioner, Printing & Stationery, Hyderabad for publication in the Andhra Pradesh Gazette.  
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GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

ALLOWANCES – House Rent Allowance – Revision of Pay Scales, 2010 –  
Recommendations of the Ninth Pay Revision Commission – Accepted – Orders – Issued.  
FINANCE (PC.I) DEPARTMENT

G.O.Ms.No.64

Dated: 09/03/2010.  
Read the following:-

1. G.O.Ms.No.107, Finance (PC-I) Department, dated: 15.04.2008
2. G.O.Ms.No.438, General Administration (Special-A) Department, dated:07.07.2008
3. G.O.Ms.No.483, General Administration (Special-A), Department dated:12.10.2009
4. G.O.Ms.No.52, Finance(PC.I) Department dated:25.02.2010

\*\*\*\*\*

ORDER:

In the Government Order second read above, orders were issued constituting Ninth Pay Revision Commission, appointing Sri C.S.Rao, I.A.S. (Retd) as Pay Revision Commissioner. Subsequently, additional terms of references were included vide G.O third read above. The Pay Revision Commission submitted its report to the Government on 05.12.2009.

2. The Ninth Pay Revision Commission interalia recommended the following on House Rent Allowance:

- (i) The existing classification of cities and towns as also the rates of allowance be retained for the purpose of admissibility of HRA.
- (ii) The existing ceiling of Rs.6000/- be enhanced to Rs.12000/- per month for Greater Hyderabad Municipal Corporation.
- (iii) For other places where ceiling is Rs.4000/- be enhanced to Rs.8000/- per month.
- (iv) The existing rules with regard to the payment of HRA at the rates applicable to the places located within the periphery of 8 KMs for the towns / cities concerned be continued.
- (v) Only decennial census figures should be taken into consideration for classification under different categories for purpose of drawal of HRA.



3. Government have accepted the above recommendations. Accordingly, it is hereby ordered that -

- (a) The existing classification of cities, towns and the rates of allowance ordered in G.O.(F).No.230, dated 15.09.2005, G.O.(P).No.456 dated: 08.12.2005, G.O.(P).No.181, dated 29.06.2006 and in G.O.(P).No.10 dated: 17.01.2008 of Finance (PC-I) Department, shall be retained for the purpose of admissibility of House Rent Allowance as indicated below:

City and Towns	Existing
Greater Hyderabad Municipal Corporation	30% of the basic pay
Greater Visakhapatnam Municipal Corporation, Rajahmundry, Kakinada, Eluru, Vijayawada, Guntur, Nellore, Kurnool, Kadapa, Tirupati, Anantapur, Warangal, Nizamabad, Karimnagar, Ramagundam,	20% of the basic pay
Srikakulam, Vizianagaram, Machilipatnam, Ongole, Chittoor, Adilabad, Mahboobnagar, Khammam, Sangareddy, Nalgonda, Anakapalli, Tadepalligudem, Tanuku, Palakollu, Narsapuram, Gudivada, Tenali, Narasaraopeta, Chilakaluripeta, Bapatla, Mangalgiri, Ponnur, Chirala, Kavali, Gudur, Madanapalli, Srikalahasti, Proddutur, Rayachoty, Guntakal, Hindupur, Dharmavaram, Tadipatri, Kadiri, Adoni, Nandyal, Yemmiganuru, Siddipet, Bodhan, Bellampalli, Mandamarri, Nirmal, Kaghaznagar, Mancheril, Jagityal, Sircilla, Kothagudem, Palavancha, Miryalaguda, Suryapet, Bheemavaram, Bobbili, Tuni, Samalakot, Pithapuram, Amalapuram, Nuzvid, Sattenapalle, Vinukonda, Markapur, Kandurkur, Kallur (Kurnool District), Rayadurg, Wanaparthy, Gadwal, Bhongir, Kodad, Koratla, Kamareddy, Tandur.	12.5% of the basic pay
All other places	10% of basic pay

- (b) The existing ceiling of House Rent Allowance Rs.6000/- shall be enhanced to Rs.12000/- per month in respect of employees working in the offices in the limits of Greater Hyderabad Municipal Corporation.
- (c) For other places, the ceiling of House Rent Allowance of Rs.4000/- shall be enhanced to Rs.8000/- per month.

4. These orders are applicable to:

- (a) all employees of the State Government;
- (b) employees of the Local Bodies and Aided Institutions including Aided Polytechnics, in respect of those drawing pay in a regular pay scale in the Revised Pay Scales, 2010; and



(c) the Work-charged establishment in respect of those drawing pay in regular pay scale in the Revised Pay Scales, 2010.

5. These orders are not applicable to:-

(a) employees those who opt to remain in the Andhra Pradesh Revised Pay Scales, 2005;

(b) Teachers working in the Universities, Affiliated Degree Colleges both under Government and Aided managements who are drawing pay in the Andhra Pradesh Revised UGC/ICAR/AICTE Pay Scales; and

(c) Officers belonging to All India Services.

6. The existing rules with regard to the payment of House Rent Allowance at the rates applicable to the places located within the periphery of 8 KMs from the towns / cities concerned based on the Notification issued by the District Collector concerned shall continue.

7. Only decennial census figures shall be taken into consideration for classification under different categories for the purpose of drawal of House Rent Allowance.

8. Separate orders will be issued in respect of officers of the A.P. Higher Judicial Services and A.P. State Judicial Services.

9. These orders shall come into force with effect from the 01.02.2010. The arrears for the month of February, 2010 on the revised rates of House Rent Allowance along with the Revised Pay Scales, 2010 shall be credited to the General Provident Fund Accounts. Those who have not opened the General Provident Fund Accounts, the arrears shall be credited to the Compulsory Saving Fund. The revised rates of House Rent Allowance shall be paid in cash along with the salary in the Revised Pay Scales, 2010 from the month of March, 2010 payable in the month of April, 2010.

10. These orders shall not apply to the Police personnel of the rank of Inspectors and below for whom separate orders will be issued by the Home Department.

11. Necessary amendments to the A.P. Public Employment (House Rent Allowance) Rules, 1988 shall be issued separately.

12. The G.O is available on Internet and can be accessed at the address <http://www.aponline.gov.in> and <http://www.goir.ap.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.SUDHIR

Principal Secretary to Government

To

The Accountant General, Andhra Pradesh, Hyderabad (20 copies).

The Accountant General, Andhra Pradesh, Hyderabad (by name).



The Pay & Accounts Officer, Hyderabad.  
The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.  
The Principal Secretary to the Chief Minister and Private Secretaries to all Ministers.  
All the Departments of Secretariat (10 copies each).  
All the Heads of Departments (including Collectors and District Judges).  
The Registrar, High Court of Andhra Pradesh, Hyderabad (with covering letter).  
All the District Treasury Officers (with copies for Sub-Treasury Officers).  
The Managing Director, Andhra Pradesh GENCO/TRANSCO.  
The Vice Chairman & Managing Director, A.P.State Road Transport Corporation,  
Hyderabad (with covering letter).  
All District Educational Officers / All Principals of Junior Colleges.  
All the Chief Executive officers, Zilla Praja Parishads.  
All District Panchayat Officers.  
All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Hyd.  
All Secretaries of Agricultural Market Committees through the Commissioner  
and Director of Agricultural Marketing, A.P., Hyd.  
All Commissioners / Special Officers of Municipalities.  
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GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

ALLOWANCES – City Compensatory Allowance – Revision of Pay Scales, 2010 –  
Recommendations of the Ninth Pay Revision Commission – Accepted – Orders – Issued.

FINANCE (PC-I) DEPARTMENT

G.O.Ms.No.65

Dated: 09/03/2010.  
Read the following:-

1. G.O.Ms.No.438, General Administration (Special-A) Department, dated:07.07.2008
2. G.O.Ms.No.483, General Administration (Special-A), Department dated:12.10.2009
3. G.O Ms.No.52, Finance(PC-I) Department dated:25.02.2010

\*\*\*\*\*

ORDER:

In the Government Order first read above, orders were issued constituting Ninth Pay Revision Commission, appointing Sri C.S.Rao, I.A.S. (Retd) as Pay Revision Commissioner. Subsequently, additional terms of references were included vide G.O. second read above. The Pay Revision Commission submitted report to the Government on 05.12.2009.

2. The Ninth Pay Revision Commission interalia recommended the revision of the rates of City Compensatory Allowance. Government have accepted the recommendations and accordingly order the revision of rates of City Compensatory Allowance sanctioned in G.O.(P) No.215, dated:30.08.2005, G.O.(P).No.182 dated: 29.06.2006 and G.O.(P).No.273 dated:05.11.2007 of Finance (PC-I) Department, as indicated below:

Pay Range	Greater Hyderabad Municipal Corporation (in Rupees)	Greater Visakhapatnam Municipal Corporation and Vijayawada (in Rupees)	Other Municipal Corporations (in Rupees)
Pay Up to Rs. 8200/-	200	120	100
Pay above Rs.8200/- and up to Rs.13270/-	300	160	120
Pay above Rs.13270/- and up to Rs.18030/-	350	220	130
Pay above Rs.18030/-	525	350	140



3. The pay for the purpose of calculation of City Compensatory Allowance shall be the pay as defined in FR 9(21) (a) (i).

4. These orders are applicable to:

- (a) all the employees of the State Government;
- (b) employees of the Local Bodies and Aided Institutions including Aided Polytechnics, in respect of those drawing pay in a regular pay scale in the Revised Pay Scales, 2010; and
- (c) the Work-charged establishment in respect of those drawing pay in a regular pay scale in the Revised Pay Scales of 2010.

5.1. The revised rates of City Compensatory Allowance specified in para second above shall not be applicable to the following categories of employees:

- (a) employees those who opt to remain in the Andhra Pradesh Revised Pay Scales, 2005;
- (b) Teachers working in the Universities, Affiliated Degree Colleges both under Government and Aided managements who are drawing pay in the Andhra Pradesh Revised UGC/ICAR/AICTE Pay Scales; and
- (c) Officers belonging to All India Services.
- (d) Andhra Pradesh Higher Judicial Service and Andhra Pradesh State Judicial Service who are governed by the First National Judicial Pay Commission.

5.2. The categories of employees specified in 5.1 (a) above shall draw the allowances at the existing rates.

6. These orders shall come into force with effect from the 01.02.2010. The arrears for the month of February, 2010 on the revised rates of City Compensatory Allowance along with the Revised Pay Scales, 2010 shall be credited to the General Provident Fund Accounts. Those who have not opened the General Provident Fund Accounts, the arrears shall be credited to the Compulsory Saving Fund. The revised rates of City Compensatory Allowance shall be paid in cash along with the salary in the Revised Pay Scales, 2010 from the month of March, 2010.

7. The G.O is available on Internet and can be accessed at the address <http://goir.ap.gov.in> and [www.apfinance.gov.in](http://www.apfinance.gov.in)

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.SUDHIR

Principal Secretary to Government

To  
The Accountant General, Andhra Pradesh, Hyderabad (20 copies).  
The Accountant General, Andhra Pradesh, Hyderabad (by name).  
The Pay & Accounts Officer, Hyderabad.



The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.  
All the Departments of Secretariat (10 copies each).  
All the Heads of Departments (including Collectors and District Judges).  
The Registrar, High Court of Andhra Pradesh, Hyderabad (with covering letter).  
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All the Chief Executive Officers, Zilla Praja Parishads.  
All District Panchayat Officers.  
All Secretaries of Zilla Grandhalaya Samsthas through the Director of Public Libraries, Hyderabad.  
All Secretaries of Agricultural Market Committees through the Commissioner and Director of Agricultural Marketing, A.P., Hyderabad.  
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SECTION OFFICER





**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services – Revision of Pay Scales, 2010 – Automatic Advancement Scheme in the Revised Pay Scales, 2010 - Recommendations of Ninth Pay Revision Commission - Orders - Issued.

=====

**FINANCE (PAY COMMISSION - II) DEPARTMENT**

=====

G.O. Ms. No.93

Dated:03-04-2010  
Read the following:-

01. G.O.Ms.No.117, Finance and Planning (FW.PRC-I) Department, dated 25-5-1981.
02. G.O.Ms.No.164, Finance and Planning (FW.P.R.C.-I) Department, dated 1-6-1982.
03. G.O.Ms.No.297, Finance and Planning (FW.P.R.C.-I) Department, dated 25-10-83.
04. G.C.Ms.No.78, Finance and Planning (FW.P.R.C.-I) Department, dated 13-3-1984.
05. G.O.(P) No.2, Finance and Planning (FW.PRC-I) Department, dated 4-1-1988.
06. G.O.Ms.No.347, Finance and Planning (FW.PC-II) Department, dated 17-1-1989.
07. G.O.Ms.No.151, Education Department, dated 25-4-1989.
08. G.O.(P) No.290, Finance and Planning (FW.PC-II) Department, dated 22-7-1993.
09. G.O.Ms.No.311, Finance and Planning (FW.PC-II) Department, dated 20-8-1993.
10. G.O.Ms.No.382, Finance and Planning (FW.PC-II) Department, dated 16-11-1993.
11. G.O.(P) No. 75 Finance and Planning (FW.PC-II) Department, dated 22-02-1994.
12. G.O.Ms.No.362 Finance and Planning (FW.PC-II) Department, dated 28-10-1994.
13. G.O.(P) No. 223 Finance and Planning (FW.PC-II) Department, dated 10-09-1996.
14. G.O.Ms.No.225, General Administration (Services-C) Department, dated 18-05-99.
15. G.O.(P) No.150, Finance and Planning (FW.P.C.-II) Department, dated 1-9-1999.
16. G.O.(P) No. 241 Finance (PC-II) Department, dated 28-09-2005 read with G.O.(P) No. 201 Finance (PC-II) Department, dated 10-07-2006.
17. G.O.Ms.No.438 General Administration (Special-A) Dept., dated 07-07-2008.
18. Circular Memo No. 038035/199/PC-II/2008 Finance (PC-II) Dept., dated 19-09-09.
19. Circular Memo No. 011382/63/PC-II/2009 Finance (PC-II) Dept., dated 17-11-09.
20. G.O. Ms. No 52 Finance (FW.PC-I) Department, dated 25-02-2010.
21. Circular Memo. No.33327-A/549/A1/PC-I/2009, dated 13-03-2010.

\* \* \*

**ORDER:**

In the Government Order first read above, orders were issued introducing Automatic Advancement Scheme from 1-4-1981. In the Government Order second read with the fourth read above, orders were issued extending the scheme to the teachers working in the schools of Government, Municipalities, Municipal Corporations, Zilla Parishads and Panchayat Samithee and also Aided Managements. In Government order third read above, orders were issued for rectification of anomaly of a junior drawing more pay than senior on getting promotion to the higher post after getting the benefit of Automatic Advancement Scheme whereas the senior was promoted to the higher post without getting the benefit of the Automatic Advancement Scheme. Thereafter, orders were issued from time to time modifying and revising the Scheme based on the recommendations of the successive Pay Revision Commissions as well as clarificatory orders.



2. In the Government Order seventeenth read above, Government have constituted Ninth Pay Revision Commission and the Commission submitted its report to Government on 05-12-2009. The recommendations of the Ninth Pay Revision Commission on Automatic Advancement Scheme are as follows:

- (1) The existing Special Grade Scale, Special Promotion Post Scale - I / Special Ad-hoc Promotion Post Scale-I, Special Promotion Post Scale -II / Special Ad-hoc Promotion Post Scale-II may be continued with the Special Grade after 8 years, Special Promotion Post -I / Special Ad-hoc Promotion Post-I after 16 years and Special Promotion Post -II / Special Ad-hoc Promotion Post -II after 24 years.
- (2) If service rules are changed imposing additional qualifications for promotion after the entry of the individual into service thereby depriving him of the benefit of promotion, he / she may be given the benefit of the next scale contemplated under the Special Ad-hoc Promotion Post I & II.
- (3) The benefit of pay fixation under F.R.22-B be continued on promotion even if the employee had derived the benefit under Special Grade or Special Promotion Post-I and if this results in the senior drawing less pay than the junior, the pay of the senior be stepped up to that of the junior subject to the conditions enumerated in G.O.Ms.No.297 Finance and Planning (FW.PRC-I) Dept., dated 25-10-1983.
- (4) Where rules are relaxed to enable regular promotion, they should be automatically extended to the Automatic Advancement Scheme for purposes of extending the benefit of SPP-I / SPP-II.
- (5) In certain categories like Attender, Dafedar, Jamedar and Record Assistant, it was decided that the services rendered by them in these categories together shall be reckoned for purpose of Automatic Advancement Scheme. This special dispensation is recommended to be continued.
- (6) The benefit of Automatic Advancement Scheme be extended upto and inclusive of Grade-XXV in the revised scales i.e., Rs.25,600 – Rs. 50,560.

3. Government accepted the above recommendations and accordingly hereby order that:

- (a) The existing system of awarding Automatic Advancement Scheme scales on completion of Eight (8) / Sixteen (16) and Twenty four (24) years shall be continued.
- (b) These orders shall apply to all those who are drawing pay in Grade - I to Grade – XXV i.e., upto and inclusive of the Revised Pay Scales of Rs.25,600 –Rs.50,560 as indicated in Schedule –I of the Government Order twentieth read above.
- (c) The benefit of pay fixation under F.R.22-B shall continue to be allowed on promotion even if the employee had derived the benefit under Special Grade



Scale / Special Promotion Post Scale-I. If this results in the senior drawing less pay than that of junior, the pay of the senior should be stepped up with effect from the date of promotion of the junior, to a figure equal to the pay as fixed for the junior in the higher post to which he / she is promoted on or after 01-07-2008 subject to the following conditions:

- (i) both the Senior and Junior should have been drawing pay in an identical scale;
- (ii) both the Senior and Junior should be in service as on 01-07-2008 and junior should have been promoted on or after 01-07-2008. In other words the anomaly should have arisen on or after 1-7-2008
- (iii) the senior as well as the junior should be promoted to the same category of post carrying the same scale of pay under the same mode of recruitment and from the same unit of appointment in the lower category.
- (iv) the pay of the junior in the lower category should have been less than or equal to that of the senior in the lower category prior to promotion of the senior to the higher post.
- (v) the anomaly should be directly as a result in the case of Junior, who is promoted to a higher post after getting the benefit of Automatic Advancement Scheme and got more pay than his senior in the same category, who got promotion to the higher post without getting the benefit of Automatic Advancement Scheme.
- (vi) the pay of the senior should have been fixed under F.R. 22(a)(i) read with F.R. 31(2) on promotion from Automatic Advancement Scales in the feeder category, whereas the pay of the Junior should have been fixed under F.R. 22-B on promotion from the Automatic Advancement Scales in the feeder category.
- (vii) the stepping up pay is not admissible in cases where the junior is drawing higher pay for any other reason such as sanction of Advance Increment for possession of higher qualification or Family Planning Incentive Increment or reckoning D.A. thereon for fixation of pay in earlier pay revisions, Advance Increments for merit, or on account of longer service in the lower post for working in various units of appointments etc.,
- (viii) in all cases affected by this order, the pay of the senior shall be fixed notionally from the date the junior got higher pay than that of the senior in the higher post, with monetary benefit from 01-02-2010, if such anomaly arose in between 01-07-2008 to 31-01-2010. In cases where such anomaly arose after 01-02-2010, the benefit shall be allowed from the date the pay of the Junior was more than that of Senior.



- (d) Where the Service Rules are relaxed to enable regular promotions, they should be automatically extended to get the benefits under Automatic Advancement Scheme.
- (e) If service rules are changed imposing additional qualifications for promotion after the entry of the individual into service, thereby depriving him for the benefit of promotion and consequently to the benefits of Special Promotion Post Scale-I / Special Promotion Post Scale-II, he / she shall be given the benefit of the next scale contemplated under the Special Adhoc Promotion Post Scale -I & II.

4. The Pay Revision Commission has recommended three (3) stagnation increments beyond the time scale. The stagnation increments shall be reckoned as regular increments for sanction of Automatic Advancement Scheme.

5. Fixation of pay on appointment to Special Grade, Special Promotion Post Scale -I / Special Adhoc Promotion Post Scale -I and Special Promotion Post Scale-II / Special Adhoc Promotion Post Scale -II shall be under F.R. 22(a)(i) read with F.R. 31(2).

6. The fixation of pay of an employee holding the Special Promotion Post Scale-II on regular promotion to First Level Promotion Post shall be under F.R. 22 (a) (i) read with F.R. 31(2) in the scale of pay of Special Promotion Post Scale-II itself. He / She shall continue to draw pay in the Special Promotion Post Scale - II while holding the First Level Promotion post. In no case an attempt shall be made to fix the pay with reference to Special Promotion Post Scale-II when an employee while holding such scale got promoted to the first level promotion post and has since completed 8 years of service in that post and starts claiming Special Grade Scale.

7. All the conditions laid down, clarificatory orders and instructions issued from time to time regarding the scheme will continue to apply in so far as they are in consonance with these orders.

8. These orders shall come into force from 1-7-2008. In respect of employees appointed to Automatic Advancement Scheme scale from 1-7-2008, the monetary benefit on appointment to the Automatic Advancement Scheme scale in the Revised Pay Scales, 2010, shall accrue from 01-02-2010. The arrears of salary as a result of appointment to Automatic Advancement Scheme scales for the month of February, 2010 shall be credited to the General Provident Fund Account and the amounts will be paid in cash from the month of March, 2010. In respect of those who do not have General Provident Fund Account, the arrears shall be credited to the Compulsory Saving Fund as instructed in the Circular Memo. twenty first read above.

9. ~~These orders shall be applicable to the Government Employees, Teaching and Non-Teaching staff of Local Bodies and Aided Institutions, Junior Colleges, Degree Colleges and Aided Polytechnics and Junior Lecturers/ Physical Directors in Junior Colleges drawing State Scales of Pay.~~



10. The Special Grade Scales in the Revised Pay Scales, 2010 are as indicated in Annexure-I. Automatic Advancement scheme benefits for the categories of Last Grade posts, Record Assistants, Roneo Operators, Drivers are indicated in Annexure-II.

11. Any pay fixations contrary to the above Rules are liable for revision of pay and the excess amount paid thereon shall be recovered from the salaries of the concerned employees without any notice.

12. The G.O. is available on Internet and can be accessed at the address <http://www.apfinance.gov.in> (OR) [www.goir.ap.gov.in](http://www.goir.ap.gov.in).

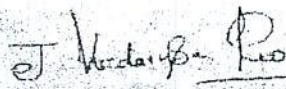
(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G. SUDHIR  
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Principal Accountant General, (A&E) Andhra Pradesh, Hyderabad (20 Copies)  
The Principal Accountant General (Audit), Andhra Pradesh, Hyderabad (10 Copies)  
The Principal Accountant General, Andhra Pradesh, Hyderabad (by name)  
The Pay & Accounts Officer, Hyderabad.  
The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.  
All Special Chief Secretaries / Principal Secretaries / Secretaries to Government.  
The Principal Secretary to the Chief Minister and Private Secretaries to all Ministers.  
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All the Heads of Departments (including Collectors and District Judges).  
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The Vice Chairman & Managing Director, A.P. State Road Transport Corporation, Hyderabad (with covering letter)  
All District Educational Officers / All Principals of Junior Colleges.  
All District Panchayat Officers / Chief Executive Officer of Z.P.P.S.  
All Mandal Development Officers  
All Mandal Educational Officers  
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# ANNEXURE - I

Grade	Ordinary Grade Scale in 2010 Pay Scales	Special Grade Scale in 2010 Pay Scales
I	6700-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110	6900-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-20680
II	6900-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-20680	7100-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21250
III	7100-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21250	7520-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-22430
IV	7520-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-22430	7740-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23040
V	7740-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23040	7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650
VI	7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650	8440-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-24950
VII	8440-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-24950	9200-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27000
VIII	9200-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27000	9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700
IX	9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700	10020-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29200



Grade	Ordinary Grade Scale in 2010 Pay Scales	Special Grade Scale in 2010 Pay Scales
X	10020-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29200	10900-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-31550
XI	10900-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-31550	11530-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-33200
XII	11530-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-33200	11860-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34050
XIII	11860-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34050	12550-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-35800
XIV	12550-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-35800	12910-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-36700
XV	12910-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-36700	13660-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-38570
XVI	13660-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-38570	14860-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-39540
XVII	14860-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-39540	15280-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510
XVIII	15280-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510	16150-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-42590



Grade	Ordinary Grade Scale in 2010 Pay Scales	Special Grade Scale in 2010 Pay Scales
XIX	16150-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-42590	18030-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630
XX	18030-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630	19050-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-45850
XXI	19050-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-45850	20680-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960
XXII	20680-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960	21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-48160
XXIII AO	21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-48160	23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-49360
XXIV	23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-49360	25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-50560
XXV	25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-50560	27000-700-27700-750-29950-800-32350-850-34900-900-37600-970-40510-1040-43630-1110-46960-1200-51760

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### ANNEXURE - II

Sl. No.	Category	Ordinary Grade Scale	Special Grade Scale	Special Ad hoc Promotion Post Scale-I	Special Ad hoc Promotion Post Scale - II
(1)	(2)	(3) Rs.	(4) Rs.	(5) Rs.	(6) Rs.
1.	Attenders and other Last Grade Posts in the Scale of Rs.6700 - 20110	6700 - 20110	6900 - 20680	7520 - 22430	7740 - 23040
2.	Dafedars	6900 - 20680	7100-21250	7520 - 22430	7740 - 23040
3.	Jamedars	7520 - 22430	7740 - 23040	7960 -23650	8440 - 24950
4.	Record Assistants / Roneo Operators	7740 - 23040	7960 -23650	8440 - 24950	9200 -27000 (unqualified) 10900-31550 (qualified)
4.	Drivers (LV)	7960-23650	8440 - 24950	9200 - 27000	9460 - 27700
5.	Drivers (HV) / Senior Driver	9200 - 27000	9460 - 27700	10020 -29200	10900-31550



**CHECKLIST**  
**For stepping up of Pay of Senior**

Sl. No.	Details/Parameter		Senior	Junior
1.	Name of the employee	:		
2.	Designation (a) Feeder Post (b) Promotion Post	:		
3.	Date of appointment to the Feeder Post	:		
4.	Unit of appointment of the Feeder Post	:		
5.	Mode of Recruitment to the Feeder Post	:		
6.	Date of appointment to Automatic Advancement Grades in the Feeder post Special Grade Special Promotion Post I Special Promotion Post II	: : : :		
7.	Date of Promotion	:		
8.	Pay in the Lower Category as on date of promotion of senior	:	Rs.	Rs.
9.	Pay fixed on Promotion	:	Rs.	Rs.
10.	Fulfillment of conditions			
	<b>Condition</b>			<b>Fulfilled or not</b>
	a) both the senior and junior should have been drawing pay in an identical pay scale in the existing scales of pay;			YES / NO
	b) the senior as well as the junior should be promoted to the same category of post carrying the same scale of pay, under the same mode of recruitment and from the same unit of appointment in the lower category;			YES / NO
	c) the pay of the junior in the lower category should have been less than or equal to that of the senior in the lower category prior to promotion of the senior to the higher post;			YES / NO
	d) the anomaly should have arisen directly as a result of the fixation of pay in the existing scales under automatic advancement scheme			YES / NO
	* Stepping is admissible if all conditions are "Yes"			
1.	Pay fixed on stepping up of pay			Rs.





**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Special Pay – Revised Pay Scales - Recommendations of Ninth Pay Revision Commission - Enhancement of Special Pay to Drivers - Orders - Issued.

**FINANCE (TA) DEPARTMENT**

G.O. Ms. No. 97

Dated: 06 - 04 -2010.

Read the following:

1. G.O.Ms.No.279, Finance (FW:TA) Department, dated:15.10.2005.
2. G.O.Ms.No.52, Finance (PC-I) Department, dated: 25.02.2010.

\*\*\*

**ORDER:**

In the Government order first read above, orders were issued sanctioning of Rs.275/- per month as Special Pay to the Drivers, based on the recommendations of Pay Revision Commission, 2005.

2. In the Government Order second read above, based on the recommendations of Ninth Pay Revision Commission, orders were issued for implementing the Revised Pay Scales, 2010 to the State Government employees.
3. The Ninth Pay Revision Commission, in its report recommended for enhancement of Special Pay to drivers from Rs.275/- per month to Rs.350/- per month.
4. Government have accepted the recommendations of the Ninth Pay Revision Commission and accordingly hereby order that the Special Pay, now being paid to Drivers at Rs.275/- per month shall be enhanced to Rs.350/- per month.
5. These orders are applicable to all the Drivers of the Government belonging to work charged Establishment working in all Engineering Departments of Irrigation / Projects / Roads & Building / Panchayat Raj / Public Health Municipal Engineering, and also to the Drivers of Tractors and other moving vehicles and to the regular operators of Road Rollers. The special pay at Rs.350/- per month is now ordered to be extended to the category of posts of Assistant Drivers of Launches / Boats / Steamers, Road Roller Operators, Launch Drivers of Work Charged Establishment.
6. These orders are also applicable to the Drivers working in the Municipal Corporations and Municipal Councils, Zilla Grandhalaya Samsthas and Agricultural Market Committees. The expenditure shall however be met from the respective Institutions from their own funds.



7. The orders issued in Government Memo No.14481/Ser.V-2/2008-1, dt.22.10.2003 of the Irrigation & CAD Department, are reiterated again i.e., the special pay to the Drivers is payable as per the eligibility notwithstanding the fact that the vehicle is found not road worthy temporarily due to repairs subject to the condition that the Drivers attend to the office during the said period.

8. These orders shall come into force with effect from 01.04.2010.

9. Necessary amendments to the Andhra Pradesh Manual of Special Pay and Allowances shall be issued in due course.

10. The G.O. is available on Internet and can be accessed at the address <http://www.aponline.gov.in> and <http://www.apfinance.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**L.V. SUBRAHMANYAM**  
**PRINCIPAL SECRETARY TO GOVERNMENT (FP)**

To

The Accountant General, Andhra Pradesh, Hyderabad (20 copies).

The Accountant General, Andhra Pradesh, Hyderabad (By name).

The Pay and Accounts Officer, Hyderabad.

The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.

All Special Chief Secretaries / Principal Secretaries / Secretaries to Government.

The Private Secretary to the Chief Minister and Private Secretaries to all Ministers.

All the Departments of Secretariat (10 copies each).

All the Heads of Departments (including Collectors and District Judges).

The Registrar, High Court of Andhra Pradesh, Hyderabad (with covering letter).

The Secretary, Andhra Pradesh Public Service Commission (with covering letter).

The Managing Director, Andhra Pradesh TRANSCO/GENCO, Hyderabad (with covering letter).

The Managing Director, Andhra Pradesh State Road Transport Corporation, Hyderabad (with covering letter).

All District Treasury Officers (with copies for sub-treasury offices).

All District Educational Officers/All Principals of Junior Colleges.

All the Chief Executive Officers, Zilla Praja Parishads.

All District Panchayat Officers.

All Mandal Development Officers.

All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Hyderabad.

All Secretaries of Agricultural Market Committees through Commissioner and Director of Agricultural Marketing, Andhra Pradesh, Hyderabad.

All Commissioners/Special Officers of the Municipal Corporations/Municipalities.

All Recognised Service Associations.

The Commissioner, Government Printing Press, Andhra Pradesh, Hyderabad for publication in the Andhra Pradesh Gazette.

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**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services - Recommendations of Ninth Pay Revision Commission - Enhancement of remuneration payable to the Drivers, Roneo Duplicating Operators and Lift Operators for attending to the official duties on holidays - Orders - Issued.

**FINANCE (FW.TA) DEPARTMENT**

G.O. Ms. No. 98

Dated: 06-04-2010.  
Read the following:

1. G.O.Ms.No.280, Finance (FW:TA) Department, dated: 15.10.2005
2. G.O.Ms.No.52, Finance (PC-I) Department, dated:25.02.2010.

\*\*\*

**ORDER:**

In the Government order first read above, orders were issued fixing the remuneration of Rs.50/- per day to the Drivers when they are asked to perform duty on a holiday and could not be sanctioned a compensatory holiday in lieu thereof.

2. In the Government Order second read above, based on the recommendations of Ninth Pay Revision Commission, orders were issued implementing the Revised Pay Scales, 2010 to the State Government employees.

3. The Ninth Pay Revision Commission has recommended for enhancement of the remuneration payable to the regular Drivers of the Government Vehicles at Rs.75/- per day. The Ninth Pay Revision Commission also recommended to pay remuneration at the same rate of Rs.75/- per day to the Roneo Duplicating Operators and Lift Operators of all the Government Department who are paid salary in a regular scale of pay.

4. Government have accepted the recommendation of the Ninth Pay Revision Commission and accordingly hereby order that a remuneration of Rs.75/- per day be paid to the Drivers of the Government Vehicles, Roneo Duplicating Operators and Lift Operators of all the Government Departments who are drawing pay in a scale of pay and are required to perform official duty on a public holiday and who could not be sanctioned a compensatory holiday in lieu thereof. The form of certificate prescribed earlier may be continued to be insisted to be furnished by the concerned controlling officer as shown in the Annexure.



5. Government also hereby order that in case the Drivers performing the duties on a public holiday exclusively on account of a private work of an Officer the remuneration of Rs.75/- per day be paid by the Government in the first instance and later on the same shall be recovered from the Officer concerned along with the Propulsion Charges payable by the Officer.

6. These orders are not applicable to those Drivers who are on a tour outside the Headquarters as they are paid Travelling Allowance and Daily Allowance for the holiday, while on tour.

7. These orders are applicable to all the Drivers of the Government, Panchayat Raj Bodies and also the Drivers belonging to Work charged Establishments working in Engineering Departments of Irrigation, Projects, R&B, Panchayati Raj, Public Health and Municipal Administration Departments.

8. These orders are also applicable to the Drivers working in the Municipal Corporations and Municipal Councils, Zilla Grandhalaya Samsthas and Agricultural Market Committees. The expenditure shall, however, be met from the respective Institutions from their own funds.

9. All the Departments of Secretariat, Heads of Departments and all controlling officers are, therefore, requested to certify and make entries in the Log Book maintained by the Drivers of the Vehicles. The amount may be claimed in Andhra Pradesh Treasury Code Form 58 (i.e.) Fully Vouched Contingent Bill. The Controlling Officers will have to append a certificate to the Bill, in which the claim is preferred (Certificate as shown in Annexure)

10. The expenditure on account of payment of Compensatory remuneration shall be debited to the detailed head '130 Offices Expenses - 132 Other Office Expenses' under the appropriate Major, Minor and Sub-head of Account of the concerned Department.

11. These orders shall come into force with effect from 01.04.2010.

12. Necessary amendments to the Andhra Pradesh Manual of Special Pays and Allowances shall be issued in due course.

13. The G.O. is available on Internet and can be accessed at the address <http://www.aponline.gov.in> and <http://www.apfinance.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

L.V. SUBRAHMANYAM  
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

To

The Accountant General, Andhra Pradesh, Hyderabad (20 copies).  
The Accountant General, Andhra Pradesh, Hyderabad (By name).  
The Pay and Accounts Officer, Hyderabad.  
The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.  
All Special Chief Secretaries / Principal Secretaries / Secretaries to Government.  
The Private Secretary to the Chief Minister and Private Secretaries to all Ministers.



All the Departments of Secretariat (10 copies each).  
All the Heads of Departments (including Collectors and District Judges).  
The Registrar, High Court of Andhra Pradesh, Hyderabad (with covering letter).  
The Secretary, Andhra Pradesh Public Service Commission (with covering letter).  
The Managing Director, Andhra Pradesh TRANSCO/GENCO, Hyderabad (with covering letter).  
The Managing Director, Andhra Pradesh State Road Transport Corporation, Hyderabad (with covering letter).  
All District Treasury Officers (with copies for sub-treasury offices).  
All District Educational Officers/All Principals of Junior Colleges.  
All the Chief Executive Officers, Zilla Praja Parishads.  
All District Panchayat Officers.  
All Mandai Development Officers.  
All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Hyderabad.  
All Secretaries of Agricultural Market Committees through Commissioner and Director of Agricultural Marketing, Andhra Pradesh, Hyderabad.  
All Commissioners / Special Officers of the Municipal Corporations / Municipalities.  
All Recognised Service Associations.  
The Commissioner, Government Printing Press, Andhra Pradesh, Hyderabad for publication in the Andhra Pradesh Gazette.  
Copy to the General Administration (Cabinet) Department.  
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Copy to the General Administration (Spl.B) Department.  
Copy to the General Administration (SW) Department.  
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ANNEXURE

CERTIFICATE

Certified that the Services of Sri.....  
..... Driver / Roneo Duplicating Operator / Lift  
Operator Office of the ..... were  
requisitioned for performing Government duty / Private work on Public Holiday falling on  
..... and the Driver / Roneo Duplicating Operator /  
Lift Operator was not sanctioned Compensatory Holiday in lieu thereof and therefore,  
he is entitled for remuneration of Rs..... in terms of G.O. Ms. No.....  
Finance (TA) Department, dated: 06-04-2010.

CONTROLLING OFFICER





**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**ALLOWANCES** - Revision of Pay Scales - Recommendations of Pay Revision Commission, 2010 on Difficult Sanitation Service Allowance to Kamaties, Malaria Field Workers, Drainage Gang Mazdoors, Scavengers and Thotis working in the Municipal Corporation of Hyderabad - Orders - Issued.

**FINANCE (TA) DEPARTMENT**

**G.O. Ms. No. 111**

**Dated: 07 -04-2010**

**Read the following:**

1. G.O. Ms. No.274, Finance (TA) Department, dated:15-10-2005.
2. G.O.Ms. No.52, Finance (PC-I) Department, dated:25.02.2010.

\*\*\*

**ORDER:**

In the Government Order first read above, orders were issued sanctioning an amount of Rs.100/- per month to Kamaties, Drainage Gang Mazdoors etc., towards Difficult Sanitation Service Allowance with effect from 15-10-2005, as per the recommendations of the Pay Revision Commission, 2005.

2. In the Government Order second read above, based on the recommendations of Pay Revision Commission, 2010 orders were issued for implementing the Revised Pay Scales, 2010 to the State Government employees

3. The Pay Revision Commission, 2010 recommended to enhance the Difficult Sanitation Service Allowance from Rs.100/- to Rs.125/- per month to Kamaties, Malaria Field Workers, Drainage Gang Mazdoors, Scavengers and Thoties working in Municipal Corporation of Hyderabad.

4. Government accepted the recommendations of Pay Revision Commission, 2010 and hereby order that the "DIFFICULT SANITATION SERVICE ALLOWANCE" shall be sanctioned to Kamaties, Malaria Field Workers, Drainage Gang Mazdoors, Scavengers and Thoties working in Municipal Corporation of Hyderabad at the rate of Rs.125/- per month.

(P.T.O.)



5. These orders shall come into force with effect from 01.04.2010.

6. Necessary amendments to the A.P. Manual of Special Pay and Allowances shall be issued in due course.

7. The G.O. is available on Internet and can be accessed at the address <http://www.aponline.gov.in> and <http://www.apfinance.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

L.V.SUBRAHMANYAM  
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

To  
The Accountant General, Andhra Pradesh, Hyderabad.  
The Pay and Accounts Officer, A.P. Hyderabad.  
The Director Treasuries and Accounts, A.P. Hyderabad.  
The Commissioner of Municipal Administration, A.P. Hyderabad.  
The Commissioners of Municipal Corporations, Hyderabad, Vijayawada  
and Viskhapatnam.  
The Secretary to Governor, Andhra Pradesh, Hyderabad.  
All the Departments of Secretariat.  
The Registrar, High Court of Andhra Pradesh, Hyderabad (with a covering letter).  
All the Heads of Departments.  
All the District Treasury Officers.  
All Commissioners/Special Officers of the Municipalities.  
Copy to the General Administration (Cabinet) Department.  
Copy to the General Administration (Spl.A) Department.  
Copy to the General Administration (Spl.B) Department.  
Copy to the General Administration (SW) Department.  
Copy to SF/SCs.

// FORWARDED :: BY ORDER //

  
SECTION OFFICER





GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

ALLOWANCES - Andhra Pradesh Civil Services (Travelling Allowance) Rules -  
Recommendations of the Ninth Pay Revision Commission - Travelling Allowance on  
Tour - Orders - Issued.

FINANCE (TA) DEPARTMENT

G.O.Ms.No.129

Dated: 17-04-2010.  
Read the following:-

1. G.O. Ms. No.336, Finance & Planning (FW:TA) Department, dated: 29-10-2005.
2. G.O. Ms. No.48, Finance (TA) Department, dated:02.03.2007.
3. G.O. Ms. No.205, Finance (TA) Department, dated:21.07.2008.
4. G.O. Ms. No.52, Finance (PC-1) Department, dated:25.02.2010.

\* \* \*

**ORDER:**

The Ninth Pay Revision Commission has reviewed the existing Travelling Allowance Rules as per the orders issued in the G.Os. first and second read above and recommended on the following items:

1. Revision of Pay ranges of Grades according to Revised Pay Scales, 2010.
2. Enhancement of rates of Daily Allowance payable to Government Servants while on tour within the State and outside the State.
3. Enhancement of the maximum rates of reimbursement of Lodging Charges within State and outside the State in specified places..
4. Enhancement of rates of Conveyance Charges payable to Government Servants at places outside the State, while on tour.
5. Enhancement of rates of Mileage Allowance for travel by own Motor Car / Motor Cycle.
6. Revision of eligibility to travel by train in first class.
7. Revision of eligibility to travel by A.C. buses of A.P.S.R.T.C.

(P.T.O.)



2. Government after careful consideration has decided to accept the recommendations of the Ninth Pay Revision Commission and hereby issue the following orders.

3. Grades & Rates of Daily Allowance:

3.1 The classification of officers into grades and the rates of Daily Allowance admissible within and outside the State shall be as indicated below:

Grade	D.A. for tours within the State		D.A. for tours to any place outside the State	
	Existing Rs.	Revised Rs.	Existing Rs.	Revised Rs.
<b>Grade-I</b> Rs.25600-50560 and above	300/-	300/-	350/-	400/-
<b>Grade-II</b> Rs.13660-38570 and upto and inclusive of Rs.23650-49360	125/-	200/-	150/-	300/-
<b>Grade-III</b> Rest of the employees	100/-	150/-	125/-	200/-

3.2 The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of Grades indicated in this para. Only the Pay Scales attached to the posts shall be taken into account for determination of the Grade of such employees who perform the tours.

3.3 All Government Employees are eligible to draw full daily allowance for the entire duration of their official tour.

4. Enhancement of the maximum amount of reimbursement of Lodging charges at various places within the State and outside the State.

4.1 As per the G.O. first read above, Government servants visiting, Visakhapatnam, Vijayawada, Tirupathi, Kurnool, Guntur, Warangal and Hyderabad / Secunderabad on official duty shall be reimbursed the actual Lodging Charges paid by them subject to the maximum limits as indicated below.



### Rates of reimbursement

	<i>Existing</i> <i>Rs.</i>
a) Grade-I Not exceeding	250/-
b) Grade-II Not exceeding	200/-
c) Grade-III not exceeding	100/-

4.2 Similarly the Government servants visiting places outside the State on official duty are eligible, as per Government order first read above, for the reimbursement of lodging charges, actually paid by them, subject to the maximum limits indicated below.

Grade	A Class	B Class	Other Classes
a) Grade-I	Rs.300/-	Rs. 240/-	Rs.210/-
b) Grade-II	Rs.210/-	Rs.180/-	Rs.150/-
c) Grade-III	Rs.120/-	Rs. 90/-	Rs. 75/-

4.3 Government, hereby, order that the Government servants visiting various places on official duty shall be eligible for reimbursement of Lodging Charges actually paid by them subject to the maximum amounts as indicated below.

Grades	At Municipal Corporations either within the State or outside the State except those cities mentioned in columns (3) & (4)	At Hyderabad / Secunderabad	At Delhi, Mumbai, Chennai, Kolkata, Benguluru
(1)	(2)	(3)	(4)
Grade - I	Rs.500/-	Rs.750/-	Rs.875/-
Grade - II	Rs.300/-	Rs.450/-	Rs.525/-
Grade - III	Rs.200/-	Rs.300/-	Rs.350/-

4.4. The reimbursement of Lodging Charges is subject to the following conditions.

- (i) On certification by the concerned touring officer that Government accommodation was not available.
- (ii) Production of the original receipt from the Lodging House.



## 5. Travel by Train:

5.1. Government servants drawing pay in the revised pay scale of Rs.13660 – 38570 and above shall be eligible to travel by first class. All other employees shall be eligible to travel by second class.

5.2. The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of the eligibility to travel by train. Only the Pay Scales attached to the posts shall be taken into account for determination of the eligibility to travel by train.

5.3.1. As the railways have dispensed with first class in several trains, it is hereby ordered, that wherever first class is available in the train, the employees, who are eligible to travel by first class, may travel either in 1<sup>st</sup> class or in 2<sup>nd</sup> A.C. or in 3<sup>rd</sup> A.C. or in A.C. Chair car. If there is no first class in the train the employee may travel either in 2<sup>nd</sup> A.C. or in 3<sup>rd</sup> A.C. or in A.C. Chair car.

5.3.2. The employees who are eligible to travel by second class may also travel by sleeper class.

5.3.3. Government also hereby permit to reimburse the 'Tatkal' charges in cases where there is no sufficient time for the employee to purchase the tickets in advance subject to furnishing of a certificate, to that effect, by the Controlling Officer.

5.3.4. Government also hereby permit to reimburse the service charges actually spent by the employee for 'online' booking of tickets, on production of proof to that effect.

5.3.5. All the employees are permitted to travel by all types of express trains i.e., Super fast, Sampark kranti, Rajdhani, Satabdi, Garib Rath, 'Duranto' etc.

5.3.6. These eligibilities are applicable in the case of journeys performed either on official tour or on transfer or in the case of journeys connected with Leave Travel Concession.

## 6. Travel by Buses of A.P.S.R.T.C. :

6.1. The employees belonging to Grade-I of Annexure-I of T.A. Rules, are hereby, permitted to travel by Air-conditioned buses of A.P.S.R.T.C., irrespective of whether the places are connected by rail or not.

6.2. Similarly, the employees belonging to Grades-II and III are hereby permitted to travel by A.P.S.R.T.C. buses of any type, except by A.C. buses, between the places connected by train also and claim the bus charges actually paid, without restricting the claim to the train fare by the eligible class.

6.3. The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of eligibility to travel by A.C. buses of A.P.S.R.T.C.. Only the Pay Scales attached to the posts shall be taken into account for determining the eligibility.



6.4. The journeys performed by private buses or hired taxis will not be entertained.

6.5. These eligibilities are applicable in the case of journeys performed either on official tour or on transfer or in the case of journeys connected with Leave Travel Concession.

7. **Payment of Conveyance Charges outside the State:**

7.1 Taxi / Auto charges incurred by the Government employees while on tour to any place outside the State, from the arrival point to the place of stay and 'vice-versa' are reimbursable to them subject to production of actual vouchers or a certificate of payment (vide Rule-40 (6) of T.A. Rules).

7.2 Government servants shall also be eligible to claim actual taxi or Auto fare subject to a maximum of Rs. 400/- per day for visiting the offices of the Government of India and Ministries or any other office, situated at the places outside the State, while on tour. A certificate to the effect that Government vehicle was not provided to them and they have engaged Taxi/Auto, shall be appended to the bill claiming the amount.

8. **Mileage Allowance for using own conveyances :**

8.1.1. Annexure IV of A.P. Civil Services (TA) Rules, specifies the category of employees entitled to maintain and use their own Motor Car, Motor Cycle / Scooter. Consequent on the revision of scales from time to time, the following table indicates the categories of employees, who are eligible to use and maintain their own Motor Car, Motor Cycle / Scooter, while on tour.

Category	Scales of pay of the employee	Nature of Conveyance permitted
(1)	Employees who are drawing pay in the scale of Pay of Rs.19050-45850 and above in A.P. Revised Pay Scales, 2010	One Motor Car
(2)	Employees who are drawing pay in the scale of pay of Rs.13560-38570 and above but below the scale of pay of Rs.19050-45850 in the A.P. Revised Pay Scales, 2010	One Motor Cycle/ Scooter

8.1.2. The Pay Scales assigned for Automatic Advancement Scheme in respect of Government servants/Non-teaching Staff and the Career Advancement Scheme in respect of Teaching Staff shall not be taken into account for determination of categories indicated in this para. Only the Pay Scales attached to the posts shall be taken into account for determination of the category.



8.2. The rates of Mileage Allowance payable to Grade I Officers who are entitled to maintain and use their own Motor Car are revised in Government order second read above. In view of that, the rates of Mileage Allowance payable to the employees who are entitled to maintain and use their own conveyances are revised as follows.

1. Employees who are entitled to use and maintain their own Motor Car.
  - a) Rs.11/- per K.M. for Petrol driven vehicle.
  - b) Rs.7/- per K.M. for Diesel driven vehicle.
2. Employees who are entitled to use and maintain their own Motor Cycle / Scooter.
  - Rs.4/- per K.M.

8.3. Daily Allowance shall not be paid to the Government servants claiming the Mileage Allowance for their tours.

9. The existing Andhra Pradesh Civil Services (Travelling Allowance) Rules, 1996 and orders issued from time to time shall continue to apply except as provided for in this order.

10. Application of these orders to Officers of All India Service, employees drawing pay in the Andhra Pradesh Revised Pay Scales 2010 and employees drawing pay in the U.G.C. scales, 2006.

10.1 In so far as officers, belonging to All India Service who are in Central Scales of pay, the classification of Grades shall be as follows:-

- (a) Officers of AIS in Junior Time scale shall be under Grade II under these orders.
- (b) Other officers belonging to AIS shall come under Grade I under these orders.

10.2 For the employees continuing in the Revised Scales of Pay, 2005, the classification of Grades shall be the same as was in force prior to the introduction of Revised Scales of Pay, 2010, i.e. in the G.O. first read above.

10.3 For the employees drawing pay in the U.G.C. Pay Scales of 1996 / 2006, the classification shall be as follows :-

- (a) Government Servants drawing Pay in the Pay Scales of Rs.10000-15200 and Rs.15600-39100 + AGP 7000 and above respectively in the U.G.C. Pay Scales of 1996 / 2006 shall be under Grade-I under these orders.
- (b) Other Government Servants drawing pay in the U.G.C. Pay Scales, 2006 shall come under Grade-II under these orders.



11. These orders shall come into force with effect from 01.04.2010 i.e., in respect of the journeys performed after 01.04.2010 or commenced prior to 01.04.2010 and continued beyond 01.04.2010.

12. Necessary amendments to the Andhra Pradesh Civil Services (Travelling Allowance) Rules, 1996 shall be issued in due course.

13. The G.O. is available on Internet and can be accessed at the address <http://www.aponline.gov.in> and <http://www.apfinance.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**L.V.SUBRAHMANYAM**  
**PRINCIPAL SECRETARY TO GOVERNMENT.(FP)**

To

The Accountant General, Andhra Pradesh, Hyderabad(20 copies).

The Accountant General, Andhra Pradesh, Hyderabad (By name).

The Pay and Accounts Officer, Hyderabad.

The Principal Secretary to Governor, Andhra Pradesh, Hyderabad.

All Special Chief Secretaries / Principal Secretaries / Secretaries to Government.

The Private Secretary to the Chief Minister and Private Secretaries to all Ministers.

All the Departments of Secretariat (10 copies each).

All the Heads of Departments (including Collectors and District Judges).

The Registrar, High Court of Andhra Pradesh, Hyderabad (with covering letter).

The Secretary, Andhra Pradesh Public Service Commission (with covering letter).

The Managing Director, Andhra Pradesh TRANSCO/GENCO, Hyderabad (with covering letter).

The Managing Director, Andhra Pradesh State Road Transport Corporation, Hyderabad (with covering letter).

All District Treasury Officers (with copies for Sub-Treasury Offices).

All District Educational Officers/All Principals of Junior Colleges.

All the Secretaries of Zilla Praja Parishads.

All District Panchayat Officers.

All Mandal Development Officers.

All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Hyderabad.

All Secretaries of Agricultural Market Committees through Commissioner and Director of Agriculture, Andhra Pradesh, Hyderabad.

All Commissioners / Special Officers of the Municipal Corporations / Municipalities.

All Recognised Service Associations.

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SECTION OFFICER





GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

LEAVE RULES: - Recommendations of PRC 2010 - Maternity Leave to Married Women Government Servants - Enhancement from 120 days to 180 days - Orders - Issued.

FINANCE (FR.I) DEPARTMENT

G.O.Ms.No. 152

Date:04. 05. 2010.

Read the following:-

1. G.O.Ms.No. 384, Fin, & Plng. (FW: FR.I) Dept. dt. 5.11.1977.
2. G.O.Ms.No. 219, Fin, & Plng. (FW: FR.I) Dept. dt. 25.6.1984.
3. G.O.Ms.No. 38, Fin, & Plng. (FW: FR.I) Dept. dt. 18.03.1992.
4. G.O.Ms.No. 254, Fin, & Plng. (FW: FR.I) Dept. dt. 10.11.1995.
5. G.O.Ms.No. 438, G.A. (Spl. A) Department, dated: 07.07.2008.
6. G.O.Ms.No. 598, G.A. (Spl. A) Department, dated: 26.11.2009.

@@@

ORDER:

In the Government Order 5<sup>th</sup> read above, orders were issued constituting Ninth Pay Revision Commission and Government appointed Sri. C.S. Rao, IAS, (Retd) as Pay Revision Commissioner. In the Government Order 6<sup>th</sup> read above, the terms of reference of the Pay Revision Commissioner were laid down.

2. The Ninth Pay Revision Commission submitted its report to the Government on 05.12.2009 and recommended, inter alia, that, **"The Commission therefore recommends grant of Maternity leave to the married women employees of the State up to 180 days on par with the employees of Government of India subject to the condition that the same would be available up to 2 surviving children only".**

3. In the Government orders 1<sup>st</sup> and 2<sup>nd</sup> read above, orders are issued to the effect that married female Government servants, temporary or permanent, shall be granted maternity Leave for a period of 90 days. In the Government Order 3<sup>rd</sup> read above, orders were issued that the Maternity Leave to the married female Government servants shall be granted to those with less than two surviving children. In the Government orders 4<sup>th</sup> read above, orders were issued enhancing the maternity leave to the married female Government servants, temporary or permanent, from 90 days to 120 days.



4. The 9<sup>th</sup> PRC in their report observed that, the Government of India earlier issued orders enhancing the Maternity Leave to 135 days and it was further enhanced to 180 days based on the recommendations of 6<sup>th</sup> CPC. The Employees Associations have requested to extend the same to the Women employees working in the State Government also. PRC 2005 did not recommend the extension of this leave from 120 to 135 days on the ground that a period of 120 days is considered adequate and since paternity leave is also recommended. The recommendation of 6<sup>th</sup> CPC up to 180 days was based on the guidelines of Ministry of H & FW which recommends nursing of children up to the age of 6 months. Hence, the Commission recommends grant of Maternity leave to the married women employees of the State up to 180 days on par with the employees of Government of India subject to the condition that the same would be available up to 2 surviving children only.

5. After careful consideration of the report, Government decided to accept the recommendations of the Pay Revision Commissioner and hereby order that the grant maternity leave on full pay to married women employees of State Government is enhanced from 120 days to 180 days on par with the employees of the Govt. of India subject to the condition that it shall be granted to those with less than two surviving children only.

6. These orders shall come into force with immediate effect. Those who are availing Maternity Leave of 120 days as on the date of issue of G.O may continue till they complete 180 days of Maternity Leave. Those who have already completed 120 days of Maternity Leave and still continuing on other type of leave are not eligible to avail this benefit. The employees who have already availed 120 days of Maternity Leave and joined duty are also not eligible to avail this benefit.

7. The G.O is available on Internet and can be accessed at the address <http://www.ap.gov.in/goir> and <http://www.apfinance.gov.in>.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**L.V. SUBRAHMANYAM**  
**PRINCIPAL SECRETARY TO GOVERNMENT (FP)**

To  
All the Departments of Secretariat (10 copies each)  
The Accountant General, AP., Hyd. (20 copies)  
The Accountant General, AP., Hyd (by Name)  
The Pay & Accounts Officer, Hyd.  
The Secretary to Governor, A.P., Hyderabad.  
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All the Heads of Departments (including Collectors and District Judges).  
The Registrar, High Court of Andhra Pradesh, Hyderabad (with Covering Letters)  
All the District Treasury Officers.



The Secretary, Andhra Pradesh GENCO/TRANSCO  
The General Manager, A.P., State Road Transport Corporation, Hyderabad (with covering letter).  
All District Educational Officer.  
All the District Development Officer.  
All District Panchayat Officers.  
All Secretaries of Zilla Grandhalaya Samsthas through Director of Public Libraries, Hyderabad.  
All Secretaries of Agricultural Market Committees through Director of Marketing, A.P., Hyderabad.  
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**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Leaves - Recommendation of the 9<sup>th</sup> Pay Revised Commission relating to enhancement of sanction of Earned Leave at a time from 120 days to 180 days in respect of State Government Employee - Orders issued.

**FINANCE (FR.I) DEPARTMENT**

**G.O.Ms.No. 153**

**Dated:04.05.2010**

**Read the following:-**

1. G.O.Ms.No. 232, Finance (FR-I) Department, dated: 16.09.2005.
2. G.O.Ms.No. 438, G.A. (Spl. A) Department, dated: 07.07.2008.
3. G.O.Ms.No. 598, G.A. (Spl. A) Department, dated: 26.11.2009.

\*\*\*

**ORDER:**

In the Government Order 1<sup>st</sup> read above, orders were issued constituting Ninth Pay Revision Commission and Government appointed Sri. C.S. Rao, IAS, (Retd.) as Pay Revision Commissioner. In the Government Order 2<sup>nd</sup> read above, the terms of reference of the Pay Revision Commissioner were laid down.

2. The Ninth Pay Revision Commission submitted its report to the Government on 05.12.2009 and recommended, inter alia that, **"The Commission, accordingly, recommends that the regular State Govt. employees may be granted earned leave at a time upto 180 days on par with the employees of the Govt. of India"**.

3. It is observed in the report that, as per rule 11 of A.P. Leave Rules the maximum earned leave that may be granted at a time to a regular Government servant in superior service shall be 120 days. The same provision applied to the employees belonging to last grade service also in view of the orders issued in G.O.Ms.No. 329, Finance Department, dt. 17.12.1982., read with G.O.Ms.No. 9, Finance Department, dt. 10.1.1983. As of date, the maximum accumulation of earned leave to the employees is 300 days. The limit of 120 days referred to in the above rule might have been prescribed at the time when the accumulation of earned leave was 120 days only. Subsequently the maximum accumulation of leave was raised to 180 days in the year 1964 and it was further raised to 240 days in the



year 1983 and finally it was enhanced to 300 days w.e.f. 16.9.2005 (vide G.O. 1<sup>st</sup> read above). The maximum accumulation of leave was enhanced from time to time basing on the orders issued by the Government of India to its employees. As per Rule 26 (2) of the leave rules applicable to the employees of Government of India, the maximum earned leave that may be granted at a time shall be 180 days. Since the State Government is broadly following the Fundamental Rules and Leave rules of the Govt. of India, it is appropriate that the employees of the State Government are also granted earned leave at a time upto a period of 180 days. Therefore the Commission recommended that, the regular State Govt. employees may be granted earned leave at a time upto 180 days on par with the employees of the Govt. of India.

4. After careful consideration of the report, Government decided to accept the recommendations of the Pay Revision Commissioner and hereby order that, the maximum earned leave that may be granted at a time to a Government servant in superior service is enhanced from 120 days to 180 days on par with the employees of the Govt. of India.

5. These orders will come into force with immediate effect.

6. The G.O is available on Internet and can be accessed at the address <http://www.ap.gov.in/goir> and <http://www.apfinance.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**L.V. SUBRAHMANYAM**  
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

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The General Manager, A.P., State Road Transport Corporation, Hyderabad (with covering letter).  
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**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**LEAVE RULES:** - Recommendations of PRC 2010 - Encashment of Leave on Half Pay at the time of retirement of Government Employees - Orders - Issued.

**FINANCE (FR-I) DEPARTMENT**

**G.O.Ms.No. 154**

**Dated:04.05.2010**

**Read the following:-**

1. G.O.Ms.No. 46, G.A. (Ser.Wel.) Department, dated 28.01.1994.
2. O.M.No.P.14025/11/82-Estt. (Leave), dated 25.08.1983 of Department of Personnel and Training, Government of India.
3. O.M.No. 14020/1/09-Estt. (L). dated 06.04.1993 of Department of Personnel and Training, Government of India.
4. G.O.Ms.No.342, Finance and Planning (FW: FR-I) Department, dt. 30.09.1994.
5. O.M.No.14028/3/2008- Estt. (L) dated: 25-09-08 of Department of Personnel & Training Ministry of P.PG & Pension, Government of India
6. G.O.Ms.No.438, G.A. (Spl. A) Department, dated: 07.07.2008.
7. G.O.Ms.No.598, G.A. (Spl. A) Department, dated: 26.11.2009.

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**ORDERS:-**

In the reference 4<sup>th</sup> read above orders were issued extending the benefit of encashment of Half Pay Leave to the State Government Employees as applicable to the Central Government Employees as per the reference 2<sup>nd</sup> and 3<sup>rd</sup> read above and based on the recommendations of High Power Committee constituted in the G.O. 1<sup>st</sup> read above.

2. In the Government Order 6<sup>th</sup> read above, orders were issued constituting Ninth Pay Revision Commission and Government appointed Sri. C.S. Rao, IAS, (Retd) as Pay Revision Commissioner. In the Government Order 7<sup>th</sup> read above, the terms of reference of the Pay Revision Commissioner were laid down.



3. The Ninth Pay Revision Commission submitted its report to the Government on 05.12.2009 and recommended, inter alia, that, "The Commission after examining the above requests recommends to adopt the same formula in the case of encashment of Leave on Half Pay at the time of retirement / death in the case of State Employees also subject to the condition that the total number of days of earned leave + leave on half pay put together should not exceed 300 days for encashment".

4. It is observed in the report that as per the existing orders, the cash equivalent of leave salary on account of encashment of leave on half pay shall be calculated in the manner indicated below.

Cash payment in lieu of LHP. encashed		Leave salary on half pay (+) D.A thereon if admissible (-) pension (+) pension equivalent of gratuity and Dearness Relief on pension.		Number of days of Leave on half pay due, subject to the limits prescribed in the rules.
	=	30	X	

5. The above formula was adopted based on the orders issued by Government of India to its employees.

6. Based on the recommendations of 6th CPC, the Government of India issued revised orders changing the formula in the following manner- (vide O.M.No.14028/3/2008- Estt. (L) dated: 25-09-08 of Department of Personnel & Training Ministry of P.PG & Pension, Government of India, 5<sup>th</sup> read above).

Cash payment in lieu of half pay leave Component		Half pay leave salary admissible on the date of retirement plus D.A. admissible on that date		No. of days of half pay leave at credit subject to the total of earned leave and half pay leave at credit not exceeding 300 days.
	=	30	X	

7. The Employees' Associations requested to adopt the above formula in the case of encashment of L.H.P. of the State Government employees and the Commission after examining the above requests recommends to adopt the same formula in the case of encashment of Leave on Half Pay at the time of retirement / death in the case of State Employees also subject to the condition that the total number of days of earned leave + leave on half pay put together should not exceed 300 days for encashment.



8. After careful consideration of the report, Government decided to accept the recommendations of the Pay Revision Commissioner and hereby order that formula for calculation of encashment of Leave on Half Pay at the time of retirement / death in the case of State Employees shall be as follows subject to the condition that the total number of days of earned leave + leave on half pay put together should not exceed 300 days for encashment.

#### Formula

Cash payment in lieu of half pay leave Component	=	Half pay leave salary admissible on the date of retirement plus D.A. admissible on that date.  30	X	No. of days of half pay leave at credit subject to the total of earned leave and half pay leave at credit not exceeding 300 days.
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9. These orders shall come into force with immediate effect.

10. The G.O is available on Internet and can be accessed at the address <http://www.ap.gov.in/goir> and <http://www.apfinance.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**L.V. SUBRAHMANYAM**  
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

To:-

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**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

**SERVICES WELFARE** - Welfare of Government Employees - Sanction of expenditure on obsequies of deceased Government Employees - Enhancement of obsequies grants from Rs.5,000/- to Rs.10,000/- - Enhanced - Orders - Issued.

**GENERAL ADMINISTRATION (SER.WEL.I) DEPARTMENT**

**G. O. Ms. No. 192**

**Dated: 23<sup>rd</sup> April, 2010.**

Read the following:-

1. G.O.Ms.No.1669, G.A. (Ser.F) Department, Dt.15-9-1965.
2. G.O.Ms.No.1052, G.A. (Ser.F) Department, Dt.5-8-1966.
3. G.O.Ms.No.304, G.A. (Ser.F) Department, Dt.27-4-1974.
4. G.O.Ms.No.104, G.A. (AR & T.II) Department, Dt.3-2-1978.
5. G.O.Ms.No.914, G.A. (S.W.) Department, Dt.27-12-1979.
6. Govt., Memo.No.312/SW/81-1, G.A. (SW) Deptt., Dt.23-3-1981.
7. Govt., Memo.No.448/SW/81-3, G.A. (SW) Deptt., Dt.25-7-1981.
8. G.O.Ms.No.510, G.A. (SW) Deptt., Dt.14-11-1985.
9. G.O.Ms.No.548, G.A. (Ser.Wel) Deptt., Dt.7-12-1998.
10. G.O.Ms.No.90, G.A. (Ser.Wel.) Deptt., Dt.9-3-2000.
11. G.O.Ms.No.569, G.A. (Ser.Wel.I) Deptt., Dt.6-8-2007.
12. U.O. Note No.7043.B/16/PC.I/A2/2010, Finance (PC.I) Deptt., Dt.27-3-2010.

\*\*\*

**ORDER:**

In the orders read above as amended from time to time, the Government have introduced a scheme under Welfare Measures to Government Employees according to which an amount of Rs.5,000/- is being sanctioned in terms of G. O. 11th read above to the nearest relative of Government Employees or the person lawfully in possession of the body of the deceased Government Employees to meet the expenses on obsequies ceremony.

2. In the U. O. Note 12th read above, the Finance (P.C.I) Department has requested this Department to take necessary action for enhancement of Funeral Charges to the deceased Government Employees as per the 9th Pay Revision Commission recommendation on the matter. The 9th P.R.C., has recommended to increase the amount to Rs.10,000/-.

3. The Government after careful examination, hereby enhance the obsequies charges from Rs.5,000/- to Rs.10,000/- (Rupees Ten thousand only) to all categories of Government Employees including All India Service Officers payable to the person indicated in para (1) above and accordingly the following amendment is issued to the Annexure to G.O.Ms.No.1669, G.A. (Ser.F) Department, Dt.15-9-1965 as amended in the G.Os. read above.

**AMENDMENT**

The existing Rule 3 under "sanction of expenditure" shall be substituted as under:

"3. the amount that may be sanctioned by the Head of Office for the purpose shall not be more than Rupees Ten thousand only"

(P.T.O.)



4. For the existing para-3 in G.O.Ms.No.548, G.A. (Ser.Wel) Department, Dt.7-12-1998 the following para shall be substituted:-

"The item of expenditure on obseques charges shall be debited to sub-detailed Head of Account "310-Grants-in-aid", "312-Other Grant-in-aid" under respective Major, Minor and Sub-Head of Account of the Department concerned and exempted from the Treasury Control and Quarterly Control orders. All Departments of Secretariat and Heads of Departments are requested to obtain supplementary grant for such expenditure incurred at the appropriate time during the same Financial Year."

5. This order issues with the concurrence of the Finance (Exp.GAD.I) Department vide their U. O. No.10014/248/A1/Exp.GAD.I/10, Dt.13-4-10.

6. This order is also available on Internet and can be accessed at [www.ap.gov.in/goir](http://www.ap.gov.in/goir).

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**Y. SRILAKSHMI,  
SECRETARY TO GOVERNMENT (SER. & HRM).**

To  
All the Departments of Secretariat.  
All the Heads of Departments.  
The Accountant General, A.P., Hyderabad.  
The Director of Treasuries & Accounts, A.P., Hyderabad  
The Registrar, A. P. High Court, Hyderabad.  
The Pay and Accounts Officer, A.P., Hyderabad.  
All the District Collectors.  
All the District Treasury Officers.  
The Dy. P.A.O., A.P. Secretariat, Hyderabad.

Copy to:  
The Secretary to Govt, of India, Ministry of Home Affairs, New Delhi.  
The Finance (Exp.GAD.I) Department.  
Spare Copies

**// FORWARDED :: BY ORDER //**

**SECTION OFFICER.**



1. The first part of the report is a general introduction to the subject of the study.

2. The second part of the report is a detailed description of the methods used in the study.

3. The third part of the report is a discussion of the results of the study.

4. The fourth part of the report is a conclusion and a list of references.

5. The fifth part of the report is a list of appendices.

6. The sixth part of the report is a list of figures and tables.

7. The seventh part of the report is a list of footnotes.

8. The eighth part of the report is a list of abbreviations.

9. The ninth part of the report is a list of symbols.

10. The tenth part of the report is a list of definitions.

11. The eleventh part of the report is a list of acknowledgments.

12. The twelfth part of the report is a list of references.







SAD x beg

*[Signature]*



# **SULTAN-UL-ULOOM EDUCATION SOCIETY**

**"Mount Pleasant", 8-2-249 to 267, Road No.3,  
Banjara Hills, Hyderabad-500 034**

## **SERVICE RULES**



## **SULTAN-UL-ULOOM EDUCATION SOCIETY**

### **SERVICE RULES**

#### **1. PREAMBLE**

In accordance with its Memorandum of Association the Sultan-ul-Uloom-ul-Uloom Education Society, as a Muslim Minority Organisation, is competent under Article 30 of the Constitution of India to establish and administer Educational Institutions of its choice to promote scientific education and develop the character of the younger generation, particularly of Muslims. Having established such Institutions, the Society hereby makes Service Rules covering employees of the Society and its constituent educational institutions.

#### **2. SHORT TITLE & COMMENCEMENT**

These Rules may be called the General Service Rules of the Sultan-ul-Uloom Education Society and shall be applicable to the Society and its constituent education institutions run by the Sultan-ul-Uloom Education Society. They shall come into force with effect on and from 9<sup>th</sup> September, 2002 and may for brevity be referred to as the General Rules.

#### **3. DEFINITIONS**

In these rules unless there is anything repugnant to the subject or the context

- (a) The Society means the Sultan-ul-Uloom Education Society
- (b) (i) The Board means the Board of Governors of the Society  
(ii) The expressions, the Secretary or the Honorary Secretary shall mean the Honorary Secretary of the Society
- (c) Institution means any Educational Institution (School or College) established, controlled or taken over by the Society
- (d) The Governing Council means the Governing Council constituted by the Board for the Institution
- (e) Employee means any person employed in any Institution in any category of service (teaching and non-teaching) whether permanent or temporary or on daily wage basis

**N.B.** The Principal will be the Head of the Institution whether it is School or College.

The Principals will be responsible to the Governing Council for managing the affairs of the Institutions of which they are in charge

- (f) 'Inferior Service' means the posts that are not covered in the Superior Service, including all Class-IV and Class-III employees, namely, Lab Attendants, Lab. Attenders, Security Guards, Gardeners, Plumbers, Carpenters, Electricians and all lower posts paid from contingencies



- (g) 'Superior Services' means all other posts not mentioned in the inferior service viz., all Teaching Staff and Non-Teaching Staff including Office Superintendents, Lab Supervisors, Computer Programmers, Computer Operators, Senior Assistants, Jr. Assistants- cum-Typists, Record Assistants and others
- (h) "Appointed to a post" – A person is said to be "appointed to a post" when in accordance with these rules or in accordance with the rules applicable at the time, as the case may be, he discharges for the first time the duties of a post or commences the probation, instruction or training prescribed therefor.

**Explanation :** The appointment of a person holding one post to hold additional charge of another post or to discharge the current duties thereof does not amount to appointment to the later post

- (i) "Approved candidate" means a candidate whose name appears in an authoritative list of candidates approved for appointment to a post.
- (j) "Approved Probationer" in a service, class or category means a member of that service, class or category who has satisfactorily completed his probation and awaits appointment as a full member of such service, class or category
- (k) "Cadre" means the sanctioned strength of a service or an establishment
- (l) "Discharge of a Probationer" means, in case the probationer is a full member or an approved probationer of another service, class or category, reverting him to such service, class or category and in any other case, dispensing with his services
- (m) "On Duty" – A person is said to be "on duty"
- (i) when he is performing the duties of a post to which he is appointed or undergoing the probation, instruction or training prescribed for such post, provided that the performance of the said duties is followed by confirmation; or
- (ii) when he is absent from duty on authorised holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Board of Governors having been on duty immediately before and immediately after such Absence; or
- (iii) when he, being eligible to avail vacation, is absent during the vacation; or
- (iv) when he is attending conferences of learned societies on deputation by the Society; or
- (v) while he is on joining time; or
- (vi) when he is absent from headquarters or from his routine work attending to other Society work not connected with his usual routine to which he has been Specifically deputed in his official capacity by a competent authority.



- (n) "Full Member" of a service means a person who has been appointed substantively to a permanent post borne on the cadre thereof
- (o) "Honorarium" means a recurring or non recurring payment granted to an employee as remuneration for a special or professional work
- (p) "Joining Time" means the time allowed to an employee to enable him to join a new post at a different station to which he is appointed while on duty in his old post
- (q) "Lien" means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post including a tenure post, to which he has been appointed substantively
- (r) "Member of a Ministerial Staff" means an employee whose duties are entirely clerical and any other class of employees specially defined as such by the Board
- (s) "Member of a Society Service" means a person who has been appointed to the staff of the Society or any Institution under the control of the Society and who has not retired or resigned, or who has not been removed or dismissed, or has not been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer, or a full member in the Society service
- (t) "Month" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and then add number of days calculated subsequently

#### Example-I

In calculating 3 months 25 days on and from 20<sup>th</sup> January the following method be adopted :

	<u>Year</u>	<u>Months</u>	<u>Days</u>
20 <sup>th</sup> January to 31 <sup>st</sup> January	0	0	12
February to April	0	3	0
1 <sup>st</sup> May to 13 <sup>th</sup> May	0	0	13
	-----	-----	-----
Total :	0	3	25
	-----	-----	-----



**Example-II**

	<u>Year</u>	<u>Months</u>	<u>Days</u>
30 <sup>th</sup> January to 31 <sup>st</sup> January	0	0	2
February	0	1	0
1 <sup>st</sup> March to 2 <sup>nd</sup> March	0	0	2
	----	----	----
Total :	0	1	4
	----	----	----

- (u) "Officiate" means an employee officiates in a post when he performs the duties of a post on which another person holds a lien. A person may, however, be appointed to officiate in a vacant post on which no other person holds a lien
- (v) "Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him, substantively or in an officiating capacity and special pay and personal pay if any, and any other emoluments which may be specially classed as a "pay" by the Board
- (w) "Personal Pay" means additional pay granted to an employee
- (i) to save him from a loss of substantive pay in respect of a permanent post, other than a tenure post, due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
- (ii) in exceptional circumstances, on other personal considerations
- (x) "Permanent Post" means a post carrying a definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts
- (y) "Presumptive Pay of a post" when used with reference to any particular employee means the pay to which he would be entitled if he had held the post substantively and had been performing its duties; but it does not include special pay unless the employee performs or discharges the work or responsibility, in consideration of which the special pay was sanctioned
- (z) "Probationer in a post" means an employee who has not completed the period of his probation as prescribed in that post
- aa) "Period of probation" means the period of probation prescribed by Rules in the order of appointment
- ab) "Promotion" means the appointment of a member of any category or grade of a service or a class of service to a higher category or grade of such service or such class of service



- ac) "Recruitment" means a candidate is said to be recruited directly to a post, in case his appointment thereto is made otherwise than (i) by promotion from a lower post, or (ii) by transfer from any other class or service in Society Service; or (iii) by re-employment of a retired employee
- ad) "Appointment" means a candidate is said to be recruited by transfer to a service if at the time of his first appointment thereto he is either a full member or an approved probationer in any other service
- ae) "Special Pay" means in addition to the nature of pay, to the emoluments of a post or of a Society employee granted in consideration of the specially arduous nature of the duties or of a specific addition to the work or responsibility
- af) "Subsistence Grant" means a monthly grant made to an employee who is under suspension and not in receipt of a pay or leave salary
- ag) "Substantive Pay" means the pay other than special pay, personal pay or emoluments classed as pay by the Board to which an employee is entitled to on account of a post to which he has been appointed substantively or by reasons of his substantive position in a cadre
- ah) "Temporary Post" means a post carrying a definite rate of pay sanctioned for a limited time
- ai) "Tenure Post" means a permanent post which an individual employee may not hold for more than a limited period
- aj) "Time Scale of Pay" means pay which, subject to any conditions prescribed in these Rules raises by periodical increments from a minimum to the maximum
- ak) "Travelling Allowance": Travelling Allowance means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interest of the official work
- al) Words importing either gender shall be taken to include those of the other gender, if circumstances so require.

#### 4.(a) ESTIMATE OF VACANCIES

The strength and composition of the teaching staff in the various Institutions shall depend upon the requirements of the Institution according to the syllabus prescribed by the University or other concerned authority for various disciplines and the quantum of work required to be shouldered by the teaching staff. The requirements shall be assessed by the Head of the Institution each year taking into account, inter-alia, variations if any in the syllabus and the need either to strengthen or reduce any of the staff. Such assessment will be communicated to the Secretary who shall convey it to the Board of Governors in case any action is considered necessary.



## **(b) RECRUITMENT**

### **(i) For Posts in affiliated Institutions**

The recruitment of teaching staff to any posts in an institution affiliated to the University, shall be done by open competition in the prescribed manner and in accordance with the conditions and rules laid down by the University as provided in the terms of affiliation. The selections to teaching posts shall be done by a Staff Selection Committee to be constituted by the Board in the manner prescribed by the University from time to time. The qualifications, age and experience prescribed for recruitment of teachers to the various categories of posts, shall also be in conformity with those stipulated by the University

### **(ii) For posts in Non-Affiliated Institutions**

In the case of recruitment of staff for institutions not affiliated to a University, a Selection Committee shall be constituted by the Board and the age, qualifications and experience etc. both for the teaching and non-teaching staff shall be as laid down by the Government for the respective categories of posts from time to time

## **5. ACCEPTANCE OF RECOMMENDATIONS OF STAFF SELECTION COMMITTEE**

All recommendations made by the Staff Selection Committee shall be placed before the Board for its approval.

**6. Appointment of Candidates:** The appointment of selected candidates to the respective posts shall be made by the Secretary of the Society from out of the approved list of candidates.

## **7. MEDICAL FITNESS, VERIFICATION OF ANTECEDENTS**

(a) All selected candidates shall, before being appointed to the posts, have to produce a certificate of Medical fitness in the prescribed form from an approved Medical practitioner. It will be open to the Institution also to satisfy itself as regards the suitability, character and antecedents of a selected candidate before finalising his appointment.

(b) No person who is not a citizen of India shall be eligible for appointment in any Institution in any capacity

### **Validity of select list**

8. The list of approved candidates shall normally be treated as valid for a period not more than one year



## 9. AGREEMENT

Every selected candidate shall, before being appointed to the post, execute an agreement in the prescribed form. Any matter not covered by the agreement shall be governed by the appropriate provision in the General Rules

## 10. PROBATION

(a) All appointments shall be on probation for a period of 2 years. In case the selected candidate is an in-service candidate, the Board, may, at its discretion reduce the period of probation to not less than one year

### Assessment

(b) The service of a probationer during the period of probation shall be assessed from time to time by the Head of the Institution

## EXTENSION OR TERMINATION OF PROBATION OR CONFIRMATION

(c) The Board may also, in its discretion, extend the period of probation of a probationer by not more than one year. At the end of the period, or extended period, of probation of an employee, his services may either be dispensed with, after giving one month's notice or pay in lieu thereof, or confirmed depending on the performance of his duties or the passing of the tests or acquisition of qualifications or completion of the orientation programme. It shall not be necessary for the Board to give any reason for the termination or extension of the period of probation of a probationer

Provided, however that if the termination of probation and the discharge of the probationer from service is made as a measure of punishment on grounds of any specific fault or misconduct, etc. it will be necessary to follow the procedure applicable for the imposition of a penalty on a member of the Service. In such cases, no notice or notice pay is called for.

### Increment during probation

11. Where the period of probation is 2 years, a probationer shall be entitled to get the first annual increment at the end of the first year of probation, if he is found fit to continue his probation for the second year. The next increment can be sanctioned to him only from the date on which he is confirmed in the post or he is declared to have satisfactorily completed his probation.

## 12. EMERGENCY RECRUITMENT

Where it is necessary in the interest of an institution to fill a vacancy of a teacher on emergency basis, the Board may make adhoc appointment after selection of a candidate by an Adhoc Selection Committee. The composition of the Adhoc Selection Committee for a College shall be :



- 1 Chairman of the Governing Council of the College
- 2 Hon. Secretary of the Society
- 3 Principal of the College
- 4 Concerned Head of the Department

For School:

- 1 The Secretary
- 2 The Concerned Principal, and
- 3 A nominee of the Board

13. Candidates appointed on an adhoc basis shall also be entitled to annual increments for each completed year of service, if their services are continued beyond a period of one year. They shall not, however, be entitled to be confirmed or treated as regular appointees irrespective of the length of service on adhoc basis. Such candidates may seek regular selection by appearing before the Staff Selection Committee, along with other open market candidates, by applying for the posts, in the prescribed manner, as and when the posts are advertised for direct recruitment. The services of Adhoc employees who fail to get selected by the Staff Selection Committee shall be terminated without any notice

Provided, however, that it shall be open to the Board to permit the adhoc services of an employee, who has been subsequently selected by the Staff Selection Committee, to be counted for probation, increments and/or leave. Provided also that this concession shall not, by itself, entitle such candidate to any seniority over the regularly selected candidates of the same batch or earlier batches

### Seniority

14 (a) The interse seniority of candidates selected by the Staff Selection Committee for any category in a unit shall be based on the ranking given to them in that batch by the Staff Selection Committee at the time of selection. Subject to the foregoing, the seniority of the holders of posts in any category of service in a unit shall be determined by the date of their appointment of that category

### Advance increments not to affect seniority

(b) The grant of advance increments or higher start to a candidate shall not by itself entitle him to seniority over other candidates of the same or earlier batches

(c) (1) If two or more persons are appointed simultaneously to any post in a Department, their seniority shall be decided on the basis of order of preference recommended by the Selection Committee

(2) Date of joining to this Society Service, which counts towards probation shall be taken into account for fixing interse seniority, in case of recruitment to various posts by different Selection Committees



(3) If the seniority could not be decided under the above rules (1) & (2) then in the case of two or more persons are appointed in any department (s) simultaneously, the seniority in the lower cadre in this Society shall be considered for deciding seniority in the higher cadre

(4) If the seniority could not be decided under the above rules, then qualifying full time service of a teacher in other Government/Aided/Recognised Institutions in the cadre of Lecturer/Reader, or any other category as the case may be, shall be taken into account

(5) If the issue remains still undecided, then seniority in age, can be taken into account to decide seniority i.e. whoever is aged shall be the senior

(6) In case of candidates who were recruited through different Selection Committees and joined on the same day and at present not in the service of the Society, their seniority shall be decided taking their previous service in the same cadre into consideration

#### **15. RETRENCHMENT**

In the event of any reduction in the number of posts in any category, the retrenchment of the staff in that category shall, to the extent necessary, be made as follows :

- (a) First, in the order of Juniority/among the adhoc appointees.
- (b) Second, in the order of Juniority among such of the regularly selected candidates of the Staff Selection Committees as are still on probation.
- (c) Third, in the order of Juniority among those who have satisfactorily completed their probation,

Confirmed employees shall not as a rule be retrenched except for reason of omission of a subject or discipline or Course, as the case may be, from the curriculum and the services of such confirmed employee cannot be utilised for a different or new subject, discipline or Course

#### **16. PROMOTION**

Where appointment to a post borne on the cadre of a service is to be made by promotion from the holders of posts borne on the next lower scale of pay, such promotion shall be made :

- (a) of only those possessing the qualifications, etc. prescribed for the higher post and
- (b) on the basis of merit and ability, seniority being considered only where merit and ability are approximately equal. Determination of merit and ability shall be based on the qualifications of the employees and the assessment and appraisals made by the Head of the Unit and/or the Head of the Institution in respect of the employees.

#### **17. REVERSION OF TEMPORARY PROMOTEES**

Promotions made on a temporary basis or for a specified period shall be liable to be terminated at the end of the period of appointment. In such an event the employee reverts to his earlier post. No reason or notice shall be required to be given for such reversion.



## 18. RETIRED PERSONS OR CONTRACT OFFICERS

(a) It shall be open to an Institution to appoint with the approval of the Board, persons who have retired from Government or University service if it is considered that the services of such persons would be in the interests of the Institution. The maximum age upto which retired persons could be employed in the aforesaid manner shall normally be 65 years subject to the approval of the appropriate authority

(b) In like manner, the Institution may appoint officers or teachers on contract basis for a specified period

In both the above cases, the terms and conditions which shall govern their appointments such as the remuneration that may be paid the admissibility of any increments or other allowances, the liability of the employee to contribute to any funds such as Provident Fund, Pension fund etc., the period of notice or any other conditions required for the termination of such appointments shall be spelt out in an Agreement to be executed between the employee concerned and the Secretary

## 19. AGE LIMIT

No person who has not attained the age of 18 years on the date of appointment shall be eligible to be appointed to any post in any Institution either temporarily or permanently or on contract basis. The maximum age upto which an employee can continue in service shall be that which is applicable to corresponding employees in the University (in the case of Institutions affiliated to the University) and that which obtained in Government for other employees holding corresponding posts.

60  
years

## 20. PART-TIME APPOINTMENTS

Where circumstances so require the Principal of an Institution may, with the concurrence of the Chairman of the Governing Council, appoint qualified and competent teachers on purely part- time basis on a remuneration fixed by the Board for such part-time employees.

## 21. PAY AND PAY SCALES

(a) Scale of Pay : The pay scales applicable to the holders of various posts in an Institution shall be those which shall be fixed by the Board from time to time. Provided that in doing so, the Board shall take into account the pay-scales applicable to corresponding posts in the University in the light of the terms and conditions of affiliation. In the case of Institutions not affiliated to the University the Board may take into account the scales obtaining for similar posts in the Government.

(b) Accrual of Increments : the increments specified in the various scales of pay shall, unless withheld by the competent authority, accrue and sanctioned to every employee every year on the due date, such due date being reckoned at the end of every period of 12 months from the date of appointment of an employee. This provision shall not apply in the case of Probationers.



## 22. GENERAL

(a) The rules relating to classification, discipline, control and appeal, the rules relating to the conduct of the employees, the leave rules and such other rules framed by the Board from time to time as also any conditions imposing a cut being made in the emoluments of an employee for the purpose of employees contribution to any beneficial funds, insurance or any other terminal benefits shall be binding on every employee other than part-time employees, retired employees and those appointed on contract basis

(b) The full time of every permanent, temporary or adhoc employee other than a part-time employee, shall be at the disposal of the Institution in which he is appointed. It shall be open to the Head of the Institution to allot to him any responsible work, if and when necessary, in addition to his normal duties without having to pay any additional remuneration

(c) No employee shall have a right to demand his deputation to any other Institution within or outside the control of the Society or for being sent on leave for higher studies, retaining his lien on the post held by him in the Institution. It will be the sole discretion of the Board to entertain or reject any request of this nature without giving any reason or justification for its action in this behalf

### (d) Lien of a deputed employee

If the Board agrees to the deputation of a confirmed employee to any other Institution or Service, his lien shall be maintained on his substantive post for such period and subject to such terms as may be decided by the Board

Any appointments made in the vacancy of a deputed employee shall be subject to retaining his lien on the post held by him

### (e) Resignation

The resignation of any teacher from the service of the Society shall be dealt with in accordance with the terms of 'Agreement'. In the case of other employees, it shall be dealt with in accordance with the relevant provisions obtaining in the Government

## 23. POWER OF RELAXATION

Notwithstanding anything stated in any of the rules and regulations, the Board shall have full powers to make any relaxation of any rule and/or regulation for making appointments or transfers or sanctioning any new scales of pay or allowances or leave of any kind or grant any other concessions or benefits whatsoever to any employee already in service or to any candidate proposed to be employed in any Institution in any capacity

Provided, however, that no such decision in the case of an existing employee shall be less favourable than is permissible in the existing rules



## **24. DELEGATION OR CONTROL OF FINANCIAL AND ADMINISTRATIVE POWERS**

The Board of Governors may, by issue of orders from time to time, delegate or withdraw or restrict, regulate or control any power or authority which the Principals or Heads of Units of any Institution may exercise in matters of an administrative or financial nature.

Guidelines for advertising posts for direct recruitment under Rule 4 B(a) of the Rules, as contained in Appendix-I, Medical Certificate under Rule 7 (a) of the Rules as contained in Appendix-II and Service Agreement under Rules 9 & 18 of the Rules as contained in Appendix-III in the existing Rules may be adopted as it is in the proposed Rules.



## **APPENDIX - I**

### **Guidelines for advertising posts for direct recruitment**

[vide General Rule 4 (b) (i)]

Posts intended to be filled by direct recruitment in open competition shall be advertised in atleast 2 News papers having large circulation. The advertisement shall normally allow a period of 3 weeks for the candidates to apply for the post.

The advertisement should clearly mention the following :

- a) The basic degree (in the particular discipline) required for the post and also the class (First Class, Second Class etc.) which the candidate must have secured in that respective degree.
- b) Any preferential qualifications such as teaching experience, industrial experience etc.
- c) The pay scale and the fact that allowances such as D.A., H.R.A. etc., as may be provided in the rules of the Society from time to time would be admissible.
- d) The number of posts to be filled up and the nature of the vacancy, such as permanent or temporary.
- e) The maximum age prescribed and any possibility of relaxation therein.

In the context of the practice presently obtaining, it would be further desirable to state that no application fees is payable and no specific form of application is prescribed.

The usual details such as last date for receiving applications and that the candidates shall enclose copies of all relevant certificates and testimonials should be mentioned.

A warning that canvassing in any form will disqualify the candidate may also be provided.

If for reasons of economy it is proposed to condense the details, the advertisement may mention the basic degree and the class required for the post, the pay-scale and the availability of allowances and the last date of receiving application. A note may be added that all further details such as age, preferential qualifications etc. may be obtained from the office of the Principal.



**APPENDIX-II**

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Date : \_\_\_\_\_

**MEDICAL CERTIFICATE**

(Vide Rule 7 (a))

I hereby certify that I have examined  
Mr./Miss/Mrs \_\_\_\_\_ son/daughter/wife of  
Mr. \_\_\_\_\_ a candidate for employment as  
\_\_\_\_\_ in the \_\_\_\_\_ and cannot  
discover that he/she has any disease (communicable or otherwise); constitutional  
weakness, or bodily infirmity except  
\_\_\_\_\_ I do not consider this a  
disqualification for employment as mentioned above. The candidate's age,  
according to his/her own statement is \_\_\_\_\_ years and by appearance he/she is  
about \_\_\_\_\_ years of age. He/she has/had not been vaccinated or has/had Small  
Pox.

Signature & seal of nominated  
Medical Officer

Date: \_\_\_\_\_

Place: \_\_\_\_\_



**APPENDIX-III****SULTAN-UL-ULOOM EDUCATION SOCIETY**

"Mount Pleasant", 8-2-249, Road No.3, Banjara Hills, Hyderabad - 500 034. A.P.

Tel. : 0091-040-3351986, 3357195 Fax. : 0091-040-3350605

**SERVICE AGREEMENT**

This Agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_  
Two thousand \_\_\_\_\_ between the Honorary Secretary, Sultan-ul-Uloom Education Society for and on behalf of the Board of Governors of the said Society (hereinafter called the Employer) on the one part and Mr./Miss./Mrs.

son/daughter/wife of Mr. \_\_\_\_\_  
aged \_\_\_\_\_ born on \_\_\_\_\_ and whose permanent residential address is \_\_\_\_\_

and address for correspondence is \_\_\_\_\_

(hereinafter called the Employee) on the other part.

And that where as the Employee had entered into an agreement dated \_\_\_\_\_ and the management and the Employee have now agreed to revise the agreement as there were several things missing in that agreement like age, date of birth, address, etc. which are now being incorporated in the revised agreement.

The Employer has agreed to employ the Employee and the Employee has agreed to serve the Institution on the following terms and conditions :

1. That the Employer hereby engages the Employee with effect from \_\_\_\_\_ as a \_\_\_\_\_ in \_\_\_\_\_  
to perform such duties as may be entrusted to him/her in the interest of the institution, by the concerned Principal or his nominee.
2. That the employee shall be paid a Basic / Consolidated Salary of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
per month in the Pay Scale of Rs. \_\_\_\_\_  
along with all other allowances currently in force in the Institution or as might, at its discretion, be revised or re-fixed by the Board of Governors of the Sultan-ul-Uloom Education Society from time to time. The employee shall be paid the salary on or before the 05<sup>th</sup> of each calendar month, for his services during the previous month. The Employer shall deduct from the pay at source the amount due as Income Tax, Contributory Provident Fund or



such other amounts or deductions as might be permitted or enjoined by the Rules in force.

3. That the Employee shall be on Probation for a minimum period of \_\_\_\_ years at the end of which the Board of Governors may either confirm the Employee, or extend the period of Probation for a further period not exceeding one year, or terminate the Probation and dis-charge the employee depending on the performance of the Employee during the period of probation being satisfactory or otherwise. During the probation period, this Agreement will be terminable by either party by giving a Notice of one month or one month's salary in lieu of Notice. Where the period of notice does not synchronize with the end of a term, the period should be so adjusted as to terminated at the end of a term, so however, that the notice period shall not be less than a minimum of one month.
4. After the employee is confirmed in service, the Agreement could be terminated by either party, only by giving three months notice or three months salary in lieu of notice. The employer shall, however have the discretion to terminate the employee's services at any time during the currency of the notice period on payment, by the Institution, of salary in lieu of the remaining period of the notice even before the end of a term. Any leave availed by an employee, after issue of notice of resignation from service shall not count towards such notice period. The employee cannot resign while availing leave of any type.
5. Without prejudice of the provisions contained in any other terms of this Agreement, the employee shall hold office until he/she attains the age of 60 years. The employer may at his discretion, grant an extension in service to the employee of one year at a time not exceeding 5 years in aggregate.
6. The employee will be entitled to avail the vacation fully, if he/she has worked for the full academic year. Where the service rendered is less than one academic year, the manner in which the vacation may be availed shall be laid down in Muffakham Jah College of Engineering & Technology circular No.CET/SES/VACATION/553 dated the 26<sup>th</sup> April, 1986.
7. That the employee will not absent himself/herself without obtaining the prior sanction, in writing, of the Principal or any other Officer authorised to grant such permission except where such absence without permission is due to reasons beyond the control of the employee.
8. The employee shall devote his/her whole time for the discharge of the duties entrusted to him/her by the employer or the Principal and will not on his/her own account either directly or indirectly carry on or be connected with any business or trade. In this as in other matters relating to his work or conduct,



the Sultan-ul-Uloom Education Society Employees Conduct Rules 1990 shall be binding on the employee.

9. (i) The employer has full authority to place the employee under suspension where,
- (a) Disciplinary proceedings against him/her are contemplated or are initiated, or
  - (b) A case against the employee in respect of any criminal offence is under investigation or trial, or
  - (c) He/She is charged with embezzlement, or
  - (d) He/she is charged with any misbehavior, or the like towards any authority of the Institution or any parent/guardian/student or other employee of the Institution.

Where any doubt is expressed as to whether any action or conduct of the employee amount to misbehavior, the decision of the employer shall be final and binding.

- (ii) During the period of suspension the employee will be entitled to receive only subsistence allowance amounting to 1/2 of his/her emoluments. If after conclusion of the enquiry against him/her, the employee is held guilty, his/her services shall be terminated without any notice or notice pay. If the employee is reinstated taking a lenient view in regards to the charges framed against him/her, he/she shall get for the period of suspension such amounts as may be decided upon by the Board of Governors after deducting the amount already paid as subsistence allowance. If the employee is fully exonerated he/she will be reinstated and paid full pay and allowances for the period of suspension after deducting the subsistence allowance already paid.
10. Subject to the approval of the Board of Governors the services of the employee may be terminated by the Hony. Secretary on any of the grounds mentioned below subject to payment of notice pay of 3 months.
- (a) If satisfied on medical evidence that the employee is unfit to discharge his/her duties and is likely to be so for a considerable period. Before arriving at this conclusion, the Principal of the Institution shall refer the case of the employee to any established hospital or to any Medical Practitioner nominated by the Board of Governors.
  - (b) General retrenchment decided upon for reasons of financial stringency or for other reasons such as (i) abolition of the subject (ii) abolition of a Section or Class (iii) Change in syllabus etc.



The employer shall have full authority to remove, dismiss or reduce in rank an employee. In such cases, the procedure laid down under the Classification, Control and Appeal Rules of the Society shall be followed.

11. Where it is intended to impose a minor penalty e.g. censure, withholding of increment, recovery from pay of the whole or any part of any pecuniary loss caused by the employee by negligence or breach of orders, the employer may direct the Principal of the Institution to convey to the employee the charges on which the penalty is proposed to be imposed and take a decision in regard to the imposition of the penalty after giving an opportunity to the employee to submit his explanation or representation in regard to the charges.
12. Subject to sanction and to any restrictions as may be imposed by the Principal, the employee shall be entitled to the benefits of such leave as is provided for in the leave rules governing the teaching staff of the institution.
13. (a) The employee is eligible for all the holidays notified by the Institution. He/she shall, not, however, be entitled to avail a particular holiday or holidays if the Principal requires the presence of the employee in connection with any meeting or for the discharge of any other academic duties or responsibilities. In such an event the Principal may, at his discretion, permit the employee to avail any other day as a compensatory holiday.  
  
(b) The employee shall necessarily obtain written permission from the Principal in case the former intends to leave the station even if he is availing leave or vacation
14. An employee shall be bound to subscribe to the Government Contributory Provident Fund such percentage of his pay as may be required under the rules in force. The employer shall also contribute an equal amount to the said Provident Fund.

In case of any dispute arising as to the interpretation of any part of this Agreement or the Rules governing the Conduct of the employee or the disciplinary rules of the Society called the Classification, Control & Appeal Rules of the Society, the interpretation of the employer shall be final and binding.

Provided, however, that if an employee is aggrieved by any interpretation given by the employer in respect of any of the following matter :

- (a) Professional competence of the employee.
- (b) Orders of dismissal or removal from service or reduction in rank.



He /she shall have a right of appeal to the Board of Governors of the Society. The decision of the Board shall be final and binding on the employee.

for SULTAN-UL-ULOOM EDUCATION SOCIETY

Signature of the Hony. Secretary  
(Employer)

Signature of the Employee

**WITNESSES:**

1.

2.

**NOTE:** The Employee has to enclose the documentary evidence of his date of birth along with this Service Agreement.





**SULTAN-UL-ULOOM  
EDUCATION SOCIETY**

**"Mount Pleasant", 8-2-249 to 267, Road No.3,  
Banjara Hills, Hyderabad-500 034**

**LEAVE RULES**



# **SULTAN-UL-ULOOM EDUCATION SOCIETY**

## **LEAVE RULES**

1. These rules may be called the Sultan-ul-Uloom Education Society Leave Rules-2002
2. These rules shall apply to the holders of all posts under the control of the Society
3. These rules shall come into force with effect on and from 9<sup>th</sup> September, 2002
4. In these rules unless there is any thing repugnant in the subject or context :
  - a) "Duty" does not include any period of absence on any leave admissible under these rules, but includes:
    - (i) any period of absence on casual leave during a continuous period spent on duty
    - (ii) any period of absence on holidays declared to be holidays by the Society during a continuous period spent on duty
    - (iii) any period of absence on holidays when permitted to be prefixed or affixed to leave
    - (iv) any period of absence during vacation either during a continuous period spent on duty or when permitted to be prefixed or affixed to leave
    - (v) joining time
    - (vi) all periods during the course and training or instruction, and
    - (vii) compulsory wait for posting
  - b) (i) "Society employee" means any person to whom these rules apply
    - (ii) "Permanent employee" means a Society employee who holds substantively a permanent post in superior or last grade service
    - (iii) "Temporary employee" means a Society employee who is not a permanent employee
  - c) "Society" means the Sultan-ul-Uloom Education Society



- d) 'Pay' means the substantive pay including special pay, technical pay, personal pay, claimed as pay on the date before the leave commences
- e) 'Half-Pay' means half the substantive pay including special pay, technical pay, personal pay, claimed as pay on the day before the leave commences
- f) Any other terminology used in these Rules will have the same meaning that are used in the Government Leave rules
- g) 'Inferior Service' means the posts that are not covered in the Superior Service, including all Class – IV and Class - III employees, namely, Lab. Attendants, Lab. Attenders, Security Guards, Gardeners, Plumbers, Carpenters, Electricians and all lower posts paid from contingencies
- h) 'Superior Services' means all other posts not mentioned in the inferior service viz., all Teaching and Non-Teaching Staff including Office Superintendents, Computer Programmers, Computer Operators, Sr.Assistants, Jr.Assistants-cum-Typists, Record Assistants and others

### **NON-VACATION POSTS**

#### **5. CASUAL LEAVE**

- a) (i) All employees including adhoc and temporary employees are eligible for 20 days Casual Leave during a calendar year (including 5 optional holidays)
- (ii) If any employee is asked to attend the Office(duty) on any general holiday, he will be entitled for compensatory holiday. The accumulated compensatory leave will expire at the end of each calendar year except holiday turn duties performed in the month of December and they can be availed of in January next year.

#### **b) Grant of Leave**

The grant of leave is at the discretion of the sanctioning authority. Principal is the sanctioning authority for casual leave and compensatory leave in respect of staff working in the Institutions.

In respect of the employees working in the Society, Hony.Secretary of the Society is the sanctioning authority.

**NOTE:** i) If any employee absents him/herself from duty without obtaining prior sanction of casual leave and compensatory leave, such absence will be treated as loss of pay unless otherwise decided by the sanctioning authority.



- ii) The general holidays can be prefixed or suffixed to the Casual Leave.

## 6. EARNED LEAVE

- a) (i) All permanent employees in the superior service of Non-Vacation Department of the Society are eligible for 30 days Earned Leave for any calendar year spent on duty.
- (ii) All probationers of the Society working in the Non-Vacation Department will be eligible for 5 days earned leave for every calendar year spent on duty.
- ✓ (iii) The adhoc or temporary employees are not eligible for earned leave.
- (iv) The Class-IV employees are eligible for earned leave.
- (v) One day's earned leave for every 10 days of leave on loss of pay will be deducted from earned leave account.
- b) The employees of Non-Vacation Department can accumulate not exceeding a maximum of 240 days earned leave to their credit and the maximum of earned leave that may be granted to an employee at a time shall not exceed 30 days

**NOTE:** The employees who are eligible for earned leave can prefix or suffix the general holidays.

## 7. HALF PAY LEAVE

Permanent employees in superior service of Non Vacation Department of the Society are eligible for 20 days Half-Pay leave or 10 days commuted leave on medical grounds for any Calendar year subject to condition that the accumulation of Half Pay Leave is restricted to 180 days. At the discretion of the sanctioning authority half-pay leave may be granted to an employee, if he/she is suffering from any disease and admitted to the hospital for treatment, subject to the production of Medical Certificate from a Recognized Medical Practitioner not Exceeding 20 days at a time.

Provided, the Board of Governors of the Society can consider sanction of half pay leave exceeding the above limit including the payment of full pay (similar to commuted leave) taking into consideration the condition of the employee and his/her financial status subject to title of Half -Pay leave i.e. 75 days

**NOTE:** The above rule will apply both to the superior and the Class-IV employees.



## 8. EXTRAORDINARY LEAVE

Extra-ordinary leave may be granted to a permanent employee in the superior service up to a limit of 30 days, on the following circumstances:-

- i) (a) When no other leave is admissible to the employee.
- (b) When other leave being admissible, the employee concerned applies in writing for the grant of extraordinary leave.
- ii) The sanction of leave for Class-IV employees can be considered by the sanctioning authority if it warrants in the best interests of Institution taking into consideration the bonafides of the purpose.
- iii) The extra-ordinary leave may be sanctioned on Medical grounds on merit of each case.
- ✓ iv) All adhoc and temporary employees are not eligible for Extra-ordinary leave, and if in the exigencies of the service the leave applied for, by the individual may be granted by the Board of Governors but in all probability has to be treated as a fresh appointment if he/she is taken into service after availment of such extra-ordinary leave. But the Board of Governors can decide the nature of appointment at its discretion.
- v) While on extra-ordinary leave, the individual is not entitled to any leave salary. The Board of Governors of the Society may consider sanction of extra-ordinary leave exceeding the limit in the best interests of the institution.

## 9. MATERNITY LEAVE

- // a) The competent authority may grant maternity leave on full pay to married woman employees of the Society not exceeding 3 months with less than two surviving children but the grant of leave should be restricted for maternity purpose only, subject to production of Medical Certificate from a recognised medical practitioner.

Such leave is not debited against leave account.

- b) The provision of these rules shall apply to the grant of maternity leave in cases of confinement and shall apply to such leave in case of miscarriage including abortion subject to the following modifications:
  - (i) that the leave does not exceed six weeks
  - (ii) that the application for the leave is supported by a certificate from a recognised medical practitioner.
- c) Maternity leave may be considered with leave of any kind on application by the individual supported by Medical Certificate.



- d) Provided the Secretary of the Society may consider sanction of enhancement of Maternity leave exclusively or in continuation of any other leave, including the request for sanction of leave towards the illness of the newly born baby or for any other reason, if the exigencies of the service of the women employees is also essential to the Institution.

#### 10. ENCASHMENT OF EARNED LEAVE ON SURRENDER OF LEAVE

Employees of Non-Vacation Department of the Society are eligible to surrender 15 days earned leave in a calendar year for encashment.

### **VACATION POSTS**

#### 11. CASUAL LEAVE

- a) (i) All employees including adhoc and temporary employees are eligible for 20 days Casual Leave during a calendar year (including 5 optional holidays)
- (ii) If any employee is asked to attend the office(duty) on any general or restricted holiday, he will be entitled for Compensatory leave. The accumulated compensatory leave will expire at the end of each calendar year except holiday turn duties performed in the month of December and they can be availed in January the following year.

#### b) Grant of Leave

The grant of leave is at the discretion of the sanctioning authority Principal of the Institution is the sanctioning authority for casual leave and compensatory holidays in respect of the staff working in the Institutions. Hony.Secretary is the sanctioning authority for casual leave and compensatory holidays in respect of the Principals/Head of the Institutions.

**NOTE:** (i) If any employee absents himself from duty without obtaining prior sanction of Casual leave, restricted holiday and compensatory leave such absence will be treated as loss of pay, unless otherwise decided by the sanctioning authority.

- (ii) The general holidays can be prefixed or suffixed to the Casual Leave.

#### 12. EARNED LEAVE

- (i) The Society employees in the superior service working in the vacation posts and declared as vacation posts are not entitled for leave for the period they attended duty during the vacation period, the earned leave will be credited to



## SULTAN-UL-ULOOM EDUCATION SOCIETY

Road No.3, Banjara Hills, Hyderabad-500 034

310/SES/AM/2013/603

Dated : 6<sup>th</sup> December, 2013

To


The Heads of all Constituent Institutions,  
Sultan-ul-Uloom Education Society,  
Hyderabad.

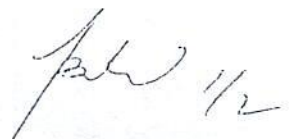
The Board of Governors in its meeting held on 27.11.2013 decided that School and Colleges should not be closed on "Optional Holiday" but if any individual wants to apply for a optional holiday that can be availed as Casual Leave. Thus, there should be only 12 casual leaves instead of 20 with effect from 1.1.2014.

2. You are requested to take accordingly.

  
HONY. SECRETARY

Copy to : 1) The Incharge, Chief Inspector of Schools,  
2) A.O. (Accts.), SUES  
3) Campus Manager, SUES  
✓ 4) Society's Office

  
cc : All HOD's / Secy I/c' / Deans / Rsgt. Secy  
Notice Board

  
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SULTAN-UL-ULOOM EDUCATION SOCIETY

Road No.3, Banjara Hills, Hyderabad-500,0034.

383/SES/2008/ S21

8-7-2008

OFFICE CIRCULAR

Sub: Sultan-ul-Uloom Education Society – Earned  
Leave – Revised Leave Rules – Communicated.

>>O<<

A copy of Society's Revised Leave Rules which came  
into effect on and from 01-07-2008 is furnished to the Heads of the  
Institutions for their use.

*Rimoo*  
HONY. SECRETARY

*ovm 7/7*

To  
All Heads of the Institutions,  
Sultan-ul-Uloom Education Society.

Copy to : 1) P.R.O. / S.O. / A.O.  
2) Campus Manager  
3) A.A.O. (Accts.), SES

*Regdhan*

*M. Iqbal*

*✓ H. Asim Ali Khan*

*P. San 2 discoms*

*9/7*



SULTAN-UL-ULOOM EDUCATION SOCIETY

LEAVE RULES

(Revised)

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1. These rules may be called the Sultan-ul-Uloom Education Society Leave Rules-2002
2. These rules shall apply to the holders of all posts under the control of the Society
3. These rules shall come into force with effect on and from 1<sup>st</sup> July, 2008
4. In these rules unless there is any thing repugnant in the subject or context :
  - a) "Duty" does not include any period of absence on any leave admissible under these rules, but includes:
    - (i) any period of absence on casual leave during a continuous period spent on duty
    - (ii) any period of absence on holidays declared to be holidays by the Society during a continuous period spent on duty
    - (iii) any period of absence on holidays when permitted to be prefixed or suffixed to leave
    - (iv) any period of absence during vacation either during a continuous period spent on duty or when permitted to be prefixed or suffixed to leave
    - (v) joining time
    - (vi) all periods during the course and training or instruction, and
    - (vii) compulsory wait for posting
  - b) (i) "Society employee" means any person to whom these rules apply
  - (ii) "Permanent employee" means a Society employee who holds substantively a permanent post in superior or last grade service
  - (iii) "Temporary employee" means a Society employee who is not a permanent employee
  - c) "Society" means the Sultan-ul-Uloom Education Society



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- d) 'Pay' means the substantive pay including special pay, technical pay, personal pay, claimed as pay on the date before the leave commences
  - e) 'Half-Pay' means half the substantive pay including special pay, technical pay, personal pay, claimed as pay on the day before the leave commences
  - f) Any other terminology used in these Rules will have the same meaning that are used in the Government Leave rules
  - g) 'Inferior Service' means the posts that are not covered in the Superior Service, including all Class - IV and Class - III employees, namely, Lab. Attendants, Lab. Attenders, Security Guards, Gardeners, Plumbers, Carpenters, Electricians and all lower posts paid from contingencies
  - h) 'Superior Services' means all other posts not mentioned in the inferior service viz., all Teaching and Non-Teaching Staff including Office Superintendents, Computer Programmers, Computer Operators, Sr. Assistants, Jr. Assistants-cum-Typists, Record Assistants and others

### NON-VACATION POSTS

#### 5. CASUAL LEAVE

- a) (i) All employees including adhoc and temporary employees are eligible for 20 days Casual Leave during a calendar year (including 5 optional holidays)
- (ii) If any employee is asked to attend the Office(duty) on any general holiday, he will be entitled for compensatory holiday. The accumulated compensatory leave will expire at the end of each calendar year except holiday turn duties performed in the month of December and they can be availed of in January next year.

#### b) Grant of Leave

The grant of leave is at the discretion of the sanctioning authority. Principal is the sanctioning authority for casual leave and compensatory leave in respect of staff working in the Institutions.

In respect of the employees working in the Society, Hony. Secretary of the Society is the sanctioning authority.

NOTE: i) If any employee absents him/herself from duty without obtaining prior sanction of casual leave and compensatory leave, such absence will be treated as loss of pay unless otherwise decided by the sanctioning authority.



ii) The general holidays can be prefixed or suffixed to the Casual Leave.

#### 6. EARNED LEAVE

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- a) (i) All permanent employees in the superior service of Non-Vacation Department of the Society are eligible for 30 days Earned Leave for any calendar year spent on duty.
  - (ii) Temporary/adhoc employees in the superior service of Non-vacation Department of the Society are eligible for 15 days Earned Leave for any calendar year spent on duty.
  - (iii) All Class-IV employees including temporary/adhoc are eligible for earned leave.
  - b) All employees (permanent and temporary/adhoc) of Non-Vacation Department can accumulate earned leave not exceeding a maximum of 300 days earned leave to their credit and the maximum of earned leave that may be granted to an employee at a time shall not exceed 30 days.

**NOTE:** The employees who are eligible for earned leave can prefix or suffix the general holidays.

#### 7. HALF PAY LEAVE

All employees (permanent and temporary/adhoc employees) in superior service of Non Vacation Department of the Society are eligible for 20 days Half-Pay leave or 10 days commuted leave on medical grounds for any Calendar year subject to condition that the accumulation of Half Pay Leave is restricted to 180 days. At the discretion of the sanctioning authority half-pay leave may be granted to an employee, if he/she is suffering from any disease and admitted to the hospital for treatment, subject to the production of Medical Certificate from a Recognized Medical Practitioner not Exceeding 20 days at a time.

Provided, the Board of Governors of the Society can consider sanction of half pay leave exceeding the above limit including the payment of full pay (similar to commuted leave) taking into consideration the condition of the employee and his/her record of service, conduct and financial status subject to title of Half -Pay leave i.e. 75 days.

**NOTE:** The above rule will apply both to the superior and the Class-IV Employees.

#### 8. EXTRAORDINARY LEAVE

Extra-ordinary leave may be granted to all employees (permanent and temporary/adhoc) in the superior service up to a limit of 30 days, on the following circumstances:-



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- i) (a) When no other leave is admissible to the employee.
  - (b) When other leave being admissible, the employee concerned applies in writing for the grant of extraordinary leave.
  - ii) The sanction of leave for teaching staff/Class-IV employees can be considered by the sanctioning authority if warranted in the best interests of Institution taking into consideration the bonafides of the purpose.
  - iii) The extra-ordinary leave may be sanctioned on Medical grounds on merit of each case.
  - iv) While on extra-ordinary leave, the individual is not entitled to any leave salary. The Board of Governors of the Society may consider sanction of extra-ordinary leave exceeding the limit if considered in the best interests of the institution.
  - v) While on extra-ordinary leave, the individual is not entitled to any leave salary. The Board of Governors of the Society may consider sanction of extra-ordinary leave exceeding the limit in the best interests of the institution.

#### 9. MATERNITY LEAVE

- a) The competent authority may grant maternity leave on full pay to married woman employees of the Society not exceeding 3 months with less than two surviving children but the grant of leave should be restricted for maternity purpose only, subject to production of Medical Certificate from a recognised medical practitioner.

Such leave is not debited against leave account.

- b) The provision of these rules shall apply to the grant of maternity leave in cases of confinement and shall apply to such leave in case of miscarriage including abortion subject to the following modifications:
  - (i) that the leave does not exceed six weeks
  - (ii) that the application for the leave is supported by a certificate from a recognised medical practitioner.
- c) Maternity leave may be considered with leave of any kind on application by the individual supported by Medical Certificate.
- d) Provided the Secretary of the Society may consider sanction of enhancement of Maternity leave exclusively or in continuation of any other leave, including the request for sanction of leave towards the illness of the newly born baby or for any other reason, if the exigencies of the service of the women employees is also essential to the Institution.



Leave Rule

#### 10. ENCASHMENT OF EARNED LEAVE ON SURRENDER OF LEAVE

Employees of Non-Vacation Department of the Society are eligible to surrender 15 days earned leave in a calendar year for encashment.

### VACATION POSTS

#### 11. CASUAL LEAVE

- a) (i) All employees including adhoc and temporary employees are eligible for 20 days Casual Leave during a calendar year (including 5 optional holidays)
- (ii) If any employee is asked to attend the office(duty) on any general or restricted holiday, he will be entitled for Compensatory leave. The accumulated compensatory leave will expire at the end of each calendar year except holiday turn duties performed in the month of December and they can be availed in January the following year.

b) **Grant of Leave**

The grant of leave is at the discretion of the sanctioning authority Principal of the Institution is the sanctioning authority for casual leave and compensatory holidays in respect of the staff working in the Institutions. Hony. Secretary is the sanctioning authority for casual leave and compensatory holidays in respect of the Principals/Head of the Institutions.

**NOTE:** (i) If any employee absents himself from duty without obtaining prior sanction of Casual leave, restricted holiday and compensatory leave such absence will be treated as loss of pay, unless otherwise decided by the sanctioning authority.

(ii) The general holidays can be prefixed or suffixed to the Casual Leave.

#### 12. EARNED LEAVE

- (i) All employees (permanent and temporary/adhoc) in the superior service working in the vacation posts and declared as vacation posts are not entitled for leave for the period they attended duty during the vacation period, the earned leave will be credited to their leave account proportionately. If the teaching staff has attended the vacation in full or partly under the orders of the proper authority, the earned leave that will be credited to his/her leave account will be in full or proportionate as is given to the non-vacation posts.
- ii) The vacation period will be declared each year and the period and dates will be in consonance with the exigencies of holding examinations, tests, etc.



- iii) The posts of Principal, Administrative Staff of the Institution and all employees in the superior service will be categorized as non-vacation posts unless otherwise declared by the Society.

The teaching and non-teaching staff (permanent and temporary/adhoc) who have vacation are eligible for 6 days earned leave each year subject to the condition that accumulation of earned leave is restricted to 60 days.

### 13. HALF-PAY LEAVE

All employees (permanent and temporary/adhoc) in superior service of Non-Vacation Department of the Society are eligible for 20 days Half-Pay leave or 10 days commuted leave on medical grounds for any Calendar year subject to condition that the accumulation of Half Pay Leave is restricted to 180 days. At the discretion of the sanctioning authority half-pay leave may be granted to an employee, if he/she is suffering from any disease and admitted to the hospital for treatment, subject to the production of Medical Certificate from a Recognized Medical Practitioner not exceeding 20 days at a time.

Provided, the Board of Governors of the Society can consider sanction of half-pay leave exceeding the above limit including the payment of full pay (similar to the commuted leave) taking into consideration the condition of the employee and his financial status.

### 14. EXTRAORDINARY LEAVE

Extraordinary leave may be granted to permanent and temporary/adhoc employees in the superior service up to a limit of 30 days, on the following circumstances:

- i) (a) When no other leave is admissible to the employee.  
(b) When other leave being admissible, the employee concerned applies in writing for the grant of extraordinary leave.
- ii) The extraordinary leave may be sanctioned on medical grounds on merits of each case.
- iii) While on extraordinary leave, the individual is not entitled to any leave salary. The board of Governors of the Society may consider sanction of extraordinary leave exceeding the limit in the best interests of the institution.

### 15. MATERNITY LEAVE

- a) The competent authority may grant maternity leave on full pay to a married woman employee of the Society not exceeding 3 months, having less than two surviving children, but the grant of leave be restricted for maternity purpose only, subject to producing a Medical Certificate from recognized medical practitioner.



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Such leave is not debited against leave account.

b) The provision of this rule shall apply to grant of maternity leave in case of confinement and shall apply to such leave in case of miscarriage including abortion subject to following modifications:

(i) that the leave does not exceed six weeks.

(ii) that the application for the leave is supported by a certificate from a recognized medical practitioner.

c) Maternity leave may be considered with leave of any kind on application by the individual supported by Medical Certificate.

Provided the Secretary of the Society may consider sanction of enhancement of maternity leave exclusively or in continuation of any other leave, including the request for sanction of leave towards the illness of the newly born baby or for any other reasons, if the exigencies of the service of the woman employee is so essential to the Institution.

#### 16. GENERAL RULE

a) All kinds of leave will lapse on termination of appointment of the employees or on his/her resignation.

b) All the employees are required to apply for any permissible leave well in advance, so as to enable the Management to adjust the duties.

#### 17. POWER OF RELAXATION/AMENDMENT

Notwithstanding anything stated in any of the rules stated above, the Board of Governors shall have full powers to relax, amend, modify any rule/provision contained herein, that may be required to do so from time to time.

#### 18. APPLICATION OF LEAVE RULES

The various leave rules as stated above, and approved by the Board of Governors, Sultan-ul-Uloom Education Society will apply to all employees of the Society.

All the existing leave rules or instructions thereon will cease to exist with effect on and from 1<sup>st</sup> July, 2008. Earned Leave at the credit of all employees prior to issue of these rules shall be carried forward even after implementation of these rules.

19. The decision of the Board of Governors shall be final and binding on any matter not covered under these rules.



Date : 08.01.2024

**OFFICE NOTE**

As per Leave Rules effective from 01.07.2008, clause No.13 under the heading of Vacation Posts – Half Pay Leave is extracted below:

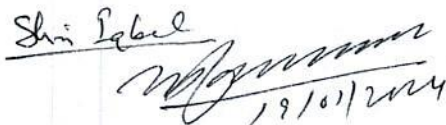
*"All employees (permanent and temporary/adhoc) in superior service of Vacation Department of the Society are eligible for 20 days Half-Pay Leave or 10 days commuted leave on medical grounds for any Calendar year subject to condition that the accumulation of Half Pay Leave is restricted to 180 days. At the discretion of the sanctioning authority half-pay leave may be granted to an employee, if he/she is suffering from any disease and admitted to the hospital for treatment, subject to the production of Medical Certificate from a recognized Medical Practitioner not exceeding 20 days at a time".*

In the present case of Mr. Syed Saifuddin, Asst. Professor, Civil Engg. Dept., MJCET, the Half Pay Leave mentioned 103 days but as per the above clause, the HPL cannot exceed more than 20 days with the condition that Medical Certificate from recognized Medical Practitioner, should be submitted and sanction will be discretion of the Management.

Logically under Medical Leave the applicant cannot undertake travel.

  
Joint Secretary

To,  
THE HONY. SECRETARY  
SUES.

  
19/01/2024



their leave account proportionately. If the teaching staff has attended the vacation in full or partly under the orders of the proper authority, the earned leave that will be credited to his/her leave account will be in full or proportionate as is given to the non-vacation posts.

- ii) The vacation period will be declared each year and the period and dates will be in consonance with the exigencies of holding examinations, tests, etc.
- iii) The posts of Principal, Administrative Staff of the Institution and all employees in the superior service will be categorized as non-vacation posts unless otherwise declared by the Society.

The teaching and non-teaching staff who have vacation are eligible for 6 days Earned leave each year subject to the condition that accumulation of E.L. is restricted to 60 days.

### 13. HALF-PAY LEAVE

Permanent employees in superior service of Vacation Department of the Society are eligible for 20 days Half-Pay leave or 10 days commuted leave on medical grounds for any Calendar year subject to condition that the accumulation of Half Pay Leave is restricted to 180 days. At the discretion of the sanctioning authority half-pay leave may be granted to an employee, if he/she is suffering from any disease and admitted to the hospital for treatment, subject to the production of Medical Certificate from a recognized medical practitioner not Exceeding 20 days at a time.

Provided, the Board of Governors of the Society can consider sanction of half-pay leave exceeding the above limit including the payment of full pay (similar to the commuted leave) taking into consideration the condition of the employee and his financial status.

### 14. EXTRAORDINARY LEAVE

Extraordinary leave may be granted to permanent employees in the superior service up to a limit of 30 days in the following circumstances:

- i) (a) When no other leave is admissible to the employee.
- (b) When other leave being admissible, the employee concerned applies in writing for the grant of extraordinary leave.
- ii) The sanction of leave for employees can be considered by the sanctioning authority if it warrants in the best interests of the institution taking into consideration the bonafides of the purpose, namely any short term training or any other course required by the teaching staff.



- iii) The extraordinary leave may be sanctioned on medical grounds on merits of each case.
- iv) All <sup>not</sup> adhoc and temporary employees are eligible for extraordinary leave, and if in the exigencies of the service the leave applied for by the individual is granted by the Board of Governors but in all probability has to be treated as a fresh appointment if he is taken into service after availment of such extraordinary leave. But the Board of Governors can decide the nature of appointment at its discretion.
- v) While on extraordinary leave, the individual is not entitled to any leave salary. The Board of Governors of the Society may consider sanction of extraordinary leave exceeding the limit in the best interests of the Institution.

## 15. MATERNITY LEAVE

- a) The competent authority may grant maternity leave on full pay to a married woman employee of the Society not exceeding 3 months, having less than two surviving children, but the grant of leave be restricted for maternity purpose only, subject to producing a Medical Certificate from recognized medical practitioner.

Such leave is not debited against leave account.

- b) The provision of this rule shall apply to grant of maternity leave in case of confinement and shall apply to such leave in case of miscarriage including abortion subject to following modifications:
  - (i) that the leave does not exceed six weeks.
  - (ii) that the application for the leave is supported by a certificate from a recognized medical practitioner.
- c) Maternity leave may be considered with leave of any kind on application by the individual supported by Medical Certificate.

Provided the Secretary of the Society may consider sanction of enhancement of maternity leave exclusively or in continuation of any other leave, including the request for sanction of leave towards the illness of the newly born baby or for any other reasons, if the exigencies of the service of the woman employee is so essential to the Institution.

## 16. GENERAL RULE

- a) All kinds of leave will lapse on termination of appointment of the employees or on his/her resignation.



- b) All the employees are required to apply for any permissible leave well in advance, so as to enable the Management to adjust the duties.

#### **17. POWER OF RELAXATION/AMENDMENT**

Notwithstanding anything stated in any of the rules stated above, the Board of Governors shall have full powers to relax, amend, modify any rule/provision contained herein, that may be required to do so from time to time.

#### **18. APPLICATION OF LEAVE RULES**

The various leave rules as stated above, and approved by the Board of Governors, Sultan-ul-Uloom Education Society will apply to all employees of the Society.

All the existing leave rules or instructions thereon will cease to exist with effect on and from 9<sup>th</sup> September, 2002. Earned Leave at the credit of all employees prior to issue of these rules shall be carried forward even after implementation of these rules.

19. The decision of the Board of Governors shall be final and binding on any matter not covered under these rules.





**SULTAN-UL-ULOOM  
EDUCATION SOCIETY**

“Mount Pleasant”, 8-2-249 to 267, Road No.3,  
Banjara Hills, Hyderabad-500 034

**CONDUCT RULES**



## **SULTAN-UL-ULOOM EDUCATION SOCIETY EMPLOYEES**

### **CONDUCT RULES**

1. These rules shall be called the Sultan-ul-Uloom-ul-Uloom Education Society 'Employees Conduct Rules-2002'. These rules shall come into force with effect on and from 9<sup>th</sup> September, 2002 and shall apply to all the employees working in any Institution under the control of the Board of Governors of the Sultan-ul-Uloom Education Society, whether on duty or on leave or on deputation. They shall not, however, apply to part-time and daily wage employees.

### **2. DEFINITIONS**

(i) In these rules, "Board" means the Board of Governors duly elected by the General Body of the Society.

(ii) "Institution" means any Educational Institution established, controlled or taken over by the Society.

(iii) "Employee" means any person belonging to the teaching or non-teaching staff of any Institution administered by the Society, including any employee of the office of the Society.

(iv) "Member of the family" of an employee includes a spouse, son, daughter, step son and step daughter of such employee whether residing with such employee or not, but normally within his control and dependent on him.

(v) The Secretary means the Honorary Secretary of the Sultan-ul-Uloom Education Society.

(vi) The "Society" means the Sultan-ul-Uloom Education Society.

(vii) Words importing the masculine gender shall be taken to include feminine gender

### **3. GENERAL**

(a) Every Employee shall be devoted to his duties and shall maintain absolute integrity, discipline, impartiality and sense of propriety.

(b) No employee shall behave in a manner which is unbecoming of such an employee or derogatory to the prestige of the Society.

(c) No teacher of any Institution shall engage himself in coaching any student privately for any remuneration.

(d) No employee shall act in a manner which will place his official position under any kind of embarrassment.



(e) No employee shall, in the performance of his official duties or in exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior, and shall when he is acting under such direction, obtain the direction in writing, wherever practicable, and where it is not practicable to obtain the direction in writing shall obtain written confirmation of the direction as soon as possible thereafter. It shall be incumbent on such superior to confirm in writing the oral directions given by him, and in any event, he shall not refuse such written confirmation where a request is made by the employee to whom such direction was given.

f) Every teacher shall constantly strive to raise the teaching and educational standards of the Institution and secure for it a pride of place among the sister Institutions in the State.

#### 4. ACCEPTANCE OF GIFTS, PART-TIME WORK, ETC.

(a) No employee himself accept or permit any member of his family to accept any gift from any person as would place him under personal obligation in the discharge of his official work.

(b) He shall not also, without the prior permission of the Secretary or such other officer as may be authorised in this behalf, ask for or accept any pecuniary assistance in pursuance of any object whatsoever or raise subscription, except for routine institutional functions such as Farewell and Felicitation functions.

c) No employee shall except with the prior sanction of the Secretary undertake any employment or accept any remunerative job not connected with the Institution even on part-time basis.

Provided that he may accept Membership of any educational Institution connected with literary or scientific activities or may undertake honorary work of a literary, artistic or scientific nature in a way that his official duties do not suffer thereby. It shall be open to the Board to direct such employee, without offering any reasons, to discontinue such work.

#### 5. LENDING OR BORROWING

(a) No teacher or other employee shall directly or indirectly engage in the business of money lending.

(b) They shall not also borrow money from any person with whom they have any official relationship. Provided that this shall not apply to borrowing from Banks or financial Institutions having regular standing.

Habitual indebtedness or insolvency on the part of an employee shall be viewed with great disfavour. Any teacher or employee in such a situation shall forthwith report full facts to the Principal who shall apprise the Secretary along with his views and comments.



## 6. PARTICIPATION IN DIRECT OR INDIRECT BUSINESS

(a) No teacher or other employee whether directly or indirectly shall involve himself in any trade or business except with the previous approval of the Secretary. Canvassing in support of an insurance, Business, Agency, etc. owned or managed by any member of his family constitutes a breach of this rule.

(b) Speculation in any investment is forbidden.

### Explanation

The habitual purchase or sale of securities or share of a highly fluctuating value shall be deemed to be speculation within the meaning of this rule.

## 7. SECRECY AND ASSOCIATION WITH THE PRESS

(a) No teacher or other employee shall divulge any information obtained by him in the course of his official duties to any outsider or make any improper use thereof. A teacher or employee connected with Examination work shall have the special responsibility of observing complete secrecy within the strictest meaning of the rule. He shall not under any circumstances divulge any information connected with the Examination work or his own appointment as an examiner, etc.

(b) No employee shall either in writing or orally communicate to the Press or any publishing firm any matter which may amount to, or invite, criticism of the administration of the Institution or the Society or as would offend the dignity of the Institution or Society in any manner.

(c) No employee shall either wholly or partly associate himself with or participate in the editing or management of any newspaper or other periodical publications. This restriction shall not apply in relation to the publishing of any literary or scientific magazine brought out by the students or Teacher's Union.

## 8. PARTICIPATION IN POLITICS

No employee shall, while being on duty, take active part in politics, which includes holding office, elective or otherwise in any political party, contest for election to the State Legislature or to the Parliament or to any Local Bodies.

## 9. PARTICIPATING IN STRIKES OR SIMILAR ACTIVITIES

(a) No employee shall take part in any act or movement such as strike, incitement thereto or similar other activity in connection with any matter pertaining to his service or of any other individual.



(b) No employee shall participate in any demonstration which is against the interest of the Society or derogatory to the prestige of the Society.

(c) He shall not also approach Court of Law on any matter, without having exhausted all other official channels available to him for the redressal of grievances.

Provided that this does not prohibit him from bringing the difficulties or hardships of the teachers or other employees as a class, to the notice of authorities in a strictly constitutional manner.

#### 10. DRINKING

a) No employee shall be addicted to drinking any alcoholic or any other intoxicating drinks. It shall be highly objectionable for an employee to be found in even a slightly intoxicated condition either on the premises of the Institution or in any Public place.

b) No employee shall chew tobacco in any form or indulge in smoking on the Campus of the Society or on the premises of the Institutions administered by the Society.

#### 11. DEALING WITH CASES PERTAINING TO A RELATION

Where any employee, either in exercise of any statutory powers or otherwise, submits any proposal or opinion or takes any other action whether for or against any individual or employee related to him (whether the relationship be distant or near), he shall, with every such proposal, recommendation or decision, expressly state the nature of his relationship and suggest the case being seen by the next higher authority.

12. No employee shall bring, or attempt to bring, any kind of influence to bear upon any superior officer or Member of the Society for the furtherance of his interests.

#### 13. ACQUIRING OR DISPOSING OF MOVABLE OR IMMOVABLE PROPERTY

(a) No employee shall except with prior intimation to the Secretary of the Society acquire or dispose of or permit any member of his family to acquire or dispose of any immovable property by exchange, purchase, sale, gift or otherwise either by himself or through others. Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the prior sanction of the Secretary of the Society.

(b) No employee who enters into any transaction concerning any movable property exceeding in value equal to his salary for three months at a time whether by way of purchase, sale or otherwise shall forthwith report such transaction to the Secretary. Provided that any such transaction conducted otherwise than through a regular or a reputed dealer shall be with the prior sanction of the Secretary of the Society.



Provided further that this sub-rule shall not apply to any purchases made by an employee for the performance of a wedding or any religious or social function.

(c) No employee shall engage in any transaction or investment which is of a speculative character relating to the purchase, sale, or exchange of any immovable or movable property.

(d) The Board of Governors may, at any time by a general or special order require its employees to submit to the Secretary within a specified period a full and complete statement of assets and liabilities detailing all immovable and movable property of the specified value, held or acquired by him or by any member of his family. Such statement shall, if so required by the Board of Governors, include details of the means by or source, from which such property was acquired.

#### **14. PUBLICATION OF BOOKS**

No employee shall without prior permission of the Secretary of the Society publish any book which is not purely of a literary, artistic or scientific nature, edit or manage any news-paper or periodical provided any employee who publishes a book shall not canvass for its sale.

#### **15. COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION**

It shall be the duty of every employee to honour the confidence reposed in him by the Society and not to divulge directly or indirectly any information obtained by him in the course of his official duties to any employee not authorised to receive the same or to any other person or to members of the Press.

#### **16. PARTICIPATION IN RADIO, T.V. BROADCASTS**

No employee shall except with the prior permission of the Secretary of the Society or in the course of discharge of his official duties participate in a radio/television broadcast.

Provided that no such permission is necessary if such broadcast is of a purely literary, artistic, or scientific character and the employee may accept remuneration prescribed for such broadcasts.

#### **17. DISCUSSING POLICY OR ACTION OF THE SOCIETY**

No employee shall either in any document published by him or in any communication made by him to the Press or in any public utterance made by him, indulge in any public criticism of Society's administration in such a manner as is repugnant to the dignity of the employee and cause or is likely to cause embarrassment to the administration and its



relation with its staff or the students of the Society or the State and Central Governments or any other agency. Provided that nothing in the rule shall be deemed to prohibit any employee from participating in discussions at any private meeting solely of employees or of any association of employees on matters which affect the interest of such employees individually or generally.

#### **18. VINDICATION OF ACTS AND CHARACTER OF THE EMPLOYEE AS SUCH**

No employee shall except with the prior sanction of the Board of Governors, have recourse to the Press or any court for the vindication of his official act which has been the subject matter of adverse criticism or an attack of a defamatory character in public. In granting sanction to the recourse to the Court, the Board, will, in each case, decide whether it will itself bear the costs of the proceedings or whether the employee will initiate the proceedings at his own expense and if so, whether in the event of a decision in his favour, the Society will reimburse to him to the extent of the whole or any part of the costs. Nothing in this rule will limit or otherwise affect the right of any employee to vindicate his private acts or character.

#### **19. APPLICATION FOR EMPLOYMENT OUTSIDE**

- a) All applications for employment outside shall be routed through the Secretary of the Society;
- b) No employee shall apply for employment or signify his willingness to accept such employment without prior permission in writing of the Secretary. If a person who is refused permission to apply or accept employment wishes to resign his appointment under the Society, such resignation shall ordinarily be accepted, unless there is an obligation to the contrary.

#### **20. GIVING EVIDENCE BEFORE ANY COMMITTEE, COMMISSION OR OTHER AUTHORITY**

- a) No employee shall give evidence in connection with any enquiry conducted by any Committee, Commission or other authority except with the permission of the Secretary of the Society;
- b) Where permission is given under Sub-rule (a) no employee giving such evidence shall criticise the policy of the Central Government or State Government or any Agency or the Society;

Provided that Sub-rule (a) shall not apply to:

- (i) giving evidence before a Statutory Committee, Commission or other authority which has power to compel attendance and for giving answers;



- (ii) giving evidence before judicial enquiry;
- (iii) giving evidence at any enquiry ordered by the Secretary of the Society or the Board of Governors;

## 21. BIGAMOUS MARRIAGES

(a) No employee who has a wife living shall contract another marriage notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him;

b) No female employee of the Society shall marry any person who has a wife living.

## 22. DOWRY

No employee shall

(a) give or take or abet in giving or taking of dowry; or

(b) demand, directly or indirectly from the parents or guardians or a bride or bridegroom as the case may be any dowry.

**Explanation :** For the purpose of this rule, "Dowry" has the same meaning as in the Dowry Prohibition Act 1961 (A Central Act-28 of 1961)

## 23. INTERPRETATION

If any question arises relating to the interpretation of these rules the decision of the Secretary of the Society thereon shall be final.

## 24. SAVING OF OTHER LAWS

The provisions of these rules shall be in addition to and not in derogation of any other law or order of any competent authority for the time being in force, regulating the conduct of the employee.





**SULTAN-UL-ULOOM  
EDUCATION SOCIETY**

“Mount Pleasant”, 8-2-249 to 267, Road No.3,  
Banjara Hills, Hyderabad-500 034

**CLASSIFICATION CONTROL  
& APPEAL RULES**



**SULTAN-UL-ULOOM EDUCATION SOCIETY**  
**CLASSIFICATION, CONTROL & APPEAL RULES**

**PART – I**  
**GENERAL**

**1. PREAMBLE**

For a proper control, administration and maintenance of discipline among all employees, the Sultan-ul-Uloom Education Society makes the following Rules.

**2. NAME & DATE OF COMMENCEMENT**

These rules may be called the Sultan-ul-Uloom Education Society Services (Classification, Control and Appeal) Rules. They shall come into force with effect on and from the 9<sup>th</sup> September, 2002.

**3. APPLICABILITY**

They shall apply to all the Members of the various Services in Educational Institutions under the Society other than those appointed on daily wages or on part-time basis.

The Board may, from time to time, extend the application of these rules to any other employees or exclude any other employees or exclude any particular post or posts from the operation of these rules, if they consider that the rules cannot suitably be applied to them. In case any doubt arises as regards the applicability of these rules, to any particular posts or employees, the decision of the Board thereon shall be final.

These rules may, by an order issued by the Secretary be made applicable also to any corresponding posts in the office of the Society.

**4. DEFINITIONS**

In these Rules unless the context otherwise requires.

- a) the Society means the Sultan-ul-Uloom Education Society.
- b) the Board means the Board of Governors of Sultan-ul-Uloom Education Society.
- c) the expression Secretary or Honorary Secretary means the Honorary Secretary of the Sultan-ul-Uloom Education Society.
- d) employee means any person working in any capacity (otherwise than an on honorary or part time basis) and belonging to any class or category of any service in any Institution under the control of the Society or in the office of the Society.



## **PART – II CLASSIFICATION**

5. The various services relating to Administration, Teaching and Non-Teaching etc., in the Institutions under the control of the Sultan-ul-Uloom Education Society shall be classified as follows :

### **6. COLLEGIATE WING**

#### **Senior Cadre**

##### **1) (a) Administrative and Teaching**

###### **I) Class-1**

**Category-1** (a) The Principal  
(b) The Vice-Principal

**Category-2** (a) Professors & Heads of Units  
(b) Professors, not being Head of Units  
(c) Heads of Units, not being Professors

##### **(b) TEACHING**

###### **II) Class-2**

**Category-1** 1. Readers, not being Head of Units  
2. (a) Lecturers in Selection Grade  
(b) Lecturers in Senior Scale  
(c) Lecturers (including Physical Directors and Librarians)

##### **(c) ADMINISTRATION**

###### **III) Class-3**

**Category** 1. Administrative and Accounts Officer  
2. Purchase and Stores Officer (Officer on Special Duty)  
3. Security Officer/Campus Manager

### **7. SUBORDINATE CADRE**

#### **Non-Teaching**

##### **Class-1**

**Category** 1. (a) Computer Programmer  
(b) Foreman  
(c) Mechanical Draughtsman  
(d) Lab Supervisors  
2. Lab Assistants (Engineering)



**Class-2**

- Category** 1. Lab Assistants (Non-Engineering)  
2. Computer Operator  
3. Technicians

**8. SCHOOL WING**

**Administrative and Teaching Cadre**

**Class-1**

- Category-1** (a) Principal  
(b) Vice-Principal

**Subordinate Cadre**

**Class-1**

- Category** 1. Senior Grade Teachers  
2. Junior Grade Teachers  
3. Crafts Teachers

**NON-TEACHING**

- Category-1** (a) Librarian  
(b) P.T.Incharge

- Category-2** Pre-Primary Teachers

**9. COMMON CLASSES OF SERVICE**

**a) Technical**

- Category-1.** 1. Electrician  
2. Assistant Electrician

**b) Ministerial**

**Class-1**

- Category-1.** Office Superintendent  
2. (a) Senior Assistant  
(b) Junior Assistant

**Class-2**

- Category-1** (a) Accountant  
(b) Junior Assistant  
(c) Steno/Typist

- Category-2** Book Bearers



### **C. LAST GRADE SERVICE INFERIOR SERVICE**

#### **Category-1. Lab Attendant**

2. Attenders
3. Ayahs
4. Watch & Ward (Security Guards)
5. Gardeners
6. Conservancy Staff (Sweepers/Sweepers (Toilets) etc.)

10. In the event of any doubt as to the classification of any categories of posts (or designations) not specifically mentioned in these rules, the matter shall be referred to the Secretary whose decision shall be final.

### **PART – III CONTROL**

#### **11. PENALTIES**

The following penalties may, for good and sufficient reasons, be imposed upon the members of the services mentioned in the foregoing rules 6 to 9.

1. Censure.
2. Fine.
3. Withholding increments without cumulative effect or promotion.
4. Reduction to a lower rank in the seniority list or to a lower post or to a lower stage in a time scale.
5. Recovery from pay of an employee of the whole or any part of the loss caused to an Institution, or the Society as a result of negligence or breach of orders.
6. With holding increments with cumulative effect.
7. Compulsory retirement.
8. Removal from service.
9. Dismissal from service.
10. Suspension, where a person has already been suspended pending investigation or enquiry into charges against him.

Provided that

- (a) The penalty of fine shall not be imposed on any employee other than those belonging to the Last Grade Service (Inferior Service).
- (b) Before imposing any penalty on any employee the procedure prescribed under rules 21 or 22, as the case may be, followed. //



## **EXPLANATIONS**

(a) The stoppage or postponement of increments owing to extension of probation or for not passing any prescribed test or not satisfying any other condition of appointment does not amount to withholding of increments within the meaning of this rule.

(b) The non-promotion of a member of service to a higher post after consideration of his case on merits by the prescribed authority or agency does not amount to withholding of promotion under this rule.

(c) The discharge (1) of a person engaged under a contract in accordance with the terms of his contract, or (2) of a temporary employee on the expiration of his period of appointment does not amount to removal or dismissal within the meaning of this rule.

## **12. SUSPENSION**

An employee may be placed under suspension from service, pending investigation or enquiry into charges against him, where such suspension is considered essential. Provided that where an employee has been under suspension for six months, the authority that ordered the suspension shall review the need or otherwise to continue him under suspension any further and if continuance is considered necessary (for reasons to be recorded in writing) obtain the orders of the next higher authority for continuing him under suspension. In case the suspension has been ordered by the Secretary, the Board shall review the order at the end of six months and take a decision whether to continue or revoke the order.

13 (a) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours, shall be deemed to have been suspended with effect from the date of the detention by an order of an authority competent to place such employee under suspension.

(b) where a penalty of dismissal, removal or compulsory retirement imposed upon an employee, who had already been suspended, is set aside in an appeal and it is proposed to hold a further enquiry, the order of suspension already issued shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement. Such suspension shall remain in force until further orders.

(c) Where a penalty of dismissal, removal or compulsory retirement imposed upon an employee is set aside by a decision of a Court of Law and the authority competent to impose the penalty decides immediately thereafter, to hold a further enquiry against him on the same allegations on which the penalty had been imposed, the employee shall be deemed to have been placed under suspension from the date of the original order of the penalty. Such suspension shall continue to be in force until further orders.

An order of suspension made or deemed to have been made under clauses (a), (b) or (c) above may at any time be revoked by the same authority or a higher authority.



Cadre in Category 2 (a), 2 (b) and 2 (c) of Class 2 and in categories 1 and 2 in Class 3 of Rule-6 shall be the Principal, while all other penalties specified in items 4 and 6 to 10 of Rule-11 shall be the Secretary.

#### **14. AUTHORITY COMPETENT TO IMPOSE PENALTIES**

(a) The authority which may impose any of the penalties specified in items 1 and 3 to 10 of Rule-11 on the holders of posts in Class 1 in the Senior Cadre (Administrative and Teaching) in the Collegiate Wing of Rule-6 shall be the Secretary. The same position holds good for the holders of posts in Category 2 of Class I and Category 2 of Class II in the Collegiate Wing and category-1 of Class-I in the School wing.

(b) The authority competent to impose the penalties specified in items 1, 3 and 5 of Rule II on the holders of posts in the Senior Cadre in Category 2 (a), 2 (b) and 2 (c) of Class 2 and in categories 1 and 2 in Class 3 shall be the Principal, while all other penalties specified in items 4 and 6 to 9 of the said rule shall be the Secretary.

15. Where any of these employees are retired persons, re-employed on consolidated pay with or without time limit or with extensions in service from time to time, or are appointed on contract basis, the authority to impose any penalty shall be the one specified for the purpose in the Agreement executed between such employees and the Secretary. Where no such authority is mentioned or is not clearly expressed or where no Agreement has been executed, the Secretary shall be the appropriate authority to impose any of the penalties.

#### **16. IMPOSITION OF PENALTIES ON MEMBERS OF SUB-ORDINATE SERVICES.**

The authority which may impose any of the penalties mentioned under Rule-11 on the members of subordinate services whether of the Collegiate branch or the School, whether teaching or non-teaching cadres or ministerial or inferior services shall be as specified in Rule-13.

17 (a) Where in any case, a higher authority has imposed or declined to impose a penalty on any member of any service, a lower authority shall have no jurisdiction to proceed under these rules in respect of the same case.

(b) The fact that a lower authority has imposed a penalty exonerated a member of service in any case shall not debar a higher authority from exercising his powers under this rule in respect of the same case. The order of such higher authority shall supersede any order passed by a lower authority in respect of the same case.

18. A superior authority may at any time and without specific authorization by the authority competent to punish, frame charges against or enquire into the conduct of any employee directly subordinate to him although he may not be competent to impose a penalty.



19. In these rules, the appointing authority means the authority which has actually issued the order of appointment of the employee' regardless of the fact that any such appointment has been approved or been authorised by a higher or different authority or agency.

20. In deciding as to who would be the appropriate authority to impose a punishment on an employee, the position held by the employee at the time when the penalty is to be imposed or at the time when the delinquency in respect of which the penalty is proposed to be imposed had occurred, whichever is the higher of the two, shall be taken into account for determining the authority competent to impose the penalty.

## 21. IMPOSITION OF MINOR PENALTIES

Before imposing any of the penalties specified in items (1), (2), (3) or (5) of Rule 11 on any employee, it shall be necessary that

(a) the concerned employee is informed in writing by the authority competent to impose the penalty of the allegations that have been made against him, or any delinquencies on his part that have come to notice and that in view of these allegations etc., it is proposed to take disciplinary action against him. He should be called upon to make any representation that he may wish to make in his defence, and

(b) any such representation made by the accused officer shall be duly considered by the competent authority before passing final orders.

## 22. IMPOSITION OF MAJOR PENALTIES

No order imposing on a member of any class or category of service any of the penalties specified in items (4), (6), (7) and (8) of Rule 11 shall be passed except after the procedure set out below is followed :

(a) The authority competent to impose the penalty shall appoint an Enquiry Officer who shall be superior in rank and also free from bias against the delinquent officer to conduct any enquiry into the case. It is also open to the competent authority itself to hold an enquiry either suo moto or on a direction from a higher authority.

(b) In every such case the Enquiry Officer whose responsibility is to arrive at the truth or falsity of the allegations made against the accused employee shall fix a place, time and date for holding the enquiry and shall inform all concerned (e.g. complainants and any witnesses, etc.) including the accused employee to be present at the enquiry. During the enquiries he shall record the depositions of all concerned who agree to depose in the matter. The accused employee shall be given full opportunity to cross examine any person giving evidence against him or to produce any documents which may be in his possession to rebut any statement made or documents produced by any person against him during the enquiry. The matter in respect of which the enquiry is proposed to be



held, shall be conveyed to the accused employee even before the date of the enquiry so that he could come fully prepared to face the enquiry.

(c) Any request from the accused employee either for summoning any witnesses, official or otherwise, or for inspecting any documents or records necessary for preparing his defence should normally be accommodated unless such non-officials decline to attend the enquiry or the documents and records asked for are irrelevant for the enquiry or the Enquiry Officer is satisfied that the request of the accused employee is frivolous or vexatious and made only with a view to prolonging the enquiry.

(d) After recording the depositions of all the witnesses and of the accused employee and taking into account any statements submitted by them, both oral and written, the Enquiry Officer shall draw up his report after an objective assessment of the entire material before him and arrive at a provisional conclusion as to whether the accused employee is, in his opinion wholly or partially guilty of the charges in respect of which the enquiry has been held or he considers that the charges have not been established.

(e) Unless the enquiry officer himself is the competent authority to punish the accused employee, he shall submit his report to the competent authority for further action.

(f) Where it is considered necessary to proceed further against the accused employee on the basis of the findings in the enquiry report, the competent authority shall reduce the grounds on which he proposes to take action to the form of a definite charge or charges which shall be communicated to the accused employee together with a clear statement of the basis on which each charge is made and of any other circumstances which are proposed to be taken into account on the basis of which disciplinary action is considered as warranted against him. The accused employee shall be supplied with a copy of the enquiry report, the depositions of the witnesses who had attended the enquiry and any other documents which are proposed to be relied upon in support of the charges.

(g) The accused employee shall then be called upon to make any representation or submit any defence to substantiate his innocence or in mitigation of the gravity of the charges made against him. While issuing a show cause notice to him he shall be specifically asked whether he desires to be heard in person or wishes to produce any further witnesses on his own behalf. A reasonable time shall be allowed for the accused employee to submit his statement of defence against the show cause notice issued to him. In case he desires a personal hearing or a further oral enquiry, such hearing or enquiry shall be held at a convenient date (which shall be communicated to him) so that all facts and circumstances relevant to the various charges shall be taken into account before the competent officer passes final orders in the matter.

(h) It shall not be necessary to indicate the actual penalty that is proposed to be imposed on the accused employee nor shall it be necessary to give him an opportunity to make a representation specially against the penalty.



(i) the procedure detailed above shall not be necessary

(1) where a person is proceeded against for dismissal or removal or reduction in rank on the ground of conduct which has led to his conviction on a criminal charge, or

(2) where the competent authority is satisfied for reasons to be recorded in writing that it is not reasonably practical to hold such enquiry or where such enquiry is not considered expedient in public interest.

On the question whether it is reasonably practical to hold an enquiry or not the decision of the competent authority shall be final.

#### **PART-IV A P P E A L**

23. Every employee belonging to any class or category of service specified in rules 6 to 9 shall be entitled to appeal as hereinafter provided from an order passed by a competent authority imposing upon him any of the penalties specified in rule 11 or placing him under suspension under Rule-12.

An employee including a person who has ceased to be in Society Service, may prefer an appeal against all or any of the orders specified in Rule-11 to the authorities as indicated below :

An appeal from an order imposing on an employee any of the penalties specified in Rule-11 or placing such member under suspension under Rule-12 passed by the Principal shall lie to the Secretary and an appeal from an order passed by Secretary shall lie to the Board.

24. Every appeal preferred under these Rules shall contain all material facts, statements and arguments relied upon by the appellant, couched in polite and dignified language and without casting any aspersions on any one, including the higher officers. The appeal shall be accompanied with copies of orders and other documents relevant to the subject. Every such appeal shall be addressed to the appropriate Appellate authority and shall invariably be submitted through the Head of the office to which the Appellant belongs (or belonged) and through the authority against whose order the appeal is preferred.

Provided that an advance copy of the appeal may be submitted direct to the Appellate Authority simultaneously with the original which is submitted through the usual official channel as stated above.

25. No appeal preferred under these rules shall be entertained

(a) if it is not preferred within 3 months from the date on which the Appellant received the order, or



(b) if it is a repetition of a previous appeal which has already been decided by the Appellate Authority and no new facts or circumstances are adduced to justify a reconsideration of the case, or

(c) if it is addressed to an authority to which no appeal lies in these rules.

Provided that the Appellate Authority may entertain an appeal after the expiry of the period of 3 months mentioned in Clause (a) above, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

26. In the case of an appeal from an order imposing any penalty specified in rule 14 the Appellate Authority shall in the light of the facts and arguments urged by the appellant consider objectively

- (a) whether the facts on which the order was based have been established.
- (b) whether the facts established provide sufficient grounds for taking action, and
- (c) whether the penalty is excessive, adequate or inadequate, and after such consideration shall pass appropriate orders on the appeal.

Provided that no order enhancing the penalty already imposed shall be passed unless the Appellant is given an opportunity of making a representation against the proposed enhanced penalty.

If the enhanced penalty is one of the major penalties viz., those specified in items (4) and 6 to 8 of Rule 14 while the penalty imposed earlier was one of the other penalties specified in the said Rule, the detailed procedure laid down in Rule 22 shall be followed before passing final orders in the matter.

27. All powers vested under these Rules on any authority for

- (a) imposing any penalties on any employee, or
- (b) placing any employee under suspension under rule 12, or
- (c) passing orders on appeals submitted by employees against (i) an order of suspension or (ii) imposition of a penalty, may suo moto be exercised by a higher authority at any stage.

Any orders passed by such higher authority shall supersede the orders if any passed by the lower authority in such manner and to such extent as may be stated in the order of the higher authority.

## **28. SERVICE OF ORDERS, NOTICES, ETC.**

Every order, notice and other process made or issued under these Rules shall

- i) if he is on duty, be served on the employee by delivering or tendering it in person,



- ii) if he is on leave or under suspension or otherwise absent be communicated to him by registered post to the address given by him, if any, or of his usual place of residence.
- iii) if it cannot be so served or communicated be caused to be published in any two of the widely circulated local newspapers.

#### **29. POWER TO RELAX TIME-LIMIT AND TO CONDONE DELAY**

Save as otherwise expressly provided in these rules, the authority competent under these rules, to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under the rules or condone any delay.

#### **30. REMOVAL OF DOUBTS**

If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Board of Governors whose decision shall be final.