

SHAMSHER ASST

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No. 1/199-Edu. I (1)

From

The Financial Commissioner and Secretary
to Govt. Haryana, Education Department.

To

The Director of Higher Education,
Haryana, Chandigarh.

Dated Chandigarh, the 08.12.2000

Subject: **REVISION OF PAY SCLAES OF TEACHERS OF UNIVESITIES
AND COLLEGES.**

Sir,

The Government of Haryana had vide their letter No. 1/1/99-Edu.I (1) dated 13.5.99/7.6.99 notified the revised pay scales of teachers working in Universities and colleges in the State w.e.f. 01.01.1996 after considering the recommendations of the University Grants commission as conveyed by the Government of India vide their letter No. F.I-22/97-U.I, dated 27th July, 1998 and another letter Dated 6th November 1998. Certain matters such as benefit of past service towards Senior/Selection grade, qualifications for the post of Principal, revised pay scales of Asstt. Librarians (Selection Grade) and Readers, benefit of increments to teachers having M.Phil/Ph.D degree and revised UGC recommendation regarding qualifications for the post of lecturers etc. have further been considered and decided by the State Government. These decisions are incorporated in the enclosed Annexures. The Government has further decided to issue a comprehensive revised order on the basis of these decisions.

2. This order will supersede the earlier orders dated 13.5.99/7.6.99 referred to above on the subject.

CAS - 1/19

3. The revised pay scales are contained in Annexures I, II and III. These pay scales will be subject to the terms and conditions as contained in Annexure IV and pay will be fixed in accordance with the pay fixation formula as per Annexure V.

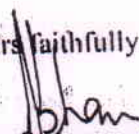
4. The Government of India will provide assistance to the State Government to the extent of 80% of the additional expenditure involved in giving effect to the revision of pay scales to the posts which were in existence on 1st January, 1996, from 01.01.1996 to 31.03.2000 while the State Government will bear the remaining 20% from their own resources. The State Government/Colleges/Universities as per existing instructions will meet the entire financial liability on account of revision of pay scales w.e.f. 01.04.2000.

5. The Teachers will be released salary in the revised grades w.e.f. 01.04.99, and arrears from 1.1.96 to 31.03.99 would be released only on the receipt of 80% financial assistance from Central Government. Other allowances and other benefits on the revised pay scales after 1.1.96 would be admissible as per existing State Government Rules/instructions issued/amended from time to time. The arrears on account of revision of pay scales for the period from 1.1.1996 to 31.03.99 will be deposited in the General Provident Fund Account of the Teachers, Librarians and Physical Education personnel working in Government Colleges and in National Saving Certificates in the case of staff of Universities, Private Aided Colleges, adhoc, staff on probation and any other category of staff working in government colleges who are not subscribing to General Provident Fund for any reason. The National Saving Certificates will be purchased by the institutions concerned from any post-office in the State of Haryana and handed over to the officials concerned. The amount deposited in National Saving Certificates will not be withdrawn by the investors till the date of their maturity. However the arrears will be paid only on the receipt of the assistance from the Government of India.

6. Anomalies, if any, in the implementation of the scheme of revision of pay scales may be brought to the notice of the Government for clarification.

7. This issues with the concurrence of the Finance Department conveyed vide their U.O. No. 7/1(2)98-5 FR-1 dated 12.4.99 and No.7/1(2)98-5 FR-1 dated 25.7.2000.

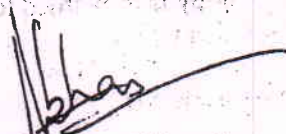
Yours faithfully,


Deputy Secretary Education,
For Financial Commissioner and Secretary
to Govt. Haryana, Chandigarh Department.

Endst. No.1 /1/99-Edu.I (1)

Dated Chandigarh, the 08.12.2000

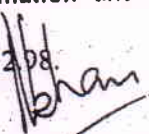
A copy is forwarded to the Secretary to Government of India, Ministry of Human Resource Development, Department of Education, New Delhi for information and necessary action with reference to their letter No. F1-22/99-U.1 dated 27th July, 1998, letter of Even No. dated 6.11.1998, UGC letter No. F.3-1/94 PS dated 24.12.98 and letter No. F.3-1/2000(PS) dated 4.4.2000. They are requested to expedite release of the central assistance to enable the state Government to make payment of arrears w.e.f. 1.1.96 to 31.3.2000


Deputy Secretary Education,
for Financial Commissioner and Secretary
to Govt. Haryana, Chandigarh Department.

Endst. No. 1/1/99-Edu.I(1)

Dated Chandigarh the 08.12.2000

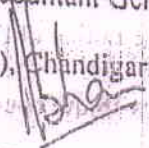
A copy is forwarded to the Secretary, University Grants Commission, Badadurgarh Zafar Marg, New Delhi for information and necessary action with reference to their letter No. F.3-1-94 PS dated 24.12.98.


Deputy Secretary Education,
for Financial Commissioner and Secretary
to Govt. Haryana, Chandigarh Department.

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Endst. No. 1/1/99-Edu.I (1)

Dated Chandigarh, the

A copy is forwarded to the Accountant General, Haryana (Accounts) and Accountant General, Haryana (Audit), Chandigarh for information.



Deputy Secretary Education,
for Financial Commissioner and Secretary
to Govt. Haryana, Chandigarh Department.

Endst. No. 1/1/99-Edu.I (1)

Dated Chandigarh, the 08.12.2000

A copy is forwarded to the following for information and necessary action to:

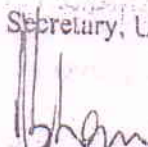
1. The Registrar, Maharshi Dayanand University, Rohtak.
2. The Registrar, kurukshetra University, Kurukshetra.
3. The Registrar, G.J. University, Hisar.
4. All the Principals of Government /Private Colleges in Haryana.


Deputy Secretary Education,
for Financial Commissioner and Secretary
to Govt. Haryana, Chandigarh Department.

Endst. No. 1/1/99-Edu.I (1)

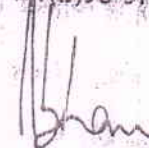
Dated Chandigarh, the 08.12.2000

A copy is forwarded to the Education Secretary, Union Territory, Chandigarh for information.


Deputy Secretary Education,
for Financial Commissioner and Secretary
to Govt. Haryana, Chandigarh Department.

A copy is forwarded to the Financial Commissioner and Secretary to Govt. Haryana, Finance Department with reference to his U.O. No. 71(2)98-SFR.1 dated 24/25-7-2000.

Dated


Deputy Secretary Education,
for Financial Commissioner and Secretary
to Govt. Haryana, Chandigarh Department.

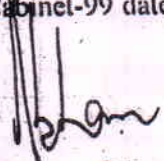
The Financial Commissioner and Secretary
to Govt. Haryana, Finance Department.

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U.O. No. 1/1 /99-Edu.I () Dated Chandigarh, the 08.12.2000

A copy is forwarded to the Secretary, Council of Ministers, Haryana, for information with reference to their U.O.No. 9/115/2/Cabinet-99 dated Chandigarh, the 29th September.2000.

Dated


Deputy Secretary Education,
for Financial Commissioner and Secretary
to Govt. Haryana, Chandigarh Department.

U.O.No. 1/1/99-Edu.I(1) Dated Chandigarh, the 08.12.2000

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ANNEXURE - IScales of pay of teachers in universities and colleges as on 01.01.1996

S.No.	Designation	Existing scales of pay	Revised scales of pay
1.	Lecturer	2200-75-2800-100-4000	8000-275-10500
2.	Lecturer(Sr.Scale)	3000-100-3500-125-5000	10000-325-15200
3.	Lecturer(-SI Grade)	3700-125-4950-150-5700	12000-420-18300
4.	Reader	3700-125-4950-150-5700	12000-420-18300
5.	Reader	3000-100-3500-125-5000	10000-325-15200
6.	Professor	4500-150-5700-200-7300	16400-450-20900-500-22400
7.	Professor	4500-150-5700	16400-450-20900-500-22400
8.	Principals	(i) 3700-125-4950-150-5700 (ii) 4500-150-5700-200-7300	(i) 12000-420-18300 (with a minimum Rs. 12840/-) (ii) 16400-450-20900-500-22400 (Professor's grade with a minimum Rs. 17300/-)
9.	Joint Director Colleges	4500-150-5700-200-7300 (plus 250/- Spl. Pay)	16400-450-20900-500-22400 (with a minimum of Rs. 17300/-)
10.	Pro-Vice-Chancellors	5900-200-7300	18400-500-22400
11.	Vice-Chancellors	7600/- (fixed)	25000/- (fixed)
12.	Tutors/Demonstrators (existing incumbents only)	1740-60-2700-EB-75-3000	5500-175-9000

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ANNEXURE III**REVISED PAY SCALES OF PHYSICAL EDUCATION PERSONNEL IN UNIVERSITIES AND COLLEGES FROM 01.01.1996**

S.NO.	Designation	Existing Scales of pay	Revised scale of pay
A- UNIVERSITIES			
B-			
1.	Asstt. Director of Physical Education	2200-75-2800-100-4000	8000-275-13500
2.	Asstt. Director of Physical Education (Senior Scale)	3000-100-3500-125-5000	10000-325-15200
3.	Asstt. Director of Physical Education (Selection Grade)	3700-125-4950-150-5700	12000-420-18300
4.	Deputy Director of Physical Education	3700-125-4950-150-5700	12000-420-18300
5.	Director of Physical Education.	4500-150-5700-200-7300	16400-450-20900-500-22400
B-COLLEGES			
1.	Lecturer in Physical Education	2200-75-2800-100-4000	8000-275-13500
2.	Lecturer in Physical Education (Senior Scale)	3000-100-3500-125-5000	10000-325-15200
3.	Lecturer in Physical Education (Selection Grade)	3700-125-4950-150-5700	12000-420-18300

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ANNEXURE IIREVISED PAY SCALES OF LIBRARIANS IN THE UNIVERSITIES AND COLLEGES FROM 01.01.1996.

<u>S.No.</u>	<u>Designation</u>	<u>Existing scale of pay</u>	<u>Revised scales of pay</u>
<u>A-UNIVERSITY</u>			
1.	Asstt. Librarian/Asstt. Documentation Officer/Asstt. Registrar	2200-75-2800-100-4000	8000-275-13500
2.	Asstt. Librarian/Asstt. Documentation Officer (Senior Scale)/Asstt. Registrar	3000-100-3500-125-5000	10000-325-15200
3.	Asstt. Librarian (Selection Grade)	3700-125-4950-150-5700	12000-420-18300
4.	Deputy Librarian/Deputy Registrar.	3700-125-4950-150-5700	12000-420-18300
5.	Librarian/Registrar	4500-150-5700-200-7300	16400-450-20900-500-22400
<u>B-COLLEGES</u>			
1.	College Librarian	2200-75-2800-100-4000	8000-275-13500
2.	College Librarian (Senior Scale)	3000-100-3500-125-5000	10000-325-15200
3.	College Librarian (Selection Grade)	3700-125-4950-150-5700	12000-420-18300

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ANNEXURE - IV

COVERAGE

1. The Scheme applies to teachers, Librarians, Director of Physical Education and Registrar of Universities (Excluding Agricultural Universities) and colleges (Excluding Agricultural, Medical and Veterinary Science Colleges) admitted to the privileges of the Universities.

PAY SCALES

2. The revised scales (Annexures- I, II, III) of pay are inclusive of Basic Pay, the Dearness Pay, the Dearness allowance, Additional Dearness allowance and the Interim Relief, if any, admissible to teachers as on 1.1.1996.
3. The revised scales of pay of Tutors and Demonstrators is for the existing incumbents of these positions in the Universities and colleges. There shall be no fresh recruitment made to the cadre of Demonstrators/Tutors.
4. The Principals of Government and Non-Government Colleges will be eligible for the grant of Professors grade of Rs. 16400-450-20900-500-22400 w.e.f. 27.7.98 on the following conditions:
 - (i) They have put in a total regular and continuous service of 15 years as Lecturer of a college.
 - (ii) No relaxation in 15 years experience shall be granted on account of M.Phil/Ph.D degree
 - (iii) The experience shall not include any service as Demonstrator.
 - (iv) The regular continuous service as Lecturer for the qualifying period is in an institution which is located in an area which now forms part of Haryana. A person who came to Haryana immediately after 01.11.1966

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from any college which now forms part of Punjab and Himachal State, will also be entitled to the benefit of service rendered by him in that State for counting as qualifying service of 15 years.

(v) The Professor grade shall be awarded to those Principals only who have at least 70% good record and there is no adverse entry about their integrity and they are not subjected to any disciplinary action for major penalty.

(vi) The cases for award of professor grade will be processed like promotion and considered by a Screening Committee consisting of the following:

1. Financial Commissioner and Secretary
To Govt. Haryana, Education DepartmentChairman
2. Director of Higher Education, HaryanaMember
Secretary
3. Special/Joint/Deputy Secretary EducationMember

In the case of Private colleges a representative of University concerned will also be added as a Member.

5. The Principal shall take six periods in week wherever their subject of teaching is available. They will also ensure that House Tests as per University requirement for determining the eligibility of the students for appearing in the Annual Examination are scrupulously conducted by them. Compliance of conditions in regard to eligibility of students for appearing in the annual Examinations will also be strictly ensured by them.

The persons who are appointed as principal either by way of direct recruitment or by way of promotion would be required to undergo one month foundational training at HIPA in which for the first fortnight they would be acquainted with the administrative and service matter problems and for the

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second fortnight they would be given training of accounts matters. This training will be compulsory and after completion of training there will be a test and each will have to qualify the same.

The Principals having at least two years experience as principal of a college would be eligible for appointment as Deputy Director Colleges and similarly a lecturer having at least 10 years experience would be eligible for appointment as Assistant Director Colleges as these posts are of administrative nature and experienced persons are required to be appointed against these posts at Directorate level.

6. The Controllers of Examination in the University will be allowed the grade recommended by Government of India only in case they fulfill the qualifications prescribed by the University Grants Commission for this post and they were appointed in the Pre-revised UGC pay scale.

THE SCALE OF JOINT DIRECTOR

7. The pay scale of Joint Director Colleges is revised from Rs. 4500-7300 to Rs. 16400-22400 with the minimum of Rs. 17300 plus 250 spl. pay as it is a promotional post and filled up by promotion from amongst the cadre of principals of Government colleges.

RECRUITMENT AND QUALIFICATIONS

8. Direct recruitment to the post of Lecturer/Readers/Professors in the Universities and Colleges shall be on the basis of merit through an All India Advertisement and selection by the duly constituted selection committee set up under the statutes/ordinances of the concerned university and the

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rules/instructions of State Government. Constitution of such selection committee would be as per Appendix-VII.

The minimum qualifications required for the post of Lecturers, Readers, Professors, Principals, Assistant Director Physical Education, Deputy Director Physical Education, Director Physical Education, Assistant Librarians, Deputy Librarians, Librarians, Assistant Registrars, Deputy Registrars and Registrars will be as per Appendix - IV & VI and amended form time to time.

9. COUNTING OF PAST SERVICE

(i) Previous service, without any break as a Lecturer or equivalent, in a university, College, national laboratory, or other scientific organizations, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of lecturers in Senior Scale/Selection Grade provided that:

- (i) The post was in an equivalent grade/scale of pay as the post of a Lecturer.
- (ii) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer.
- (iii) The candidates who apply for direct recruitment should apply through proper channels.
- (iv) The concerned lecturers possessed the minimum qualifications prescribed by the UGC for appointment as Lecturers.
- (v) The post was filled in accordance with the prescribed selection procedure as laid down by the University/State

Government/Central Government/Institution's
regulations.

- (vi) The appointment was not adhoc or in a leave vacancy of less than one year duration. Adhoc service of more than one year duration can be counted provided:
- (a) the adhoc service was of more than one year duration.
 - (b) The incumbent was appointed on the recommendation of duly constituted Selection Committee; and
 - (c) The incumbent was selected to the permanent post in continuation to the adhoc service, without any break.

10. INCENTIVE FOR M.PHIL AND PH.D

- (i) Four and two advance increments will be admissible to those who had Ph.D and M.Phil degrees, respectively, at the time of recruitment as Lecturers. Candidates with D.Litt./D.Sc. should be given benefit on par with Ph.D and M.Litt on par with M.Phil.
- (ii) One increment will be admissible to those teachers with M.Phil who acquire Ph.D. within two years of recruitment.
- (iii) A lecturer with Ph.D will be eligible for two advance increments when she/he moves into Selection Grade as Reader.
- (iv) The benefit of two advance increments in lieu of Ph.D degree will be available to teachers who acquire Ph.D degree in their service career on or after 1.1.96. However, the increments would be admissible from the date of award of the Ph.D degree.

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11. CAREER ADVANCEMENT

- (i) Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D, five years for those with M.Phil and six years for others at the level of Lecturer and for eligibility to move into the Grade of Lecturer (selection Grade)/Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- (ii) For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D . Those without Ph.D can go up to the level of Lecturer (Selection Grade)
- (iii) A lecturer will be eligible for placement in the senior scale of Rs. 10000-15200, if she/he has completed 6 years of service after regular appointment, with relaxation as provided in para-11 (i).
- (a) has participated in one refresher and one orientation course/summer institutes each of approximately four week duration or engaged in other appropriate continuing education programme of comparable quality as may be specified or approved by the University Grants Commission. Those with Ph.D degree would be exempted from one Refresher Course.
- (b) Earned consistently satisfactory performance appraisal reports.
- (c) The Government Lecturers who are appointed on or after 1.1.1996 shall be required to serve in the rural areas for a period of three years before they are considered for placement in the senior scale.
- (iv) A lecturer (Senior Scale) will be eligible for placement in the Selection Grade of Rs. 12000-420-18300 if she/he has completed 5 years of service in the senior scale.
- (a) Made some mark in the areas of scholarship and research as evidenced by self-assessment, reports of referees, quality of publications,

contribution to the educational innovation; design of new courses and curricula etc.

- (b) After placement in the senior scale, participated in at least two refresher courses/summer institutes each of approximately four weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC.
- (c) Earned consistently good performance appraisal reports.
- (d) The Government lecturers who are appointed on or after 1.1.96 shall have to serve in the Rural Area for a period of five year i.e. three years before the placement in the Senior Scale and Two years after placement in the senior scale before they become eligible for selection grade. The lecturer shall be free to opt to do the Rural service for the period of five year at a stretch.

12. Every lecturer in the senior scale working in the universities will be eligible for the promotion to the post of Reader in the scale of Rs. 12000-18300 if he/she has completed 5 years of service in the senior scale.

- (a) Obtained a Ph.D degree or has equivalent published work.
- (b) Made some mark in the area of scholarship and research as evidenced by self-assessment, reports of referees, quality of publications, contribution to the educational innovation, design of new courses and curricula etc.
- (c) After placement in the senior scale, participated in at least two refresher courses/ summer institutes each of approximately four weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified and approved by the UGC.
- (d) Earned consistently good performance appraisal reports.

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Lecturers in the Senior Scale who do not have Ph.D. a degree of equivalent published work and who do not meet the scholarship and research standards, but fulfil the other criteria given above for the post of Reader and have a good record in teaching and preferably have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the selection grade of Rs. 12000-18300 subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader. They will be designated as a lecturer in the selection grade. They could offer themselves for fresh assessment after obtaining Ph.D and /or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader.

13. Promotion to the post of Reader in the university and lecturer in selection grade in colleges and Universities subject to fulfillment of criteria laid down under para 11 and 12 above will be through a process of selection by a selection/Screening committees (appendix V and VII) set up by the State Government/Universities concerned.
14. The pay scales of college teachers/university teachers were revised with effect from 1.1.1986 in view of University Grants Commission/Government of India recommendation and as per paras 17 and 18 of Haryana Government letter dated 8.3.89, the following provisions were made in respect of teachers promoted under merit promotion scheme/Personal Promotion Scheme.

"The existing teachers in Universities where the Merit Promotion Scheme formulated by the University Grants Commission in 1983, or any other similar schemes are in operation will have an option to continue to be governed by the provisions of these schemes provided

that they exercise that option in writing prior to their pay fixation under this scheme, but the revision of pay will be as follows:-

- | | | |
|-------|-----------|---------------|
| (i) | Lecturer | Rs. 2200-4000 |
| (ii) | Reader | Rs. 3000-5000 |
| (iii) | Professor | Rs. 4500-5700 |

The promotion made before the announcement of the revised scales on 17.6.87 will not be reopened. However, in such cases, the benefit of revision will be available to teachers only from the date of their promotion.

It has been noticed by the State Government that universities have not only made irregular Promotion under Merit Promotion Scheme/Personal Promotion Scheme in contravention of University Grants Commission's guidelines especially by granting relaxation in teaching experience, and has also granted them revised pay scales higher than provided under Haryana Government orders. Besides, the teachers have been allowed to change their options. There have been also cases of double promotions. The State Government has directed the universities to review such cases/effect recoveries where illegal promotion have been made.

In the above background the revised pay package effective from 1.1.1996 will be applicable only in cases on those teachers earlier promoted strictly as per University Grants Commission's guidelines and covered under Haryana Government orders dated 8.3.89 and only such teachers will placed in the respective revised pay scales with effect from 1.1.1996. However, Readers/Professors who were strictly governed/promoted as per UGC old merit scheme of 1987 and were in the pre revised scale of Rs. 3000-5000 and 4500-5700 would be eligible for full scale of Rs. 10000-325-15200 and 16400-450-20900-500-22400 respectively w.e.f. 1.1.96. The University can discuss in its academic body and decide inter se seniority between the merit promotee and direct recruits based on the date of selection, and as per the

existing/amended acts and statutes of the University. The cases of teachers promoted in contravention of University Grants Commission's guidelines/Haryana Government orders will be reviewed separately by a committee to be set up by the State Government before granting them any revised pay scales. Merit promotion scheme/personal promotion scheme stands abolished.

Professor (Promotion)

15. In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all advertisements, promotions may be made from the post of Reader to that of Professor after 8 years of service as Reader.

The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with some of the following:

- a) Self-appraisal reports (required).
- b) Research contribution/books/articles published.
- c) Any other academic contributions.

The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

- d) Seminars/conferences attended.
- e) Contribution to teaching/academic environment/institutional corporate life.
- f) Extension and field outreach activities.

CUT OFF DATE

The above Career Advancement Scheme for college and university teachers shall become effective w.e.f. 27.07.1998.

16. The fixation of pay of lectures (Selection Grade)/ Readers/Principals in the pre-revised grade of Rs. 3700-125-4950-150-5700 who were selected strictly in accordance with the rules and regulations framed by the University Grants Commission and the State Government and who were in the position as lecturer (Selection Grade)/ Readers/ Principals on 1.1.1996 will be made in a manner that they get their pay fixed at the minimum of Rs. 14940 in the revised scale of Rs. 12000-420-18300 as and when they complete five years service in the grade.
17. The requirement of participation in orientation/refresher course/summer institutes each of three to four week duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for career advancement from lecturer to lecturer (Senior Scale) and from lecturer (Senior Scale) to lecturer (Selection Grade). The teachers would be required to present research paper during refresher courses. Whenever, the requirement of orientation courses/refresher courses has remained incomplete, the Grade promotion would not be held up but these must be completed by the year 2000.

The requirement for completing these courses would be as follows:

- (i) for lecturer to lecturer (Senior Scale) one orientation course plus one refresher course would be compulsory for university and college teachers.
- (ii) Two refresher courses for lecturer (senior scale) to lecturer (selection grade).

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(iii) The senior teachers like Readers/Lecturer (selection grade) and Professors may opt to attend two seminars/conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASCs for this level.

(iv) Librarians/Lecturer Physical Education would not get automatically the senior/selection grade and the criteria suggested for the award of senior/selection grade to lecturer will be followed in their case also.

PERIOD OF PROBATION AND CONFIRMATION

18. The period of probation for university and college teachers shall be two years extendable for maximum period of one more year in case of unsatisfactory performance.

The university may devise a mechanism for ensuring that the Head of the University Department/College Principal sponsors the teachers for the required orientation and refresher course, and such opportunity is not denied to the teachers, except on sufficient ground to be specified in writing to the university. The university should also bring to the attention of the UGC any complaint received from university or college teachers that they did not get admission to the courses for which they applied with details (name of the teachers, name of the institution where employed, course applied for, ASC or department where applied, dates of course and reasons given for refusal).

19. The universities/colleges must observe at least 180 actual teaching days i.e. there should be a minimum of 30 weeks of actual teaching in a 6 day week as a mandatory provisions of the remaining period, 12 weeks may be devoted to admission and examination activities and non instructional days (e.g. for sports, college day etc.) 8 weeks for vacation and 2 weeks may be attributed to

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various public holidays. If the University adopts a 5 day week pattern then the number of weeks should be increased correspondingly to ensure equivalent of 30 weeks with a 6 day week, The above is summarised as follows:

	<u>University</u>	<u>Colleges</u>
Teaching	30 (180 days)	30 (180 days)
Admissions/examinations	12	10
Preparation for examination		
Vacation	8	10
Public Holidays		
(to increase and adjust teaching days accordingly)	2	2
Total	52	52

The universities shall prepare the academic calendar accordingly well before the commencement of academic session every year.

WORK LOAD

The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teachers to be available for at least 5 hours daily in the University/college for which necessary space and infrastructure should be provided by the University/college. The minimum direct teaching hours should be as follows:

Lecturer/Sr. Lecturer/Lecturer (Selection Grade)	16 hours
Readers and Professors	14 hours

AGE OF SUPERANNUATION

20. The age of superannuation will remain unchanged and teachers working in Government colleges will continue to retire on attaining the age of 58 years and the teaching personnel working in private affiliated colleges and universities will continue to retire on attaining the age of 60 years.

LEAVE RULES

21. The leaves rules for Government college lecturers will be as laid down in Civil Service Rules as applicable and in case of private colleges the leave rules as provided in Haryana Affiliated Colleges (security of Service) rules 1993 will be followed. Any contrary provisions contained in University calendar would be modified accordingly by the University.

SERVICE AGREEMENT

22. At the time of recruitment in Universities and colleges, service agreement should be signed between the University/Colleges and the teacher, which should be lodged with the Registrar/Principal with a copy to the concerned teachers. The self appraisal of performance including other conditions laid down above, should be a part of the service agreement. The specimen of service agreement shall be drafted by the Government in consultation with the universities.

CODE OF PROFESSIONAL ETHICS

23. In order to bring about the qualitative improvement in teaching profession the following shall be observed by the teaching personnel;
- (a) They will maintain a diary in which they must write down the period taken by them and also for performing various other activities/ duties.
 - (b) They must mark the attendance of the students regularly and should submit the list of absentees daily.
 - (c) They must mark the arrival and departure time in the attendance register.
 - (d) Lecturer in Physical Education will be available in the grounds atleast for one hour in the morning and two hours in the evening so that their stay in the college is of six hours.

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- (e) They will be available for university exams as it will be a compulsory duty and no exemption will be given unless they produce the medical certificate from the CMO concerned.
- (f) They will not be given any benefit of earned leave/compensatory leave for performing duties during vacations.
- (g) They must take house test after the classes of one hour duration once in a month.
- (h) They must not indulge in tuition work. Check may be done in collaboration with income tax department.

In addition, the following code of professional ethics, as evolved by the UGC, shall be binding on all teachers working in the Universities and Colleges of Haryana.

I. Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between which his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should

- (i) adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;

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- (iii) seek to make professional growth continuous through study and research;
 - (iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
 - (v) maintain active membership of professional organisations and strive to improve education and profession through them;
 - (vi) perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
 - (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
 - (viii) participate in extension, co-curricular and extra-curricular activities including community service.

II Teachers and the Students

Teachers should

- (i) respect the right and dignity of the student in expressing his/her opinion,
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;

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- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals and
- (x) refrain from inciting students against other students, colleagues or administration.

III Teachers and Colleagues

Teachers should

- (i) treat other member of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully of other teachers and render assistance for professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

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IV. Teachers and Authorities:

Teachers should

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest.
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession,
- (vi) should adhere to the conditions of contract;
- (vii) give and expect due notice before a change of position is made and
- (viii) refrain from available themselves of leave except on unavoidable grounds and as far as possible with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff:

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. Teachers should try to see through teachers' bodies and organisations that institutions maintain contact with the guardians of their students, and reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.**VII. Teachers and Society**

Teachers should

- (i) recognise that education is a public service and strive to keep the public informed of the educational programme which are being provided;
- (ii) work to improve education in the community and strengthen the community's, moral and intellectual life;
- (iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among

different communities,, religions or linguistic groups but actively work for National Integration.

ACCOUNTABILITY

24. The self appraisal of performance should be adopted as a mandatory part of the Career Advancement scheme and should be implemented with the new pay scales within time frame of 1 year if not already implemented. It would be optional for the institution to consider introducing student evaluation as a method of assessment of the teacher, particularly in small institutions, post graduate departments, professional colleges and autonomous colleges.

Universities would ensure formulation of academic calendar and its enforcement every year. It would also be ensured that the students put in the required percentage of attendance and also appear in the house tests and pass with the percentage prescribed before they are allowed to sit in the annual examination.

DATE OF EFFECT

25. The revised scales of pay will be effective from January 01, 1996.

EXERCISE OF OPTION

26(i) The option shall be exercised in writing in the form appended to the Annexure V so as to reach the Principal within three months of the date of publication of these rules or where an existing scale has been revised by any order made subsequent to that date within three months of the date of such order:

Provided that in the case of that employee who is, on the date of such publication or, as the case may be, date of such order on leave or on foreign service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his post or at the expiry of the sanctioned leave.

Provided further that where an employee is under suspension on the 1st day of January, 1996, the option may be exercised within three months of the date of his return to his duty.

- (ii) If the intimation regarding option is not received within the time, the employee shall be deemed to have elected to be governed by the revised scale of pay on and from the 1st day of January, 1996.
- (iii) The option once exercised shall be final.
- (iv) Persons whose services were terminated on or after the 1st January, 1996 and who could not exercise the option within the prescribed time limit, on account of death, discharge in the expiry or removal on account of disciplinary proceeding, are entitled to the benefit of this rule.

Provided that with respect to the persons whose services were terminated on account of death, the option shall be exercised by his legal heir who is entitled to the receipt of payments.

PAY FIXATION FORMULA

27. The pay of the teachers in the revised scale on 1.1.1996 will be fixed in accordance with the formula recommended by Government of India. The details of the pay fixation formula are given in Annexure V.

All the other service conditions of universities and college teachers will continue to be governed by the existing rules/instructions of the State Government.

The State Government may change any of the above conditions on its own or on the recommendations of University Grants Commission or Government of India.

Formula for fixation of pay in the revised scales

- I. Pay in the revised scales should be fixed under this scheme only after:-
- (a) every teacher has had opportunity to decide whether he/she will opt for the earlier scheme and
 - (b) the University or College concerned has made necessary changes in their statutes, ordinances, rules, regulations, etc. to incorporate the provisions of this scheme.
- II. The pay of teachers in Universities and colleges may be fixed in the revised scales of pay in the following manner:-
- (i) An Amount representing 40% of basic pay in the existing scale shall be added to the "existing emoluments".
 - (ii) After the existing emoluments have been so increased, the pay shall thereafter be fixed in the revised scale at the stage next above the amount thus computed, provided that:-
 - (a) If the minimum of the revised scale is more than the amount so arrived at, the pay shall be fixed at the minimum of the revised scale.
 - (b) If the amount so arrived at is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale.

Provided further that:

Where in the fixation of pay, the pay of the teachers drawing pay at more than four consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such of these teachers who are drawing pay beyond the first four consecutive stages in the existing scale shall be stepped up to the stage where such bunching occurs, as under, by the grant of an increment (s) in the revised scale in the following manner, namely:-

- (a) for the teachers drawing from the 9th upto the 12th stage in the existing scale – by one increment.
- (b) For teachers drawing pay from the 9th upto the 12th stage in the existing scale, if there is bunching beyond the 8th stage – by two increments.
- (c) For teachers drawing pay from the 13th upto 16th stage in the existing scale, if there is bunching beyond the 12th stage – by three increments.

If by stepping up to the pay as above, the pay of a teacher gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay a teacher who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

Provided also that:

The fixation thus made shall ensure that every teacher will get at least one increment in the revised scale of pay for every three increments [inclusive of stagnation increment (s), if any] in the existing scale of pay.

Explanation : For the purpose of this clause "existing emoluments" shall include,

- (a) the basic pay in the existing scale;
- (b) dearness allowances appropriate to the basic pay admissible at index average 1510 (1960=100); and
- (c) the amount of first and second instalment of interim relief admissible on the basic pay in the existing scale.

NOTE 1. Where the increment of a teacher falls on 1st day of January, 1996, he shall have option to draw the increment in the existing scale or the revised scale.

NOTE 2. Where a teacher is on the 1st day of January, 1996, he shall become entitled to pay in the revised scale of pay from the date he joins duty. In case of teacher under suspension, he shall continue to draw subsistence allowance based on existing scale of pay and his pay in the revised pay scale will be subject to final order on the pending disciplinary proceedings.

NOTE 3. Where the existing emoluments as calculated in accordance with clause II above exceed the revised emoluments in the case of any teacher, the difference shall be allowed as personal pay to be absorbed in future increases in the pay.

NOTE 4. Where in the fixation of pay under clause II above, pay of a teacher, who, in the existing scale was drawing immediately before the 1st day of January, 1996 more pay than another teacher junior to him in the same category, gets fixed in the revised scale at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised scale as that of the junior.

NOTE 5. In cases, where a senior teacher promoted to a higher post before the 1st day of January, 1996 draws less pay in the revised scale than his junior who is promoted to the higher post on or after the 1st day of January, 1996, the pay of the senior teacher should be stepped upto an amount equal to the pay as fixed for his junior in that higher post. The stepping up should be done with effect from the date of promotion of the junior teacher subject to the fulfillment of the following conditions, namely:-

PAY SCALE : Rs. 1740-60-2700-75-3000
 PAY SCLAE : Rs. 5500-175-9000

Basic Pay as on 1.1.96	D.A. as on 1.1.96	First I.R. Rs. 100	Second I.R. 10% of Basic Pay subject to a minimum of Rs. 100/-	Pay, DA and I.R. on 1.1.98	40% of Basic Pay	Total (col.5+ Col.6)	Next stage in New Scale	New Pay on 1.1.96
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1740	2575	100	174	4589	696	5285	5500	5500
1800	2664	100	180	4744	720	5464	5500	5500
1860	2753	100	186	4899	744	5643	5675	5675
1920	2842	100	192	5054	768	5822	5850	5850
1980	2930	100	198	5208	792	6000	6025	6025
2040	3019	100	204	5363	816	6179	6200	6200
2100	3108	100	210	5518	840	6358	6375	6375
2160	3197	100	216	5673	864	6537	6550	6550
2220	3286	100	222	5828	888	6716	6725	6725
2280	3374	100	228	5982	912	6894	6900	6900
2340	3463	100	234	6137	936	7073	7075	7075
2400	3552	100	240	6292	960	7252	7425	7425
2460	3641	100	246	6447	984	7431	7600	7600
2520	3730	100	252	6602	1008	7610	7775	7775
2580	3818	100	258	6756	1032	7788	7950	7950
2640	3907	100	264	6911	1056	7967	8125	8125
2700	3996	100	270	7066	1080	8146	8300	8300
2775	4107	100	277	7259	1110	8369	8475	8475
2850	4218	100	285	7453	1140	8593	8650	8650

2925	4329	100	292	7646	1170	8816	8825	9000
3000	4440	100	300	7840	1200	9040	9175	9000

This stage go beyond the pay scale, and hence the pay is fixed at the maximum.

- (a) both the junior and the senior teacher should belong to the same category and the post in which they have been promoted should be identical in the same category.
- (b) The pre-revised and revised scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical.
- (c) The senior teacher at the time of promotion has been drawing equal or more pay than the junior.
- (d) The anomaly should be directly as a result of the application of the provisions of fundamental Rule 22 or any other rule or order regulating pay fixation on such promotion in the revised scale. It even in the lower post, the junior officer was drawing more pay in the pre-revised scale than the senior by virtue of pay advance increment granted to him, provision of this Note need not be invoked to step up the pay of the senior teacher.

The teacher relating of the pay of the senior teacher in accordance with the above provisions should be issued under Fundamental rule 27 and the senior teacher will be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

2. Date of next increment in the revised scale – The next increment of a teacher whose pay has been fixed in the revised scale in accordance with the above procedure shall be granted on the date he would have drawn his increment, had he continued in the existing scale:

Provided that in cases where the pay of a teacher is stepped up in terms of Note 4 or Note 5 above, the next increment shall be granted on the completion of

qualifying service of twelve months from the date of stepping up of the pay in the revised scale.

Provided further that in cases other than those covered by the preceding provision, the next increment of a teacher, whose pay is fixed on the 1st day of January, 1996 at the same stage as the one fixed for another teacher junior to him in the same category and drawing pay at a lower stage than his in the existing scale, shall be granted on the same date as admissible to his junior, if the date of increment of the junior happens to be earlier.

Provided also that in the case of persons who had been drawing maximum of the existing scale for more than a year as on the 1st day of January, 1996, next increment in the revised scale shall be allowed on the 1st day of January, 1996.

A Ready Reckoner for fixation of pay of teachers in the different pay scales is enclosed as Appendix.

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PAY SCALE : Rs. 3000-100-3500-125-5000

PAY SCALE : Rs. 10000-325-15200

Basic Pay as on 1.1.96	D.A. as on 1.1.96	First I.R. Rs. 100	Second I.R. 10% of Basic Pay subject to a minimum of Rs. 100/-	Pay, DA and I.R. on 1.1.98	40% of Basic Pay	Total (col.5+ Col.6)	Next stage in New Scale	New Pay on 1.1.96
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3000	4440	100	300	7840	1200	9040	10000	10000
3100	4588	100	310	8098	1240	9338	10000	10000
3200	4736	100	320	8356	1280	9636	10000	10000
3300	4884	100	330	8614	1320	9934	10000	10325
3400	5032	100	340	8872	1360	10232	10325	10325
3500	5180	100	350	9130	1400	10530	10650	10650
3625	5180	100	363	9268	1450	10718	10975	10975
3750	5180	100	375	9405	1500	10905	10975	10975
3875	5180	100	388	9543	1550	11093	11300	11300
4000	5180	100	400	9680	1600	11280	11300	11300
4125	5180	100	413	9818	1650	11468	11625	11625
4250	5180	100	425	9955	1700	11655	11950	11950
4375	5180	100	438	10093	1750	11843	11950	11950
4500	5180	100	450	10230	1800	12030	12275	12275
4625	5180	100	463	10368	1850	12218	12275	12275
4750	5273	100	475	10598	1900	12498	12600	12600
4875	5411	100	488	10874	1950	12824	12925	12925
5000	5550	100	500	11150	2000	13150	13250	13250
5125	5689	100	513	11426	2050	13476	13575	13575
5250	5828	100	525	11703	2100	13803	13900	13900

- For basis pay upto Rs. 3500-DA @ 148% of basic pay.
For basic pay Rs. 3501 o 6000 - DA @ 111% subject to a minimum of Rs. 5180
- The last two lines of the table take i to account the first an second stagnation increments respectively.

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PAY SCALE : Rs. 2200-75-2800-100-4000
 PAY SCALE : Rs. 8000-275-13500

Basic Pay as on 1.1.96	D.A. as on 1.1.96	First I.R. Rs. 100	Second I.R. 10% of Basic Pay subject to a minimum of Rs. 100/-	Pay, DA and I.R. on 1.1.98	40% of Basic Pay	Total (col:5+ Col.6)	Next stage in New Scale	New Pay on 1.1.96
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2200	3256	100	220	5776	880	6656	8000	8000
2275	3367	100	228	5970	910	6880	8000	8000
2350	3478	100	235	6163	940	7103	8000	8000
2425	3589	100	243	6357	970	7327	8000	8275
2500	3700	100	250	6550	1000	7550	8000	8275
2575	3811	100	258	6744	1030	7774	8000	8275
2650	3922	100	265	6937	1060	7997	8000	8550
2725	4033	100	273	7131	1090	8221	8275	8550
2800	4144	100	280	7324	1120	8444	8550	8550
2900	4292	100	290	7582	1160	8742	8825	8825
3000	4440	100	300	7840	1200	9040	9100	9100
3100	4588	100	310	8098	1240	9338	9375	9375
3200	4736	100	320	8356	1280	9636	9650	9650
3300	4884	100	330	8614	1320	9934	10200	10200
3400	5032	100	340	8872	1360	10232	10475	10475
3500	5180	100	350	9130	1400	10530	10750	10750
3600	5180	100	360	9240	1440	10680	10750	10750
3700	5180	100	370	9350	1480	10830	11025	11025
3800	5180	100	380	9460	1520	10980	11025	11025

3900	5180	100	290	9570	1560	11130	11300	11300
4000	5180	100	400	9680	1600	11280	11300	11300
4100+	5180	100	410	9790	1640	11430	11575	11575
4200+	5180	100	420	9900	1680	11580	11850	11850

- For basis pay upto Rs. 3500-DA @ 148% of basic pay.
For basic pay Rs. 3501 o 6000 – DA @ 111% subject to a minimum of Rs. 5180
- The last two lines of the table take i to account the first an second stagnation increments respectively.

Suggestions:

** A person with basic pay Rs. 3200 on 1.1.96, may better not have his pay fixation on 1.1.96, it may be better for him to opt for pay fixation after 1.1.96, on his usual increment date (failing after 1.1.96), after availing the increment in the old scale, increasing his pay in the old scale to Rs. 3300.

All other persons may opt for pay fixation on 1.1.96.

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PAY SCALE : Rs. 4500-150-5700-200-7300
 PAY SCALE : Rs. 16400-450-20900-500-22400

Basic Pay as on 1.1.96	D.A. as on 1.1.96	First I.R. Rs. 100	Second I.R. 10% of Basic Pay subject to a minimum of Rs. 100/-	Pay, DA and I.R. on 1.1.98	40% of Basic Pay	Total (col.5+ Col.6)	Next stage in New Scale	New Pay on 1.1.96
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
4500	5180	100	450	10230	1800	12030	16400	16400
4600	5180	100	465	10395	1860	12255	16400	16400
4800	5328	100	480	10708	1920	12628	16400	16400
4905	5495	100	495	11040	1980	13020	16400	16850
5100	5661	100	510	11371	2040	13411	16400	16850
5250	5928	100	525	11703	2100	13803	16400	16850
5400	5994	100	540	12034	2160	14194	16400	17300
5550	6161	100	555	12366	2220	14586	16400	17300
5700	6327	100	570	12697	2280	14977	16400	17300
5900	6549	100	590	13139	2360	15499	16400	17750
6100	6660	100	610	13470	2440	15910	16400	17750
6300	6660	100	630	13690	2520	16210	16400	17750
6500	6660	100	650	13910	2600	16510	16850	18200
6700	6660	100	670	14130	2680	16810	16850	18200
6900	6660	100	690	14350	2760	17110	17300	18200
7100	6816	100	710	14726	2840	17566	17750	18650
7300	7008	100	730	15138	2920	18058	18200	18650
7500	7200	100	750	15550	3000	18550	18650	18650
7700	7392	100	770	15962	3080	19042	19100	19100

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- For basis pay upto Rs. 3500-DA @ 148% of basic pay.
For basic pay Rs. 3501 to 6000 - DA @ 111% subject to a minimum of Rs. 5180
- The last two lines of the table take into account the first and second stagnation increments respectively.
- + The last two lines of the table take into account the first and second stagnation increments respectively.

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PAY SCALE : Rs. 3700-125-4950-150-5700
 PAY SCALE : Rs. 12000-420-18300

Basic Pay as on 1.1.96	D.A. as on 1.1.96	First I.R. Rs. 100	Second I.R. 10% of Basic Pay subject to a minimum of Rs. 100/-	Pay, DA and I.R. on 1.1.98	40% of Basic Pay	Total (col.5+ Col.6)	Next stage in New Scale	New Pay on 1.1.96
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3700	5180	100	370	9350	1480	10830	12000	12000
3825	5180	100	383	9488	1530	11018	12000	12000
3950	5180	100	395	9625	1580	11205	12000	12000
4075	5180	100	408	9763	1630	11393	12000	12420
4200	5180	100	420	9900	1680	11580	12000	12420
4325	5180	100	433	10038	1730	11768	12000	14940 **
4450	5180	100	445	10175	1780	11955	12000	14940 **
4575	5180	100	458	10313	1830	12143	12375	14940 **
4700	5217	100	470	10487	1880	12367	12375	14940
4825	5356	100	483	19763	1930	12693	12750	15360 ***
4950	5495	100	495	11040	1980	13024	13125	15360 ***
5100	5661	100	510	11371	2040	13411	13500	15360 ***
5250	5828	100	525	11703	2100	13803	13875	15360 ***
5400	5994	100	540	12034	2160	14194	14250	15780 ***
5550	6161	100	555	12366	2220	14586	14625	15780 ***
5700	6327	100	570	12697	2280	14977	15000	15780
5850	6494	100	585	13029	2340	15369	15375	15780
6000	6660	100	600	13360	2400	15760	16125	16200

- The last two lines of the table take into account the first and second stagnation increments respectively.
- Pay to be fixed at Rs. 14940/- for those teachers who have rendered 5 years of service in the grade as on 1.1.1996 as per Government letter dated 6.11.98.
- The teachers drawing pay at 10th, 11th, 12th and 13th stage in pre-revised scale will get their pay fixed at Rs. 15,360/- in the revised scale we.f. 1.1.96 and the teachers drawing pay at 14th and 15th stage of pre-revised scale will get their pay fixed at Rs. 15780/- in the revised scale on 1.1.96 as clarified vide Government letter dated 20.8.99.

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PAY SCALE : Rs. 5900-200-7300
 PAY SCALE : Rs. 18400-500-22400

Basic Pay as on 1.1.96	D.A. as on 1.1.96	First I.R. Rs. 100	Second I.R. 10% of Basic Pay subject to a minimum of Rs. 100/-	Pay, DA and I.R. on 1.1.98	40% of Basic Pay	Total (col.5+ Col.6)	Next stage in New Scale	New Pay on 1.1.96
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5900	6549	100	590	13139	2360	15499	18400	18400
6100	6660	100	610	13470	2440	15910	18400	18400
6300	6660	100	630	13690	2520	16210	18400	18400
6500	6660	100	650	13910	2600	16510	18400	18900
6700	6660	100	670	14130	2668	16810	18400	18900
6900	6660	100	690	14350	2760	17110	18400	18900
7100	6816	100	710	14726	2840	17566	18400	19400
7300	7008	100	730	15138	2920	18058	18400	19400
7500	7200	100	750	15550	3000	18550	18900	19400
7700	7392	100	770	15962	3080	19042	19400	19900

• For Basic Pay Rs. 3501 to 6000 - DA @ 111% subject to minimum of Rs. 5180

For Basic Pay Rs. 6001 and above - DA @ 96% subject to minimum of Rs. 6660.

+ The last two lines of the table take into account the first and second stagnation increment respectively.

The clarification regarding grant of two increments in lieu of completion of Ph.D by a teacher in service on or after 1.1.96 at the time of fixation is as under:-

EXAMPLE 1

A college lecturer joined service as such on 1.6.80. He was not a Ph.D at the time of joining service. He was given the senior scale on completion of 8 years service under the career Advancement Scheme of 1987 as on 1.6.88. Further, the teacher acquired Ph.D degree during service, say on 30th June 1994. On acquiring the Ph.D Degree, the teacher also became eligible for grant of the Selection Grade and the Selection Grade is given to him on 1st July, 1994. His case will be dealt with as under:

1. Basic pay as on 1.6.88 on grant of Senior Scale: Rs. 3000/- in the scale of 3000-5000
2. Basic pay as on 30.6.94 in the senior scale: Rs. 3625/-
3. Basic pay as 1.7.94: Rs. 3700/- in the Selection Grade of Rs. 3700-5700.
4. His pay is revised on 1.1.96 in the Revised Selection Grade of Rs. 12000-18300 and the pay is fixed at Rs. 12000/-
5. He is allowed two increments in this scale in lieu of his having acquired Ph.D Degree in service on or after 1.1.96. Accordingly his pay gets fixed at Rs. 12000 + 420 + 420 = Rs. 12840/-.
6. He will not get any benefit of two increments on grant of selection grade which was granted to him in the old scheme where this benefit was not admissible.

EXAMPLE - 2

A College lecturer joined service on 1.6.83 without Ph.D. He was given the Senior Scale on 1.6.91 on completion of 8 years service in the time scale and his pay was fixed at Rs. 3000/-. His pay is fixed in the corresponding revised scale of Rs. 10000-325-15200 at the stage of Rs. 10325/- on 1.1.96. He acquires the Ph.D degree on 31.3.96 and gets two advance increments as on 1.4.96 raising his basic pay to Rs. 10975/-. He becomes eligible for grant of Selection Grade of Rs. 12000-18300 as on 1.6.96. His pay gets fixed at Rs. 12000/- and he also gets two increments on

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account of grant of Selection Grade, thereby, raising his pay to the level of Rs. 12840/- as on 1.6.96.

EXAMPLE 3

A college lecturer joins service on 1.6.92. He acquires Ph.D degree on 31.3.96 and gets two increments in the revised scale of Rs. 8000-13500. He becomes eligible for grant of Senior Scale on 1.6.96, gets the same and gets fixed at Rs. 10000/- as on 1.6.96. He will be eligible for grant of Selection Grade as on 1.6.2001 when he is drawing a basic pay of Rs. 11625/- and gets fixed at Rs. 12000/- in the Selection Grade. He also gets two advance increments on that date and gets fixed at Rs. 12840/- as on 1.6.2001.

APPENDIX – II

MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN.

(I) LIBRARIAN (UNIVERSITY)

- (i) Master's degree in library science/information science/documentation with at least 55% of the marks of its equivalent grade of B in the UGC seven point scale and consistently good academic record;
- (ii) At least thirteen year's as a Deputy Librarian in a university library or eighteen year's experience as a College Librarian.
- (iii) Evidence of innovative library service and organisation of published work.

Desirable

M.Phil/Ph.D degree in library science /information science/documentation/archives and manuscript-Keeping.

(II) DEPUTY LIBRARIAN

- (i) Master's degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record;
- (ii) Five years experience as an Assistant University Librarian/College Librarian.
- (iii) Evidence of innovative library services, published work and professional commitment, computerisation of library.

Desirable

M.Phil/Ph.D degree in library science/information

Science/documentation/archives and manuscript-Keeping, Computerisation of library.

(III) FOR THE POSTS OF ASSISTANT UNIVERSITY LIBRARIAN/COLLEGE LIBRARIAN/DOCUMENTATION OFFICER

Minimum Qualifications

- (i) Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (ii) Master's degree in library science/information science/documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerisation of library.

APPENDIX - III

MINIMUM QUALIFICATIONS FOR THE DIRECT RECRUITMENT TO THE POSTS OF REGISTRAR, DEPUTY REGISTRAR AND ASSISTANT REGISTRAR.

(I) REGISTRAR AND EQUIVALENT POSTS

- (i) A master's degree with at least 55% of the marks of its equivalent grade of B in the UGC seven point scale.
- (ii) At least 15 years of experience as Lecturer (Senior Scale)/ Lecturer with eight years in Reader's grade alongwith experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

- (a) An officer of the Haryana Government not below the rank of Deputy Secretary.

(II) DEPUTY REGISTRAR AND EQUIVALENT POSTS

- (i) A Master's degree with at least 55% of the marks of its equivalent grade of B in the UGC seven point scale.
- (ii) Five years of experience as a Lecturer in a college or a university with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

Five years of administrative experience as Assistant Registrar or in an equivalent post.

(III) ASSISTANT REGISTRAR AND EQUIVALENT POSTS

- (i) Good academic record plus Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.

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APPENDIX - IV

MINIMUM QUALIFICATIONS FOR THE POSTS OF DIRECTOR PHYSICAL EDUCATION, DEPUTY DIRECTOR PHYSICAL EDUCATION AND ASSISTANT DIRECTOR PHYSICAL EDUCATION.

(a) UNIVERSITY: ASSISTANT DIRECTOR OF PHYSICAL EDUCATION AND SPORTS/COLLEGE DPEs LECTURER-SCALE)

- (i) Master's degree in Physical Education (two years course) with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale plus a consistently good academic record.
- (ii) Record of having represented the university/college at the inter-university competitions or the State in national championships.
- (iii) Passed the physical fitness test.
- (iv) Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.

(b) UNIVERSITY: ASSISTANT DPEs/COLLEGE DPEs (SENIOR SCALE)

- (i) should have completed six years of service as University Assistant DPEs/College DPEs with a benefit of two years for Ph.D and one year for M.Phil. degree holders.
- (ii) Passed the physical fitness test.
- (iii) Consistently good appraisal reports.
- (iv) Should have attended at least one orientation and on refresher course of about three to four weeks duration each with proper and well-defined evaluation procedure (exemption form one refresher course is granted to Ph.D degree holders).

(c) UNIVERSITY; ASSISTANT DPEs/COLLEGE DPEs (SELECTION GRADE)

- (i) Completed five years of service as University Assistant DPEs/College DPEs in the senior scale.
- (ii) Has attended at least two refresher courses of about three- four weeks duration with proper and well-defined evaluation procedure after placement in the senior scale.
- (iii) Shown evidence of having produced good teams/athletes and of having organised and conducted coaching camps.
- (iv) Passed the physical fitness test.
- (v) Consistently good appraisal reports.

(d) UNIVERSITY; DEPUTY DPEs/COLLEGE DPEs (READER'S SCALE)Essential

- (i) Ph.D. in physical education. Candidates from outside the university system, in addition, shall also possess at least 55% of the marks or an equivalent grade of B in the UGC 7 point scale at the Master's Degree level.
- (ii) Five years experience as University Assistant DPEs/College DPEs /Lecturer (Physical Education) or in the equivalent post in the same pay scale. (including three years of research experience for Ph.D)
- (iii) Evidence of organising competitions and conducting coaching camps.
- (iv) Evidence of having produced good performance teams/athletes for inter-university/combined university, and at higher level etc.
- (v) Passed the physical fitness test.
- (vi) Consistently good appraisal reports.

(e) UNIVERSITY DPEs

- (i) Ph.D in physical education.
- (ii) Experience of at least ten years as University Deputy, or Reader (Physical Education) or fifteen years as University Assistant DPEs/College DPEs (selection grade)/ Lecturer(Senior Scale or Selection Grade) in Physical Education
- (iii) Participation in at least two national/international seminars/conferences
- (iv) Consistently good appraisal reports.
- (v) Evidence of organising competitions and conducting coaching camps.
- (vi) Evidence of having produced good performance teams/athletes inter-university/combined university and at higher level etc.

NORMS FOR MEN

12 MINUTES RUN/ WALK TEST

Upto 30 years	Upto 60 years	upto 45 years	Upto 50 years
1800 Mtrs.	1500 Mtrs.,	1200 Mtrs.	800 Mtrs.

NORMS FOR WOMEN

8 MINUTES RUN/WALK TEST

Upto 30 years	Upto 60 years	upto 45 years	Upto 50 years
1000 Mtrs.	800 Mtrs.,	600 Mtrs.	400 Mtrs.

However, before taking the test a candidates shall produce a medical certificate.

Certifying that he/she is medically fit.

It was also decided that the above minimum qualifications be notified as regulations as per powers vested in UGC under section 26 of UGC Act.

SELECTION COMMITTEESLECTURER IN A PRIVATE COLLEGES

1. Chairperson of the Governing Body of the College of his/her nominee to be the Chairperson of the Selection Committee.
2. The Principal of the concerned college.
3. One senior teacher/Head of the Department (of the concerned subject) preferably having not less than 10 years of service as a teacher.
4. Two nominees of the Vice-Chancellor of the affiliating university of whom one should be a subject expert.
5. Director Higher Education's nominee.
6. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body out of a panel of names approved by the Vice-Chancellor.

NOTE: (i) Recommendations of Selection Committee in respect of Private colleges to get approved from the Vice-Chancellor and Director Higher Education.

For Government Colleges, the State Public Service Commissions must invite three subject experts for which the state PSC will involve the Department of Higher Education in the selection. The Principal and Head of the Department should be necessarily included in the Selection Committee.

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

FOR THE POST OF UNIVERSITY LECTURER

At the University level, all selections must be done within the system with the VC as the head of the Selection Committee.

1. The Vice-Chancellor to be the chairperson of the Selection Committee.
2. Three experts in the concerned subject, to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Executive Council/Syndicate.
3. Dean of the concerned Faculty/Head/Chairperson of the Department.
4. An academician nominated by the Visitor/Chancellor.

The quorum should be four out of which at least two outside subject-experts must be presented.

FOR THE POST OF READER

The process of selection should involve inviting the bio-data and reprints of three major publications of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate. 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.
3. Three experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and approved by the Executive Council/Syndicate.
4. Dean of the Faculty.
5. Head/Chairperson of the Department.

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

FOR THE POST OF PROFESSOR

The process of selection should involve inviting the bio data and reprints of three major publications of which one could be a book or research report, before the interview and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee. The composition of the Selection Committee for the post of a Professor will be the same as proposed for the post of Reader.

It may be ensured that the process of selection in every case is transparent and credible.

Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education, Registrars, Deputy Registrars, Assistant Registrars, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Reader and Lecturer respectively, except that the concerned expert in Physical Education or administration or Library Science, as the case may be shall be associated with the Selection Committee.

FOR THE POST OF PRINCIPAL

1. Chairperson of the Governing Board as Chairperson.
2. One member of the Governing Board to be nominated by the Chairperson.
3. Two Vice-Chancellor's nominees out of whom one should be an expert.
4. Director Higher Education's nominee.
5. 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 Board) out of a panel of experts approved by the Vice-Chancellor.

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

The process of selection should involve the following:-

- (a) Assessment of aptitude for teaching and research.
- (b) Ability to communicate clearly and effectively.
- (c) Ability to analyse and discuss.
- (d) Optional; Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/lecturer wherever it is possible.

NOTE:- Recommendations of Selection Committee in respect of Private Colleges be got approved from Vice Chancellor and Director Higher Education, Haryana.

A representative of SC/ST, women and physical handicapped person should be in the selection committee whenever a candidate from any of these categories appears for the interview.

It should be mandatory for the university and colleges to utilise the seminar and colloquium as a method for selection of lecturer, Reader or professor.

RECRUITMENT AND QUALIFICATIONSDIRECT RECRUITMENTPROFESSOR

An eminent scholar with published works of high quality, actively engaged in research with 10 years of experience in Post Graduate teaching, and/or experience in research at the university/National Level institutions, including experience of guiding research at doctoral level;

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

PRINCIPALS (PROFESSOR'S GRADE)

- (i) Master's degree with atleast 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F.
- (ii) Ph.D or equivalent published work.
- (iii) Total experience of 15 years of teaching/research in universities /colleges and other institutions of higher education.

READER

- (iv) Good academic record with a Doctoral degree or equivalent published work. In addition to these, candidates who join from outside the university system, shall also possess at least 55% of the marks its equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F .

Five years of experience of teaching and or research excluding the period spent for obtaining the research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

LECTURERS

HUMANITIES, SOCIAL SCIENCES, SCIENCES, COMMERCE, EDUCATION, PHYSICAL EDUCATION, FOREIGN LANGUAGES AND LAW.

- (v) Good academic record with at least 55% of the marks at the Master's degree level in the relevant subject from an Indian University or an equivalent degree from a Foreign University its equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F .

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, SCIR or similar test accredited by the UGC.

JOURNALISM AND MASS COMMUNICAION

- (vi) Good academic Record with at least 55% marks in the master degree level in communication/mass communication, journalism from an Indian University, or an equivalent degree from a foreign University its equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F .

Besides fulfilling the above qualifications the candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.

OR

At least 55% of marks a the master degree level in humanities, social sciences, sciences, with at least a second class bachelor degree, or postgraduate diploma in communication/mass communication or journalism from the recognised Indian university/national institute.

Besides fulfilling the above qualification candidates should have cleared the eligibility test (NET) for lecturer conducted by he UGC, CSIR or similar test accredited by the UGC.

MUSIC

- (vii) Good academic record with at least 55% of the marks at the masters degree level in h relevant subject or an equivalent from an India/Foreign University its equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F.

Besides fulfilling the above qualifications candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC or a traditional or a Professional Artist with highly commendable professional achievement in the concerned subject.

For professional subjects like Education Social work and performing Arts etc., separate detailed regulation on qualification should be issued by UGC later on Till then, the regulations, either to in force for direct recruitment to the post of lecturer, Reader and Professor will continue.

The minimum qualifications for the post of Librarians, Deputy Librarians, Assistant Librarians will be those as mentioned in Appendix II.

The minimum qualification for the post of Registrar/Assistant Registrar/Deputy Registrar will be those as mentioned in Appendix III.

The minimum qualifications for the post of Director, Physical Education, Deputy Director Physical Education, Assistant Director Physical Education will be those as mentioned in Appendix IV.

NOTE: (i) A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.

- (ii) B in the 7 point scale with letter grade O, A, B, C, D, E and F shall be regarded as equivalent of 55% wherever the grading system is followed.

(iii) The minimum requirement of 55% shall not be insisted upon for Principals, Professors, Readers, Librarians, Deputy Librarians, Directors of Physical Education and Deputy Director of Physical Education for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians, Assistant Director of Physical Education.

(iv) NET shall remain the compulsory requirement for appointment as Lecturer even for candidates having Ph.D degree. However, the candidate who have completed M.Phil degree or have submitted Ph.D thesis in the concerned subject upto 31st December, 1993 are exempted from appearing in the NET examination.

SCREENING COMMITTEE FOR THE AWARD OF SENIOR/SELECTION
GRADE

A. In the case of private colleges such cases shall be examined at the university level by a Screening Committee which will consist of the following:-

- (a) Dean of college of the concerned University Chairman
- (b) Director Higher Education nominee Member
- (c) V.C.'s nominee Member
- (d) Subject Expert Member
- (e) Principal of the College concerned Member Secretary

Subject to existing Government instructions as also one conditions laid down in Annexure IV. This committee will examine the record of the teachers/librarians and Physical education personnel received from the Principals of the college through the President of the Governing Body along with his remarks and make suitable recommendations to the Governing Body of the college concerned. In case grant of senior scale/Selection grade is rejected by the Screening Committee the incumbent may make an appeal to the Review Committee which will consist of (i) Financial Commissioner and Secretary to Government Haryana, Education Department Chairman, (ii) Joint Secretary Education Member (iii) Director Higher Education Member and (iv) Vice-Chancellor nominee who will be person other than the member of the Screening Committee. The Review Committee may also on the request of the incumbent grant interview to him/her to explain the case in person.

B. For the grant of senior scale to the teachers, Librarians and Physical Education Personnel working in the Government Colleges, the Director Higher Education

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APPENDIX - VII

SCREENING COMMITTEE FOR THE AWARD OF SENIOR/SELECTION GRADE

In the case of private colleges such cases shall be examined at the university level by a screening committee which will consist of the following: -

Dean of college of the concerned university	Chairman
Director Higher Education's nominee	Member
V.C.'s nominee	Member
Subject Expert	Member
Principal of the College concerned	Member Secretary

Subject to existing Government instructions as also one conditions laid down in Annexure - IV. This committee will examine the record of the teachers/librarians and Physical education personnel received from the Principals of the college through the President of the Governing Body alongwith his remarks and make suitable recommendations to the Governing Body of the college concerned. In case grant of senior scale/selection grade is rejected by the screening committee the incumbent may make an appeal to the Review Committee which will consist of (i) Financial Commissioner and Secretary to Government Haryana, Education Department Chairman, (ii) Joint Secretary Education Member (iii) Director Higher Education Member and (iv) Vice - Chancellor nominee who will be person other than the member of the Screening Committee. The Review Committee may also on the request of the incumbent grant interview to him/her to explain the case in person.

For the grant of senior scale to the teachers, Librarians and Physical Education Personnel working in the Government Colleges, the Director Higher Education would be the competent authority and the eligibility of such teachers would be determined in view of existing instructions as also conditions as laid down in Annexure IV. However, for the grant of Selection Grade to the teachers, Librarians and Physical Education personnel working in the Government Colleges, the committee will be as under:-

- | | |
|---|-------------|
| (a) Commissioner and Secretary to Govt. Haryana, Education Department, Chandigarh | Chairperson |
| (b) Joint Secretary to Govt. Haryana Education Department | Member |
| (c) Subject Expert | Member |
| (d) Director of Higher Education | Member |

The Committee constituted for examining the cases of selection grade will examine these cases in the light of conditions as laid down in Annexure IV and also instructions laid down by Haryana Government regarding promotion of the officials to the higher post which lay down that only such official/ officers who have obtained at least 70% or more record of good or better category during the last ten years should be considered eligible for promotion to higher post. Instructions of the Government issued from time to time in this regard will also be kept in view by the said committee while examining the cases for grant of selection grade.