

UCC-12062
30/10/17

MAHARSHI DAYANAND UNIVERSITY ROHTAK

The Executive Council in its meetings held on 01.07.2017, 27.07.2017 and 13.09.2017 has approved the amendments/modifications to various Ordinances and Rules & Regulations as per Annexure-I and II, respectively. These amendments/modifications are being sent for keeping the record up-to-date.

REGISTRAR

Endst.No.AC-IV/CS/17/ 25297-25396 dated: 23/10/17

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

1. The Secretary to Governor-Chancellor, Haryana Raj Bhavan, Chandigarh.
2. The Director General, Higher Education, Haryana, Shiksha Sadan, Sector-5, Panchkula.
3. The Registrar, Kurukshetra University, Kurukshetra.
4. The Controller of Examinations, M.D.University, Rohtak.
5. University Librarian, Vivekananda Library, M.D.University, Rohtak.
6. The Dean, Students' Welfare, M.D.University, Rohtak.
7. All the Heads of the University Teaching Departments, M.D.University, Rohtak.
8. The Chief Warden (Boys), M.D.University, Rohtak.
9. The Chief Warden (Girls), M.D.University, Rohtak.
10. All the Branch Officers, M.D.University, Rohtak.
11. The Joint Director (Audit), M.D.University, Rohtak.
12. The Director, University Computer Centre, M.D.University, Rohtak. He is requested to **kindly upload the same on the University website.**
13. OSD to Vice-Chancellor, M.D.University, Rohtak.
14. OSD to Registrar, M.D.University, Rohtak.
15. Superintendent (Acad.-I), M.D.University, Rohtak.
16. AC-VI set, Academic Branch, M.D.University, Rohtak.

C. S. S. S.
30/10/17

16.10.2017

Officer on Special Duty (Academic)
for REGISTRAR

CO

ANNEXURE- A/1

MAHARSHI DAYANAND UNIVERSITY ROHTAK
ORDINANCES

Enhancement of NSS Fee from Rs.10/- to Rs.20/- per student, per annum, from the students of University Teaching Departments and affiliated/ maintained colleges (Rs.10/- to be remitted to the University) w.e.f. the session 2017-18.

[E.C. Reso. No. 3 of 01.07.2017]

Revision of Fee Structure of the following Courses run through distance mode w.e.f. the Session 2017-18:

Original

| Name of Programme | Tuition Fee | Study Material Fee | Other charges | Total |
|---|-------------|--------------------|---------------|-------|
| Bachelor of Arts | 2500 | 1250 | 1250 | 5000 |
| Bachelor of Commerce | 2500 | 1500 | 1800 | 5800 |
| Master of Arts (Hindi) | 3500 | 1875 | 1125 | 6500 |
| Master of Arts (English) | 3500 | 1875 | 1125 | 6500 |
| Master of Arts (Sanskrit) | 3500 | 1875 | 1125 | 6500 |
| Master of Arts (Economics) | 3500 | 1875 | 1125 | 6500 |
| Master of Arts (Political Science) | 3500 | 1875 | 1125 | 6500 |
| Master of Arts (Public Admn.) | 3500 | 1875 | 1125 | 6500 |
| Master of Arts (History) | 3500 | 1875 | 1125 | 6500 |
| Master of Science(Mathematics) | 4000 | 1875 | 1125 | 7000 |
| Master of Commerce | 4000 | 1875 | 1125 | 7000 |
| Bachelor of Library & Information Science | 4000 | 2500 | 5000 | 11500 |
| Master of Library & Information Science | 4000 | 2500 | 5500 | 12000 |

Amended

| Name of Programme | Tuition Fee | Study Material Fee | Other charges | Total |
|---|-------------|--------------------|---------------|-------|
| Bachelor of Arts | 3000 | 1500 | 1500 | 6000 |
| Bachelor of Commerce | 3000 | 1500 | 2000 | 6500 |
| Master of Arts (Hindi) | 3500 | 2000 | 1500 | 7000 |
| Master of Arts (English) | 3500 | 2000 | 1500 | 7000 |
| Master of Arts (Sanskrit) | 3500 | 2000 | 1500 | 7000 |
| Master of Arts (Economics) | 3500 | 2000 | 1500 | 7000 |
| Master of Arts (Political Science) | 3500 | 2000 | 1500 | 7000 |
| Master of Arts (Public Admn.) | 3500 | 2000 | 1500 | 7000 |
| Master of Arts (History) | 3500 | 2000 | 1500 | 7000 |
| Master of Science(Mathematics) | 4500 | 2000 | 1500 | 8000 |
| Master of Commerce | 4500 | 2000 | 1500 | 8000 |
| Bachelor of Library & Information Science | 4000 | 2500 | 5000 | 11500 |
| Master of Library & Information Science | 4000 | 2500 | 5500 | 12000 |

[E.C. Reso. No. 4 of 01.07.2017]

Increase of Development Fee of the LL.B.-3 Year course being run in the department of Law by Rs. 500/- p.a., per student w.e.f. the session 2017-18.

[E.C. Reso. No. 5 of 01.07.2017]

Prescription of fee for M.A. Yoga Science under S.F.S. being run in the Department of Physical Education w.e.f. the session 2017-18:

| Name of the course | Admn. Fee | Tuition fee | A.Fund | Dev. Fund | Security Refun. | Curri. Charge. | Other Charge | Total Fee |
|------------------------------|-----------|-------------|--------|-----------|-----------------|----------------|--------------|-----------|
| M.A(Yoga Science under SFS). | 50 | 18541 | 240 | 4635 | 500 | 50 | 984 | 25000/- |

[E.C. Reso. No. 8 of 13.09.2017]

Introduction of Yoga Philosophy at UG level as an elective subject from the session 2017-18 as recommended by the Faculty of Social Sciences vide Resolution No.2 of its meeting held on 25.10.2016. The said paper be also placed in Group-III in the Scheme of Examinations of BA-I, II & III.

[E.C. Reso. No. 11 of 13.09.2017]

Ordinances for B.Pharmacy and M.Pharmacy courses based on CBCS to be made applicable w.e.f. Session 2017-18 (**Appendix C/1 pages 1-25**).

[E.C. Reso. No. 14 of 13.09.2017]

Ordinance for Three Years Bachelor of Vocation (B.Voc.) Programme based on Grading System to be applicable w.e.f. Session 2017-18 (**Appendix C/2 pages 26-32**).

[E.C. Reso. No. 15 of 13.09.2017]

Amendment in the Ph.D. Ordinance under clause 5.5 (**Appendix C/3 pages 33-34**):

| ORIGINAL | AMENDED |
|--|--|
| <p>Clause -5.5 Supernumerary Seats (a) Supernumerary seats (maximum one in each Department) may be allowed for admission of foreign students subject to the availability of Supervisor and such candidates shall be required to qualify the entrance test with 40% marks. (b) xx xx xx</p> | <p>Clause -5.5 Supernumerary Seats (a) Supernumerary seats (maximum one in each Department) may be allowed for admission of foreign students subject to the availability of Supervisor. (b) xx xx xx</p> |

[E.C. Reso. No. 17 of 13.09.2017]

Amendment to Clause 11.2 of the Ordinance for Bachelor of Architecture regarding promotion rules of the students of B.Arch. course to be applicable w.e.f. 2017-18:

| ORIGINAL | AMENDED | | | | | | | | | | |
|---|--------------------------|----------|----------------------------------|--------------------------|----------------------------------|--------------------------|----------------------------------|--------------------------|----------------------------------|--------------------------|--|
| <p>Clause 11.2</p> <p>A candidate shall get promoted to the next semester/class and appear in that semester examination(s) mentioned in column(A) unless he/she has passed in the semester exam mentioned in column(B) below:-</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;">A</td> <td style="text-align: center; width: 50%;">B</td> </tr> <tr> <td>5th semester onwards</td> <td>1st semester</td> </tr> <tr> <td>6th semester onwards</td> <td>2nd semester</td> </tr> <tr> <td>7th semester onwards</td> <td>3rd semester</td> </tr> <tr> <td>8th semester onwards</td> <td>4th semester</td> </tr> </table> <p>Provided that candidate must complete the first 6 semesters of the B.Arch. course within a maximum of 5 consecutive academic years.</p> <p>Note:</p> <p>(a) For the purpose of promotion, each theory and practical in any subject shall be considered as separate paper.</p> <p>(b) A candidate who has paid dues for the Higher Semester/Class but subsequently becomes ineligible for promotion shall not be required to pay the dues again on the admission after meeting the above conditions.</p> | A | B | 5 th semester onwards | 1 st semester | 6 th semester onwards | 2 nd semester | 7 th semester onwards | 3 rd semester | 8 th semester onwards | 4 th semester | <p>Clause 11.2.</p> <p>For promotion to 3rd semester, a student must have passed at least 50% papers of 1st semester. For promotion to 5th semester, a student must have passed all papers of 1st semester. Students to the other semesters will be promoted automatically.</p> <p>However, this clause is subject to fulfillment of conditions as laid down in clause 7 of the Ordinance.</p> |
| A | B | | | | | | | | | | |
| 5 th semester onwards | 1 st semester | | | | | | | | | | |
| 6 th semester onwards | 2 nd semester | | | | | | | | | | |
| 7 th semester onwards | 3 rd semester | | | | | | | | | | |
| 8 th semester onwards | 4 th semester | | | | | | | | | | |

[E.C. Reso. No. 18 of 13.09.2017]

Adoption of revised latest guidelines dated 10.01.2014 for opening of new degree college under Self Financed Scheme conveyed by the State Government vide their letter dated 04.05.2017 (**Appendix C/4 pages 35-40**).

[E.C. Reso. No. 21 of 13.09.2017]

Fee from foreign students of Lower Middle Income Countries be charged at par with Indian students of General Category for the session 2017-18 (**Appendix C/5 page 41**)

[E.C. Reso. No. 41 of 13.09.2017]

Establishment of Environmental Sustainability Management Cell in the University alongwith its budgetary provision (**Appendix C/6 pages 42-46**).

[E.C. Reso. No. 57 of 13.09.2017]


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MAHARSHI DAYANAND UNIVERSITY ROHTAK
RULES & REGULATIONS

Amendment in Clause No. 4(e) & 4(f) of the House Allotment Rules given as under:

| Clause No. | Original | Amended |
|------------|---|--|
| 4(e) | <p>University Employees (Teaching and Non-Teaching), who are interested for allotment of houses shall submit their willingness twice in a year, as per schedule given below:</p> <p>A. (i) Submission of application1st to 21st Jan in Gen. Admn Branch (ii) Gen. Branch shall upto 15th Feb Prepare Seniority list (iii) Holding of HAC meeting March (subject to availability of & June vacant houses)</p> <p>B. (i) Submission of 1st to 21st July Application in Gen. Admn. (ii) Gen. Branch shall upto 15th Aug Prepare Seniority list (iii) Holding of HAC meeting Sept. (subject to availability of & Dec. vacant houses)</p> <p>The House Allotment Committee shall consider allotment of houses on the basis of seniority and willingness. In case an employee, who had earlier submitted willingness, declines to accept the house, the same shall be allotted to the next employee in the waiting list. The office shall issue allotment letters to the employee next in the Seniority list after obtaining the approval of the Registrar.</p> | <p>University permanent Employees (Teaching and Non-Teaching), who are interested for allotment of houses shall submit their willingness twice in a year, as per schedule given below:</p> <p>A. (i) Submission of Application1st to 21st Jan in Gen. Admn. Branch (ii) Gen. Branch shall upto 15th Feb Prepare Seniority list (iii) Holding of HAC meeting March (subject to availability of & June vacant houses)</p> <p>B. (i) Submission of 1st to 21st July Application in Gen. Admn. (ii) Gen. Branch shall upto 15th Aug Prepare Seniority list (iii) Holding of HAC meetingSept. & (subject to availability of Dec. vacant houses)</p> <p>The House Allotment Committee shall consider allotment of houses on the basis of seniority and willingness. In case an employee, who had earlier submitted willingness, declines to accept the house, the same shall be allotted to the next employee in the waiting list. The office shall issue allotment letters to the employee next in the Seniority list after obtaining the approval of the Registrar.</p> |
| 4(f) | <p>In allocation of vacant houses, requests for shifting and fresh allotment shall be clubbed together and allotment shall be done on the basis of seniority. However, request for Ground floor accommodation supported by adequate medical ground/ physically challenged and certificate issued by CMO/other competent authority recommending ground floor living /avoidance of stairs climbing may be given due consideration. Moreover, mutual shifting in the same category shall be allowed by the Vice Chancellor subject to the condition that the employees concerned must have at least <i>one year service period</i> at his credit at the time of mutual shifting.</p> | <p>In allocation of vacant houses, requests for shifting and fresh allotment shall be clubbed together and allotment shall be done on the basis of seniority. However, request for Ground floor accommodation is supported by adequate medical ground/physically challenged and the said certificate of self or dependent is issued by the CMO/other competent authority recommending ground floor living/avoidance of stairs climbing may be given due consideration. Moreover, mutual shifting in the same category shall be allowed by the Vice Chancellor subject to the condition that the employees concerned must have at least <i>one year service period</i> at his credit at the time of mutual shifting.</p> |

Reconstitution of Project Purchase Committee for making purchases for Research Projects/Schemes/Programmes and amendment in Clause-27.3 of the "Financial Powers of various Official/Functionaries" (Chapter-27 of Accounts Code-University Calendar Vol.-IV) as per **Appendix C/7 page 47**.

[E.C. Reso. No. 8 of 01.07.2017]

Adoption of instructions of State Government regarding grant of reservation to Persons with Disabilities in jobs circulated vide letter No.22/10/2013-1GSIII dated 17.04.2017 (**Appendix C/8 pages 48-53**).

[E.C. Reso. No. 11 of 01.07.2017]

Adoption of Memo No. 18/438-2016 UNP(2) dated 27.06.2017 received from the Director Higher Education, Haryana, Panchkula (**Appendix C/9 pages 54-127**) for implementation of 7th Pay Commission for non-teaching employees in University and to empower the Vice-Chancellor to approve/adopt any subsequent amendment/modification made by the State Govt. from time to time.

[E.C. Reso. No. 17 of 01.07.2017]

Adoption of notification dated 21.06.2017 issued by the Principal Secretary to Govt. Haryana, Higher Education Department, Haryana and conveyed by the Director Higher Education Haryana vide letter Memo No. 20/9-2014 UNP (1) dated 23.06.2017 with regard to redefining of territorial jurisdiction of the State Universities (**Appendix C/10 pages 128-130**) and **revised notification** dated 24.07.2017 (**Appendix C/11 page 131**).

[E.C. Reso. No. 21 of 01.07.2017 &
Reso. No 1(ii) of 13.09.2017]

Adoption of the policy regarding payment of ex-gratia Lump-sum compensation to the families of polling personnel who die or sustain injuries during the course of discharge of election duties i.e. Panchayat Raj Institutions/Urban Local Bodies issued vide No. No. 20/04/2016-2 Pol. dated 8th June, 2017 (**Appendix C/12 pages 132-134**).

[E.C. Reso. No. 6 of 13.09.2017]

Rules for Award of Gold Medals Sponsored by Sitaram Jindal Foundation (**Appendix C/13 page 135**).

[E.C. Reso. No. 12 of 13.09.2017]

Rules for Award of Late Mr. Devesh Mehra Memorial Scholarship w.e.f. 2016-17
(Appendix C/14 page 136).

[E.C. Reso. No. 13 of 13.09.2017]

Adoption of revised Selection Criteria for the recruitment of the Principal(s) and Assistant Professor(s) in the Non-Govt. Aided Colleges and SFS Colleges also on the basis of State Govt. letter No. KW 8/36-2009 C-IV(3) dated 14.03.2017 (Appendix C/15 pages 137-141).

[E.C. Reso. No. 19 of 13.09.2017]

Enhancement of Entertainment Allowance of Dean Academic Affairs from Rs.1000/- and to bring at par with the office of the Registrar/Finance Officer/COE/Director(DDE) and also to revise Entertainment Allowance of various functionaries of the University (Appendix C/16 page 142)

[E.C. Reso. No. 40 of 13.09.2017]

Enhancement of the remuneration of Security Staff from Rs. 400/- to Rs. 600/- per month for performing half an hour extra duty on the pattern of KUK (Appendix C/17 page 143) and also to revise remuneration of Lady Attendant and Head Security.

[E.C. Reso. No. 47 of 13.09.2017]

Adoption of guidelines issued by AICTE vide Notification dated 08.11.2012 in toto by incorporating the nature of activity as mentioned in Category 1 to 3 given in Table-1 of Chapter-7 (University Calendar Volume-III) regarding Career Advancement Scheme for the Teachers and other Academic Staff in Technical Institutes/Colleges. Further, the Career Advancement Scheme as is being adopted by the University for Non-Govt. Aided College may also be made applicable for the Teachers and other Academic Staff of Degree, Education and Law Colleges affiliated to this University running under S.F.S. (Appendix C/18 pages 144-183).

[E.C. Reso. No. 52 of 13.09.2017]

Handwritten signature and date: 16.10.2017
Officer on Special Duty (Academic)
for REGISTRAR *Handwritten signature*

ORDINANCE B. PHARMACY w.e.f Session 2017-18**1. Short Title and Commencement**

These regulations shall be called as "The Revised Regulations for the B. Pharm. Degree Program (CBCS) of the Pharmacy Council of India, New Delhi". They shall come into effect from the Academic Year 2017-18. The regulations framed are subject to modifications from time to time by Pharmacy Council of India.

2. Minimum qualification for admission**2.1 First year B. Pharm:**

Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination by the Association of Indian Universities (AIU) with English as one of the subjects and Physics, Chemistry, Mathematics (P.C.M) and or Biology (P.C.B / P.C.M.B.) as optional subjects individually. Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations.

2.2 B. Pharm lateral entry (to third semester):

A person D. Pharm. course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act.

3. Duration of the program

The course of study for B.Pharm shall extend over a period of eight semesters (four academic years) and six semesters (three academic years) for lateral entry students. The curricula and syllabi for the program shall be prescribed from time to time by Pharmacy Council of India, New Delhi.

4. Medium of instruction and examinations

Medium of instruction and examination shall be in English.

5. Working days in each semester

Each semester shall consist of not less than 100 working days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from December/January to May/June in every calendar year.

6. Attendance and progress

A candidate is required to put in at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations. However, relaxation in attendance for appearing in examination will be given as per University Rules.

7. Program/Course credit structure

As per the philosophy of Credit Based Semester System, certain quantum of academic work viz. theory classes, tutorial hours, practical classes, etc. are measured in terms of credits. On satisfactory completion of the courses, a candidate earns credits. The amount of credit associated with a course is dependent upon the number of hours of instruction per week in that course.

Head
Dept. of Pharmaceutical Sciences
M.D. University, ROHTAK

Similarly, the credit associated with any of the other academic, co/extra-curricular activities is dependent upon the quantum of work expected to be put in for each of these activities per week.

7.1. Credit assignment

7.1.1. Theory and Laboratory courses

Courses are broadly classified as Theory and Practical. Theory courses consist of lecture (L) and tutorial (T) hours, and Practical (P) courses consist of hours spent in the laboratory. Credits for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and tutorial hours, and a multiplier of half (1/2) for practical (laboratory) hours. Thus, for example, a theory course having three lectures and one tutorial per week throughout the semester carries a credit of 4. Similarly, a practical having four laboratory hours per week throughout semester carries a credit of 2.

7.2. Minimum credit requirements

The minimum credit points required for award of a B. Pharm. degree is 208. These credits are divided into Theory courses, Tutorials, Practical, Practice School and Project over the duration of eight semesters. The credits are distributed semester-wise as shown in Table IX. Courses generally progress in sequences, building competencies and their positioning indicates certain academic maturity on the part of the learners. Learners are expected to follow the semester-wise schedule of courses given in the syllabus.

The lateral entry students shall get 52 credit points transferred from their D. Pharm program. Such students shall take up additional remedial courses of

'Communication Skills' (Theory and Practical) and 'Computer Applications in Pharmacy' (Theory and Practical) equivalent to 3 and 4 credit points respectively, a total of 7 credit points to attain 59 credit points, the maximum of I and II semesters.

8. Academic work

A regular record of attendance both in Theory and Practical shall be maintained by the teaching staff of respective courses.

9. Course of study

The course of study for B. Pharm shall include Semester Wise Theory & Practical as given in Table - I to VIII. The number of hours to be devoted to each theory, tutorial and practical course in any semester shall not be less than that shown in Table - i to VIII.

Table-I: Course of study for semester I

| Course code | Name of the course | No. of hours | Tutorial | Credit points |
|-------------|---|--------------|----------|---------------|
| BP101T | Human Anatomy and Physiology I- Theory | 3 | 1 | 4 |
| BP102T | Pharmaceutical Analysis I - Theory | 3 | 1 | 4 |
| BP103T | Pharmaceutics I - Theory | 3 | 1 | 4 |
| BP104T | Pharmaceutical Inorganic Chemistry - Theory | 3 | 1 | 4 |

Head 
Dept. of Pharmaceutical Sciences
M.D. University, ROHTAK

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|----------|--|--------------------------------------|----------|--------------------------------------|
| BP105T | Communication skills – Theory * | 2 | - | 2 |
| BP106RBT | Remedial Biology/ | 2 | - | 2 |
| BP106RMT | Remedial Mathematics – Theory** | | | |
| BP107P | Human Anatomy and Physiology – Practical | 4 | - | 2 |
| BP108P | Pharmaceutical Analysis I – Practical | 4 | - | 2 |
| BP109P | Pharmaceutics I – Practical | 4 | - | 2 |
| BP110P | Pharmaceutical Inorganic Chemistry – Practical | 4 | - | 2 |
| BP111P | Communication skills – Practical* | 2 | - | 1 |
| BP112RBP | Remedial Biology – Practical* | 2 | - | 1 |
| | Total | 34^S/36[#] | 4 | 29^S/30[#] |

Applicable ONLY for the students who have studied Mathematics / Physics / Chemistry at HSC and appearing for Remedial Biology (RB) course.

** Applicable ONLY for the students who have studied Physics / Chemistry / Botany / Zoology at HSC and appearing for Remedial Mathematics (RM) course.

* Non University Examination (NUE)

Table-II: Course of study for semester II

| Course Code | Name of the course | No. of hours | Tutorial | Credit points |
|-------------|--|--------------|----------|---------------|
| BP201T | Human Anatomy and Physiology II -- Theory | 3 | 1 | 4 |
| BP202T | Pharmaceutical Organic Chemistry I – Theory | 3 | 1 | 4 |
| BP203T | Biochemistry – Theory | 3 | 1 | 4 |
| BP204T | Pathophysiology – Theory | 3 | 1 | 4 |
| BP205T | Computer Applications in Pharmacy – Theory * | 3 | - | 3 |
| BP206T | Environmental sciences – Theory * | 3 | - | 3 |
| BP207P | Human Anatomy and Physiology II – Practical | 4 | - | 2 |
| BP208P | Pharmaceutical Organic Chemistry I – Practical | 4 | - | 2 |
| BP209P | Biochemistry – Practical | 4 | - | 2 |
| BP210P | Computer Applications in Pharmacy – Practical* | 2 | - | 1 |
| | Total | 32 | 4 | 29 |

*Non University Examination (NUE)

Table-III: Course of study for semester III

| Course code | Name of the course | No. of hours | Tutorial | Credit points |
|-------------|---|--------------|----------|---------------|
| BP301T | Pharmaceutical Organic Chemistry II -- Theory | 3 | 1 | 4 |
| BP302T | Physical Pharmaceutics I – Theory | 3 | 1 | 4 |
| BP303T | Pharmaceutical Microbiology – Theory | 3 | 1 | 4 |
| BP304T | Pharmaceutical Engineering -- Theory | 3 | 1 | 4 |
| BP305P | Pharmaceutical Organic Chemistry II – Practical | 4 | - | 2 |
| BP306P | Physical Pharmaceutics I – Practical | 4 | - | 2 |
| BP307P | Pharmaceutical Microbiology -- Practical | 4 | - | 2 |
| BP308P | Pharmaceutical Engineering -- Practical | 4 | - | 2 |

Head 
 Dept. of Pharmaceutical Sciences
 M.D. University, ROHTAK

-4-

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|--------------|-----------|----------|-----------|
| Total | 28 | 4 | 24 |
|--------------|-----------|----------|-----------|

Table-IV: Course of study for semester IV

| Course code | Name of the course | No. of hours | Tutorial | Credit points |
|--------------|--|--------------|----------|---------------|
| BP401T | Pharmaceutical Organic Chemistry III – Theory | 3 | 1 | 4 |
| BP402T | Medicinal Chemistry I – Theory | 3 | 1 | 4 |
| BP403T | Physical Pharmaceutics II – Theory | 3 | 1 | 4 |
| BP404T | Pharmacology I – Theory | 3 | 1 | 4 |
| BP405T | Pharmacognosy and Phytochemistry I – Theory | 3 | 1 | 4 |
| BP406P | Medicinal Chemistry I – Practical | 4 | - | 2 |
| BP407P | Physical Pharmaceutics II – Practical | 4 | - | 2 |
| BP408P | Pharmacology I – Practical | 4 | - | 2 |
| BP409P | Pharmacognosy and Phytochemistry I – Practical | 4 | - | 2 |
| Total | | 31 | 5 | 28 |

Table-V: Course of study for semester V

| Course code | Name of the course | No. of hours | Tutorial | Credit points |
|--------------|---|--------------|----------|---------------|
| BP501T | Medicinal Chemistry II – Theory | 3 | 1 | 4 |
| BP502T | Industrial Pharmacy I – Theory | 3 | 1 | 4 |
| BP503T | Pharmacology II – Theory | 3 | 1 | 4 |
| BP504T | Pharmacognosy and Phytochemistry II – Theory | 3 | 1 | 4 |
| BP505T | Pharmaceutical Jurisprudence – Theory | 3 | 1 | 4 |
| BP506P | Industrial Pharmacy I – Practical | 4 | - | 2 |
| BP507P | Pharmacology II – Practical | 4 | - | 2 |
| BP508P | Pharmacognosy and Phytochemistry II – Practical | 4 | - | 2 |
| Total | | 27 | 5 | 26 |

Table-VI: Course of study for semester VI

| Course code | Name of the course | No. of hours | Tutorial | Credit points |
|-------------|--|--------------|----------|---------------|
| BP601T | Medicinal Chemistry III – Theory | 3 | 1 | 4 |
| BP602T | Pharmacology III – Theory | 3 | 1 | 4 |
| BP603T | Herbal Drug Technology – Theory | 3 | 1 | 4 |
| BP604T | Biopharmaceutics and Pharmacokinetics – Theory | 3 | 1 | 4 |
| BP605T | Pharmaceutical Biotechnology – Theory | 3 | 1 | 4 |
| BP606T | Quality Assurance – Theory | 3 | 1 | 4 |
| BP607P | Medicinal chemistry III – Practical | 4 | - | 2 |

Head 
 Dept. of Pharmaceutical Sciences
 M.D. University, ROHTAK

-5-

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|--------------|------------------------------------|-----------|----------|-----------|
| BP608P | Pharmacology III – Practical | 4 | - | 2 |
| BP609P | Herbal Drug Technology – Practical | 4 | - | 2 |
| Total | | 30 | 6 | 30 |

Table-VII: Course of study for semester VII

| Course code | Name of the course | No. of hours | Tutorial | Credit points |
|--------------|--|--------------|----------|---------------|
| BP701T | Instrumental Methods of Analysis – Theory | 3 | 1 | 4 |
| BP702T | Industrial PharmacyII – Theory | 3 | 1 | 4 |
| BP703T | Pharmacy Practice – Theory | 3 | 1 | 4 |
| BP704T | Novel Drug Delivery System – Theory | 3 | 1 | 4 |
| BP705P | Instrumental Methods of Analysis – Practical | 4 | - | 2 |
| BP706PS | Practice School* | 12 | - | 6 |
| Total | | 28 | 5 | 24 |

Table-VIII: Course of study for semester VIII

| Course code | Name of the course | No. of hours | Tutorial | Credit points |
|-------------|--|--------------|-----------|---------------|
| BP801T | Biostatistics and Research Methodology | 3 | 1 | 4 |
| BP802T | Social and Preventive Pharmacy | 3 | 1 | 4 |
| BP803ET | Pharma Marketing Management | 3 + 3 = 6 | 1 + 1 = 2 | 4 + 4 = 8 |
| BP804ET | Pharmaceutical Regulatory Science | | | |
| BP805ET | Pharmacovigilance | | | |
| BP806ET | Quality Control and Standardization of Herbals | | | |
| BP807ET | Computer Aided Drug Design | | | |
| BP808ET | Cell and Molecular Biology | | | |
| BP809ET | Cosmetic Science | | | |
| BP810ET | Experimental Pharmacology | | | |

Head
 Dept. of Pharmaceutical Sciences
 M.D. University, ROHTAK

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|--------------|--|-----------|----------|-----------|
| BP811ET | Advanced Instrumentation Techniques | | | |
| BP812ET | Dietary Supplements and Nutraceuticals | | | |
| BP813PW | Project Work | 12 | - | 6 |
| Total | | 24 | 4 | 22 |

Table-IX: Semester wise credits distribution

| Semester | Credit Points |
|--|--|
| I | 29 ^S /30 [#] |
| II | 29 |
| III | 24 |
| IV | 28 |
| V | 26 |
| VI | 30 |
| VII | 24 |
| VIII | 22 |
| Extracurricular/ Co curricular activities | 01* |
| Total credit points for the program | 213^S/214[#] |

* The credit points assigned for extracurricular and or co-curricular activities shall be given by the Principals of the colleges and the same shall be submitted to the University. The criteria to acquire this credit point shall be defined by the colleges from time to time.

‡ Applicable ONLY for the students studied Physics / Chemistry / Botany / Zoology at HSC and appearing for Remedial Mathematics course.

Applicable ONLY for the students studied Mathematics / Physics / Chemistry at HSC and appearing for Remedial Biology course.

10. Program Committee

1. The B. Pharm. program shall have a Program Committee constituted by the Head of the Department in consultation with all Senior Most faculty in the concerned department.

2. The composition of the Programme Committee shall be as follows:

Head of the Department shall be the Chairperson; TWO Teacher from each specialization by seniority and rotation and four student representatives (two from each academic year), nominated by the Head of the Department.

3. Duties of the Program Committee:

Head 
 Dept. of Pharmaceutical Sciences
 M.D. University, ROHTAK

- 7-
- i. Periodically reviewing the progress of the classes.
 - ii. Discussing the problems concerning curriculum, syllabus and the conduct of classes.
 - iii. Discussing with the course teachers on the nature and scope of assessment for the course and the same shall be announced to the students at the beginning of respective semesters.
 - iv. Communicating its recommendation to the Head of the Department on academic matters.
 - v. The Program Committee shall meet at least twice/thrice in a semester preferably at the end of each Sessional exam (Internal Assessment) and before the end semester exam.

II. Examinations/Assessments

The scheme for internal assessment and end semester examinations is given in Table – X.

II.1. End semester examinations

The End Semester Examinations for each theory and practical course through semesters I to VIII shall be conducted by the university except for the subjects with asterix symbol (*) in table I and II for which examinations shall be conducted by the subject experts at Department level and the marks/grades shall be submitted to the university.

II.2. Internal assessment: Continuous mode

The marks allocated for Continuous mode of Internal Assessment shall be awarded as per the scheme given below.

Table-XI: Scheme for awarding internal assessment: Continuous mode

| Theory Criteria | Maximum Marks | |
|---|--------------------------------|----------|
| | Attendance (Refer Table – XII) | 4 |
| Academic activities (Average of any 3 activities e.g. quiz, assignment, open book test, field work, group discussion and seminar) | 3 | 1.5 |
| Student - Teacher interaction | 3 | 1.5 |
| Total | 10 | 5 |
| Practical | | |
| Attendance (Refer Table – XII) | | 2 |
| Based on Practical Records, Regular viva voce, etc. | | 3 |
| Total | | 5 |

Table- XII: Guidelines for the allotment of marks for attendance

Head 
 Dept. of Pharmaceutical Sciences
 M.D. University, ROHTAK

| Percentage of Attendance | Theory | Practical |
|--------------------------|--------|-----------|
| 95 - 100 | 4 | 2 |
| 90 - 94 | 3 | 1.5 |
| 85 - 89 | 2 | 1 |
| 80 - 84 | 1 | 0.5 |
| Less than 80 | 0 | 0 |

11.2.1. Sessional Exams

Two Sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college(s). The scheme of question paper for theory and practical Sessional examinations is given below. The best marks of two Sessional exams shall be computed for internal assessment as per the requirements given in tables – X.

Sessional exam shall be conducted for 30 marks for theory and shall be computed for 15 marks. Similarly Sessional exam for practical shall be conducted for 40 marks and shall be computed for 10 marks.

Question paper pattern for theory Sessional examinations

For subjects having University examination

I. Multiple Choice Questions (MCQs) /Fill ups/Short answer Questions

(Answer all the questions) = 10 x 1 = 10

I. Long Answers (Answer 1 out of 2) = 1 x 10 = 10

II. Short Answers (Answer 2 out of 3) = 2 x 5 = 10

Total = 30 marks

For subjects having Non University Examination

I. Long Answers (Answer 1 out of 2) = 1 x 10 = 10

II. Short Answers (Answer 4 out of 6) = 4 x 5 = 20

Total = 30 marks

Question paper pattern for practical sessional examinations =

I. Synopsis = 10

II. Experiments = 25

III. Viva voce = 05

Total

=

40 marks

12. Promotion and award of grades

A student shall be declared PASS and eligible for getting grade in a course of B. Pharm. program if he/she secures at least 50% marks in that particular course including internal assessment. For example, to be declared as PASS and to get grade, the student has to secure a minimum of 50 marks for the total of 100 including continuous mode of assessment and end semester theory examination and has to secure a minimum of 25 marks for the total 50 including internal assessment and end semester practical examination.

13. Carry forward of marks

In case a student fails to secure the minimum 50% in any Theory or Practical course as specified in 12, then he/she shall reappear for the end semester examination of that course. However his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

14. Improvement of internal assessment

A student shall have the opportunity to improve his/her performance only once in the Sessional exam component of the internal assessment, if his/her internal assessment is less than 40%. The re-conduct of the Sessional exam shall be completed before the commencement of next end semester theory examinations.

15. Re-examination of end semester examinations

Re-examination of end semester examination shall be conducted as per the schedule given in table XIII. The exact dates of examinations shall be notified from time to time.

Table-XIII: Tentative schedule of end semester examinations

| Semester | For Regular Candidates | For Failed Candidates |
|---------------------|------------------------|-----------------------|
| I, III, V and VII | November / December | May / June |
| II, IV, VI and VIII | May / June | November / December |

Question paper pattern for end semester theory examinations

For 75 marks paper

I. Multiple Choice Questions (MCQs)

(Answer all the questions) =

$20 \times 1 = 20$

I. Long Answers (Answer 2 out of 3) =

$2 \times 10 = 20$

II. Short Answers (Answer 7 out of 9) =

$7 \times 5 = 35$

Head
Dept. of Pharmaceutical Sciences
M.D. University, KOHTAK

17-12-10
-10-

Total = 75 marks

For 50 marks paper

I. Long Answers (Answer 2 out of 3) = $2 \times 10 = 20$
II. Short Answers (Answer 6 out of 8) = $6 \times 5 = 30$

Total = 50 marks

For 35 marks paper

I. Long Answers (Answer 1 out of 2) = $1 \times 10 = 10$
II. Short Answers (Answer 5 out of 7) = $5 \times 5 = 25$

Total = 35 marks

Question paper pattern for end semester practical examinations

I. Synopsis = 5
II. Experiments = 25
III. Viva voce = 5

Total = 35 marks

16. Academic Progression:

No student shall be admitted to any examination unless he/she fulfills the norms given in

6. Academic progression rules are applicable as follows:

A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I and II semesters are successfully completed.

A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.

A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed.

10

Head 
Dept. of Pharmaceutical Sciences
M.D. University, ROHTAK

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII semesters within the stipulated time period as per the norms specified in 26.

A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.

A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.

A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period as per the norms specified in 26.

Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

Note: Grade AB should be considered as failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

17. Grading of performances

17.1. Letter grades and grade points allocations:

Based on the performances, each student shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in Table - XII.

Table -- XII: Letter grades and grade points equivalent to

| Percentage of marks and performances Percentage of Marks Obtained | Letter Grade | Grade Point | Performance |
|---|-----------------|----------------|-------------|
| 90.00 - 100 | O | 10 | Outstanding |
| 80.00 - 89.99 | A | 9 | Excellent |
| 70.00 - 79.99 | B | 8 | Good |
| 60.00 - 69.99 | C | 7 | Fair |
| 50.00 - 59.99 | D | 6 | Average |
| Less than 50 | F | 0 | Fail |
| Absent | AB | 0 | Fail |

A learner who remains absent for any end semester examination shall be assigned a letter grade of ABand a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

18. The Semester grade point average (SGPA)

The performance of a student in a semester is indicated by a number called 'Semester Grade Point Average' (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses(Theory/Practical) in a semester with credits C1, C2, C3, C4 and C5 and the student's grade points in these courses are G1, G2, G3, G4 and G5, respectively, and then students' SGPA is equal to:

$$SGPA = \frac{C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F and ABS grade awarded in that semester. For example if a learner has a F or ABS grade in course 4, the SGPA shall then be computed as:

$$SGPA = \frac{C1G1 + C2G2 + C3G3 + C4 * ZERO + C5G5}{C1 + C2 + C3 + C4 + C5}$$

19. Cumulative Grade Point Average (CGPA)

The CGPA is calculated with the SGPA of all the VIII semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all VIII semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$CGPA = \frac{C1S1 + C2S2 + C3S3 + C4S4 + C5S5 + C6S6 + C7S7 + C8S8}{C1 + C2 + C3 + C4 + C5 + C6 + C7 + C8}$$

where C1, C2, C3,..... is the total number of credits for semester I,II,III,..... and S1,S2, S3,..... is the SGPA of semester I,II,III,.....

20. Declaration of class

The class shall be awarded on the basis of CGPA as follows:

First Class with Distinction = CGPA of 7.50 and above

First Class = CGPA of 6.00 to 7.49

Second Class = CGPA of 5.00 to 5.99

Head 
Dept. of Pharmaceutical Sciences
M.D. University, ROHTAK

21. Project work

All the students shall undertake a project under the supervision of a teacher and submit a report. The area of the project shall directly relate any one of the elective subject opted by the student in semester VIII. The project shall be carried out in group not exceeding 5 in number. The project report shall be submitted in triplicate (typed & bound copy not less than 25 pages).

The internal and external examiner appointed by the University shall evaluate the project at the time of the Practical examinations of other semester(s). Students shall be evaluated in groups for four hours (i.e., about half an hour for a group of five students). The projects shall be evaluated as per the criteria given below.

Evaluation of Dissertation Book:

| | |
|-------------------------------|-----------------|
| Objective(s) of the work done | 15 Marks |
| Methodology adopted | 20 Marks |
| Results and Discussions | 20 Marks |
| Conclusions and Outcomes | 20 Marks |
| Total | 75 Marks |

Evaluation of Presentation:

| | |
|----------------------------|-----------------|
| Presentation of work | 25 Marks |
| Communication skills | 20 Marks |
| Question and answer skills | 30 Marks |
| Total | 75 Marks |

Explanation: The 75 marks assigned to the dissertation book shall be same for all the students in a group. However, the 75 marks assigned for presentation shall be awarded based on the performance of individual students in the given criteria.

22. Industrial training (Desirable)

Every candidate shall be required to work for at least 150 hours spread over four weeks in a Pharmaceutical Industry/Hospital. It includes Production unit, Quality Control department, Quality Assurance department, Analytical laboratory, Chemical manufacturing unit, Pharmaceutical R&D, Hospital (Clinical Pharmacy), Clinical Research Organization, Community Pharmacy, etc. After the Semester – VI and before the commencement of Semester VII, and shall submit satisfactory report of such work and certificate duly signed by the authority of training organization to the head of the institute.

23. Practice School

In the VII semester, every candidate shall undergo practice school for a period of 150 hours evenly distributed throughout the semester. The student shall opt any one of the domains for practice school declared by the program committee from time to time.

At the end of the practice school, every student shall submit a printed report (in triplicate) on the practice school he/she attended (not more than 25 pages). Along with the exams of semester VII, the report submitted by the student, knowledge and skills acquired by the student through practice school shall be evaluated by the subject experts at college level and grade point shall be awarded.

24. Award of Ranks

13

Head
Dept. of Pharmaceutical Sciences
M.D. University, ROHTAK

Ranks and Medals shall be awarded on the basis of final CGPA. However, candidates who fail in one or more courses during the B.Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the B. Pharm program in minimum prescribed number of years, (four years) for the award of Ranks.

25. Award of degree

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

26. Duration for completion of the program of study

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

27. Re-admission after break of study

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee.

No condonation is allowed for the candidate who has more than 2 years of break up period and he/she has to rejoin the program by paying the required fees.


28. Revaluation/ Re-totaling of answer papers

There is provision for revaluation of the answer papers in theory examination as per University Rules.

29. Improvement

There is no provision of improvement in final/end semester examination.

Head
Dept. of Pharmaceutical Sciences
M.D. University, ROHTAK

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M.D. University, ROHTAK

ORDINANCE- M. PHARM COURSES w.e.f. session 2017-18

1. Short Title and Commencement

These regulations shall be called as "The Revised Regulations for the Master of Pharmacy (M. Pharm.) Degree Program - Credit Based Semester System (CBSS). They shall come into effect from the academic year 2017-18. The regulations framed are subject to modifications from time to time by the authorities of the university.

2. Minimum qualification for admission

A Pass in the following examinations

a) B. Pharm Degree examination of an Indian university established by law in India from an institution approved by Pharmacy Council of India and has scored not less than 55 % of the maximum marks (aggregate of 4 years of B.Pharm.)

b) Every student, selected for admission to post graduate pharmacy program in any PCI approved institution should have obtained registration with the State Pharmacy Council or should obtain the same within one month from the date of his/her admission or should obtain the same before the commencement of the first semester examination, failing which the admission of the candidate shall be cancelled.

Note: It is mandatory to submit a migration certificate obtained from the respective university where the candidate had passed his/her qualifying degree (B.Pharm.)

3. Duration of the program

The program of study for M.Pharm. shall extend over a period of four semesters (two academic years). The curricula and syllabi for the program shall be prescribed from time to time by the University.

4. Medium of instruction and examinations

Medium of instruction and examination shall be in English.

5. Working days in each semester

Each semester shall consist of not less than 100 working days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from the month of December/January to May/June in every calendar year.

6. Attendance and progress

A candidate is required to put in at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations. However, relaxation in attendance for appearing in examination will be as per University Rules.

7. Program/Course credit structure

As per the philosophy of Credit Based Semester System, certain quantum of academic work viz. theory classes, practical classes, seminars, assignments, etc. are measured in terms of credits. On satisfactory completion of the courses, a candidate earns credits. The amount of credit associated with a course is dependent upon the number of hours of instruction per week in that course. Similarly, the credit associated with any of the other academic, co/extra-curricular activities is dependent upon the quantum of work expected to be put in for each of these activities per week per activity.

7.1. Credit assignment

7.1.1. Theory and Laboratory courses Courses are broadly classified as Theory and Practical. Theory courses consist of lecture (L) and Practical (P) courses consist of hours spent in the laboratory. Credits (C) for a course is dependent on the number of hours of instruction per week

Head
Dept. of Pharmaceutical Sciences
M.D. University, ROHTAK

in that course, and is obtained by using a multiplier of one (1) for lecture and a multiplier of half (1/2) for practical (laboratory) hours. Thus, for example, a theory course having four lectures per week throughout the semester carries a credit of 4. Similarly, a practical having four laboratory hours per week throughout semester carries a credit of 2. The contact hours of seminars, assignments and research work shall be treated as that of practical courses for the purpose of calculating credits, i.e., the contact hours shall be multiplied by 1/2. Similarly, the contact hours of journal club, research work presentations and discussions with the supervisor shall be considered as theory course and multiplied by 1.

7.2. Minimum credit requirements

The minimum credit points required for the award of M. Pharm. degree is 95. However based on the credit points earned by the students under the head of co-curricular activities, a student shall earn a maximum of 100 credit points. These credits are divided into Theory courses, Practical, Seminars, Assignments, Research work, Discussions with the supervisor, Journal club and Co-Curricular activities over the duration of four semesters. The credits are distributed semester-wise as shown in Table 2-9. Courses generally progress in sequence, building competencies and their positioning indicates certain academic maturity on the part of the learners. Learners are expected to follow the semester wise schedule of courses given in the syllabus.

8. Academic work

A regular record of attendance both in Theory, Practical, Seminar, Assignment, Journal club, Discussion with the supervisor, Research work presentation and Dissertation shall be maintained by the department / teaching staff of respective courses.

9. Course of the study

The specializations in M. Pharm program is given in Table 1.

Table-1 List of M.Pharm. Specializations and their Code

| S. No. | Specialization | Code |
|--------|--------------------------|------|
| 1 | Industrial Pharmacy | MIP |
| 2 | Pharmaceutical Chemistry | MPC |
| 3 | Pharmacognosy | MPG |
| 4 | Pharmacology | MPI |
| 5 | Drug Regulatory Affairs | DRA |

The course of study for M.Pharm specializations shall include Semester wise Theory & Practical as given in Table – 2 to 6. The number of hours to be devoted to each theory and practical course in any semester shall not be less than that shown in Table -- 2 to 6.

Table-2 Course of study for M. Pharm. (Industrial Pharmacy)

| Course Code | Course | Credit Hours | Credit Points | Hrs./wk | Marks |
|-------------------|---|--------------|---------------|---------|-------|
| Semester I | | | | | |
| MPA101T | Modern Pharmaceutical Analytical Techniques | 4 | 4 | 4 | 100 |
| MIP101T | Pharmaceutical Formulation Development | 4 | 4 | 4 | 100 |
| MIP102T | Customized drug Delivery System | 4 | 4 | 4 | 100 |
| MIP103T | Drug Regulations and Intellectual Property Rights | 4 | 4 | 4 | 100 |

Head 
 Dept. of Pharmaceutical Sciences
 M D. University, ROHTAK

| | | | | | |
|--------------------|--|-----------|-----------|-----------|------------|
| MIP104P | Industrial Pharmacy Practical I | 12 | 6 | 12 | 150 |
| | Seminar/Assignment | 7 | 4 | 7 | 100 |
| Total | | 35 | 26 | 35 | 650 |
| Semester II | | | | | |
| MIP201T | Advanced Biopharmaceutics and Pharmacokinetics | 4 | 4 | 4 | 100 |
| MIP202T | Scale up and Technology Transfer | 4 | 4 | 4 | 100 |
| MIP203T | Pharmaceutical Production Technology | 4 | 4 | 4 | 100 |
| MIP204T | Entrepreneurship Management | 4 | 4 | 4 | 100 |
| MIP205P | Industrial Pharmacy Practical II | 12 | 6 | 12 | 150 |
| | Seminar/Assignment | 7 | 4 | 7 | 100 |
| Total | | 35 | 26 | 35 | 650 |

Table-3 Course of study for M. Pharm. (Pharmaceutical Chemistry)

| Course Code | Course | Credit Hours | Credit Points | Hrs./wk | Marks |
|--------------------|---|--------------|---------------|-----------|------------|
| Semester I | | | | | |
| MIPA101T | Modern Pharmaceutical Analytical Techniques | 4 | 4 | 4 | 100 |
| MPC101T | Advanced Organic Chemistry -I | 4 | 4 | 4 | 100 |
| MPC102T | Advanced Medicinal chemistry | 4 | 4 | 4 | 100 |
| MPC103T | Chemistry of Natural Products | 4 | 4 | 4 | 100 |
| MPC104P | Pharmaceutical Chemistry Practical I | 12 | 6 | 12 | 150 |
| | Seminar/Assignment | 7 | 4 | 7 | 100 |
| Total | | 35 | 26 | 35 | 650 |
| Semester II | | | | | |
| MPC201T | Advanced Spectral Analysis | 4 | 4 | 4 | 100 |
| MPC202T | Advanced Organic Chemistry -II | 4 | 4 | 4 | 100 |
| MPC203T | Computer Aided Drug Design | 4 | 4 | 4 | 100 |
| MPC204T | Pharmaceutical Process Chemistry | 4 | 4 | 4 | 100 |
| MPC205P | Pharmaceutical Chemistry Practical II | 12 | 6 | 12 | 150 |
| | Seminar/Assignment | 7 | 4 | 7 | 100 |
| Total | | 35 | 26 | 35 | 650 |

Table-4 Course of study for M. Pharm. (Pharmacognosy)

| Course | Course | Credit | Credit | Marks |
|--------|--------|--------|--------|-------|
|--------|--------|--------|--------|-------|

Head 
 Dept. of Pharmaceutical Sciences
 M.D. University, ROHTAK

| Code | | Hours | Points | Hrs./wk | |
|--------------------|---|-----------|-----------|-----------|------------|
| Semester I | | | | | |
| MPA101T | Modern Pharmaceutical Analytical Techniques | 4 | 4 | 4 | 100 |
| MPG101T | Advanced Pharmacognosy-I | 4 | 4 | 4 | 100 |
| MPG102T | Phytochemistry | 4 | 4 | 4 | 100 |
| MPG103T | Industrial Herbal drug technology | 4 | 4 | 4 | 100 |
| MPG104P | Pharmacognosy Practical I | 12 | 6 | 12 | 150 |
| | Seminar/Assignment | 7 | 4 | 7 | 100 |
| Total | | 35 | 26 | 35 | 650 |
| Semester II | | | | | |
| MPG201T | Medicinal Plant biotechnology | 4 | 4 | 4 | 100 |
| MPG102T | Advanced Pharmacognosy-II | 4 | 4 | 4 | 100 |
| MPG203T | Indian system of medicine | 4 | 4 | 4 | 100 |
| MPG204T | Herbal cosmetics | 4 | 4 | 4 | 100 |
| MPG205P | Pharmacognosy Practical II | 12 | 6 | 12 | 150 |
| | Seminar/Assignment | 7 | 4 | 7 | 100 |
| Total | | 35 | 26 | 35 | 650 |

Table-5 Course of study for (Pharmacology)

| Course Code | Course | Credit Hours | Credit Points | Hrs./wk | Marks |
|--------------------|--|--------------|---------------|-----------|------------|
| Semester I | | | | | |
| MPA101T | Modern Pharmaceutical Analytical Techniques | 4 | 4 | 4 | 100 |
| MPL101T | Advanced Pharmacology-I | 4 | 4 | 4 | 100 |
| MPL102T | Pharmacological and Toxicological Screening Methods-I | 4 | 4 | 4 | 100 |
| MPL103T | Cellular and Molecular Pharmacology | 4 | 4 | 4 | 100 |
| MPL104P | Pharmacology Practical I | 12 | 6 | 12 | 150 |
| | Seminar/Assignment | 7 | 4 | 7 | 100 |
| Total | | 35 | 26 | 35 | 650 |
| Semester II | | | | | |
| MPL201T | Advanced Pharmacology II | 4 | 4 | 4 | 100 |
| MPL102T | Pharmacological and Toxicological Screening Methods-II | 4 | 4 | 4 | 100 |
| MPL203T | Principles of Drug Discovery | 4 | 4 | 4 | 100 |
| MPL204T | Experimental Pharmacology practical- II | 4 | 4 | 4 | 100 |
| MPL205P | Pharmacology Practical II | 12 | 6 | 12 | 150 |
| | Seminar/Assignment | 7 | 4 | 7 | 100 |

Head 
 Dept. of Pharmaceutical Sciences
 M.D. University, ROHTAK

| | | | | | |
|--|-------|----|----|----|-----|
| | Total | 35 | 26 | 35 | 650 |
|--|-------|----|----|----|-----|

Table-6 Course of study for M. Pharm. (Drug Regulatory Affairs)

| Course Code | Course | Credit Hours | Credit Points | Hrs./wk | Marks |
|--------------------|--|--------------|---------------|-----------|------------|
| Semester I | | | | | |
| DRA101T | Good Pharmaceutical Practices | 4 | 4 | 4 | 100 |
| MRA102T | Pharmaceutical Regulations in India | 4 | 4 | 4 | 100 |
| DRA103T | International Pharmaceutical Regulations I | 4 | 4 | 4 | 100 |
| DRA104T | Clinical Research Regulations | 4 | 4 | 4 | 100 |
| DRA105P | Pharmaceutical Regulatory Affairs Practical I | 12 | 6 | 12 | 150 |
| - | Seminar/Assignment | 7 | 4 | 7 | 100 |
| Total | | 35 | 26 | 35 | 650 |
| Semester II | | | | | |
| DRA201T | Documentation and Regulatory Writing | 4 | 4 | 4 | 100 |
| DRA202T | Biologicals Regulations | 4 | 4 | 4 | 100 |
| DRA203T | International Pharmaceutical Regulations II | 4 | 4 | 4 | 100 |
| DRA204T | Medical Device Regulations | 4 | 4 | 4 | 100 |
| DRA205P | Pharmaceutical Regulatory Affairs Practical II | 12 | 6 | 12 | 150 |
| - | Seminar/Assignment | 7 | 4 | 7 | 100 |
| Total | | 35 | 26 | 35 | 650 |

Table-7 Course of study for M. Pharm. III Semester (Common for All Specializations)

| Course Code | Course | Credit | Credit |
|--------------|---|-----------|-----------|
| MIRM101T | Research Methodology and Biostatistics | 4 | 4 |
| - | Journal club | 1 | 1 |
| - | Discussion / Presentation (Proposal Presentation) | 2 | 2 |
| - | Research work | 28 | 14 |
| Total | | 35 | 21 |

Head
 Dept. of Pharmaceutical Sciences
 M.D. University, ROHTAK

20

**Table-8 Course of study for M. Pharm. IV Semester
(Common for All Specializations)**

| Course Code | Course | Credit | Credit |
|--------------|---------------------------------|-----------|-----------|
| - | Journal club | 1 | 1 |
| - | Research Work | 31 | 16 |
| - | Discussion / Final Presentation | 3 | 3 |
| Total | | 35 | 20 |

Table-9 Semester wise credits distribution

| Semester | Credit Points |
|---|----------------------------|
| I | 26 |
| II | 26 |
| III | 21 |
| IV | 20 |
| Co-curricular Activities (Attending Conference, Scientific Presentations and Other Scholarly Activities) | Minimum=02 Maximum=07* |
| Total Credit Points | Minimum=95 Maximum=100* |

*Credit Points for Co-curricular Activities

Table-10 Guidelines for Awarding Credit Points for Co-curricular Activities

| Name of the Activity | Maximum Credit Points Eligible / Activity |
|---|---|
| Participation in National Level Seminar/Conference/Workshop/Symposium/Training Programs (related to the specialization of the student) | 01 |
| Participation in international Level Seminar/Conference/Workshop/Symposium/Training Programs (related to the specialization of the student) | 02 |
| Academic Award/Research Award from State Level/National Agencies | 01 |
| Academic Award/Research Award from International Agencies | 02 |
| Research / Review Publication in National Journals (Indexed in Scopus / Web of Science) | 01 |
| Research / Review Publication in International Journals (Indexed in Scopus / Web of Science) | 02 |

Note: International Conference: Held Outside India
International Journal: The Editorial Board Outside India

* The credit points assigned for extracurricular and or co-curricular activities shall be given by the Principals of the University and the same shall be submitted to the University. The criteria to acquire this credit point shall be defined by the University from time to time.

Head 
Dept. of Pharmaceutical Sciences
M.D. University, ROHTAK

10. Program Committee

1. The M. Pharm. programme shall have a Programme Committee constituted by the Head of the Department in consultation with all Senior Most faculty in the concerned department.

2. The composition of the Programme Committee shall be as follows:

Head of the Department shall be the Chairperson; TWO Teacher from each M.Pharm specialization by seniority and rotation and four student representatives (two from each academic year), nominated by the Head of the Department.

3. Duties of the Programme Committee:

- i. Periodically reviewing the progress of the classes.
- ii. Discussing the problems concerning curriculum, syllabus and the conduct of classes.
- iii. Discussing with the course teachers on the nature and scope of assessment for the course and the same shall be announced to the students at the beginning of respective semesters.
- iv. Communicating its recommendation to the Head of the Department on academic matters.

4. The Programme Committee shall meet at least twice in a semester preferably at the end of each sessional exam and before the end semester exam.

11. Examinations/Assessments

The schemes for internal assessment and end semester examinations are given in Table – XVII.

11.1. End semester examinations

The End Semester Examinations for each theory and practical course through semesters I to IV shall be conducted by the University.

11.2. Internal assessment: Continuous mode

The marks allocated for Continuous mode of Internal Assessment shall be awarded as per the scheme given below.

Table-11: Scheme for awarding internal assessment: Continuous mode

| Theory | |
|---|---------------|
| Criteria | Maximum Marks |
| Attendance (Refer Table – 12) | 8 |
| Student - Teacher interaction | 2 |
| Total | 10 |
| Practical | |
| Attendance (Refer Table – 12) | 10 |
| Based on Practical Records, Regular viva voce, etc. | 10 |
| Total | 20 |

Table-12: Guidelines for the allotment of marks for attendance

| Percentage of Attendance | Theory | Practical |
|--------------------------|--------|-----------|
| 95 – 100 | 8 | 10 |
| 90 – 94 | 6 | 7.5 |
| 85 – 89 | 4 | 5 |
| 80 – 84 | 2 | 2.5 |
| Less than 80 | 0 | 0 |

Head 
Dept. of Pharmaceutical Sciences
M.D. University, ROHTAK

11.2.1. Sessional Exams

Two sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the Department. The scheme of question paper for theory and practical sessional examinations is given below. The best marks of two sessional exams shall be computed for internal assessment. Sessional exam shall be conducted for 30 marks for theory and shall be computed for 15 marks. Similarly Sessional exam for practical shall be conducted for 60 marks and shall be computed for 30 marks.

Question paper pattern for theory Sessional examinations for subjects having University examination

| | | |
|---|---|-------------|
| I. Multiple Choice Questions (MCQs)/Fill ups/Short answer questions (Answer all the questions) | = | 10 x 1 = 10 |
| II. Long Answers (Answer 1 out of 2) | = | 1 x 10 = 10 |
| III. Short Answers (Answer 2 out of 3) | = | 2 x 5 = 10 |
| | | ----- |
| Total | = | 30 marks |

For subjects having Non University Examination

| | |
|---|-------------|
| I. Long Answers (Answer 1 out of 2) = | 1 x 10 = 10 |
| II. Short Answers (Answer 4 out of 6) = | 4 x 5 = 20 |
| | ----- |
| Total = | 30 marks |

Question paper pattern for practical sessional examinations

| | |
|-----------------|----------|
| I. Synopsis | 15 |
| II. Experiments | 35 |
| III. Viva voce | 10 |
| Total | 60 marks |

12. Promotion and award of grades

A student shall be declared PASS and eligible for getting grade in a course of M. Pharm. programme if he/she secures at least 50% marks in that particular course including internal assessment. In case of 3rd and 4th semester, the pass percentage will be 50% marks of the overall marks in evaluation of synopsis/thesis including presentation.

13. Carry forward of marks

In case a student fails to secure the minimum 50% in any Theory or Practical course as specified in 12, then he/she shall reappear for the end semester examination of that course. However his/her marks of the Internal Assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

14. Improvement of internal assessment

A student shall have the opportunity to improve his/her performance only once in the sessional exam component of the internal assessment, if his/her internal assessment is less than 40%. The re-conduct of the sessional exam shall be completed before the commencement of next end semester theory examinations.

15. Re-examination of end semester examinations

Head 
Dept. of Pharmaceutical Sciences
M.D. University, ROHTAK

Reexamination of end semester examination shall be conducted as per the schedule given in table 13. The exact dates of examinations shall be notified from time to time.

Table 13: Tentative schedule of end semester examinations Semester For Regular Candidates For Failed Candidates

| Semester | For regular candidates | For failed candidates |
|-----------|------------------------|-----------------------|
| I and III | November/December | May/June |
| II and IV | May/June | November/December |

Question paper pattern for end semester theory examinations

For 75 marks paper

| | |
|--|----------------------------|
| I. Multiple Choice Questions (MCQs)/Fill Ups/Short Answer Type (Answer all the questions) = | 20 x 1 = 20 |
| II. Long Answers (Answer 2 out of 3) = | 2 x 10 = 20 |
| III. Short Answers (Answer 7 out of 9) = | 7 x 5 = 35 |
| Total = | ----- 75 marks ----- |

Question paper pattern for end semester practical examinations

| | |
|---------------------|-----------------------------|
| I. Synopsis = | 25 |
| II. Experiments/s = | 50 |
| III. Viva voce = | 25 |
| Total = | ----- 100 marks ----- |

16. Allowed to keep terms (ATKT):

No student shall be admitted to any examination unless he/she fulfills the norms given in 6. UET rules are applicable as follows: A student shall be eligible to carry forward all the courses of I and II semesters till the III semester examinations. However, he/she shall not be eligible to attend the courses of IV semester until all the courses of I, II and III semesters are successfully completed.

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to IV semesters within the stipulated time period as per the norms.

Note: Grade AB should be considered as failed and treated as one head for deciding ATKT. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

17. Grading of performances

17.1. Letter grades and grade points allocations:

Based on the performances, each student shall be awarded a final letter grade at the end of the semester for each course. The letter grades and their corresponding grade points are given in Table -14.

Table - 14: Letter grades and grade points equivalent to Percentage of marks and performances

| Percentage of marks obtained | Letter Grade | Grade point | Performance |
|------------------------------|--------------|-------------|-------------|
| 90.00-100 | O | 10 | Outstanding |
| 80.00-89.99 | A | 9 | Excellent |
| 70.00-79.99 | B | 8 | Good |

Head 
 Dept. of Pharmaceutical Sciences
 M.D. University, ROHTAK

| | | | |
|--------------|----|---|---------|
| 60.00-69.99 | C | 7 | Fair |
| 50.00-59.99 | D | 6 | Average |
| Less than 50 | F | 0 | Fail |
| Absent | AB | 0 | Fail |

A learner who remains absent for any end semester examination shall be assigned a letter grade of AB and a corresponding grade point of zero. He/she should reappear for the said evaluation/examination in due course.

18. The Semester grade point average (SGPA)

The performance of a student in a semester is indicated by a number called 'Semester Grade Point Average' (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the student during the semester. For example, if a student takes five courses (Theory/Practical) in a semester with credits C1, C2, C3 and C4 and the student's grade points in these courses are G1, G2, G3 and G4, respectively, and then students' SGPA is equal to:

$$SGPA = \frac{C1G1 + C2G2 + C3G3 + C4G4}{C1 + C2 + C3 + C4}$$

The SGPA is calculated to two decimal points. It should be noted that, the SGPA for any semester shall take into consideration the F and ABS grade awarded in that semester. For example if a learner has a F or ABS grade in course 4, the SGPA shall then be computed as:

$$SGPA = \frac{C1G1 + C2G2 + C3G3 + C4 * ZERO}{C1 + C2 + C3 + C4}$$

19. Cumulative Grade Point Average (CGPA)

The CGPA is calculated with the SGPA of all the IV semesters to two decimal points and is indicated in final grade report card/final transcript showing the grades of all IV semesters and their courses. The CGPA shall reflect the failed status in case of F grade(s), till the course(s) is/are passed. When the course(s) is/are passed by obtaining a pass grade 34 on subsequent examination(s) the CGPA shall only reflect the new grade and not the fail grades earned earlier. The CGPA is calculated as:

$$CGPA = \frac{C1S1 + C2S2 + C3S3 + C4S4}{C1 + C2 + C3 + C4}$$

where C1, C2, C3,.... is the total number of credits for semester I,II,III,.... and S1,S2, S3,.... is the SGPA of semester I,II,III,....

20. Declaration of class

- The class shall be awarded on the basis of CGPA as follows:
- First Class with Distinction = CGPA of 7.50 and above
- First Class = CGPA of 6.00 to 7.49
- Second Class = CGPA of 5.00 to 5.99

21. Project work

All the students shall undertake a project under the supervision of a teacher in Semester III and IV, and submit a synopsis at the end of 3rd semester and Thesis at the end of 4th Semester. Four copies of the synopsis (Typed copy not less than 15 pages/Thesis (typed & bound copy not less than 75 pages) shall be submitted. The internal and external examiner appointed by the University shall evaluate the Thesis at the time of the Practical examinations of other semester(s) maximum in Two slots. The synopsis /Thesis shall be evaluated as per the criteria given below.

Head 
Dept. of Pharmaceutical Sciences
M.D. University, ROHTAK

| <i>Evaluation of Thesis/Synopsis:</i> | <i>4th Semester</i> | <i>3rd Semester</i> |
|---------------------------------------|--------------------------------|--------------------------------|
| Objective(s) of the work done | 50 Marks | 50 Marks |
| Methodology adopted | 50 Marks | 50 Marks |
| Results and Discussions | 50 Marks | 50 Marks |
| Conclusions and Outcomes | 50 Marks | -- |
| Total | 200 Marks | 150 Marks |

| <i>Evaluation of Presentation:</i> | <i>4th Semester</i> | <i>3rd Semester</i> |
|------------------------------------|--------------------------------|--------------------------------|
| Presentation of work | 100 Marks | 100 Marks |
| Communication skills | 50 Marks | 50 Marks |
| Question and answer skills | 50 Marks | 50 Marks |
| Total | 200 Marks | 200 Marks |
| Grand Total | 400 Marks | 350 Marks |

22. Award of Ranks

Ranks and Medals shall be awarded on the basis of final CGPA. However, candidates who fail in one or more courses during the M.Pharm program shall not be eligible for award of ranks. Moreover, the candidates should have completed the M. Pharm program in minimum prescribed number of years, (two years) for the award of Ranks.

23. Award of degree

Candidates who fulfill the requirements mentioned above shall be eligible for award of degree during the ensuing convocation.

24. Duration for completion of the program of study

The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.

25. Revaluation/ Re-totaling of answer papers

There is provision for revaluation of the answer papers in theory examination as per University Rules.

26. Re-admission after break of study

Candidate who seeks re-admission to the program after break of study has to get the approval from the university by paying a condonation fee.

27. Improvement

There is no provision of improvement in final/end semester examination.

Head 
Dept. of Pharmaceutical Sciences
M.D. University, ROHTAK

ORDINANCE

Three Year Bachelor of Vocation (B.Voc.) Programme

A. ADMISSION AND ELIGIBILITY

1. The duration of the B. Voc. Programme shall be three academic years. Each year shall be divided into two semesters. Thus, the B. Voc. Programme shall comprise six semesters spread over three years. On the completion of all the six semesters, the student will be awarded the B. Voc. Degree in the concerned subject. If a student wishes to exit before the completion of the course, he/she shall be awarded Certificate on successful completion of first semester, Diploma on successful completion of first year (comprising two semesters), and Advanced Diploma on successful completion of second year (comprising four semesters).
2. Admission to the FIRST semester of the Programme shall be open to candidates who have passed Senior Secondary Examination i.e. 10+2 from a recognized Board of Education OR an equivalent examination.
3. Admission to SECOND semester of the Programme shall be open to candidates who have successfully completed the first semester of B.Voc Programme. If a student exits the programme after obtaining certificate on successful completion of the first semester of the programme, he/she may rejoin the programme in the second semester.
4. Admission to THIRD semester of the Programme shall be open to candidates who have successfully completed the first year of B.Voc Programme. If a student exits the programme after obtaining Diploma on successful completion of the first year of the programme, he/she may rejoin the programme in the third semester.
5. Admission to FIFTH semester of the Programme shall be open to candidates who have successfully completed the second year of B.Voc Programme. If a student exits the programme after obtaining Advanced Diploma on successful completion of the second year of the programme, he/she may rejoin the programme in the fifth semester.
6. The candidate may be promoted to the next semester/class automatically provided he/she had deposited full fee in the preceding semester and preceding has not been detained from examination by the University.

B. EXAMINATION

1. Examination for each semester shall be open to a regular student who:

a) bears a good moral character;



- b) has been on the rolls of the Institute/College for the concerned semester;
 - c) has at least 65% attendance in the class during the concerned semester;
2. Every candidate shall be examined in the subject(s) as laid down in the Scheme of Examinations/Syllabi prescribed by the Academic Council from time to time.
 3. There shall be two components namely 'General Education Component' and 'Skill Component' in the programme.
 4. The external examiner(s) will set the question papers for 'General Education Component' as per the criteria laid down in the Scheme(s) of Examination for the programme. Whereas, the Sector Skill Council shall examine the students for the 'Skill Component' in accordance with the scheme(s) of examination and the awards of the same shall be forwarded by the Director/Principal of the concerned institute to the Controller of Examinations of M.D. University Rohtak within the prescribed time limit.
 5. **The medium of instructions and examination shall be English/Hindi.**
 6. The last date of receipt of admission forms and fee shall be fixed by the University.
 7. The amount of examination fee for 'General Education Component' to be paid by a candidate for each semester shall be as per the decision of the University from time to time. Whereas, the amount of the examination fee for 'Skill Component' to be paid by a candidate for each semester shall be as per the decision of the Advisory Committee constituted for the purpose as per the UGC guidelines.
 8. The Examinations for odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June or on such dates as may be fixed by the University.
All Supplementary examinations (Odd/Even semesters) will be held for re-appear/failed candidates along with semester examinations of regular students.
 9. The Director/Principal of the Institute/College shall forward a list of the eligible students who have satisfied the requirements for appearing in the Examinations, to the Controller of Examinations, as per the schedule of examinations of the University,
 10. Soon of the terminations of the Controller of Examinations shall publish a list of candidates who have passed the Semester Examinations.
 11. The successful candidates shall be awarded Certificate on completion of first semester, Diploma on completion of first year, Advanced Diploma on completion of second year and B. Voc. Degree (in the concerned subject) at completion of all six semesters, on the basis of Grades and Grade Points

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mentioned below:

Minimum Credit Score Required to be Earned by a Student

| NSQF Level | Skill Component Credits | General Education Credits | Total Credits for Award | Normal Duration | Exit Points/ Awards |
|------------|-------------------------|---------------------------|-------------------------|-----------------|---------------------|
| 7 | 108 | 72 | 180 | Six Semesters | B.Voc Degree |
| 6 | 72 | 48 | 120 | Four Semesters | Advanced Diploma |
| 5 | 36 | 24 | 60 | Two Semesters | Diploma |
| 4 | 18 | 12 | 30 | One Semesters | Certificate |

Note: It will be a credit based modular programme, wherein banking of credits for skill and general education components shall be permitted so as to enable multiple exit and entry.

Formula for Credit Calculation

- One Credit is equivalent to One Hour of Teaching (Theory or Tutorial) per week
- One Credit is equivalent to Two Hours of Practical Work per week
- One Credit is equivalent to Two Hours of Field Work or Internship per week
- One Credit is equivalent to Two Hours of Self Learning based on e-contents per week

Example:

Semester-I

| Papers | Hours Credits | Theory Period | Tutorials | Practicals | Field Work | Total Credits |
|--------------------------------|--------------------|---|---|---|---|---------------|
| (Give Name of the Papers here) | | (Total Hours Assigned to this paper per week) | (Total Hours Assigned to this paper per week) | (Total Hours Assigned to this paper per week) | (Total Hours Assigned to this paper per week) | |
| Paper-I | Hours Assigned | 6 | Nil | Nil | Nil | 6 |
| | Equivalent Credits | 6 | | | | |
| Paper-II | Hours Assigned | 4 | Nil | 4 | Nil | 6 |
| | Equivalent Credits | 4 | | 2 | | |
| Paper-III | Hours Assigned | 4 | Nil | Nil | 4 | 6 |
| | Equivalent Credits | 4 | | | 2 | |
| Paper-IV | Hours Assigned | Nil | Nil | Nil | 8 | 4 |
| | Equivalent Credits | | | | 4 | |
| Paper-V | Hours Assigned | 4 | 2 | 4 | 2 | 9 |
| | Equivalent Credits | 4 | 2 | 2 | 1 | |

Total Credits for the Semester

= 31

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Page | 4

- 29 -

consolidated transcript indicating the performance in all semesters may be issued.

Illustration of Computation of SGPA and CGPA and Format for Transcripts

| Course | Credit | Grade Letter | Grade Point | Credit Point (Credit x Grade) |
|----------|--------|--------------|-------------|-------------------------------|
| Course 1 | 3 | A | 8 | 3 x 8 = 24 |
| Course 2 | 4 | B+ | 7 | 4 x 7 = 28 |
| Course 3 | 3 | B | 6 | 3 x 6 = 18 |
| Course 4 | 3 | O | 10 | 3 x 10 = 30 |
| Course 5 | 3 | C | 5 | 3 x 5 = 15 |
| Course 6 | 4 | B | 6 | 4 x 6 = 24 |
| | 20 | | | 139 |

Thus, $SGPA = 139/20 = 6.95$

Similarly, suppose the **SGPA** for 2nd, 3rd and 4th semesters are 7.85, 5.6 and 6.0 with credits 22, 24 and 22, respectively. Then for a two-year PG programme, the **CGPA** will be computed as follows:

$$CGPA = (20 \times 6.95 + 22 \times 7.85 + 24 \times 5.6 + 22 \times 6.0) / 88 = 6.57$$

Note:

- i. The list of successful candidates after the final semester examination shall be arranged as under in three divisions on the basis of the CGPA and the division obtained by the candidate will be stated in his/her degree:

- (a) Those who gets CGPA equal or more than 8 -- First division
 (b) Those who gets CGPA equal or more than 6 but less than 8 -- Second division
 (c) Those who gets CGPA less than 6 but greater than 4 -- Third division

If a candidate secures CGPA equal to or above 9 in a programme in first attempt, he/she will be awarded 1st class with Distinction.

- ii. A student of a class who gets the highest CGPA will be the topper of the class. However, if there is a tie in the highest CGPA, the topper will be decided using the following formula

$$\text{Overall Weighted Average of Percentage of Marks (OWAPM)} = \frac{\sum \sum (C_{ij} \times M_{ij})}{\sum C_{ij}}$$

where M_{ij} is the percentage of marks in the j th course of i th Semester and C_{ij} is the number of credits for the j th course of i th Semester. The student having highest OWAPM will be the topper of the class.

C. EVALUATION

1. a) The Director/Principal of the concerned Institute/College shall forward the Internal Assessment marks/Skill Component awards of the students, to the Controller of Examinations as per the scheme of examinations.

- b) The Director/Principal of the Institute/College will preserve the records, on the basis of which the Internal Assessment awards/ Skill Component

Calculation of Letter Grades and Grade Points

| Interval of Percentage of Marks | Grade | Grade Points |
|---------------------------------|-------------------|--------------|
| > or = 85 but <or =100 | O (Outstanding) | 10 |
| > or = 75 but <85 | A+(Excellent) | 9 |
| > or = 65 but <75 | A (Very Good) | 8 |
| > or = 55 but <65 | B+ (Good) | 7 |
| > or = 50 but <55 | B (Above Average) | 6 |
| > or = 41 but <50 | C (Average) | 5 |
| 40 | P (Pass) | 4 |
| Less than 40 | F (Fail) | 0 |
| | Ab (Absent) | 0 |

The grade points awarded to a student in any particular course/paper will be based on the performance of the student in the internal assessment (sessional tests, attendance and assignments/presentations) and the external assessment (end semester examination) taken together.

The distribution of the weightage of marks in the internal assessment will be as under:

| | |
|-------------------------|----------|
| Sessional Test | 10 marks |
| Assignment/presentation | 5 marks. |
| Attendance* | 5 marks. |

* Distribution of the marks for attendance is as under:

| Percentage of Attendance | Marks |
|--|-------|
| 65 per cent to 70 per cent | 2 |
| Above 70 percent and up to 75 per cent | 3 |
| Above 75 percent and up to 80 per cent | 4 |
| Above 80 percent | 5 |

Computation of SGPA and CGPA

The computation of the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be done as follows:

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- iv. Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the transcript for each semester and a

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awards etc. have been prepared, for inspection, if needed by the University up to three months from the date of declaration of the semester examinations results.

- 2. The internal assessment awards of a candidate, who fails in any semester/paper(s), shall be carried forward to the next examination.

D. PROMOTION AND REAPPEAR

- 1. The minimum percentage of marks to pass the examination in each semester shall be:
 - a) 40% in each theory paper, practical, field work, internship and internal assessment separately;
 - b) 40% in the total of each semester examination.

E. OTHER PROVISIONS

- 1. There will be no improvement facility available to B. Voc. students. However, grace marks will be allowed as per University Rules.
- 2. Nothing in this Ordinance shall debar the University from amending the Ordinance and the same shall be applicable to all the students whether old or new.
- 3. Any other provision, not contained in the ordinance above, shall be governed by the rules and regulations framed by the University from time to time.
- 4. All the programme(s) will be governed by the respective Schemes of Examination.


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 A single handwritten signature in black ink, possibly 'W'.



NOTIFICATION


In supersession of this office Endst.No.AC-VI/17/4553-4620 dated 06.03.2017 vide which the Ordinance for Bachelor of Vocation (B.Voc.) was supplied to all concerned, it is to notify that the Vice-Chancellor has re-considered the matter regarding the Ordinance for Three Years Bachelor of Vocation (B.Voc.) Programme based on Grading System and it has been approved by the Vice-Chancellor that the said Ordinance i.e. Ordinance of B.Voc. will be made applicable w.e.f. session 2017-18 and not from 2015-16 in anticipation approval of the Academic Council/Executive Council.

REGISTRAR

Endst.No.AC-VI/17/ 6828-6893 dated: 31/3/17

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

1. All the Deans of the Faculties, M.D.University, Rohtak
2. All the Heads/Directors of the Departments/Institutes, M.D.University, Rohtak
3. Director, University Computer Centre, M.D.University, Rohtak with the request to upload the notification on the University website.
4. Controller of Examinations, M.D.University, Rohtak
5. The Deputy Registrar/Assistant Registrar/Incharge (R-I/II/III/IV/Secrecy/Conduct/Re-Evaluation/UMC/R&S/Colleges), M.D.University, Rohtak
6. P.A. to Vice-Chancellor/Dean Academic Affair/Registrar (for information of the Vice-Chancellor/Dean Academic Affairs/Registrar), M.D.University, Rohtak
7. Superintendent (II), Academic Branch, M.D.University, Rohtak


31.3.17
Incharge(Academic)
For Registrar



MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

PROCEEDINGS OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR TO EXAMINE THE REQUEST OF Ms. Malika Sharma FOR SUPERNUMERARY SEAT FOR ADMISSION TO Ph.D. IN THE DEPARTMENT OF PSYCHOLOGY, M.D. UNIVERSITY, ROHTAK, HELD ON 22.05.2017 at 12.30 PM IN THE O/O THE DEAN ACADEMIC AFFAIRS, M.D. UNIVERSITY, ROHTAK.

The Committee comprised the following:

1. Dean Academic Affairs - Chairman
2. Dean, Faculty of Social Sciences
3. Director (Research)
4. Dean, Students' Welfare
5. Head, Dept. of Psychology
6. Registrar

Dean, Students' Welfare could not attend the meeting due to his busy schedule and rest of the members were present. The members held a detailed discussion on the request of the Ms. Malika Sharma addressed to the Vice-Chancellor of the University for admission in Ph.D. (Psychology). The Committee observed that the applicant Ms. Sharma has passed his Post Graduation from this University and thereafter she completed a two years M.Phil. in Clinical Psychology from Barkattulah University, Bhopal. She has stated in her application that she is working in National Health Trust, United Kingdom as an advanced Mental Health Practitioner practicing Cognitive Behavior Therapy for treatment of Anxiety and Depression. Further, she has stated that her current employer is also keen to support her research work and they have already provided her study leave without pay. She is holding British Passport (Annexure 1 page 1) and also has certificate of Registration of Overseas Citizen of India. (Annexure 2 page 2). Furthermore, she is keenly interested in doing research work in the field of Mental Health in India, which might be beneficial for people of India.

After going through the request of Ms. Malika Sharma and her documents supplied by her, the Committee noticed that a provision with regard to supernumerary seats to foreign nationals under clause 5.5. of the Ph.D. Ordinance exists in the University, which is reproduced below:-

5.5 *Supernumerary Seats*

(a) *Supernumerary seats (maximum one in each Department) may be allowed for admission of foreign students subject to the availability of Supervisor and such candidates shall be required to qualify the entrance test with 40% marks.*

(b) xx xx xx

Chandrasekar *Per* *12/12* *SR*

Recommendations:

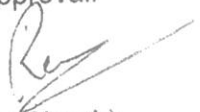
in view

1. As the student is a foreign national and a supernumerary provision for foreign nationals exists in the Ordinance subject to condition of qualifying the entrance test, therefore, the Committee recommends that the condition of qualifying the entrance test with 40% may be waived off as a special case, and an additional seat may be created under supernumerary category, as one seat has already been allotted to any other candidate. This may be approved by the Vice-Chancellor in anticipation approval of the Academic Council under section 9-A (5) of the M.D. University Act subject to fulfilment of other eligibility conditions. Accordingly, the admission of the student may be made in Ph.D. by the Department of Psychology in the January-December, 2017 session in which application forms for admission to Ph.D. programme were invited.
2. Further, the Committee recommends that to promote the foreign nationals for pursuing Ph.D. from this University, the condition of qualifying the entrance test with 40% as mentioned in clause 5.5 of the Ph.D. Ordinance be done away with for future. Accordingly, it may be referred to the Academic Council/Executive Council for making amendment in the Ph.D. Ordinance.

The above recommendations may be submitted to the Vice-Chancellor for his approval.


(A.K. Rajan)


(Promila Batra)


(Renu Chugh)


(Nov Rattan Sharma)


(Jitender K. Bhardwaj)

From

To

The Director Higher Education Haryana, Panchkula.

Registrar,
Maharshi Dayanand University,
Rohtak.

Memo No. 7/02-2016 C-II(3)
Dated, Panchkula the 04-05-2017

Subject:- Request for opening of new degree college under SFS in the name and style of "Suraj Degree College, Sector-75, Gurugram" w.e.f. the Session 2017-18.

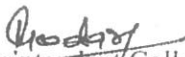
Please refer to your office letter No. CB-XIV/New College /2017/5278 dated 03-05-2017 on the matter cited as subject above.

In this regard, it is to inform you that the State Govt has been framed/issued a guidelines for grant of NOC to Opening a new degree College in the state under self finance basis vide Number KW 12/217-2017 C-II(3) dated 10-01-2014 (copy enclosed). The following provision made in this guidelines regarding requirement of land is as under:-

- i) No degree college can be opened unless the Sponsoring Body is in possession of
 - a. a minimum of 5 acres of land outside the municipal limits; or
 - b. a minimum of 4 acres of land within municipal committee; or
 - c. a minimum of 3 acres of land within municipal council or
 - d. a minimum of 2 acres of land within municipal corporation

For the purpose of the clause, "Possession" means possession either by way of ownership or as a lessee having perpetual irrevocable lease of at least 30 years or gift deed at the time of application. The land shall be exclusively earmarked for the college.


It is further clarified that as per CLU letter dated 05-05-2016 issued by Director.Urban.Local.Bodies, Haryana, Pkl, the land of suraj Degree College Sector 75, Gurugram is falls in the category 'd' i.e. a minimum of 2 acres of land within Municipal Cooperation, so it fulfills the land requirement conditions.


Superintendent College-II
For Director Higher Education,
Haryana Panchkula.

Endst. No. Even

Dated; Panchkula the 04-05-2017

A copy is forwarded to the Vice-President, Suraj Shiksha Samiti Bucholi, Mohindergarh for kind information and necessary action.


Superintendent College-II
For Director Higher Education,
Haryana Panchkula.

-36-

Higher Education Department
Government of Haryana

Number KW 12/217-2007 C-II(3) Date of Issue 10.01.2014

*Policy Guidelines for opening
Self Financing Degree College*


Jandev Prasad

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Policy Guidelines for opening Self Financing Degree College

There will be following three Stages for opening a Self Financing Degree College.

1. Submission of proposal in the prescribed application form for establishment of Self Financing Degree College alongwith the application fee and other necessary documents.
2. Issuance of Letter of Intent with conditions for compliance within a period of two years extendable for one more years.
3. On checking compliance to Letter of Intent, No objection certificate will be issued by the state Government for opening of the College.

Submission of Proposal:

1. An application in the prescribed application form (copy enclosed) containing the proposal with a detailed project report shall be submitted to the Government by the applicant by 31st January alongwith a non refundable application fee of Rs 2.00 Lacs.
2. The applicant can be a Non-profit Organization like a public Trust/Society registered under Union or State Law or a Company registered under section 25 of the Companies Act, 1956. The society/trust/company must be in existence for at least three years. The Registration document of the sponsoring body alongwith membership and list of office bearers with address and objectives of the Society/Trust/and terms & conditions governing them in the form of resolution of the Trust/society shall be submitted alongwith the application.
3. The project report submitted by the sponsoring body shall inter alia contain the following information.
 - the background of the society/trust with reference to its experience, if any in promoting, managing and operating educational institutions detail of its promoters including their background their activities in education spheres since inception.
 - development plan for the college spelling out its phase wise growth plan over the first 5 years in terms of academic programmes and increase in student intake.

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- architectural master plan indicating the land use pattern with future projections.
- 4. The applicant shall submit the audited balance sheets of at least three previous years and ways of means of financing the project.
- 5. The application shall be containing of all papers pertaining to land namely the registration deed/lease deed CLU (if required) lay out plan etc.
- 6. The application will be processed only if the applicant offers to start all three stream namely Arts, commerce and Science.

Requirement of land:

- (i) No Degree college can be opened unless the Sponsoring Body is in possession of
 - a. a minimum of 5 acres of land outside the municipal limits or
 - b. a minimum of 4 acres of land within municipal committee or
 - c. a minimum of 3 acres of land within municipal council or
 - d. a minimum of 2 acres of land within municipal corporation

For the purposes of this clause, "Possession" means possession either by way of ownership or as a lessee having perpetual irrevocable lease of at least 30 years or gift deed at the time of application. The land shall be exclusively earmarked for the college.

- (ii) Road connectivity – A well road connection to the College Land is a pre-requisite condition.


Issuance of Letter of Intent:

The State Government, if satisfied on receipt of the complete proposal as per requirement shall issue a letter of intent asking the sponsoring body to-

- a. Establish an endowment fund for the college with a minimum amount of Rs.Two Crore which shall be pledged in the form of FDR in original in favour of the Director General Higher Education, Haryana.

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- b. A Bank Guarantee amounting to Rs. 1.00 crores will also be required which shall also be deposited in the office of Director General Higher Education, Haryana,
- c. Non transferable funds worth Rs. 10.00 lacs for various purposes shall be deposited in the bank accounts of the Society/Trust.
- d. Construct a minimum of 2,500 square meters (25,000 square feet) of covered area for academic and administrative purposes.
- e. Adequate facilities for essential services (water, electricity, server age facilities and proper fitting in laboratories).
- f. Separate common room for boys and girls be provided in co-educational colleges.
- g. There should be separate toilets for girls and boys.
- h. Adequate accommodation for offices and proper staff room.
- i. At least one computer laboratory with facilities with internet connectivity for fifty students and qualified facility for providing computer education must be available.
- j. Well equipped library, laboratories (as per requirement) and classroom with adequate furniture etc.
- k. Sports facilities should be provided subject to the availability/limitation of land.
- l. There shall be a whole time Principal in the College who shall have minimum qualifications prescribed by the UGC/State Govt./University or any other regulatory body from time to time. Appointment of the academic staff having eligible qualification shall also be made for teaching all courses, as prescribed by the UGC/State Govt./University or any other regulating body.
- m. The institution shall adhere to all the instructions, rules and regulations issued from time to time by the Government/Universities in the regard. The reservation policy for admission by State Govt. will be followed.
- n. The institution shall charge only such fee and funds from the students as prescribed by the Affiliating University/ State Government as amended for time to time. The institute will have to


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give undertaking for fees concession to reserve categories as per State Govt. Policy and shall not charge donation capitation fee etc. from the students.

Compliance Report:- The applicant society/trust/company shall fulfil the requirements and conditions specified in the "Letter of Intent" and shall report the compliance to the Government within a period of two years from the date of issuance of the letter of intent. On receiving the compliance report the government shall constitute a committee of officers to verify the compliance report However on request of the applicant, the term for submitting the compliance may be extended for the a maximum period of one year by the Government.

Issuance of the No Objection Certificate: - On receiving the report of the committee constituted to verify the compliance, the State Government, if satisfied, may issue the No Objection Certificate to start the degree college on self financing basis

Any contravention of the prescribed norms/conditions shall result in withdrawal of the "No Objection Certificate" forfeiture of the endowment fund and legal penal action against the defaulting society/ institution including withdrawal of affiliation from the concerned University.

[Handwritten Signature]
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41
MAHARSHI DAYANAND UNIVERSITY, ROHTAK

MINUTES OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR ~~WILL BE~~ HELD ON 24.08.2017 AT 5.00 P.M. IN THE OFFICE OF DEAN ACADEMIC AFFAIRS TO CONSIDER THE FEE STRUCTURE OF FOREIGN STUDENTS FOR LOWER MIDDLE INCOME COUNTRIES :-

Members present:

1. Dr. Ajay K. Rajan, Dean Academic Affairs
2. Dr. Raj Kumar, DSW
3. Dr. Naresh Kumar, Head, Department of Law
4. Dr. Jitender Kumar Bhardwaj, Registrar
5. Dr. B.S. Sindhu, Controller of Exams.

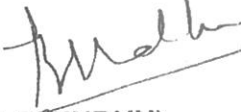
The Committee deliberated upon the request of the Kenyan student for Fee Structure for the Session 2017-18. It is pertinent to mention that we have prescribed rules with reference to the low income countries as well as Higher Income Countries. In this year, the World Bank has made new categories of Lower Middle Income countries in which name of Kenya is also mentioned. Keeping in view the request of the Kenyan students and non-availability of prescribed rules for the above-said new category, the Committee recommends that fee structure of Lower Middle Income Countries including Kenyan students to be charged at par with Indian students of General Category for the current session i.e. 2017-18. It is further recommended that in respect of this above mentioned new category, the rules related to Fee Structure may be framed by the Executive Council.


(AJAY K. RAJAN)


(RAJ KUMAR)


(NARESH KUMAR)


(JITENDER KUMAR BHARDWAJ)


(B.S. SINDHU)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK**MINUTES OF THE MEETING OF THE COMMITTEE HELD ON 18.08.2017 AT 4:00 P.M. IN THE OFFICE OF DEAN, ACADEMIC AFFAIRS, M.D. UNIVERSITY TO DISCUSS THE ISSUE OF ENVIRONMENTAL SUSTAINABILITY MANAGEMENT IN THE UNIVERSITY.****Members Present:-**

1. Dr. Ajay K. Rajan, Dean, Academic Affairs
2. Prof. (Mrs.) Rajesh Dhankhar, Head, Department of Environment Sciences ^{Chairman}
3. Dr. Surender Yadav, Assistant Professor, Department of Botany
4. Dr. Krishan Kant Sharma, Assistant Professor, Microbiology
5. Dr. G.P. Saroha, Director, UCC
6. Sh. J.S. Dahiya, Executive Engineer-I

1. The Committee deliberated upon the matter regarding Environmental Sustainability Management in the University and recommends the Vision, Mission, Goals and Key Priority Areas as per annexure I pages__.
2. The Committee also recommends that an Advisory Committee under the Chairmanship of Vice-Chancellor be constituted comprising 10 members may be nominated by the Vice-Chancellor from different sectors viz. Academics, Environmentalists, NGO, Industries Research, Policy Makers, Social and Environmental Sectors etc.
3. Environmental Sustainability Cell (ESC) be also constituted to execute & monitor its Environmental Sustainability Policy and action plan.

(Ajay K. Rajan)

(Rajesh Dhankhar)

(Surender Yadav)

(Krishan Kant Sharma)
KRISHNA

(G.P. Saroha)

(J. S. Dahiya)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Development of vision and mission of the University with respect to Environmental Sustainable Management and Establishment of Environmental Sustainability Management Cell.

Vision: To be the leading environmentally sustainable university in the world.

Mission: Committed to build an environmentally sustainable society through pursuit of teaching research and extension activities.

GOALS (FUTURE PLANS):

- University is concerned for building sustainable relationship with the environment.
- To create an environment where the University community is engaged, empowered and supported in improving the personal and collective environmental sustainability practice at the highest level.
- Minimizing energy consumption.
- Optimal use of resources
- Promotion of alternate and renewable resources
- Energy and carbon management
- Sustainable procurement of University items/goods
- Integrating sustainability into traditional and modern teaching
- Partnership and engagement with corporate
- Strategic research initiatives related to environment
- Enlarge and challenge university fraternity
- Car free/car pooling campus campaign in the campus.



NEED FOR ENVIRONMENT SUSTAINABLE MANAGEMENT CELL

There is high need for ESM to help institution to remove the complications that come with monitoring objectives and compliance requirements.'

- To minimize environmental impact.
- To make the efficient use of available resources like electricity, water, soil, air etc.
- To create environment consciousness in the campus.
- To take the stock of resources available with us.
- To maintain environment ambient conditions.
- To promote health environmental conditions,
- To improve the compliance of institutions.
- To increase employee understanding of the importance of environmental concern and the extent of their own, individual actions.

1. **Co-ordinator:** Senior Professor of Environmental Sciences to be appointed by V.C, in addition to his /her own duty).

2. **D.E.O.** One Data Entry Operator

3. Budget

- **Recurring:** Manpower Data Entry Operator
Rs.1,80,000/- @ 15000/-per month
- **Non Recurring:** Awareness activities = Rs.1,20,000/-
TA/DA/Honorarium to experts = Rs.1,00,000/-
Miscellaneous = Rs.1,00,000/-

= Rs.5,00,000/-

45

KEY PRIORITY AREAS (EXECUTION)

- Rain water harvesting projects
- Use of eco-friendly building material
- Sewage treatment plant
- Roof-top-solar panel
- Eco-friendly transportation facility
- Solid waste management
- Floristic and vegetation survey
- E-governance
- Energy efficient equipments
- Beautification of university campus
- Environment management research and development projects
- Students' awareness activities
- Biosafety and bioethical committee
- Green audit committee
- Promotion of Research on ESM through award of Research Project funded by R.K.



GOVERNANCE STRUCTURE

A) Advisory Committee

Vice-Chancellor - Chairman.

Vice Chancellor and ten members to be nominated by Hon'ble Vice-Chancellor from different sectors viz. Academics, environmentalists, NGO, Industrialists, Researchers, Policy Makers etc.

B) Environmental Sustainability Management Cell (ESM)

1. Senior Professor (preferably from the Dept of Environmental Sciences) to be Nominated by the Vice-Chancellor - Co-ordinator
2. Dean, Faculty of Life Sciences - Member Ex-officio
3. One senior faculty member from the Department of Botany - Member Ex-officio
4. One senior faculty member from the Department of Microbiology - Member Ex-officio
5. Director, UCC - Member Ex-officio
6. Executive Engineer - Member Ex-officio
7. Two Outside Experts to be nominated by the Vice Chancellor - For green auditing



Amendment in CLAUSE-27.3 OF THE RULES "FINANCIAL POWERS OF VARIOUS OFFICIAL/FUNCTIONARIES"(CHAPTER-27 OF ACCOUNTS CODE-UNIVERSITY CALENDAR VOL-IV) for making purchases for Research Projects/Schemes/ Programmes:

| original | Amended |
|--|--|
| <p>27.3 Principal Investigator/Coordinator of Research Projects/Schemes/Programme shall make purchases:</p> <p>i) Upto Rs.5000/- without calling quotations as per purchase rules in vogue. The Purchases above Rs.5000/- to Rs.25000/- shall be made by the Principal Investigator/Coordinator in individual capacity by calling atleast three quotations.</p> <p>ii) Above Rs.25000/- and below Rs.1.00 Lac through a Committee called Project Purchase Committee (PPC) comprising of Director (Research)- Chairman, PI/Coordinator, HOD/Nominee, One faculty member nominated by Dean of Faculty concerned, Finance Officer/Nominee and A.R./Incharge (P&S)/Nominee by inviting atleast three quotations.</p> <p>iii) Purchases worth Rs.1.00 lac and above shall also be made by the above PPC(as at ii) by inviting e-tenders. E-Tender notice should be published in atleast two national dailies.</p> | <p>27.3 Principal Investigator/Coordinator of Research Projects/Schemes/Programme shall make purchases:</p> <p>i) No Change</p> <p>ii) Above Rs.25000/- and below Rs.1.00 Lac through a Committee called Project Purchase Committee (PPC) comprising of Principal Investigator /Coordinator-Chairperson, HOD/Nominee, Nominee of Finance Officer and Nominee of A.R./Incharge (P&S), by inviting atleast three quotations.</p> <p>iii) No Change</p> |

-48-

Appendix-c/e

Government of Haryana
General Administration Department
General Services-III Branch
No. 22/10/2013 -1GSIII

Dated Chandigarh, the 17th April, 2017.

To

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of Departments in the State of Haryana.
3. The Commissioners, Ambala/ Hisar/ Rohtak/ Gurugram Division.
4. All the CAs/MDs of all Boards/Corporations/Public Sector Undertakings in Haryana.
5. The Registrar General of Punjab & Haryana High Court, Chandigarh.
6. All the Deputy Commissioners in the State of Haryana.
7. The Registrars of all the Universities in the State of Haryana.

Subject: Grant of reservation to persons with disabilities in Jobs under Government/ Government Undertakings, Local Bodies and Universities etc.


Sir/Madam,

I am directed to invite your kind attention to the Government instructions issued vide letter of even number dated 15.07.2014, in which it was decided to provide 3% horizontal reservation to persons with disabilities in case of direct recruitment to Group C and D in total cadre posts and in the case of Group A and B posts reservation was to be provided only on identified posts (in direct recruitment quota).

2. In compliance of Hon'ble Supreme Court judgement dated 08.10.2013 passed in Civil Appeal No. 9096 of 2013 and order dated 23.05.2016 passed by the Commissioner for Persons with Disabilities in Case No. 165 of 2015 and 184 of 2016, the State Government on reconsideration of the matter has now decided that three (03) percent posts in case of direct recruitment for Group A, B, C and D shall be horizontally reserved for persons with disabilities on the total number of posts in the cadre strength and also in the case of promotion to Group A, B, C and D w.e.f. date of PWD Act coming into force on the posts identified for persons with disabilities notified by the Ministry of Social Justice & Empowerment (Department of Disability Affairs) Government of India, New Delhi from time to time and vide their Notification No. 16-15/2010- DDIII, dated 29th July, 2013 adopted by the Haryana Government Social Justice & Empowerment Department vide their notification dated 27.1.2017 issued vide Endst. No. 130-SW(4) 2017, dated 3.2.2017.

The above instructions may please be brought to the notice of all concerned for strict compliance.

Yours faithfully,


Superintendent, GS-III Branch,
for Chief Secretary to Government Haryana

INTERNAL DISTRIBUTION

Incharge NIC for posting the above instructions on the State Government website.

MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT
(Department of Disability Affairs)
NOTIFICATION.

New Delhi, the 29th July, 2013

No. 16 - 15/2010-DD-III. - Whereas, the Ministry of Social Justice and Empowerment, Government of India, in pursuance of the provisions of Section 32 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), had constituted an expert Committee on the 30th December, 2010 under the Chairmanship of Additional Secretary, Ministry of Social Justice and Empowerment. Copy of the order is at Annexure - A.

2. And whereas, the Expert Committee met on the 14th February, 2012 and decided that one sub-committee should be set up for each of the three categories of disabilities which are provided reservation under Section 33 of the Act and accordingly, three sub-committees were constituted in the following categories, namely:

- (i) Sub-committee for locomotor impaired;
- (ii) Sub-committee for hearing impaired;
- (iii) Sub-committee for visually impaired

3. And whereas, the Expert Committee made an in-depth study of various jobs performed in Government offices, public sector undertakings and autonomous bodies including Universities. And whereas, the sub-committees also reviewed jobs notified through notifications No. 16-25/99-N.I.1 dated the 31st May, 2001 and No. 16 - 70/2004-DD-III dated the 18th February, 2007 and 15th March, 2007.

4. And whereas, the Expert Committee submitted its report on 24th January, 2012. The Central Government hereby notifies the gist of the Report which is at Annexure - B.

5. Now, therefore, the list of posts in Group 'A', 'B', 'C' & 'D' identified suitable for persons with disabilities is at Annexure - C, for information and further necessary action by the concerned appointing authorities. This list supersedes the list of posts for Group 'A', 'B', 'C' & 'D' notified through notification No. 16 - 70/2004-DD-III dated the 18th February, 2007 and 15th March, 2007.

Note 1 Persons with disabilities require some aids and appliances to overcome their disabilities. The aids and appliances may be provided to persons with disabilities on their appointment, keeping in view their requirement.

Note 2. The list of posts being notified is not an exhaustive list. The Ministries, Departments, Public Sector Undertakings and the autonomous bodies may further supplement the list.

Note 3: If a post is already held by a person with disability, it shall be deemed to have been identified.

Note 4: If a post is identified in the feeder grade, the post in the promotional grade should also stand identified.

AWANSH K. AWASTHI, Jt. Secy.

— 50 —

ANNEXURE - A

ORDER

Section 32 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 stipulates "Appropriate Government shall -

(a) Identify posts, in the establishments, which can be reserved for the persons with disability;

(b) At periodical intervals not exceeding three years, review the list of posts identified and up-date the list taking into consideration the developments in technology.

2. In pursuance to Section 31 of the Act an Expert Committee constituted by the Government had reviewed the identification of posts in 1986 and a revised list of identified posts in all the Groups in the Establishments of the Government of India and Public Sector Undertakings had been notified as suitable for persons with different disabilities in May, 2001. Again another Expert Committee constituted for the purpose in 2005 reviewed the identification of posts done in 2001 and a revised list of identified posts in Groups A & B in the Establishments of Government of India and Public Sector Undertakings had been notified as suitable for persons with different disabilities in January, 2007 and in Group C & D in the month of March, 2007.

3. Since Section 31 of the Act provides for review of the list of identified posts after every three years, Government of India hereby constitute with effect from the date of issue of this Order, the Expert Committee to identify/review the posts in Group A,B,C&D to be reserved for the persons with disabilities in its Ministries/Departments and Public Sector Undertaking consisting of following Members namely:-

| | | | |
|------|---|---|-------------|
| i. | Additional Secretary, M/o Social Justice & Empowerment | - | Chairperson |
| ii. | Representatives, not below the rank of Joint Secretary from the following Ministries/Departments of Govt. of India:- | | |
| | (i) Department of Personnel & Training, North Block, New Delhi | - | Member |
| | (ii) M/o Health & Family Welfare, Nirman Bhawan, New Delhi | - | Member |
| | (iii) Department of Public Enterprises | - | Member |
| | (iv) M/o Social Justice & Empowerment, Disability Division | - | Member |
| III. | Representative not below the rank of Joint Secretary of the Ministry/Department concerned in respect of which identification of jobs and related matters are to be reviewed | - | Member |
| IV. | Director General of Employment & Training, M/o Labour | - | Member |
| V. | Head of the Department, PMR, Safdarjung Hospital | - | Member |
| VI. | Representatives of NIs on each disability:- | | |
| | i. Director, National Institute for the Visually Handicapped, Dehradun | - | Member |
| | ii. Director, Ali Yavar Jung National Institute for the Hearing Handicapped, Mumbai | - | Member |
| | iii. Director, Pandit Deendayal Upadhyaya Institute for Physically Handicapped, Delhi | - | Member |

-51-

vii. Representatives of Non-Governmental Organizations:

| | | |
|------|--------------------|--------|
| i. | Ms Shivani Gupta | Member |
| ii. | Shri S.K. Rungta | Member |
| iii. | Shri Alok Kejriwal | Member |

4. Director, Pandit Deen Dayal Upadhyaya Institute for Physically Handicapped will be the Member Secretary.

5. The Committee may co-opt other Members.

6. TADA to the Non-official Members will be paid as per Rules by the Pandit Deen Dayal Upadhyaya Institute for Physically Handicapped, New Delhi.

7. The Committee will submit its report by 31st March, 2011.

PURNIMA SINGH, Jt. Secy.

GIST OF THE REPORT OF THE EXPERT COMMITTEE TO IDENTIFY OR REVIEW THE POSTS IN GROUP A,B,C AND D TO BE RESERVED FOR THE PERSONS WITH DISABILITIES IN ITS MINISTRIES OR DEPARTMENTS AND PUBLIC SECTOR UNDERTAKINGS.

1. The Expert Committee after detailed discussion on the list of posts identified or reviewed by the three sub committee and considering the responses from different stakeholders, recommend a detailed list of Group A,B,C and D posts to be reserved for persons with disabilities.
2. The Committee also recommend as follows:-
 - (i) Great caution should be exercised while excluding a post from the list of posts already identified.
 - (ii) If a post is already held by a person with disability, it should be deemed to have been identified.
 - (iii) If a post is identified in the leader grade, the posts in the promotional grade should also stand identified.
 - (iv) Keeping in view the principles of reasonable accommodation, Government Departments should ensure accessible environment including providing suitable or appropriate hardware and software as well as required assistive devices to the persons with disabilities to enable them to perform their assigned duties.
3. The list of posts identified by the Expert Committee is only indicative and not exhaustive. If a post has duties and responsibilities similar to an identified post, that post should be construed to be identified. The Departments and the Public Sector Undertaking are free to identify more posts in their organizations, over and above this.

Dr. DHARMENDER KUMAR, Member Secy.

- 53 -

HARYANA GOVERNMENT
SOCIAL JUSTICE & EMPOWERMENT DEPARTMENT

Notification

Date: 03-02-2017

No. SW(4)/2017- In supersession of earlier Notification No. 472-SW(1)/2011 dated 22nd December, 2011, the Governor of Haryana is pleased to adopt the posts identified for persons with disabilities notified by the Ministry of Social Justice & Empowerment (Department of Disability Affairs), Government of India, New Delhi from time to time and vide their Notification No. 16-15/2010-DDA dated 29th July, 2013 for Group A, B, C & D under Section-32 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 (Central Act No. 1 of 1996) here in referred to as the Act, for providing reservation under Section-33 of the Act in establishments within the meaning of Sub-Section(k) of Section-2 of the Act and pertaining to Haryana State.

2. The nomenclature used includes any other nomenclature used for comparable posts with functions identical to the posts identified in the said notification.

3. Persons with disabilities require some aids and appliances to overcome their disabilities. The aids and appliances may be provided to persons with disabilities on their appointment, keeping in view their requirement.

4. The list of posts being notified is not an exhaustive list. The Ministries, Departments, Public Sector Undertakings and the autonomous bodies may further supplement the list.

5. If a post is already held by a person with disability, it shall be deemed to have been identified.

6. If a post is identified in the feeder grade, the post in the promotional grade should also stand identified.

Chandigarh, dated the
27th Jan, 2017

(Amit Jha)
Principal Secretary to Govt. Haryana,
Social Justice & Empowerment Deptt.

Encl. No. 130 -SW(4)/2017, Chandigarh, dated the 03-02-2017

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

1. All the Additional Chief Secretaries/Principal Secretaries to Government, Haryana.
2. All the Heads of the Departments in Haryana.
3. Commissioners Rohtak, Gurgaon, Hissar and Ambala Divisions.
4. All the Deputy Commissioners in Haryana.
5. The Managing Directors of all Boards, Corporations and Cooperative Federations in Haryana.
6. The Registrars, Maharshi Dayanand University, Rohtak, Kurukshetra University Kurukshetra, Ch Charan Singh Haryana Agriculture University, Hissar and Guru Jambheshwar University, Hissar.
7. Accountant General (ABE) and Audit, Haryana, Chandigarh.

Superintendent
for Principal Secretary to Govt. Haryana,
Social Justice & Empowerment Department.

Encl. No. 130 -SW(4)/2017, Chandigarh, dated 03-02-2017

A copy is forwarded to the Controller, Printing & Stationery Department Haryana, Chandigarh for publishing this notification in the Haryana Govt. Gazette and 500 spare copies may please be supplied to the undersigned at the earliest.

Superintendent
for Principal Secretary to Govt. Haryana,
Social Justice & Empowerment Department.

From

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Appendix-c/9

Director Higher Education, Haryana, Panchkula.

To

The Vice Chancellor,

1. Kurukshetra University Kurukshetra.
2. Maharishi Dayanand University, Rohtak
3. Chaudhary Devi Lal University, Sirsa.
4. Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan.
5. Indira Gandhi University, Meerpur.
6. Chaudhary Ranbir Singh University, Jind.
7. Chaudhary Bansi Lal University, Bhiwani.

Memo No. 18/438-2016 UNP (2)
Dated Panchkula, the 27.06.2017

Subject: Implementation of 7th Pay Commission for non-teaching posts in all the Universities of the State.

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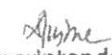
Kindly refer to the subject cited above.

I have been directed to inform you that the State Government has agreed to implement the recommendations of 7th Pay Commission for the non-teaching employees of the State Universities with effect from 01.01.2016 subject to the following conditions:-

- i. The revised pay scales prescribed are scale to scale revision, as per Finance Department's instructions dated 28.10.2016, except in case of Law Officers and Assistant Law Officers.
- ii. The pay level for the post of Law Officer shall be Level-7 and pay level of the post of Assistant Law Officer shall be Level-6. However, existing incumbents who are already drawing higher pay scales, will get revised pay scale corresponding to the existing pay scale, as a personal measure. The new pay Levels will, however, be applicable on future appointment on these posts.
- iii. Appointment on the post of Finance Officer, in future, shall be made only from Senior Accounts Officer of SAS Cadre.

University-wise details of pre-revised pay scales and corresponding revised pay scales are available on the website of Higher Education Department, Haryana.

This issues with the concurrence of the Finance Department vide U.O. No. 9217-2FD-II/2017/18740 dated 21.05.2017.


Superintendent UNP
For Director Higher Education, Haryana,
Panchkula.

MDU Rohtak

| Sr. No | Designation | Pay Structure as on 01.01.2006 | Modification (if any with date) | Proposed level as on 01.01.2016 | Revised Level as on 01.01.2016 |
|--------|------------------------------------|---|---------------------------------|---------------------------------|--------------------------------|
| 1. | Sweeper | 4440-7440+1300 G.P + 30 S.P. | | DL | DL |
| 2. | Head Sweeper | 4440-7440+1400 G.P. + 525 S.P. + 30 S.P. | | DL | DL |
| 3. | Peon | 4440-7440+1300 G.P. + 30 S.P. | | DL | DL |
| 4. | Lady Attendant/Lady Aya | 4440-7440+1300GP (IS) | | DL | DL |
| 5. | Ground man | 4440-7440+1300GP (IS) | | DL | DL |
| 6. | Ground man-cum Gardner | 4440-7440+1300GP (IS) | | DL | DL |
| 7. | Waterman | 4440-7440+1300GP (IS) | | DL | DL |
| 8. | Daftri | 5200-20200+1800 G.P. + 30 S.P. | | L-1 | L-1 |
| 9. | Waiter | 4440-7440+1300GP (IS) | | DL | DL |
| 10. | Helper (Canteen under Gen. Branch) | 4440-7440+1300GP (IS) +30 S.P. | | DL | DL |
| 11. | Cook-Helper | 4440-7440+1300GP (IS) | | DL | DL |
| 12. | Chowkidar-cum-cook-cum-bearer | 4440-7440+1300GP (IS) | | DL | DL |
| 13. | Cook | 4440-7440+1400GP (IS)/ | | DL | DL |
| 14. | Halwai | 4440-7440+1400GP (IS)/ | | DL | DL |
| 15. | Cook-cum-Chowkidar | 4440-7440+1400GP (IS)/ | | DL | DL |
| 16. | Head Cook | 5200-20200+1900 G.P. | | L-2 | L-2 |
| 17. | Care Taker | 9300-34800+3600 GP (PB-2) for the present incumbents as Personal measure) 5200-20200+2400 GP (PB-1) for future rectt. | | L-6 L-4 | L-6 L-4 |
| 18. | Security Guard | 4440-7440+1300GP (IS) +30 S.P. | | DL | DL |
| 19. | Head Security | 4440- | | DL | DL |

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|-----|------------------------------------|--|--|-----------------|-----------------------------------|
| | Guard | 7440+1400GP (IS)+60 S.P. | | | |
| 20. | Gunman | 5200- 20200+1900/- G.P. | | L-2 | L-2 |
| 21. | Assistant Security Officer | 9300- 34800+3200/- G.P. | 9300- 34800+3600 /-G.P. Vide Circular No. 1/98/2013- 2PR (FD) dated 28.08.14 issued by the Additional Chief Secretary to Govt. of Haryana, Finance Department adopted by the University vide E.C. Reso. No. 1 (68) in its meeting held on 4.03.15 the grade pay of Rs. 3200 is modified in 3600G.P. | L-6 | L-6 |
| 22. | Security Officer | 9300- 34800+3600/- G.P. | 9300- 34800+4000 /-G.P. 9300- 34800+3600 /-G.P. Vide Circular No. 1/98/2013- 2PR (FD) dated 28.08.14 | L-6 | L-6 |
| 23. | Mali | 4440-7440 + 1300GP + 30SP | | DL | DL |
| 24. | Head Mali | 4440-7440 + 1400GP | | DL | DL |
| 25. | Horticulture Supervisor | 5200- 20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 26. | Junior Engineer(Hort.) | 9300- 34800+3600 G.P. (PB-2) | 9300- 34800+4000 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 27. | Sub Divisional Engineer (Hort.) | i)9300- 34800+5400 GP (PB-2) ii)15600- 39100+6000 G.P (PB-3) (After 5yrs. of regular satisfactory service in the Cadre) iii)15600- 39100+7600 GP | | L-9 L-11 | L-9 ACPL-13 ACPL-16 |

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|-----|---------------------------------------|--|---|------|---------|
| | | (PB-3) (After 11 years of regular satisfactory service in the Cadre. It is clarified that for the grant of 2 nd ACP scale of 15600-39100+7600 G.P. (PB-3, 25% of the posts in the Cadre of SDEs/Acs/AEEs will be considered. | | | |
| 28. | T.Mate | 4440-7440+1300GP (IS) | | DL | DL |
| 29. | Electrician G-II | 5200-20200+1800 G.P. (PB-1) | | L-1 | L-1 |
| 30. | Electrician | (i) 5200-20200+1900 G.P.(PB-1) (ii) 5200-20200+2400 for matriculate with ITI) | | L-2 | L-2 |
| | | | | L-4 | L-4 |
| 31. | Lineman | 5200-20200+2800 G.P. (PB-2) | | L-5 | L-5 |
| 32. | A.C. Supervisor | 5200-20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 33. | Junior Engineer(Elect.) | 9300-34800+3600 G.P. (PB-2) | 9300-34800+4000 G.P. (PB-2) | L-6 | L-6 |
| 34. | Lab Boy | 4440-7440+1300GP (IS) | | DL | DL |
| 35. | Work Supervisor | 5200-20200+1800 G.P. (PB-1) | | L-1 | L-1 |
| 36. | Junior Engineer(Civil) | 9300-34800+3600 G.P. (PB-2) | 9300-34800+4000 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 37. | Sub Divisional Engineer(Civil & P.H.) | i)9300-34800+5400 GP (PB-2) ii)15600-39100+6000 G.P (PB-3) (After 5yrs. of regular satisfactory service in the Cadre) iii)15600-39100+7600 GP (PB-3) (After 11 years of regular satisfactory service in the Cadre. It is clarified that for the grant of 2 nd ACP scale of 15600-39100+7600 | | L-9 | L-9 |
| | | | | L-11 | ACPL-13 |
| | | | | L-12 | ACPL-16 |

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| | | G.P. (PB-3, 25% of the posts in the Cadre of SDEs/Aes/AEEs will be considered. | | | |
| 38. | Fitter Coolie | 4440-7440+1300GP (IS) | | DL | DL |
| 39. | Pump Driver | 4440-7440+1300GP (IS) | | DL | DL |
| 40. | Water Pump Operator | 5200-20200+1800 G.P. (PB-1) | | L-1 | L-1 |
| 41. | Plumber | 5200-20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 42. | Carpenter | 4440-7440+1300GP (IS) | | DL | DL |
| 43. | Carpenter G-II | 5200-20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 44. | Carpenter G-I | 5200-20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 45. | Beldar | 4440-7440+1300GP (IS) | | DL | DL |
| 46. | Mason G-II | 5200-20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 47. | Mason G-I | 5200-20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 48. | White Washer | 5200-20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 49. | Tracer | 5200-20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 50. | Draftsman | 9300-34800+3200 G.P. (PB-2) | 9300-34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 51. | Head Draftsman | 9300-34800+3600 G.P. (PB-2) | 9300-34800+4000 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 52. | Lab Attendant | 5200-20200+1900 G.P. (PB-1) | | L-2 | L-2 |
| 53. | Jr. Lecture Asstt. | 5200-20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 54. | Sr. Lecture Asstt. | 9300-34800+3200 G.P. (PB-2) | 9300-34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 55. | Lab. Assistant | 5200-20200+1900 G.P. (PB-1) | | L-2 | L-2 |
| 56. | Head Lab. Assistant | 9300-34800+3200 G.P. (PB-2) | 9300-34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 57. | Lab Supervisor | 5200- | | L-4 | L-4 |

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| | | 20200+2400 G.P. (PB-1) | | | |
| 58. | Lab Technician (UTD) | 9300- 34800+3200 G.P. (PB-2) | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 59. | Electrical Supervisor | 5200- 20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 60. | Technician | 9300-34800+ 3200 G.P. (PB-2) | 3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 61. | Technical Asstt. (Phy.Deptt.) | 9300- 34800+3200 G.P. (PB-2) | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 62. | Mechanic | 5200- 20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 63. | Senior Mechanic | 9300- 34800+3600 G.P. (PB-2) | 9300- 34800+4000 G.P. (PB-2) | L-6 | L-6 |
| 64. | Gasman | 5200- 20200+1900 G.P. | | L-2 | L-2 |
| 65. | Sr. Gasman | 5200- 20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 66. | Supervisor Youth Welfare | 9300- 34800+3200 G.P. (PB-2) | 9300- 34800+3600 G.P. (PB-2) | L-6 | L-6 |
| 67. | Asstt. Director Youth Welfare | 9300- 34800+3300 G.P. (PB-2) | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 68. | Director Youth Welfare | 9300- 34800+5400 GP | | L-9 | L-9 |
| 69. | Senior Technical Asstt. (CSD) | 9300- 34800+3600 G.P. (PB-2) | 9300- 34800+4000 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 70. | Programme Asstt. (CSD) | 9300- 34800+4200 G.P. | | L-6 | L-6 |
| 71. | Library Cleaner | 4440- 7440+1300GP (IS) | | DL | DL |
| 72. | Library Attendant | 5200- 20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 73. | Junior Library Assistant | 5200- 20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 74. | Senior Library Assistant | 9300- 34800+4200 G.P. | | L-6 | L-6 |
| 75. | Professional Assistant (Maintenance) | 9300- 34800+4200 G.P. | | L-6 | L-6 |
| 76. | Machine Inker | 4440- 7440+1400GP (IS)+30 S.P. | | DL | DL |
| 77. | Junior Machine man | 5200- 20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 78. | Helper Offset | 4440- 7440+1300GP (IS) +30 SP | | DL | DL |
| 79. | Inker Offset | 5200- 20200+1900 | | L-2 | L-2 |

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|-----|----------------------------------|---|---|-----|-----|
| | | G.P.(PB-1) | | L-4 | L-4 |
| 80. | Senior Machine man | 5200-20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 81. | Offset Machine Operator | 9300-34800+3200 G.P. (PB-2) as personal measure 5200-20200+2400 G.P. for future recruitment | 9300-34800+3600 G.P. (PB-2) 01.09.2014 as personal measures 5200-20200+2400 G.P. for future recruitment | L-6 | L-6 |
| 82. | Binding Helper | 4440-7440+1300GP (IS) +30 SP | | DL | DL |
| 83. | Junior Binder | 4440-7440+1400GP (IS) | | DL | DL |
| 84. | Senior Binder | 5200-20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 85. | Head Binder | 5200-20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 86. | Helper Plate Grainer | 4440-7440+1300GP (IS) +30 SP | | DL | DL |
| 87. | Plate Grainer | 5200-20200+1900 G.P. (PB-1) | | L-2 | L-2 |
| 88. | Plate Maker | 5200-20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 89. | Helper Layout - cum-paste-up-man | 4440-7440+1300GP (IS) +30 SP | | DL | DL |
| 90. | Helper Screen Printer | 4440-7440+1300GP (IS) +30 SP | | DL | DL |
| 91. | Layout-cum paste-up-man | 5200-20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 92. | Rulling Assistant | 4440-7440+1300GP (IS) | | DL | DL |
| 93. | Distributor | 5200-20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 94. | Helper (University Press) | 4440-7440+1300GP (IS) +30 SP | | DL | DL |
| 95. | Compositor | 5200-20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 96. | Assistant Foreman (Press) | 5200-20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 97. | Copy Holder | 5200-20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 98. | Proof Reader (Grade-II) | 5200-20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 99. | Proof Reader (Grade-I) | 9300-34800+3200 G.P. (PB-2) | 9300-34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 100 | Plate Grainer | 5200- | | L-2 | L-2 |

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|-----|---------------------------------|---|---|-----|--------------------------|
| | | 20200+1900 G.P. (PB-1) | | | |
| 101 | Assistant Camera Operator | 5200- 20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 102 | Process Camera Operator | 5200- 20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 103 | Foreman (Press) | 9300- 34800+3600 G.P. (PB-2) as personal measure 9300- 34800+3200 G.P. for future recruitment | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 104 | Press Accountant | 9300- 34800+3200 G.P. (PB-2) | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 105 | Accounts & Store Incharge | 9300- 34800+3600 G.P. (PB-2) as personal measure 9300- 34800+3200 G.P. for future recruitment | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 106 | Manager Press | 9300- 34800+4200 G.P. | | L-6 | L-6 |
| 107 | Steno-Typist | 5200-20200 + 1900GP + 100SP | | L-2 | L-2 |
| 108 | Junior Scale Stenographer | 5200-20200 + 2400SP + 40SP | | L-4 | L-4 |
| 109 | Stenographer | Rs.9300-34800 + 3200GP (to present incumbent as personal measure) Rs.5200-20200 + 2400GP (for future recruitment) | Rs.9300- 34800 + 3200 GP to Rs.9300- 34800 + 3600 GP w.e.f. 01.01.2006 notional upto 29.03.2007 and actual w.e.f. 30.03.2007 vide state govt. notification No. 1/198- 5PR (FD) dated 14.02.2008 | L-6 | L-6 |
| 110 | Personal Assistant | 9300- 34800+4200 GP +150 SP(PB-2) (Personal measure to the present incumbent) For future recruitment, 9300- 34800+3600 GP +150 SP(PB-2) plus 160/- S.P. | GP from 3600 to 4000 w.e.f. 01.09.2014 vide letter No. 1/98/2013- 2PR(FD) dated 31.08.2014 | L-6 | L-6 (Without S.P.) |

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-82-

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| | | P.M. approved for PA's (G-1) attached with VC for arduous nature of duties | | | |
| 111 | Private Secretary to V.C. | 9300-34800+4200 G.P (PB-2)+ 200 S.P +200/- SA for arduous nature of duties | | L-6 | L-6 |
| 112 | Secretary to V.C. | 15600-39100+6000 G P | | L-11 | L-11 |
| 113 | Clerk/ Clerk-cum Jr. D.E.O. | 5200-20200+1900GP+40SP | | L-2 | L-2 |
| 114 | Jr. Store Keeper | 5200-20200+1900GP | | L-2 | L-2 |
| 115 | Receptionist | 5200-20200+1900GP | | L-2 | L-2 |
| 116 | Cashier | 5200-20200+1900GP | | L-2 | L-2 |
| 117 | Catalogue Typist | 5200-20200+1900GP | | L-2 | L-2 |
| 118 | Assistant | 9300-34800+3600GP | 9300-34800+3200 GP (sub judicious) 9300-34800+3600 GP w.e.f 01.09.2014 | L-6 | L-6 |
| 119 | Deputy Superintendent | 9300-34800+3600 GP +150 SP | GP from 3600 to 4000 w.e.f. 01.09.2014 vide letter No. 1/98/2013-2PR(FD) dated 31.08.2014 | L-6 | L-6 |
| 120 | Superintendent | 9300-34800+4200 GP+200 SP | | L-6 | L-7 |
| 121 | Assistant Registrar | 15600-39100+5400 G.P | | L-10 | L-10 |
| 122 | Deputy Registrar | 15600-39100+7600 G.P | | L-12 | L-12 |
| 123 | Frash | 4440-7440+1300GP (IS) +30 S.P. | | DL | DL |
| 124 | Vehicle Cleaner | 4440-7440+1300GP (IS) | | DL | DL |
| 125 | Cycle Stand Chowkidar | 4440-7440+1300GP (IS) | | DL | DL |
| 126 | Cycle Chowkidar-Cum-Waterman | 4440-7440+1300GP (IS) | | DL | DL |
| 127 | Helper Machine | 4440-7440+1300GP (IS) +30 SP | | DL | DL |
| 128 | Rulling Master | 4440-7440+1300GP (IS) | | DL | DL |
| 129 | Cleaner | 4440-7440+1300 G.P. + 30 S.P. | | DL | DL |
| 130 | Peon-cum-Mali | 4440- | | DL | DL |

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|-----|---|-------------------------------------|--|-----|-----|
| | | 7440+1300 G.P. + 30 S.P. | | | |
| 131 | Sewerman | 4440- 7440+1300 G.P. | | DL | DL |
| 132 | Animal Attendant | 4440- 7440+1300GP | | DL | DL |
| 133 | Telephone Attendant | 4440- 7440+1400 G.P. +80 S.P. | | DL | DL |
| 134 | Inter-com Telephone Mechanic | 5200- 20200+1800/- G.P. | | L-1 | L-1 |
| 135 | Tabla Player | 5200- 20200+1800 G.P.(PB-1) | | L-1 | L-1 |
| 136 | Harmonium Player | 5200- 20200+1800 G.P.(PB-1) | | L-1 | L-1 |
| 137 | Dholak Nagara Player | 5200- 20200+1800 G.P.(PB-1) | | L-1 | L-1 |
| 138 | Life Guard | 5200- 20200+1900 G.P. (PB-1) | | L-2 | L-2 |
| 139 | Gestetnor Operator | 5200- 20200+1900/- G.P. | | L-2 | L-2 |
| 140 | Pipe Fitter | 5200- 20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 141 | Work Inspector | 5200- 20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 142 | Store Keeper (Engg.) | 5200- 20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 143 | Azo Machine Operator | 5200- 20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 144 | Incharge Library | 5200- 20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 145 | Dresser | 5200- 20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 146 | Dispensary Attendant | 5200- 20200+1900 G.P. (PB-1) | | L-2 | L-2 |
| 147 | Work Shop Asstt. | 5200- 20200+1900 G.P. | | | -2 |
| 148 | Type Writer Mechanic | 5200- 20200+1900 G.P. (PB-1) | | L-2 | L-2 |
| 149 | Projector Operator | 5200- 20200+1900 G.P. (PB-1) | | L-2 | L-2 |
| 150 | Driver | 5200-20200 + 2400GP + 300SP | | L-4 | L-4 |
| 151 | Tractor Driver | 5200-20200 + 2400GP + 300SP | | L-4 | L-4 |
| 152 | Road Roller Driver | 5200- 20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 153 | Jr. Modeller- Cum-Carpenter (G-I) | 5200- 20200+2400 G.P. (PB-1) | | L-4 | L-4 |
| 154 | Publicity Assistant | 5200- 20200+2400GP | | L-4 | L-4 |
| 155 | Sub-Divisional Clerk | 5200-20200+ 2400GP | | L-4 | L-4 |

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|-----|---|--|---|----------------|----------------|
| 156 | Lab Technician (University Health Centre) | 5200- 20200+2800 G.P. (PB-2) as personal measure 5200- 20200+2400 G.P. for future recruitment | | L-5 L-4 | L-5 L-4 |
| 157 | Type-writing Instructor | 9300-34800+ 3200 GP | | L-6 | L-6 |
| 158 | Multi Purpose Health Supervisor (Male) | 9300- 34800+3300 G.P. | | L-6 | L-6 |
| 159 | Transport Officer | 9300- 34800+3200/- G.P. | 9300- 34800+3600 /-G.P. Vide Circular No. 1/98/2013- 2PR (FD) dated 28.08.14 3200 is modified in 3600G.P. | L-6 | L-6 |
| 160 | Nurse | 9300- 34800+3200 G.P. (PB-2) | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 161 | Divisional Accountant | 9300- 34800+3200 G.P. (PB-2) | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 162 | Legal Assistant | 9300- 34800+3200 G.P. (PB-2) +150SP | 9300- 34800+3600 G.P. (PB-2) +150SP 01.09.2014 | L-6 | L-6 |
| 163 | Store-Keeper | 9300- 34800+3200 GP | 9300- 34800+3600 GP 01.09.2014 | L-6 | L-6 |
| 164 | Pharmacist | 9300- 34800+3200 G.P. (PB-2) | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 165 | Statistical Assistant | 9300- 34800+3300GP | 9300- 34800+3600 GP | L-6 | L-6 |
| 166 | Canteen Supervisor | 9300- 34800+3200GP | 9300- 34800+3600 GP | L-6 | L-6 |
| 167 | Public Relations Officer | 9300- 34800+3300GP | 9300- 34800+ 3600GP | L-6 | L-6 |
| 168 | Glass Blower | 9300- 34800+3200 G.P. (PB-2) | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 169 | Data Entry Operator | 9300- 34800+3200 G.P. (PB-2) | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 170 | Hostel Supervisor | 9300- 34800+3200 G.P. (PB-2) | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 171 | Draftsman cum Surveyor | 9300- 34800+3200 G.P. (PB-2) | 9300- 34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |

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|-----|--------------------------------------|---|--|----------------|----------------|
| 172 | Asstt. Cartographer | 9300-34800+3200 G.P. (PB-2) | 9300-34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 173 | Technical Assistant Computer Centre | 9300-34800+3200 G.P. (PB-2) | 9300-34800+3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 174 | Computer Operator | +3200 G.P. | +3600 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 175 | Warden | 9300-34800+3600 G.P. (PB-2) for the present incumbent as a personal measure) ii) 9300-34800+3200 G.P. (PB-2) for future recruitment. | 9300-34800+4000 G.P. (PB-2) 01.09.2014 9300-34800+3600 G.P. (PB-2) 01.09.2014 | L-6 L-6 | L-6 L-6 |
| 176 | Lab Technician (Electronics) | +3600 G.P. | +4000 G.P. (PB-2) 01.09.2014 | L-6 | L-6 |
| 177 | Manager Hospitality | 9300-34800+4000GP | - | L-6 | L-6 |
| 178 | Research Assistant (Maths) | 9300-34800+4000GP | - | L-6 | L-6 |
| 179 | Section Officer | 9300-34800+4000 GP+100SP | | L-6 | L-6 |
| 180 | Accounts Officer | 9300-34800+4200 GP | | L-6 | L-6 |
| 181 | Supdt. (Botanical Garden) | 9300-34800+4200 G.P. | | L-6 | L-6 |
| 182 | Assistant Teacher | 5200-20200 +2800 G.P. | 9300-34800 + 4200 G.P. FD letter dated 02.03.2009 | L-6 | L-6 |
| 183 | PTI | 5200-20200 +2800 G.P. | 9300-34800 + 4200 G.P. FD letter dated 02.03.2009 | L-6 | L-6 |
| 184 | TGT | 9300-34800+3600 G.P. | 9300-34800 + 4600 G.P. FD letter dated 02.03.2009 | L-7 | L-7 |
| 185 | Lecturer (School Cadre) | 9300-34800+4200 G.P. | 9300-34800 + 4800 G.P. FD letter dated 02.03.2009 | L-7 | L-7 |
| 186 | Principal (University Campus School) | 9300-34800+5400 | | L-9 | L-9 |
| 187 | Programmer | 9300-34800+5400 G.P. (PB-2) | | L-9 | L-9 |
| 188 | Coaches | 9300-34800+3600/- G.P. (9300-34800+3600/- G.P. Vide Circular No. | 9300-34800+5400 /-G.P. | L-9 | L-6 |

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|-----|----------------------------------|---|--|------|---------|
| | | 1/98/2013-2PR (FD) dated 28.08.14 | | | |
| 189 | Chief Security Officer | 9300-34800+5400/- G.P. | | L-9 | L-9 |
| 190 | Sub Divisional Engineer (Elect.) | i)9300-34800+5400 GP (PB-2) ii)15600-39100+6000 G.P (PB-3) (After 5yrs. of regular satisfactory service in the Cadre) iii)15600-39100+7600 GP (PB-3) (After 11 years of regular satisfactory service in the Cadre. It is clarified that for the grant of 2 nd ACP scale of 15600-39100+7600 G.P. (PB-3, 25% of the posts in the Cadre of SDEs/Acs/AEEs will be considered. As soon as officer (SDE/AE/AEE) gets promoted as XEN the slot reserved under 25% will be vacated by him). | | L-9 | L-9 |
| | | | | L-11 | ACPL-13 |
| | | | | L-12 | ACPL-16 |
| 191 | Assistant Administrative Officer | 9300-34800+5400 G.P | | L-9 | L-9 |
| 192 | Senior Accounts Officer | 9300-34800+5400 G.P | 15600-39100+6000 GP w.e.f. 01.01.2006 Vide letter No. 1/83/2008-2PR (FD) dated 16.12.2010 issued by the Finance Deptt. and further endorsed by the Higher Education Commissioner, Haryana vide letter No. 12/106-2009 Admn.(3) dated | L-11 | L-11 |

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| | | | 06.01.2011. | | |
|-----|------------------------|--|-------------|------|------|
| 193 | Finance Officer | 15600-39100+6000 G.P | | L-11 | L-11 |
| 194 | Executive Engineer | 15600-39100+6000 PB-3 15600-39100+7600 G.P. PB-3 (for such XENs who have completed 11 years of regular satisfactory service or more as SDEs/AEs/AEEs and above. | | L-11 | L-11 |
| 195 | Controller Security | 15600-39100+6000GP | | L-11 | L-11 |
| 196 | Director Sports | 15600-39100+6000/- G.P. | | L-11 | L-11 |
| 197 | Information Scientist | 15600-39100+6000 G.P. | | L-11 | L-11 |
| 198 | Senior Medical Officer | 15600-39100+6000 G.P. + NPA | | L-11 | L-11 |
| 199 | System Analyst | 15600-39100 + 6000GP (PB-3) | | L-11 | L-11 |

SFS

| Sr. No. | Designation | As on 01.01.2006 | Modification (if any with date) | Proposed level as on 01.01.2016 | Revised Level as on 01.01.2016 |
|---------|---|-----------------------------|---------------------------------|---------------------------------|--------------------------------|
| 1. | Assistant Registrar, UIET | 15600-39100+5400 G.P | | L-11 | L-10 |
| 2. | Superintendent, UIET | 9300-34800+4200 GP+200 SP | | L-6 | L-7 |
| 3. | Superintendent, UILMS | 9300-34800+4200 GP+200 SP | | L-6 | L-7 |
| 4. | Steno-Typist (UILMS = 1) (UIET = 2) | 5200-20200 + 1900GP + 100SP | | L-2 | L-2 |
| 5. | Driver (DDE = 1) (UILMS = 1) (UIET = 1) | 5200-20200 + 2400GP + 300SP | | L-4 | L-4 |
| 6. | Ballman | 4440-7440+1300/- G.P. | | DL | DL |
| 7. | Groundman | 4440-7440+1300/- G.P. | | DL | DL |
| 8. | Waiter | 4440-7440+1300/- G.P. | | DL | DL |
| 9. | Library Attendant (01 UILMS) (03 UIET) | 5200-20200+1900 G.P.(PB-1) | | L-2 | L-2 |
| 10. | Library Cleaner (01 UILMS) | 4440-7440+1300GP (IS) | | DL | DL |
| 11. | Junior Library Assistant (01 UILMS) | 5200-20200+2400 G.P. (PB-1) | | L-4 | L-4 |

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|-----|------------------------------------|-------------------------------|---|-----|---|
| 12. | Senior Library Assistant (01 HMTM) | 9300-34800+4200 G.P. | | L-6 | L-6 |
| 13. | Peon | 4440-7440+1300 G.P. + 30 S.P. | | DL | DL |
| 14. | Peon-cum-Cleaner | 4440-7440+1300 G.P. + 30 S.P. | | DL | DL |
| 15. | Kitchen Attendant, IHTM | 4440-7440+1300GP | | DL | DL |
| 16. | Lab. Attendant, UIET | 5200-20200 +1900 GP | | L-2 | L-2 |
| 17. | Lab. Attendant, IHTM | 5200-20200 +1900 GP | | L-2 | L-2 |
| 18. | Lab. Attendant, Maths Department | 5200-20200 +1900 GP | | L-2 | L-2 |
| 19. | Computer Operator (Math) | 9300-34800+3200 GP | 9300-34800+3600GP w.e.f. 01.09.2014 vide Govt. letter No. 9/2013-2PR (FD) dated 28.08.2014 | L-6 | L-6 |
| 20. | Computer Operator, IMSAR | 9300-34800+3200 GP | 9300-34800+3600GP w.e.f. 01.09.2014 vide Govt. letter No. 9/2013-2PR (FD) dated 28.08.2014 | L-6 | L-6 |
| 21. | Data Entry Operator, IHTM | 9300-34800+3200 GP | 9300-34800+3600GP w.e.f. 01.09.2014 vide Govt. letter No. 9/2013-2PR (FD) dated 28.08.2014 | L-6 | L-2 (The post of Data Entry Operator is equalling to Clerk in Government Departments hence recommended in L-2) |
| 22. | Lab. Technician, UIET | 9300-34800+3200 GP | 9300-34800+3600GP w.e.f. 01.09.2014 vide Govt. letter No. | L-6 | L-6 |

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| | | | 9/2013- 2PR (FD) dated 28.08.201 4 | | |
|-----|---|--------------------------------|---|-----|--|
| 23. | Computer Programmer, UIET | 9300- 34800+5400 GP | | L-9 | L-9 |
| 24. | Data Entry Operator, UILMS | 9300- 34800+3200 GP | 9300- 34800+36 00GP w.e.f. 1.9.2014 | L-6 | L-2 (The post of Data Entry Operator is equalling to Clerk in Government Departments hence recommended in L-2) |
| 25. | Assistant (UIET) | 9300- 34800+3200 GP | 9300- 34800+36 00GP 01.09.201 4 | L-6 | L-6 |
| 26. | Store Keeper (UIET) | 9300- 34800+3200 GP | 9300- 34800+36 00GP 1.9.2014 | L-6 | L-6 |
| 27. | Clerk/ Clerk- cum Jr. D.E.O. | 5200- 20200+1900 GP+40SP | | L-2 | L-2 |
| 28. | Jr.Store Keeper (IMSAR = 1) (Maths = 1) | 5200- 20200+1900 GP | | L-2 | L-2 |

S. Singh

HARYANA GOVERNMENT**FINANCE DEPARTMENT****Notification**

The 28th October, 2016

No. 1/20/2016(RP)-5PR(FD)— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, namely:—

1. Short title and commencement.—

- (1) These rules may be called the Haryana Civil Services (Revised Pay) Rules, 2016.
- (2) These rules shall be deemed to have come into force on the 1st day of January, 2016, unless otherwise provided by the Government for any class or category of persons;

2. Categories of Government employees to whom these rules apply.—

- (1) Save as otherwise provided under these rules, it shall apply to the persons appointed to civil services and posts in connection with the affairs of the Government of Haryana, who are under the administrative control of the Government of Haryana and whose pay is debit to the Consolidated Fund of the State of Haryana.

Note.— These rules shall also be applicable to re-employed pensioners including military pensioners, who are drawing pay in the existing pay structure subject to revision of pension from 1st January, 2016.

- (2) These rules shall not apply to—

- (a) Members of All India Services working in connection with the affairs of Government of Haryana;
- (b) Officers of judicial services working in connection with the affairs of Government of Haryana;
- (c) Persons not in whole time employment;
- (d) Persons paid otherwise than on monthly basis, including those paid on a piece-rate basis or on daily wages basis or on contract basis or appointed under outsourcing policies;
- (e) Government employee who is drawing his pay in a pay scale under Haryana Civil Services (Assured Career progression) rules with effect from the date on which he started drawing his pay in the pay scale under Haryana Civil Services (Assured Career progression) rules and till the time he draws his pay in that pay scale;
- (f) Any other class or category of persons whom the Government may, by order, specifically exclude from the operation of all or any of the provisions contained in these rules.

3. Definitions.—

In these rules, unless the context otherwise requires—

- (a) “**basic pay in the revised pay structure**” means the pay drawn in the prescribed Level in the Pay Matrix but does not include any other type of pay like special pay, etc;
- (b) “**CSR**” means the Civil Services Rules applicable to Haryana Government employees as amended from time to time;
- (c) “**direct recruit**” with reference to a post or a Government employee means the post on which such Government employee was recruited as a regular and direct recruit fresh entrant in the Government service;
- (d) “**existing basic pay**” means pay in the existing functional pay band on the date of option plus functional Grade Pay of the post as on 31st December, 2015 held by the person, it does not include any other type of pay like “special pay”, “personal pay” etc;

Exception: Where a higher pay structure (other than ACP pay structures) has been sanctioned by the competent authority to a Government employee as a measure personal to him, his basic pay in that pay structure shall be treated the existing basic pay.
- (e) “**existing emoluments**” means the sum of (i) existing basic pay and (ii) existing dearness allowance at index average as on 1st day of January 2016. It does not include interim relief or any other relief or emoluments;

- (f) **“existing Pay Band and Grade Pay/Scale” or “existing pay structure”** in relation to a Government employee means the present system of Pay Band and Grade Pay or Higher Administrative Grade applicable to the post held by a Government employee as on the date immediately before the coming into force of these rules whether in a substantive or officiating capacity;

Explanation:

The expressions “existing Pay Band and Grade Pay/Scale” or “existing pay structure”, in respect of a Government employee who on the 1st day of January, 2016 was on deputation out of India or on leave or on foreign service, or who would have on that date officiated in one or more lower posts but for his officiating in a higher post, shall mean such basic pay, Pay Band and Grade Pay or scale in relation to the post which he would have held but for his being on deputation out of India or on leave or on foreign service or officiating in higher post, as the case may be;

- (g) **“functional pay structure or functional level”** in relation to a Government employee means the functional level in pay matrix prescribed for the post held by him. It does not mean any other level in which the Government employee is drawing his pay as a measure personal to him with any other justification like length of service, or higher/additional qualification or upgradation of pay scale due to any other reason;
- (h) **“Government employee”** means the Government employees to whom these rules apply under rule 2;
- (i) **“Government”** means the Government of the State of Haryana in the Finance Department save as otherwise provided by or under these rules;
- (j) **“leave”** means any sanctioned leave as defined in Civil Services Rules, except “casual leave”. Any type of absence without the sanction of competent authority shall not be considered as leave;
- (k) **“applicable level”** in the Pay Matrix shall mean the Level corresponding to the Pay Band and Grade Pay/ scale as on 1st January, 2016 specified in Schedule-I ;
- (l) **“memorandum explanatory”** means the memorandum explanatory appended to these rules, briefly explaining the nature, philosophy, justification, objectives, applicability etc. of these rules;
- (m) **“officiating appointment”** means appointment of a Government employee on a permanent or temporary post as a temporary measure. The appointment of a Government employee working on regular basis is also to be considered as officiating during the period of probation;
- (n) **“pay in the level”** means pay drawn in the appropriate Cell of the Level as specified in the Schedule-I ;
- (o) **“pay matrix”** means Matrix specified in the Schedule-I , with Levels of pay arranged in vertical cells as assigned to corresponding existing pay band and grade pay/scale;
- (p) **“pay scale as a measure personal to a Government employee”** means any pay structure granted by the competent authority to a Government employee as a measure personal to him. It does not include ACP pay structure or any other pay structure granted for possessing additional qualification etc;
- (q) **“pay”** means the amount drawn monthly by a Government employee, other than special pay or pay granted in lieu of his personal qualification or his length of service, in the functional pay structure, which has been sanctioned for a post held by him in substantively or in an officiating capacity or in case where no separate functional pay scale is sanctioned for the post held by the Government employee constituting a cadre, in the pay scale to which he is entitled by reason of his position in a cadre;
- (r) **“persons”** means persons who are Government employees for the purposes of these rules;
- (s) **“revised emoluments”** means revised pay in the level of a Government employee in the revised pay structure;
- (t) **“revised pay structure”** in relation to a post means revised level in pay matrix corresponding to the existing Pay Band and Grade Pay or existing pay structure of the post unless a different revised Level is notified separately for that post;
- (u) **“schedule”** means schedule appended to these rules;

- (v) "substantive pay" means pay drawn by a Government employee on the post to which he has been appointed substantively or by reason of his/her substantive position in a cadre;

Note.— A Government employee who has been appointed temporarily to a post while still drawing his salary in his earlier pay scale or in any other pay scale except the pay scale prescribed for the post on which he has been appointed, will not be deemed to have been appointed against such post either in the officiating capacity or in the substantive capacity for the purposes of these rules.

4. Level of posts.—

- (a) The functional Level of post shall be determined in accordance with the various Levels as assigned to the corresponding existing functional Pay Band and Grade Pay or scale as specified in Pay Matrix in the Schedule-I .
- (b) Where the functional pay scale of a post was ₹ 6500-10500 as on 31st December, 2005 and thereafter revised to PB-2 with Grade Pay ₹ 4200 w.e.f. 1st January, 2006, the revised level of that post applicable w.e.f. 1st January, 2016 shall be 7 (seven) corresponding to Grade Pay ₹ 4600. However, where the functional pay scale of a post was less than ₹ 6500-10500 and upgraded to Grade Pay ₹ 4200 on or after 1st January, 2006 shall not be covered under this provision of upgradation, e.g. Pay Scale of JBT Teacher was ₹ 4500-7000 and that of Staff Nurse was ₹ 5000-7850 as on 31st December, 2005, which were revised to PB-2, Grade Pay ₹ 4200 w.e.f. 1st January, 2006. The revised level of JBT Teacher and Staff Nurse shall be 6 (six) in the new Pay Matrix applicable w.e.f. 1st January, 2016.
- (c) The functional level of the post of Lab Technician (General) of the Department of Health Services, Haryana shall be Level-6 (six) of Pay Matrix (existing Grade Pay ₹ 2800 to be upgraded to Grade Pay ₹ 4200 (corresponding Level-6 (six))).
- (d) Where existing functional grade pay of Group A post is ₹ 5400 in PB-2 or PB-3, the corresponding revised Pay Level shall be 10 (ten) of the Pay Matrix for all the employees appointed on such posts by way of direct recruitment or otherwise subject to the condition that these posts are of Group A as specified in the Service Rules.

5. Drawal of pay in the revised pay structure.—

Save as otherwise provided in these rules, a Government employee shall draw pay in the Level in the revised pay structure applicable to the post to which he is appointed:

Provided that a Government employee may elect to continue to draw pay in the existing pay structure until the date on which he earns his next increment or until he vacates his post or ceases to draw pay in the existing pay structure.

Provided further that in cases where a Government employee has been promoted or appointed from one post to another of higher grade pay or scale, between 1st day of January, 2016 and the date of notification of these rules may elect to switch over to the revised pay structure from the date of such promotion, 1st July, 2016 or subsequent appointment, as the case may be.

Explanation 1.— The option to retain the existing pay structure under the provision of this rule shall be admissible only in respect of one existing Pay Band and Grade Pay / Scale.

Explanation 2.— Where Grade Pay of a post has been merged with higher grade pay or upgraded, the employee promoted to such post, between the period from 01.01.2016 and the date of notification, may opt for revised pay structure from a date of promotion or 1st July, 2016 but in that case the existing basic pay admissible in the pay structure as on 31.12.2015 of the promotional post shall be taken into account.

Explanation 3.— The aforesaid option shall not be admissible to any person appointed to a post for the first time in Government service by direct recruitment or otherwise on or after the 1st day of January, 2016, and he shall be allowed pay only in the revised pay structure.

6. Exercise of option.—

- (1) The option under the provisos to rule 5 shall be exercised in writing in the form appended to these rules so as to reach the authority mentioned in sub-rule (2) within three months from—
- (a) the date of notification of these rules; or
- (b) the date where revision in the existing pay structure and/or refixation of pay with retrospective effect is made by any order subsequent to the date of notification of these rules;

Provided that in the case of a Government employee who is, on the date of such notification or, as the case may be, date of such order, out of India either on leave or deputation or 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 taking charge of his post in India;

Provided further that where a Government employee is under suspension on the 1st day of January, 2016, the option may be exercised within three months of the date of his return to his duty if that date is later than the date prescribed in this sub-rule.

- (2) The option shall be intimated by the Government employee to the Head of his office alongwith an undertaking, in the form appended to these rules.
- (3) If the intimation regarding option is not received within the time mentioned in sub-rule (1), the Government employee shall be deemed to have elected to be governed by the revised pay structure w.e.f. the 1st day of January, 2016.
- (4) The option once exercised shall be final.

Note 1.— Persons whose services were terminated on or after the 1st January, 2016, and who could not exercise the option within the prescribed time limit, on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or removal on account of disciplinary proceeding, shall be entitled to exercise option under sub-rule (1).

Note 2.— Persons who have died on or after the 1st day of January, 2016, and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1st day of January, 2016, or such later date as is most beneficial to their dependents, if the revised pay structure is more favorable and in such cases, necessary action for payment of arrears should be taken by the Head of Office.

Note 3.— Persons who were on earned leave or any other leave on 1st day of January, 2016 which entitled them to leave salary shall be entitled to exercise option under sub-rule (1).

7. Fixation of pay in the revised pay structure:—

- (1) The pay of a Government employee who elects or is deemed to have elected under rule 6 to be governed by the revised pay structure on and from the 1st day of January, 2016, shall, unless in any case the Government by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if it had not been suspended, and in respect of his pay in officiating post held by him, in the following manner namely:—
 - (A) In the case of all employees—
 - (i) the pay in the applicable Level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay 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.

Illustration 1:

| | | |
|----|--|------------------------------------|
| 1. | Existing Pay Band : | PB-1 |
| 2. | Existing Grade Pay : | ₹ 2,400 |
| 3. | Existing Pay in Pay Band : | ₹ 10,160 |
| 4. | Existing basic pay : | ₹ 12,560 (10,160+2,400) |
| 5. | Pay after multiplication by a fitment factor of 2.57 : $12560 \times 2.57 =$ | ₹ 32,279.20 (rounded off to 32279) |
| 6. | Level corresponding to GP 2400 : | Level 4 |
| 7. | Revised Pay in Pay Matrix (either equal to or next higher to ₹ 32279 in Level 4) : | ₹ 32,300 |

-74-

| Grade Pay | 1800 | 1900 | 2000 | 2400 | 2800 |
|-----------|-------|-------|-------|-------|-------|
| Levels | 1 | 2 | 3 | 4 | 5 |
| 1 | 18000 | 19900 | 21700 | 25500 | 29200 |
| 2 | 18500 | 20500 | 22400 | 26300 | 30100 |
| 3 | 19100 | 21100 | 23100 | 27100 | 31000 |
| 4 | 19700 | 21700 | 23800 | 27900 | 31900 |
| 5 | 20300 | 22400 | 24500 | 28700 | 32900 |
| 6 | 20900 | 23100 | 25200 | 29600 | 33900 |
| 7 | 21500 | 23800 | 26000 | 30500 | 34900 |
| 8 | 22100 | 24500 | 26800 | 31400 | 35900 |
| 9 | 22800 | 25200 | 27600 | 32300 | 37000 |
| 10 | 23500 | 26000 | 28400 | 33300 | 38100 |
| 11 | 24200 | 26800 | 29300 | 34300 | 39200 |

- (ii) Where Grade Pay has been merged with higher Grade Pay or upgraded, the basic pay as on 1st January, 2016 in the pre-revised pay structure (as before merging) shall be taken into account at the time of initial fixation of pay from unrevised to revised pay structure adopting above said formula, as clarified in the illustration 2 below:-

Illustration 2:

Mr. T was drawing Grade Pay ₹ 3600 as on 1st January, 2016 while working on a post of Assistant. The functional Grade Pay of this post has been merged to ₹ 4200 and the corresponding Level is 6 in the Pay Matrix. His pay in the revised level shall be fixed as under:-

| | | |
|----|---|--------------------------|
| 1. | Existing Pay Band : | PB-2 |
| 2. | Existing Grade Pay : (merged with GP ₹ 4200) | ₹ 3,600 |
| 3. | Grade Pay after merger | ₹ 4,200 |
| 4. | Existing Pay in Pay Band : | ₹ 15,000 |
| 5. | Existing basic pay : | ₹ 18,600 (15,000 +3,600) |
| 6. | Pay after multiplication by a fitment factor of 2.57 : | ₹ 18,600 x 2.57 = 47,802 |
| 7. | Level corresponding to GP ₹ 4,200 : | Level 6 |
| 8. | Revised Pay in Pay Matrix (either equal to or next higher to ₹ 47,802 in Level 6) : | ₹ 49,000 |

| Grade Pay | GP 2800 | GP 4200 | GP 4600 |
|-----------|---------|---------|---------|
| Level | Level 5 | Level 6 | Level 7 |
| 1 | 29200 | 35400 | 44900 |
| 2 | 30100 | 36500 | 46200 |
| 3 | 31000 | 37600 | 47600 |
| 4 | 31900 | 38700 | 49000 |

| | | | |
|----|-------|-------|-------|
| 5 | 32900 | 39900 | 50500 |
| 6 | 33900 | 41100 | 52000 |
| 7 | 34900 | 42300 | 53600 |
| 8 | 35900 | 43600 | 55200 |
| 9 | 37000 | 44900 | 56900 |
| 10 | 38100 | 46200 | 58600 |
| 11 | 39200 | 47600 | 60400 |
| 12 | 40400 | 49000 | 62200 |
| 13 | 41600 | 50500 | 64100 |
| 14 | 42800 | 52000 | 66000 |

- (iii) Where a Government employee has been promoted between the period from 1st January, 2016 and the date of notification, to a post the Grade Pay of which has been merged with higher grade pay or upgraded, opt for revised pay structure from a date later than 1st January, 2016 but in their case the pay structure as on 31st December, 2015 of the post held by him on the date of option shall be taken into account, as clarified in the illustration 3 below :-

Illustration 3:

Mr. P was working as Labour Inspector in the grade pay of ₹ 3600/-. He was promoted to the post of Labour Officer in GP-4200/- w.e.f. 01.08.2016, the GP of the post of Labour Officer is upgraded from GP-4200/- to GP-4600/- w.e.f. 1st January, 2016, Mr. P opted revised pay rules from the date of promotion. The pay of Mr. P will be fixed in the following manner:-

| | | |
|----|---|------------------------------|
| 1. | Existing Pay Band : | PB-2 |
| 2. | Existing pay as on 01.07.2016 as Labour Inspector: | ₹ 23,300 (19,700 + 3,600) |
| 3. | Date of promotion : | 01.08.2016 |
| 4. | Existing grade pay of promotional post: | ₹ 4,200 |
| 5. | Upgraded grade pay of promotional post: | ₹ 4,600 |
| 6. | Pay as Labour Officer on 01.08.2016 in the pay structure as on 31.12.2015 i.e. PB-2, Grade Pay 4200 | 20400+4200 = 24600 |
| 7. | Pay fixed as Labour Officer after multiplication by the fitment factor i.e. (24,600 x 2.57= ₹ 63,222 in Level-7): | ₹ 64,100 |

| Grade Pay | GP 4200 | GP 4600 | GP 4800 |
|-----------|---------|---------|---------|
| Level | Level 6 | Level 7 | Level-8 |
| 1 | 35400 | 44900 | 47600 |
| 2 | 36500 | 46200 | 49000 |
| 3 | 37600 | 47600 | 50500 |
| 4 | 38700 | 49000 | 52000 |
| 5 | 39900 | 50500 | 53600 |
| 6 | 41100 | 52000 | 55200 |

| | | | |
|----|-------|--------------|-------|
| 7 | 42300 | 53600 | 56900 |
| 8 | 43600 | 55200 | 58600 |
| 9 | 44900 | 56900 | 60400 |
| 10 | 46200 | 58600 | 62200 |
| 11 | 47600 | 60400 | 64100 |
| 12 | 49000 | 62200 | 66000 |
| 13 | 50500 | 64100 | 68000 |
| 14 | 52000 | 66000 | 70000 |

- (iv) If the minimum pay or the first Cell in the applicable Level is more than the amount arrived at as per sub-clause (i), (ii) or (iii) above, the pay shall be fixed at minimum pay or the first Cell of that applicable Level.
- (B) In the case of Medical Officers in respect of whom Non-Practicing Allowance (NPA) is admissible, the pay in the revised pay structure shall be fixed in the following manner:-
- (i) the existing basic pay shall be multiplied by a factor of 2.57 and the figure so arrived at shall be added to by an amount equivalent to Dearness Allowance on the pre-revised Non-Practicing Allowance admissible as on 1st day of January, 2016. 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;
- (ii) the pay so fixed under sub-clause (i) shall be added by the pre-revised Non Practicing Allowance admissible on the **existing basic pay** until further decision on the revised rates of Non-Practicing Allowance.

Illustration: 4:

| | | |
|-----|--|----------------------------|
| 1. | Existing Pay Band : | PB-3 |
| 2. | Existing Grade Pay : | ₹ 5,400 |
| 3. | Existing pay in Pay Band : | ₹ 15,600 |
| 4. | Existing basic pay : | ₹ 21,000 |
| 5. | 25% NPA on Basic Pay : | ₹ 5,250 |
| 6. | DA on NPA @ 125% : | ₹ 6,563 |
| 7. | Pay after multiplication by a fitment factor of 2.57 : $21,000 \times 2.57 = 53,970$ | ₹ 53,970 |
| 8. | DA on NPA : | ₹ 6,563 (125% of 5,250) |
| 9. | Sum of serial number 7 and 8 = | ₹ 60,533 |
| 10. | Level corresponding to Grade Pay ₹ 5400 (PB-3) : | Level 10 |
| 11. | Revised Pay in Pay Matrix (either equal to or next higher to ₹60,540 in Level 10) : | ₹ 61,300 |
| 12. | Pre-revised Non Practicing Allowance : | ₹ 5,250 |
| 13. | Revised Pay + pre-revised Non Practicing Allowance : | ₹ 66,550 |

| Grade Pay | 5400 | 6600 | 7600 |
|-----------|-------|-------|-------|
| Levels | 10 | 11 | 12 |
| 1 | 56100 | 67700 | 78800 |
| 2 | 57800 | 69700 | 81200 |
| 3 | 59500 | 71800 | 83600 |
| 4 | 61300 | 74000 | 86100 |
| 5 | 63100 | 76200 | 88700 |
| 6 | 65000 | 78500 | 91400 |

- Note 1.—** A Government employee who is on leave including Study Leave on the 1st day of January, 2016, and is entitled to leave salary shall be entitled to pay in the revised pay structure from 1st day of January, 2016 or the date of option for the revised pay structure.
- Note 2.—** In case of Government employee under suspension, he shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised pay structure will be subject to final order on the pending disciplinary proceedings or otherwise a final order, as the case may be.
- Note 3.—** Where the 'existing emoluments' exceed the revised emoluments in the case of any Government employee, the difference shall be allowed as personal pay to be absorbed in future increases in pay.
- Note 4.—** Where a Government employee is in receipt of personal pay immediately before the date of notification of these rules, which together with his existing emoluments exceed the revised emoluments, then the difference representing such excess shall be allowed to such Government employee as personal pay to be absorbed in future increase in pay.
- Note 5.—** (a) Where in the fixation of pay under sub-rule (1), the pay of a Government employee, who, in the existing pay structure was drawing immediately before the 1st day of January, 2016, more pay than another Government employee junior to him in the same cadre, gets fixed in the revised pay structure in a cell lower than that of such junior, his pay shall be stepped up to the same cell in the revised pay structure as that of the junior.
- (b) In case where a senior Government employee promoted to a higher post before the 1st day of January, 2016, draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of January, 2016, the pay of the senior Government employee should be stepped up to an amount equal to the pay in the pay structure 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 Government employee.
- The stepping up under (a) and (b) above shall be done subject to the fulfillment of the following conditions, namely:-
- (i) both the junior and the senior Government employees should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre;
 - (ii) the existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay should be same;
 - (iii) the senior Government employee at the time of his promotion should have been drawing equal or more pay than that of the junior;
 - (iv) the anomaly is directly as a result of the application of the provisions of Civil Services Rules or any other rule or order regulating pay fixation on such promotion in the revised pay structure:
- Provided that if the junior officer was drawing more pay in the existing pay structure than the senior by virtue of any advance increment(s) or otherwise granted to him on a personal measure, the provisions of this sub-rule shall not be invoked to step up the pay of the senior officer.
- (c) After re-fixation of the pay of the senior employee in accordance with clause (a) and (b), he shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

8. Fixation of pay of employees appointed first time in Government service by direct recruitment or otherwise on or after 1st day of January, 2016.—

The pay of employees appointed first time in service by direct recruitment or otherwise on or after 1st 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 employees are appointed:

Provided that where the existing pay of such employee appointed on or after 1st day of January, 2016 and before the date of notification of these rules, has already been fixed in the existing pay structure and if his existing emoluments happen to exceed the minimum pay or the first Cell in the Level, as applicable to the post to which he is appointed on or after 1st day of January, 2016, such difference shall be paid as personal pay to be absorbed in future increments in pay.

9. Increments in Pay Matrix .—

The increment in the pay matrix shall be as specified in the vertical Cells of the applicable Level in the Pay Matrix.

Illustration 5:

An employee in the Basic Pay of ₹ 32,300 in Level 4 will move vertically down the same. Level in the cells and on grant of increment, his basic pay will be ₹ 33,300.

| Grade Pay | 1800 | 1900 | 2000 | 2400 | 2800 |
|-----------|-------|-------|-------|--------------|-------|
| Levels | 1 | 2 | 3 | 4 | 5 |
| 1 | 18000 | 19900 | 21700 | 25500 | 29200 |
| 2 | 18500 | 20500 | 22400 | 26300 | 30100 |
| 3 | 19100 | 21100 | 23100 | 27100 | 31000 |
| 4 | 19700 | 21700 | 23800 | 27900 | 31900 |
| 5 | 20300 | 22400 | 24500 | 28700 | 32900 |
| 6 | 20900 | 23100 | 25200 | 29600 | 33900 |
| 7 | 21500 | 23800 | 26000 | 30500 | 34900 |
| 8 | 22100 | 24500 | 26800 | 31400 | 35900 |
| 9 | 22800 | 25200 | 27600 | 32300 | 37000 |
| 10 | 23500 | 26000 | 28400 | 33300 | 38100 |
| 11 | 24200 | 26800 | 29300 | 34300 | 39200 |

10. Date of next increment in the revised pay structure.—

- (1) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July:

Provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of his appointment, promotion or grant of financial upgradation.

Provided further that a Government employee who does not complete six months qualifying service before the date of normal increment due on 1st July or 1st January, as the case may be, his date of next increment shall be changed to 1st January or 1st July and shall be granted subject to admissibility.

- (2) The increment in respect of an employee appointed or promoted or granted financial upgradation during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

- (a) In case of an employee appointed or promoted in the normal hierarchy during the period between the 2nd day of July, 2016 and the 1st day of January, 2017, the first increment

shall accrue on the 1st day of July, 2017 and thereafter it shall accrue after one year on annual basis.

- (b) In case of an employee appointed or promoted in the normal hierarchy during the period between 2nd day of January, 2016 and 1st day of July, 2016, who did not draw any increment on 1st day of July, 2016, the next increment shall accrue on 1st day of January, 2017 and thereafter it shall accrue after one year on annual basis:

Provided that in the case of employees whose pay in the revised pay structure has been fixed as on 1st day of January, the next increment in the Level in which the pay was so fixed as on 1st day of January, 2016 shall accrue on 1st day of July, 2016:

Provided further that the next increment after drawal of increment on 1st day of July, 2016 shall accrue on 1st day of July, 2017.

11. Fixation of pay from a date subsequent to the 1st day of January, 2016.—

Where a Government employee continues to draw his pay in the existing pay structure is brought over to the revised pay structure from a date later than the 1st day of January, 2016, his pay from the later date in the revised pay structure shall be fixed in accordance with clause (A) of sub-rule (1) of rule 7.

12. Fixation of pay on reappointment after the 1st day of January, 2016 to a post held prior to that date.—

A Government employee who has officiated in a post prior to the 1st day of January, 2016, but was not holding that post on that date and who on subsequent appointment to that post draws pay in the revised pay structure shall be allowed the benefit of the provisions in Civil Services Rules to the extent it would have been admissible had he been holding that post on the 1st day of January, 2016, and had elected the revised pay structure on and from that date.

13. Fixation of pay on promotion on or after 1st day of January, 2016.— The fixation of pay in case of promotion from one post to another in the higher or identical Level of revised pay structure shall be made in the following manner, namely:-

- (i) One increment shall be given in the Level from which the employee is promoted and he shall be placed at a Cell equal to the figure so arrived at in the Level of the post to which promoted and if no such Cell is available in the Level to which promoted, he shall be placed at the next higher Cell in that Level.
- (ii) On enhancement in presumptive pay of feeder post due to increment or otherwise while working on promotional post, the pay of promotional post shall be re-fixed as if the incumbent has been promoted on the date of such enhancement, if it is advantageous to him, as provided in rule 4.14 (2) of Punjab Civil Services Rules Volume-I Part-I, applicable prior to 19th July 2016 and Rule 21 of Haryana Civil Services (Pay) Rules 2016, applicable from 19th July, 2016.

Illustration 6: Fixation of pay of Mr. 'A' on his promotion from Level 7 to Level 8

| | | |
|----|--|--|
| 1. | Level of pay of feeder post : | Level 7 |
| 2. | Basic Pay in the Level of feeder post as on 01.01.2016 : | ₹ 52,000 |
| 3. | Date of next increment | 01.07.2016 |
| 4. | Date of promotion from Level 7 to Level 8 | 01.02.2016 |
| 5. | Level of pay of promotional post | Level 8 |
| 6. | Pay after adding one increment in Level 7 of feeder post | ₹ 53,600 |
| 7. | Pay as on the date of promotion in the Level of promotional post i.e. Level 8 : | ₹ 53,600 (either equal to or next higher to ₹ 53,600 in Level 8) |
| 8. | Date of next increment in the Level 8 of promotional post. | 01.01.2017 |
| 9. | Presumptive Pay of the feeder post as on 01.07.2016 after adding one normal increment due on that day. | ₹ 53,600 |

- 80 -

| | | |
|-----|---|-----------------------|
| 10. | Re-fixation of pay of promotional post due to enhancement in presumptive pay of feeder post as per provision in Rule 4.14(2) of Pb. CSR Volume-I, Part-I. | ₹ 55,200 |
| 11. | Date of next increment | 01.07.2017 and so on. |

| Grade Pay | 4200 | 4600 | 4800 |
|-----------|-------|--------------|--------------|
| Levels | 6 | 7 | 8 |
| 1 | 35400 | 44900 | 47600 |
| 2 | 36500 | 46200 | 49000 |
| 3 | 37600 | 47600 | 50500 |
| 4 | 38700 | 49000 | 52000 |
| 5 | 39900 | 50500 | 53600 |
| 6 | 41100 | 52000 | 55200 |
| 7 | 42300 | 53600 | 56900 |

Illustration 7: Fixation of pay on promotion of an employee Mr. B from Level 4 to Level 5

| | | |
|----|---|-----------------------|
| 1. | Level of pay of feeder post : | Level 4 |
| 2. | Basic Pay as on 01.01.2016 in the Level of feeder post: | ₹ 27,900 |
| 3. | Date of next increment | 01.07.2016 |
| 4. | Pay on annual increment as on 01.07.2016 | ₹ 28,700 |
| 5. | Date of next increment | 01.07.2017 |
| 5. | Date of Promotion | 01.12.2016 |
| 6. | Level of pay of promotional post | Level 5 |
| 7. | Pay after adding one increment in Level 4 of feeder post | ₹ 29,600 |
| 8. | Pay as on the date of promotion in the Level of promotional post i.e. Level 5 : | ₹ 30,100 |
| 9. | Date of next increment | 01.07.2017 and so on. |

| Grade Pay | 2400 | 2800 | 4200 |
|-----------|--------------|--------------|-------|
| Levels | 4 | 5 | 6 |
| 1 | 25500 | 29200 | 35400 |
| 2 | 26300 | 30100 | 36500 |
| 3 | 27100 | 31000 | 37600 |
| 4 | 27900 | 31900 | 38700 |
| 5 | 28700 | 32900 | 39900 |
| 6 | 29600 | 33900 | 41100 |
| 7 | 30500 | 34900 | 42300 |

Illustration 8: Fixation of pay on promotion in identical/ same level after merger:-

Before 01.01.2016, the Grade Pay of School Principal was ₹ 6000 and Grade pay of promotional post namely District Education Officer was ₹ 6400.

Now, Grade Pay of ₹ 6000 and ₹ 6400 of all the posts have been merged with Grade Pay ₹ 6600 and the feeder and promotional posts have come in identical Level-11. Pay of a Principal on promotion as District Education Officer will be fixed as under:-

| | | |
|----|---|-----------------------|
| 1. | Level of pay of feeder as well as promotional post : | Level 11 |
| 2. | Basic Pay as on 01.07.2016 in the Level of Principal | ₹ 88,400 |
| 3. | Date of next increment | 01.07.2017 |
| 4. | Date of promotion as DEO | 31.08.2016 |
| 5. | Level of pay of promotional post | Level 11 |
| 6. | Pay after giving one increment in Level 11 of feeder post | ₹ 91,100 |
| 7. | Date of next increment | 01.07.2017 and so on. |

| Grade Pay | 5400 | 6600 | 7600 |
|-----------|-------|--------------|--------|
| Level | 10 | 11 | 12 |
| 1 | 56100 | 67700 | 78800 |
| 2 | 57800 | 69700 | 81200 |
| 3 | 59500 | 71800 | 83600 |
| 4 | 61300 | 74000 | 86100 |
| 5 | 63100 | 76200 | 88700 |
| 6 | 65000 | 78500 | 91400 |
| 7 | 67000 | 80900 | 94100 |
| 8 | 69000 | 83300 | 96900 |
| 9 | 71100 | 85800 | 99800 |
| 10 | 73200 | 88400 | 102800 |
| 11 | 75400 | 91100 | 105900 |
| 12 | 77700 | 93800 | 109100 |

(iii) In the case of Government employees receiving Non-Practicing Allowance, their basic pay plus Non-Practicing Allowance shall not exceed the average of basic pay of the revised scale applicable to the HAG Level (₹ 2,24,100) and the Level of the Chief Secretary (₹ 2,25,000) which comes to ₹ 2,24,550.

14. Mode of payment of arrears of pay.—

The arrears shall be paid in cash, preferably during the current financial year 2016-17.

Explanation:-

For the purposes of this rule:

(a) "arrears of pay" in relation to a Government employee means the difference between:

the aggregate of the pay and dearness allowance to which he is entitled on account of the revision of his pay under these rules, for the period effective from the 1st day of January, 2016 and the aggregate of the pay and dearness allowance to which he would have been entitled (whether such

pay and dearness allowance had been received or not) for that period had his pay and allowances not been so revised;

- (b) The Interim Relief ₹ 2,000/- (Two thousand rupees only) per month paid to Group C and D employees is discontinued from 1st January, 2016 and the same paid from 01.01.2016 onwards shall be recovered from them.
- (c) The Risk Allowance of Rs. 5,000/- (Five Thousand rupees only) per month granted to the personnel of Haryana Police and Prisons Department Haryana vide instructions dated 19th December, 2013 shall be continued till such time as may be separately ordered by the Government.

15. Overriding effect of rules.—

The provisions of Civil Services Rules or any other rules made in this regard shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules to the extent they are inconsistent with these rules.

16. Power of relax.—

Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

Note.— The relaxation so granted under this rule shall be deemed to have been given depending upon the merit of such class and categories of Government employees and therefore, will not amount to any discrimination with other class and categories of Government employees.

17. Power to make addition or deletion etc.—

Where the Government is satisfied that there is a necessity to make additions or delete any class or categories of posts or change the designations and structure of pay either permanently or temporarily in the schedules of these rules, the Government will be competent to add or delete or change such conditions. The provisions of these rules will apply on such additions or deletions or changes as the Government may direct by specific orders or in the absence of that all the provisions of these rules shall apply as if the changes were made.

18. Interpretation.—

If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Finance Department through the Administrative Department concerned.

19. Residuary provisions.—

In the event of any general or special circumstance which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and Government will prescribe the conditions to be followed under such circumstances. Such conditions as prescribed by the Government under this rule shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain additional conditions under these rules, the Government shall prescribe such conditions and such additional conditions as prescribed by the Government under this rule shall be deemed to be the part of these rules.

Schedule I
Pay Matrix

| Pay Band | PB-1, 5200-20200 | | | | | PB-2, 9300-34800 | | | | | PB-3, 15600-39100 | | | | | PB-4, 37400-67000 | | | | | HAG |
|---------------------------|---|-------|-------|-------|-------|------------------|-------|-------|-------|------------------------------------|-------------------|---|--------|--------|--------|-------------------|--------|--------|--------|-------------|-----|
| | 1800 | 1900 | 2000 | 2400 | 2800 | 4200 | 4600 | 4800 | 5400 | 5400 (GP-5200 merged with GP-5400) | 5400 | 6600 (GP-6000 & 6400 merged with GP-6600) | 7600 | 8000 | 8700 | 8800 | 8900 | 9500 | 9800 | 10000 | |
| -1S, 4440-7440 | 1650 (GP-1300 & 1400 merged with GP-1650) | 7730 | 8460 | 9910 | 11360 | 13500 | 17140 | 18150 | 20280 | 21000 | 25350 | 29500 | 33110 | 46100 | 46200 | 46300 | 46900 | 47200 | 47400 | 67000 | |
| Grade Pay | 1650 | 1900 | 2000 | 2400 | 2800 | 3600* | 4000 | 4200 | 5200 | 5400 | 6000 | 6400 | 7600 | 8700 | 8800 | 8900 | 9500 | 9800 | 10000 | 67000-79000 | |
| Entry Pay (pay in PB +GP) | 6580 | 7730 | 8460 | 9910 | 11360 | 13500 | 17140 | 18150 | 20280 | 21000 | 25350 | 29500 | 33110 | 46100 | 46200 | 46300 | 46900 | 47200 | 47400 | 67000 | |
| Index level | DL ** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 1 | 16900 | 18000 | 19900 | 21700 | 25500 | 29200 | 35400 | 44900 | 53100 | 56100 | 67700 | 78800 | 88400 | 118500 | 118700 | 123600 | 125200 | 126000 | 128900 | 182200 | |
| 2 | 17400 | 18500 | 20500 | 22400 | 26300 | 30100 | 36500 | 46200 | 54700 | 57800 | 69700 | 81200 | 91100 | 122300 | 122300 | 127300 | 129000 | 129800 | 132800 | 187700 | |
| 3 | 17900 | 19100 | 21100 | 23100 | 27100 | 31000 | 37600 | 47600 | 56300 | 59500 | 71800 | 83600 | 93800 | 125800 | 126000 | 131100 | 132900 | 133700 | 136800 | 193300 | |
| 4 | 18400 | 19700 | 21700 | 23800 | 27900 | 31900 | 38700 | 49000 | 58000 | 61300 | 74000 | 86100 | 96600 | 129600 | 129800 | 135000 | 136900 | 137700 | 140900 | 199100 | |
| 5 | 19000 | 20300 | 22400 | 24500 | 28700 | 32900 | 39900 | 50500 | 59700 | 63100 | 76200 | 88700 | 99500 | 133500 | 133700 | 139100 | 141000 | 141800 | 145100 | 205100 | |
| 6 | 19600 | 20900 | 23100 | 25200 | 29600 | 33900 | 41100 | 52000 | 61500 | 65000 | 78500 | 91400 | 102500 | 137500 | 137700 | 143300 | 145200 | 146100 | 149500 | 211300 | |
| 7 | 20200 | 21500 | 23800 | 26000 | 30500 | 34900 | 42300 | 53600 | 63300 | 67000 | 80900 | 94100 | 105600 | 141600 | 141800 | 147600 | 149600 | 150500 | 154000 | 217600 | |
| 8 | 20800 | 22100 | 24500 | 26800 | 31400 | 35900 | 43600 | 55200 | 65200 | 69000 | 83300 | 96900 | 108800 | 145800 | 146100 | 152000 | 154100 | 155000 | 158600 | 224100 | |
| 9 | 21400 | 22800 | 25200 | 27600 | 32300 | 37000 | 44900 | 56900 | 67200 | 71100 | 85800 | 99800 | 112100 | 150200 | 150500 | 156600 | 158790 | 159700 | 163400 | | |
| 10 | 22000 | 23500 | 26000 | 28400 | 33300 | 38100 | 46200 | 58600 | 69200 | 73200 | 88400 | 102800 | 115500 | 154700 | 155000 | 161300 | 163500 | 164500 | 168300 | | |

| Pay Band | PB-1, 5200-20200 | | | | PB-2, 9300-34800 | | | | PB-3, 15600-39100 | | | | PB-4, 37400-67000 | | | | | HAG | | | | | | | | |
|---------------------------|---|------------------------------------|------------------------------------|------------------------------------|------------------------------------|--|--------|--------|------------------------------------|--------|-------|---|-------------------|-------|-------|-------|-------|-------|-------|-------|-------------|-------------|------|------|------|--|
| | 1800 | 1900 | 2000 | 2400 | 2800 | 4200 | 4600 | 4800 | 5400 | 5400 | 5400 | 6600 | 7600 | 8000 | 8700 | 8800 | 8900 | | 9500 | 9800 | 10000 | 67000-79000 | | | | |
| -1S, 4440-7440 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grade Pay | 1650 (GP-1300 & 1400 merged with GP-1650) | 1900 (GP-1950 merged with GP-2000) | 2000 (GP-1950 merged with GP-2000) | 2400 (GP-2500 merged with GP-2800) | 2800 (GP-2500 merged with GP-2800) | 4200 (GP-3600* & 4000 merged with GP-4200) | 4600 | 4800 | 5400 (GP-5200 merged with GP-5400) | 5400 | 5400 | 6600 (GP-6000 & 6400 merged with GP-6600) | 7600 | 8000 | 8700 | 8800 | 8900 | 9500 | 9800 | 10000 | 67000-79000 | | | | | |
| Entry Pay (pay in PB +GP) | 6580 | 7730 | 8460 | 9910 | 11360 | 13500 | 17140 | 18150 | 20280 | 21000 | 25350 | 29500 | 33110 | 46100 | 46200 | 46300 | 46900 | 47200 | 47400 | 67000 | | | | | | |
| Index | 2.57 | 2.57 | 2.57 | 2.57 | 2.57 | 2.62 | 2.62 | 2.62 | 2.62 | 2.62 | 2.67 | 2.67 | 2.67 | 2.67 | 2.57 | 2.57 | 2.67 | 2.67 | 2.67 | 2.72 | 2.72 | 2.72 | 2.72 | 2.72 | 2.72 | |
| level | DL ** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | | |
| 37 | 48900 | 52000 | 57900 | 63200 | 74200 | 102800 | 130400 | 138300 | 153600 | 162400 | | | | | | | | | | | | | | | | |
| 38 | 50400 | 53600 | 59600 | 65100 | 76400 | 105900 | 134300 | 142400 | 158200 | 167300 | | | | | | | | | | | | | | | | |
| 39 | 51900 | 55200 | 61400 | 67100 | 78700 | 109100 | 138300 | 146700 | 162900 | 172300 | | | | | | | | | | | | | | | | |
| 40 | 53500 | 56900 | 63200 | 69100 | 81100 | 112400 | 142400 | 151100 | 167800 | 177500 | | | | | | | | | | | | | | | | |

Note:- * Grade Pay 3200 and 3300 have already merged/ upgraded with Grade Pay 3600 vide Government order dated 28.08.2014.
 ** DL denotes Level for Group-D.

SCHEDULE - II

Form of Option

[See rule 6]

* (i) I, _____ hereby elect the revised pay structure with effect from 1st January, 2016.

* (ii) I, _____ hereby elect to continue on the existing pay structure of pay of my substantive/ officiating post mentioned below until:

* The date of my next increment;

I vacate or cease to draw pay in the existing pay structure;

the date of my promotion to _____

Present pay structure _____

Date: _____

Signature _____

Station: _____

Name _____

Designation _____

Office in which employed _____

* To be scored out, if not applicable.

MEMORANDUM EXPLANATORY TO THE HARYANA CIVIL SERVICES (REVISED PAY) RULES, 2016

- Rule 1—** This rule is self-explanatory.
- Rule 2—** This rule lays down the categories of employees to whom the rules apply. Except for the categories excluded under sub-rule (2), the rules are applicable to all persons under the rule making power of Government of Haryana serving in connection with the affairs of Government of Haryana and whose pay is debit to the consolidated fund of the State of Haryana. These rules do not apply to any other categories of employees.
- Rule 3—** This rule is self-explanatory.
- Further, wherever the terms defined under this rule are mentioned in these rules or in any other rules/ instructions/ orders/ notifications etc. issued in connection with these rules, definitions as prescribed under this rule is to be taken as the meaning for and in these rules or, as the case may be, in any other rules/ instructions/ orders/ notifications etc.
- Rule 4—** This rule is self-explanatory.
- Rule 5—** The intention is that all Government employees should be brought over to the revised pay structure except those who elect existing pay structure. The Government employees who exercise the option to continue in the existing pay structure will continue to draw the dearness allowance and interim relief at the rates in force on 1st January, 2016.
- Rule 6—** This rule prescribes the manner in which option has to be exercised and also the authority who shall be apprised of such option. The option has to be exercised in the form appended to the rules. It should be noted that it is not sufficient for a Government employee to exercise the option within the specified time limit but also to ensure that it reaches the prescribed authority within the time limit. In the case of persons who are outside India at the time of notification of these rules, the period within which the option has to be exercised is three months from the date they take over charge of the post in India. In the case of Government employees the revised pay structure of whose posts are announced subsequent to the date of issue of these rules, the period of three months will run from the date of such announcement. Persons who have retired between 1st January 2016 and the date of notification of these rules are also eligible to exercise option.
- Rule 7—** This rule deals with the actual fixation of pay in the revised functional pay scales on 31st December, 2015. For the purposes of these rules the procedure under this rule and no other procedure under a different rule shall be followed. The illustrations indicating the manner in which pay of Government employee should be fixed under this rule have been given below the respective rule.
- Rule 8—** This rule prescribes the method of fixation of pay of employees appointed on direct recruitment on or after 1st day of January, 2016.
- Rule 9 & 10—** These rules prescribe the manner in which the next increment in the new pay structure shall be regulated. The illustrations indicating the manner in which increment of a Government employee should be regulated have been given below the respective rule.
- Rules 11 to 14—** These rules are self-explanatory.
- Rules 15—** This rule relates to the overriding effect to the rule which provides that the provisions of these rules will regulate and the provisions of any other rule will not regulate the conditions as prescribed in these rules and to the extent of any inconsistency between the provisions of these rules and provisions of any other rules, the provisions of these rules shall prevail and apply.
- Rules 16—** There could be a possibility that these rules may cause some hardship in any particular case or to a class or category of posts. Under such circumstances the provisions of rule is clear that it has to be invoked only if the Government is satisfied about the existence of some hardship which is required to be relaxed. The relaxation of such hardship shall be based on the merit of individual cases or the cases or the cases of class and categories of employees where such hardship is found to be justified for relaxation. Removal of such hardship would therefore, not amount to any discrimination where such hardship has either not been found to exist or has not been found to be justified for relaxation.

-89-

Rules 17— If the circumstances so requires the Government can add or delete or change any of the parameters as mentioned in the Schedule-I and may further direct the mode in which the provisions of these rules shall be applicable on such changes either generally or specifically. However, in event of absence of any general or specific direction for the applicability of the provisions laid down under these rules, it shall be presumed that the entire rule shall be applicable on such changes

Rules 18 & 19— These rules are self-explanatory.

P. RAGHAVENDRA RAO,
Additional Chief Secretary to Government, Haryana
Finance Department

HARYANA GOVERNMENT**FINANCE DEPARTMENT****Notification**

The 28th October, 2016

No. 1/20/2016(ACP)-5PR(FD)— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules, namely :—

1. Short title, commencement and objective.—

- (1) These rules may be called the Haryana Civil Services (Assured Career Progression) Rules, 2016.
- (2) These rules shall be deemed to have come into force on the 1st day of January, 2016, unless otherwise provided by the Government for any class or category of persons.
- (3) The objective of these rules is to provide two categories of assured career progression schemes for the employees of Haryana Government. The first category of scheme is cadre-specific Assured Career Progression Scheme for some cadres/ posts/ services. The second category of scheme is primarily to remove stagnation in service, in the form of a general assured career progression scheme. The second category scheme seeks to ensure that all Government employees, whose cadres are not covered by cadre-specific assured career progression scheme, get at least three financial upgradations, including financial upgradation, availed by such Government employees as a consequence of functional promotion during his entire career. It also seeks to ensure that no Government employee stagnates without any financial upgradation for more than eight years unless he has already availed three financial upgradations in his career.

2. Categories of Government employees to whom these rules apply.—

Save as otherwise provided under these rules, it shall apply to the persons appointed to civil services and posts in connection with the affairs of the Government of Haryana, who are under the administrative control of the Government of Haryana and whose pay is debitible to the Consolidated Fund of the State of Haryana.

Note.— These rules shall also be applicable to re-employed pensioners, including military pensioners, who are drawing pay in the existing pay structure subject to revision of pension from 1st January, 2016.

These rules shall not apply to—

- (i) Members of All India Services working in connection with the affairs of Government of Haryana;
- (ii) Officers of judicial services working in connection with the affairs of Government of Haryana;
- (iii) Persons not in whole time employment ;
- (iv) Persons paid otherwise than on monthly basis, including those paid on a piece-rate basis or on daily wages basis or on contract basis or appointed under outsourcing policies;

3. Definitions.—

In these rules, unless the context otherwise requires;

- (a) “ACP Level” in relation to any Government employee means corresponding Assured Career Progression level in which the Government employee is eligible or entitled to be placed as a consequence of application of these rules in place of his present pay structure;
- (b) “applicable level” in the ACP Pay Matrix shall mean the ACP Level corresponding to the pay band and grade pay/ scale as on 1st January, 2016 specified in Schedule-I;
- (c) “cadre specific Assured Career Progression Scheme” means a scheme falling within the scope of these rules and as mentioned in the Part I of Schedule I of these rules;
- (d) “CSR” means the Civil Services Rules as applicable to Haryana Government employees as amended from time to time;

- (e) "direct recruit" means the post on which a Government employee was recruited as a regular and direct recruit fresh entrant in the Government service and is in continuous employment of Government since such recruitment;
- (f) "existing basic pay" means pay as on 1st January, 2016 or on the date of option in the present pay structure as on 31st December, 2015, it does not include any other type of pay like "special pay", "personal pay" etc;
- (g) "existing ACP pay structure" in relation to any post or any Government employee means the pre-revised ACP pay structure as on the date immediately before the coming into force of these rules.
- (h) "first / second/ third assured career progression level under general ACP scheme" means the first/second/third financial upgradation in terms of higher level for all Government employees covered under the General ACP scheme, as mentioned in column 3, 4 and 5 respectively of Part II of Schedule I with reference to the functional grade pay as on 1st January, 2016 mentioned in column 3 of Part II of Schedule I, and shall be referred to as 1st ACPL, 2nd ACPL and 3rd ACPL respectively;
- (i) "Government" means the Government of the State of Haryana in the Finance Department, save as otherwise provided by or under these rules;
- (j) "Government employee" means the Government employees to whom these rules apply under rule 2;
- (k) "leave" means any sanctioned leave as defined in Civil Services Rules, except "casual leave". Any type of absence without the sanction of competent authority shall not be considered as leave;
- (l) "memorandum explanatory" means the memorandum explanatory appended to these rules, as Annexure-I briefly explaining the nature, philosophy, justification, objectives, applicability etc. of these rules;
- (m) "present pay structure" in relation to a Government employee or post means the ACP Pay Band and Grade Pay admissible under the rules applicable immediately before the coming into force of these rules;
- (n) "persons" mean persons who are Government employees for the purposes of these rules;
- (o) "revised emoluments" means pay in the ACP level of a Government employee in the revised pay structure;
- (p) "Schedule" means Schedule appended to these rules.

4. **Cadre Specific Assured Career Progression Scheme.—**

The ACP Level mentioned in column 4 of Part I of Schedule I to certain cadres/ posts/ services mentioned in column 2 of Part I of Schedule I shall be admissible to the Government employees who become members of such specific cadres/services by way of direct recruitment or promotion subject to eligibility.

5. **General Assured Career Progression scheme.—**

Financial upgradation in the form of the first, the second and the third ACP Level as mentioned in column 3, 4 and 5 of Part II of Schedule I shall be admissible to all Government employees covered under this scheme with reference to the functional grade pay as on 1st January, 2016. However, in case of an employee holding a post after promotion, the entitled ACP level shall be the level of pay corresponding to the existing functional grade pay as on 1st day of January, 2016 of the promotional post.

6. **Eligibility for grant of cadre specific ACP Level.—**

For the grant of cadre specific ACP Level the eligibility conditions shall be the same as mentioned in Part I of Schedule I of these rules, apart from the general conditions of eligibility given in rule 8, hereunder;

Note 1.— Where grant of ACP Level is restricted to the percentage of cadre strength, it shall be worked out in

the following manner;

- (i) If ACPL is available to 20% (twenty percent) of the total cadre strength, the minimum strength of the cadre must be three. It shall be admissible to only one eligible Government employee where the cadre strength is of three to seven posts.
- (ii) If ACP is available to 15% (fifteen percent) of the total cadre strength, the minimum strength of the cadre must be four. It shall be admissible to only one eligible Government employee where the cadre strength is of four to ten posts.

Note 2.— Cadre strength mean total sanctioned post in a cadre.

Note 3.— See also Note 1 and 2 below rule 8.

7. Eligibility for grant of ACP Level under the General ACP scheme.—

- (1) Every Government employee covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the first ACP Level (given in column 3 of Part II of Schedule I in respect of the functional pay structure as on 1st day of January, 2016 of his post) if he has completed 8 (eight) years of regular satisfactory service and has not got any financial upgradation in these 8 (eight) years with reference to the functional pay structure of the post to which he was recruited as a direct recruit.
- (2) Every Government employee covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the second ACP Level (given in column 4 of Part II of Schedule I in respect of the functional pay structure as on 1st day of January, 2016 of his post) if he has completed 16 (sixteen) years of regular satisfactory service provided he has availed only one financial upgradation with reference to the functional pay structure of the post to which he was recruited as a direct recruit.
- (3) Every Government employee covered under the general ACP scheme shall, for the purposes of drawal of pay, be eligible for the third ACP Level (given in column 5 of Part II of Schedule I in respect of the functional pay structure as on 1st day of January, 2016 of his post) if he has completed 24 (twenty four) years of regular satisfactory service and has not got more than two financial upgradations so far with reference to the functional pay structure of the post to which he was recruited as a direct recruit.
- (4) In case of a Government employee who gets promoted, he shall be considered for the next ACP Level after he completes 8 (eight) years of regular satisfactory service in the promotional post without any financial upgradation after promotion and shall be entitled to the next ACP Level with reference to the level of the promotional post he holds:

Provided that a Government employee shall not be entitled to avail ACP upgradation if, he has already availed of three financial upgradation of any kind in his career.

Explanation 1. — “Regular Satisfactory Service” for the purpose of these rules shall mean—

the service on regular basis mentioned below shall be deemed to be satisfactory if no departmental or judicial proceedings are pending against the Government employee during this period and there are no adverse remarks about integrity in the Annual Confidential Reports of this period :-

- (1) Service from the date of joining to a post on regular basis in a Department of Haryana Government either by direct recruitment or otherwise.
- (2) The period spent on deputation/foreign service shall be counted towards 'Regular service' for the purpose of these rules.

- (3) All kinds of leave (excluding EOL without medical certificate) duly sanctioned by the competent authority.
- (4) On appointment from one Department to another under the Haryana Government by direct recruitment or otherwise, the past regular satisfactory service where the Pay Structure/ Pay Level as well as **line of service** of both the posts are identical/ same shall be counted. However, under these rules the Government employee shall not be considered until he completes the probation period of the new post satisfactorily. The financial upgradations already availed shall also be kept in view.
For the purpose of the explanation;
"Line of service" means same nature of job profile e.g. appointment from Engineering to Engineering cadre of the post of same pay structure cover under this rule. However, appointment, say from Conductor to Clerk is not covered.
- (5) Benefit of deemed date of appointment/ promotion counted towards seniority.
- (6) The period of service rendered by a Government employee who while working on a regular basis is given adhoc promotion within the prescribed quota and subsequently regularized on the same post, then his period of service of adhoc promotion shall be treated as regular satisfactory service.
- (7) Past regular service rendered by surplus employees of any Department / Boards/ Corporations of Haryana Government declared surplus and subsequently appointed on transfer basis or adjusted in other departments with the benefit of pay protection shall also be counted for the grant of ACP Level; provided the financial upgradations already availed shall also be taken into account.

Regular satisfactory service however, does not include—

- (1) Service rendered on adhoc/contract/ work-charged basis/ daily wages followed by regularization, shall not be counted.
- (2) Past service(s) of an employee on his subsequent appointment by direct recruitment or otherwise to a post of lower or higher pay scale/pay structure. The financial upgradations already availed shall not be taken into account.
- (3) Past service rendered in any other State Government/ Central Government before appointment in any Department of Haryana Government.
- (4) Military service (other than emergency military service counted towards seniority) rendered by an ex-serviceman before his re-employment in civil service.

Note 1.— Resignation from service, to join subsequent appointment shall be a technical formality, if application for the same has been submitted through proper channel.

Note 2.— The regular service defined above shall be deemed to be satisfactory if no departmental or judicial proceedings are pending against the Government employee. There are no adverse remarks about integrity in the Annual Confidential Reports during the period

of regular service.

Explanation 2.—

“Financial Upgradations” for the purpose of these rules shall mean—
any kind of following benefit(s) granted to a Government employee:-

- (1) Grant of 1st, 2nd or 3rd ACP upgradation under HCS (ACP) Rules, 1998 or 2008.
- (2) Promotion from one post to another in the same or higher pay scale with the benefit of next stage or one increment or more in the pay scale of promotional post.
- (3) Promotion while drawing pay in ACP Pay structure at a stage less than minimum of the pay scale or pay band of promotional post where pay is fixed at minimum of pay scale or pay structure of the promotional post with the benefit of equal to or more than one increment
- (4) Promotion before 1st January, 1996 with the benefit of next stage or more while drawing pay in Higher Standard Pay Scale.
- (5) Grant of Higher Standard Pay Scale provided pay was fixed directly from Higher Standard Pay Scale to ACP Pay Scale admissible under HCS (ACP) Rules, 1998.
- (6) Modification of Pay Level from a date after 1st January, 2016.
- (7) Benefit of Stepping up of ACP Scale or ACP Level for whatsoever reason, before or after 1st January, 2016.
- (8) Grant of Selection Grade provided the Government employee was promoted to a post of higher pay scale while drawing pay in Selection Grade of the feeder post.
- (9) Grant of benefit under special entitlement of Haryana Civil Services (Assured Career Progression) Rules, 1998/ 2008, as the case may be.
- (10) Grant of 2nd ACP directly on completion of 16 (sixteen) years or more regular satisfactory service shall be treated as two financial upgradations instead of one.

Benefits not to be treated a financial upgradation:-

- (i) Benefit of additional increment(s) at 11th/22nd stage or on 8/18 years service in Group ‘C’ or ‘D’ post.
- (ii) Grant of selection grade/Higher Standard Scale shall not be financial upgradation if pay has been fixed in functional pay scale at the time of general revision of pay scales.
- (iii) Promotion(s) availed while working on ex-cadre post(s) for a limited period provided the pay of ex-cadre post(s) has not been taken into account at the time of reversion to a cadre post. For example, initial appointment as Clerk, then Clerk to Steno-typist and to Junior Scale

Steno by way of department examinations, thereafter promotion to a post of Assistant with reference to seniority as Clerk, provided neither the pay of Steno-typist nor that of Junior Scale Steno has been taken into account at the time of fixation of pay of Assistant.

8. **Other general conditions of eligibilities of ACP Level.**— The following general conditions shall also be fulfilled by a Government employee for availing benefit of ACP Level :-

- (a) after completing the respective prescribed period for eligibility for the grant of any of 1st, 2nd or 3rd ACP Level the Government employee shall be fit to be promoted to the immediate next higher post only in the functional hierarchy in his cadre, but despite of fitness he could not be functionally promoted due to lack of vacancy or otherwise on the promotional post in the hierarchy to which he is eligible to be promoted;
- (b) if such promotion involved passing of any departmental or other test, acquisition of higher educational qualification, etc., such condition shall also be fulfilled by the Government employee.

Exception.— The condition of educational qualification and departmental test, if any, shall not be applicable to Group D employees while determining the eligibility for ACP Level where there is no promotional post in the hierarchy other than the post for which educational qualification of Matriculation or above is essential.

Note 1.— When a Government employee is not fit for promotion due to departmental/judicial proceedings pending against him or otherwise on the date of eligibility for grant of ACP Level, he shall not be granted the benefit of ACP Level until he is declared fit for promotion, it has also consequential effect on subsequent ACP upgradation.

Note 2.— Where a Government employee is denied for grant of benefit of ACP Level due to departmental

proceedings pending against him, and subsequently another charge sheet is also issued in connection with another case but in the meanwhile if the previous charge sheet is dropped he shall be granted the benefit of ACP Level provided the same is otherwise admissible before the date of issue of subsequent charge sheet.

Note 3.— ACP Level will be granted from the 1st day of the following month in which a Government employée becomes eligible for the same.

Note 4.— Where there is no promotional post in the hierarchy, in such case the ACP Level shall be granted on completion of prescribed regular satisfactory service only.

9. **Responsibility to be discharged etc.—** On placement in the ACP Level, the Government employee shall continue to hold operational duties of his previous post held by him and shall continue to hold the previous designation till such time as he is actually promoted to the higher post on the occurrence of a vacancy.

10. **Consequences of ACP Level etc.—** Placement in the ACP Level shall entitle only financial benefit of drawal of pay and allowances on pay in the ACP Level. The other entitlements including the entitlement generally dependent on the status of the employee shall continue to be determined with reference to his post on which he is working in the substantive or officiating capacity, while drawing pay the ACP Level.

11. **Grant of Assured Career Progression Level.—**

(1) Rule 6, 7 and 8 only prescribe eligibility conditions for placement in the relevant ACP Level and does not authorize automatic placement in ACP Level in which Government employee is eligible to be placed under these rules. The authority competent to grant promotion in case of a Government employee shall be required to pass suitable orders for grant of ACP Level under these rules, authorizing the placement of a Government employee in the appropriate ACP Level.

Before passing such order under rule 6 or 7, the authority competent shall ensure:-

- (a) that if there is a Departmental Promotion Committee, such Committee should consider the cases for grant of ACP Level as if these were cases for determining the suitability for promotion and that its recommendations are considered in the manner as considered in case of functional promotions;
- (b) that the conditions and provisions laid down in these rules or any other order/instructions etc. issued under these rules or otherwise with this purpose, are strictly adhered to;
- (c) that the number of financial up-gradations granted to a Government employee, covered under ACP General Scheme is counted with reference to the pay scale or pay structure of the post to which the Government employee was inducted as a direct recruit fresh entrant. For this purpose, each financial upgradation will be counted as one upgradation. The benefit of ACP shall not be extended to a Government employee under ACP General Scheme if he has already availed three financial upgradations in his career by way of ACP or otherwise;
- (d) that provisions of these rules or any other rules or instructions issued by the Government from time to time have been complied with.

Explanation.—

The "authority competent" for the purpose of this rule shall mean the authority competent to grant promotion to the next promotional post in the hierarchy.

(2) The ACP Level so granted shall be effective from the 1st day of the following month in which a Government employee becomes eligible and not from the date on which the orders are issued by the competent authority, if the orders are issued by the competent authority on a date which is different from the due date of eligibility :

Provided that the Government employee shall draw his pay only after the orders for granting such pay structure are issued by the competent authority

in the relevant ACP Level .

- (3) In case of Government employees who are drawing pay in ACP pay structure on or before the date of notification of these rules, there shall be no need to pass any orders under the provisions of sub-rules (1) and (2) above and they shall be entitled to draw their pay in the ACP Level corresponding to their ACP pay structure in which they are drawing their pay :

Provided that this deemed grant of ACP Level shall not affect his entitlement for revised pay structure in which he shall be placed as a consequence of application of these rules. Such Government employees shall be placed in the appropriate revised ACP Level as per their eligibility under these rules for the purposes of fixation of pay as a consequence of application of these rules.

12. Admissibility of stepping up in certain cases.—

If the service rules provide for or circumstances warrant filling up of a post through direct recruitment as well as through promotion, benefit of stepping up of ACP Level and/or pay shall be admissible to the senior employee appointed by promotion on the same post on which the junior direct recruit Government employee is drawing higher ACP Level. The condition of maximum three financial upgradations shall not be a bar. However, condition of satisfactory record and qualification etc. shall be fulfilled for the purpose of this rule. ACP Level and/or Pay shall be stepped up in the following manner;

- (i) If the Level of Matrix of senior is inferior than that of junior, the Level shall be stepped up;
- (ii) if both Level of Matrix as well as pay are inferior than both Level as well as pay shall be stepped up upto the extent admissible on grant of ACP Level subject to satisfactory record and eligibility.

13. Special entitlement for ACP Level.—

Where a Government employee after promotion from one post to another is drawing pay in the level inferior than his presumptive pay and/or ACP Level which shall have been admissible to him in 1st/2nd/3rd ACP Level had he not been promoted, he shall be granted difference of pay of promotional post and presumptive pay of ACP pay structure and/or change of level to ACP Level as a special entitlement:

Provided that such functional promotion to a post with such inferior pay structure shall not be counted as a financial upgradation for the purposes of these rules.

14. Ceasing of entitlement of ACP Level.—

- (1) A Government employee who foregoes his promotion in the line of hierarchy or seeks reversion on his own accord to feeder post on any ground whatsoever, while drawing pay in—

- (a) 3rd ACP Level, the pay shall be re-fixed in 2nd ACP Level ;
- (b) 2nd ACP Level, the pay shall be re-fixed in the 1st ACP Level ;
- (c) 1st ACP Level, the pay shall be re-fixed in the Functional pay structure,

equal to the presumptive pay which shall have been admissible had he not been granted 3rd/2nd/1st ACP Level , as the case may be.

- (2) If such Government employee becomes ready to accept promotion, in such case the period of service between the date of foregoing promotion/reversion and date of application indicating readiness to accept the promotion, subject to minimum one year, shall be excluded from the regular satisfactory service for the purpose of grant of ACP Level. On assuming the charge of promotional post the pay shall be re-fixed equal to the pay drawn in ACP Pay structure immediately before foregoing promotion or fixation of pay of the promotional post under normal rules, whichever is higher:

Provided that the request for seeking reversion or foregoing promotion once accepted by the competent authority shall not be withdrawn. Once a Government employee has foregone his promotion or sought reversion to a feeder post, such foregoing/ reversion shall remain in force for a minimum period of one year or upto the period he gives in writing to re-consider his name for promotion, whichever is later.

15. ACP Levels of posts.—

The ACP Level (ACPL) for the purpose of these rules shall be as under:—

- (a) The revised ACP Level in case of cadre-specific ACP schemes shall be as mentioned in Part I of Schedule I :
- (b) The revised ACP Level in case of General ACP scheme shall be as specified in Part II of Schedule I :

Provided that in case of the posts for which the functional pay structures have been revised/modified on or before 1st January, 2016, the so revised scales shall be considered as the functional scales of those posts for the purpose of this rule.

16. Drawal of pay in revised ACP Level.—

- (1) Save as otherwise provided in these rules, a Government employee shall draw pay in the revised ACP Level, that is in 1st ACPL or 2nd ACPL or 3rd ACPL, as applicable in his case :

Provided that a Government employee may elect to continue to draw pay in the present pay structure until the date on which he earns his next increment in the present pay structure or until he vacates his post or ceases to draw pay in the present pay structure :

Provided further that in cases where a Government employee has been granted ACP, between 1st day of January, 2016 and the date of notification of these rules may elect to switch over to the revised pay structure from the date of grant of such ACP, 1st July, 2016, as the case may be.

Explanation 1.— The option to retain the present pay structure under the proviso to this rule shall be admissible in respect of only one pay structure.

Explanation 2. — Where an ACP Grade Pay of a post has been upgraded by way of merger, the employee granted ACP Pay Structure of such post, between the period from 1st January, 2016 and the date of notification, may opt for revised pay structure from a date of grant of ACP Pay Structure or 1st July, 2016 but in that case the existing basic pay admissible on the date of option in the ACP pay structure as on 31st December, 2015 of the post shall be taken into account for the purpose of fixation of pay in the revised ACP pay structure.

Explanation 3. — The aforesaid option shall not be admissible to any person granted ACP for the first time on or after the 1st day of January, 2016, and he shall be allowed pay only in the revised pay structure.

17. Exercise of option.—

- (1) The option under the provisos to rule 16 shall be exercised in writing in the form appended to these rules so as to reach the authority mentioned in sub-rule (2) within three months from—
 - (a) the date of notification of these rules; or
 - (b) the date where revision in the pay structure and/or re-fixation of pay with retrospective effect is made by any order subsequent to the date of notification of these rules;

Provided that—

- (i) in the case of a Government employee who is, on the date of such notification or, as the case may be, date of such order, out of India either on leave or deputation or 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 taking charge

of his post in India; and

(ii) where a Government employee is under suspension on the 1st day of January, 2016, the option may be exercised within three months of the date of his return to his duty if that date is later than the date prescribed in this sub-rule.

(2) The option shall be intimated by the Government employee to the Head of his office alongwith an undertaking, in the form appended to these rules.

(3) If the intimation regarding option is not received within the time mentioned in sub-rule (1), the Government employee shall be deemed to have elected to be governed by the revised ACP pay structure w.e.f. the 1st day of January, 2016.

(4) The option once exercised shall be final.

Note 1.— Persons whose services were terminated on or after the 1st January, 2016, and who could not exercise the option within the prescribed time limit, on account of death, discharge on the expiry of the sanctioned post, resignation, dismissal or removal on account of disciplinary proceeding, shall be entitled to exercise option under sub-rule (1).

Note 2.— Persons who have died on or after the 1st day of January, 2016, and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1st day of January, 2016, or such later date as is most beneficial to their dependents, if the revised pay structure is more favorable and in such cases, necessary action for payment of arrears should be taken by the Head of Office.

Note 3.— Persons who were on earned leave or any other leave on 1st day of January, 2016 which entitled them to leave salary shall be entitled to exercise option under sub-rule (1).

18. Fixation of pay in the revised ACP pay structure.—

The pay of a Government employee who elects or is deemed to have elected under rule 17 to be governed by the revised ACP pay structure on and from the 1st day of January, 2016, shall be fixed in the following manner namely:-

(a) In the case of all employees covered under ACP Schemes—

(i) The pay in the applicable ACP Level in the Pay Matrix shall be the pay obtained by multiplying the existing basic pay by a factor of 2.57, rounded off to the nearest rupee and the figure so arrived at will be located in that ACP Level and if such an identical figure corresponds to any Cell in the applicable ACP Level, the same shall be the pay, and

(ii) If no such Cell is available in the applicable ACP Level, the pay shall be fixed at the immediate next higher Cell in that applicable ACP Level. If the minimum of the revised ACP Level is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum of the revised ACP Level;

Where a Government employee has been granted ACP between the period from 1st January, 2016 and the date of notification, to a post the Grade Pay of which has been merged with higher grade pay or upgraded, opt for revised pay structure from a date later than 1st January, 2016 but in their case the pay structure as on 31st December, 2015 of the post held by them on the date of option shall be taken into account.

(b) in the case of employees who are in receipt of special pay/allowance in addition to pay in the present scale which has been recommended for replacement by a pay band and grade pay without any special pay/allowance, pay shall be fixed in the revised pay structure in accordance with the provisions of (a) above :

(c) in the case of employees who are in receipt of special pay component with any other nomenclature in addition to pay in the present scales, such as personal pay for promoting small family norms, etc., and in whose case the same has been replaced in the revised structure with corresponding allowance/pay at the same rate or at a different rate, the pay in the revised structure shall be fixed in accordance with the provisions of clause (a) above. In such cases, the allowance at the new rate as recommended shall be drawn in addition to pay in the revised structure of pay from the date specified in the relevant notifications related to these allowances;

(d) In the case of Medical Officers in respect of whom Non-Practicing Allowance (NPA) is admissible, the pay in the revised ACP pay structure shall be fixed in the following manner; namely:-

- (i) The existing basic pay shall be multiplied by a factor of 2.57 and the figure so arrived at shall be added to by an amount equivalent to Dearness Allowance on the pre-revised Non-Practicing Allowance admissible as on 1st day of January, 2016. The figure so arrived at will be located in the ACP Level and if such an identical figure corresponds to any Cell in the applicable ACP level, 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.
- (ii) The pay so fixed under sub-clause (i) shall be added by the pre-revised Non Practicing Allowance admissible on the existing basic pay until further decision on the revised rates of Non Practicing Allowance.

Note 1.— A Government employee who is on leave including Study Leave on the 1st day of January, 2016, and is entitled to leave salary shall be entitled to pay in the revised ACP pay structure from 1st day of January, 2016 or the date of option for the revised pay structure.

Note 2.— In case of Government employee under suspension, he shall continue to draw subsistence allowance based on existing pay structure and his pay in the revised ACP pay structure will be subject to final order on the pending disciplinary proceedings or otherwise a final order, as the case may be.

Note 3.— Where the 'existing emoluments' exceed the revised emoluments in the case of any Government employee, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

Note 4.— Where a Government employee is in receipt of personal pay immediately before the date of notification of these rules, which together with his existing emoluments exceed the revised emoluments, then the difference representing such excess shall be allowed to such Government employee as personal pay to be absorbed in future increase in pay.

Note 5.— (a) Where in the fixation of pay under this rule, the pay of a Government employee, who, in the existing ACP pay structure was drawing immediately before the 1st day of January, 2016, more pay than another Government employee junior to him in the same cadre, gets fixed in the revised ACP pay structure in a cell lower than that of such junior, his pay shall be stepped up to the same cell in the revised pay structure as that of the junior.

(b) In case where a senior Government employee granted ACP pay structure before the 1st day of January, 2016, draws less pay in the revised ACP pay structure than his junior who is granted ACP level on or after the 1st day of January, 2016, the pay of the senior Government employee should be stepped up to an amount equal to the pay in the ACP pay structure as fixed for his junior. The stepping up should be done with effect from the date of grant of ACP level to the junior Government employee.

The stepping up under (a) and (b) above shall be done subject to the fulfillment of the following conditions, namely:-

- (i) both the junior and the senior Government employees should belong to the same cadre and the ACP pay structure should be identical;
- (ii) the present pay structure and the revised ACP pay structure of the lower and higher posts in which they are entitled to draw pay should be the same;
- (iii) the senior Government employee at the time he moved into 1st, 2nd or 3rd ACP, as the case may be, should have been drawing equal or more pay than that of the junior;
- (iv) the anomaly is directly as a result of the application of the provisions of Civil Services Rules or any other rule or order regulating pay fixation on such

promotion in the revised pay structure:

Provided that if the junior officer was drawing more pay in the present pay structure than senior by virtue of any advance increment(s) or otherwise granted to him on a personal measure, the provisions of this sub-rule shall not be invoked to step up the pay of the senior officer.

- (c) The order relating to re-fixation of the pay of the senior officer in accordance with clause (a) and (b) shall be issued under the Haryana Civil Services Rules and the senior officer shall be entitled to the next increment on completion of his required qualifying service with effect from the date of re-fixation of pay.

Note.— The placement in the first, second or third ACP Level, as the case may be, does not amount to a functional promotion but the benefit of one increment @ 3% (three percent) is admissible in the ACP Level. On promotion from one post to another of higher level while drawing pay in ACP Pay structure the benefit of one increment of promotion shall also be admissible, however, such benefit of promotion shall not be admissible where the level of promotional post is identical to or lower than the ACP Level in which the Government employee is drawing his pay before promotion.

19. Date of next increment in the revised ACP pay structure.—

- (1) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July:

Provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of grant of ACP upgradation.

Provided further that a Government employee who does not complete six months qualifying service before the date of normal increment due on 1st July or 1st January, as the case may be, his date of next increment shall be changed to 1st January or 1st July and shall be granted subject to admissibility.

- (2) The increment in respect of an employee on grant of financial upgradation during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee on grant of financial upgradation during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

(a) In case of an employee granted ACP during the period between the 2nd day of July, 2016 and the 1st day of January, 2017, the first increment shall accrue on the 1st day of July, 2017 and thereafter it shall accrue after one year on annual basis.

(b) In case of an employee granted ACP during the period between 2nd day of January, 2016 and 1st day of July, 2016, who did not draw any increment on 1st day of July, 2016, the next increment shall accrue on 1st day of January, 2017 and thereafter it shall accrue after one year on annual basis:

Provided that in the case of employees whose pay in the revised ACP pay structure has been fixed as on 1st day of January, the next increment in the Level in which the pay was so fixed as on 1st day of January, 2016 shall accrue on 1st day of July, 2016:

Provided further that the next increment after drawal of increment on 1st day of July, 2016 shall accrue on 1st day of July, 2017.

20. Fixation of pay from a date subsequent to the 1st day of January, 2016.—

Where a Government employee continues to draw his pay in the present pay structure is brought over to the revised pay structure from a date later than the 1st day of January, 2016, his pay from the later date in the revised pay structure shall be fixed in accordance with clause (A) of sub-rule (1) of rule 18.

21. Fixation of pay on placing in ACP Level on or after 01.01.2016.—

- (1) In the case of moving from one level to another in the revised ACP Level, the fixation shall be done as follows:—

One increment shall be added in the Cell of the Level of Government employee in which he is drawing pay immediate before the grant of ACP level and he shall be placed at a Cell equal to the figure so arrived at in the ACP Level and if no such Cell is available in the ACP Level, he shall be placed at the next higher Cell in that ACP Level.

On enhancement in presumptive pay of previous level due to increment or otherwise while drawing pay in the ACP Level, the pay of present level shall be re-fixed as if the incumbent has been granted ACP Level on the date of such enhancement, if it is advantageous to him, as provided in rule 4.14 (2) of Punjab Civil Services Rules Volume-I Part-I, applicable prior to 19th July 2016 and rule 21 of Haryana Civil Services (Pay) Rules 2016, applicable from the 19th July, 2016.

22. Mode of payment of arrears of pay.—

The arrears shall be paid in cash preferably during the current financial year 2016-17.

Explanation.— For the purposes of this rule;

- (a) "arrears of pay" in relation to a Government employee means the difference between:
- (i) the aggregate of the pay and dearness allowance to which he is entitled on account of the revision of his pay under these rules, for the period effective from the 1st day of January, 2016; and
 - (ii) the aggregate of the pay and dearness allowance to which he would have been entitled (whether such pay and dearness allowance had been received or not) for that period had his pay and allowances not been so revised;
- (b) The Interim Relief ₹ 2,000/- (Two thousand rupees only) per month paid to Group C and D employees is discontinued from 1st January, 2016 and the same paid from 1st January, 2016 onwards shall be recovered from them.
- (c) The Risk Allowance of Rs. 5,000/- (Five Thousand rupees only) per month granted to the personnel of Haryana Police and Prisons Department Haryana vide instructions dated 19th December, 2013 shall be continued till such time as may be separately ordered by the Government.

23. Overriding effect of rules.—

The provisions of Civil Services Rules or any other rules made in this regard shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules to the extent they are inconsistent with these rules.

24. Power of relax.—

Where the Government is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

Note.— The relaxation so granted under this rule shall be deemed to have been given depending upon the merit of such class and categories of Government employees and therefore, shall not amount to any discrimination with other class and categories of Government employees.

25. **Power to make addition or deletion etc.—**

Where the Government is satisfied that there is a necessity to make additions or delete any class or categories of posts or change the designations and structure of pay either permanently or temporarily in the Schedules of these rules, the Government shall be competent to add or delete or change such conditions. The provisions of these rules shall apply on such additions or deletions or changes, as the Government may direct by specific orders or in the absence of that, all the provisions of these rules shall apply as if the changes were made.

26. **Interpretation.—**

If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Finance Department through Administrative Department concerned.

27. **Residuary provisions.—**

In the event of any general or special circumstance which is not covered under these rules or about which certain inconsistency comes to the notice, the matter shall be referred to the Government and Government shall prescribe the conditions to be followed under such circumstances. Such conditions as prescribed by the Government shall be deemed to be part of these rules. Further, if the Government is satisfied that there is a requirement to prescribe certain additional conditions under these rules, the Government shall prescribe such conditions and such additional conditions as prescribed by the Government under this rule shall be deemed to be the part of these rules.

-104-

Schedule-A

| Pay Band | -IS, 4440-7440 | PB-1, 5200-20200 | | | | | | | | | | PB-2, 9300-34800 | | | | | | | | | | PB-3, 15600-39100 | | | | | | | | | | PB-4, 37400-67000 | | | | | | | | | | 67000-79000 (HAG) |
|---------------------------|------------------------------------|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------------------|-------|-------|-------|-------|-------|-------|--------|--------|--------|-------------------|--------|--------|--------|-------|-------|-------|-------|-------|-------|-------------------|--|--|--|--|--|--|--|--|--|-------------------|
| GP | GP-1300 & 1400 merged with GP-1650 | 1800 | 1900 | 2000 | 2400 | 2800 | 3200 | 3600 | 4000 | 4200 | 4600 | 4800 | 5400 | 6000 | 6400 | 6600 | 7600 | 8000 | 8700 | 8800 | 8900 | 9500 | 9800 | 10000 | 46100 | 46200 | 46300 | 46800 | 47200 | 47400 | 67000 | | | | | | | | | | | |
| Entry Pay (pay in PB +GP) | 6580 | 7000 | 7730 | 8460 | 9910 | 11360 | 12500 | 12900 | 13300 | 13500 | 17140 | 18150 | 20280 | 24600 | 25000 | 25350 | 29500 | 33110 | 46100 | 46200 | 46300 | 46800 | 47200 | 47400 | 67000 | | | | | | | | | | | | | | | | | |
| Index | 2.57 | 2.57 | 2.57 | 2.57 | 2.57 | 2.57 | 2.57 | 2.57 | 2.57 | 2.62 | 2.62 | 2.62 | 2.62 | 2.67 | 2.67 | 2.67 | 2.67 | 2.67 | 2.57 | 2.57 | 2.67 | 2.67 | 2.67 | 2.72 | 2.72 | | | | | | | | | | | | | | | | | |
| level | DL** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | | | | | | | | | | | | | |
| 1 | 16900 | 18000 | 19800 | 21700 | 25500 | 29200 | 32100 | 33200 | 34200 | 35400 | 44900 | 47600 | 53100 | 65700 | 66800 | 67700 | 78800 | 88400 | 118500 | 118700 | 123600 | 125200 | 126000 | 128900 | 182200 | | | | | | | | | | | | | | | | | |
| 2 | 17400 | 18500 | 20500 | 22400 | 26300 | 30100 | 33100 | 34200 | 35200 | 36500 | 46200 | 49000 | 54700 | 67700 | 69800 | 69700 | 81200 | 91100 | 122100 | 122300 | 127300 | 129000 | 129800 | 132800 | 187700 | | | | | | | | | | | | | | | | | |
| 3 | 17900 | 19100 | 21100 | 23100 | 27100 | 31000 | 34100 | 35200 | 36300 | 37600 | 47600 | 50500 | 56300 | 69700 | 70900 | 71800 | 83600 | 93800 | 125500 | 126000 | 131100 | 132900 | 133700 | 136800 | 193300 | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 4 | 18400 | 19700 | 21700 | 23800 | 27900 | 31900 | 35100 | 36300 | 37400 | 38700 | 49000 | 52000 | 58000 | 71800 | 73000 | 74000 | 86100 | 96600 | 129600 | 129800 | 135000 | 136800 | 137700 | 140900 | 198100 |
| 5 | 19000 | 20300 | 22400 | 24500 | 28700 | 32900 | 36200 | 37400 | 38500 | 39900 | 50500 | 53600 | 59700 | 74000 | 75200 | 76200 | 88700 | 99500 | 133500 | 133700 | 139100 | 141000 | 141800 | 145100 | 205100 |
| 6 | 19600 | 20900 | 23100 | 25200 | 29600 | 33900 | 37300 | 38500 | 39700 | 41100 | 52000 | 55200 | 61500 | 76200 | 77500 | 78500 | 91400 | 102500 | 137500 | 137700 | 143300 | 145200 | 146100 | 149500 | 211300 |
| 7 | 20200 | 21500 | 23800 | 26000 | 30500 | 34900 | 38400 | 39700 | 40900 | 42300 | 53600 | 56900 | 63300 | 78500 | 79800 | 80900 | 94100 | 105600 | 141600 | 141800 | 147600 | 149600 | 150500 | 154000 | 217600 |
| 8 | 20800 | 22100 | 24500 | 26800 | 31400 | 35900 | 39600 | 40900 | 42100 | 43600 | 55200 | 58600 | 65200 | 80900 | 82200 | 83300 | 96900 | 108800 | 145800 | 146100 | 152000 | 154100 | 155000 | 158600 | 224100 |
| 9 | 21400 | 22800 | 25200 | 27600 | 32300 | 37000 | 40800 | 42100 | 43400 | 44900 | 56900 | 60400 | 67200 | 83300 | 84700 | 85800 | 99800 | 112100 | 150200 | 150500 | 156800 | 158700 | 159700 | 163400 | |
| 10 | 22000 | 23500 | 26000 | 28400 | 33300 | 38100 | 42000 | 43400 | 44700 | 46200 | 58600 | 62200 | 69200 | 85800 | 87200 | 88400 | 102800 | 115500 | 154700 | 155000 | 161300 | 163500 | 164500 | 168300 | |
| 11 | 22700 | 24200 | 26800 | 29300 | 34300 | 39200 | 43300 | 44700 | 46000 | 47600 | 60400 | 64100 | 71300 | 88400 | 89800 | 91100 | 105900 | 119000 | 159300 | 159700 | 166100 | 168400 | 169400 | 173300 | |
| 12 | 23400 | 24900 | 27600 | 30200 | 35300 | 40400 | 44600 | 46000 | 47400 | 49000 | 62200 | 66000 | 73400 | 91100 | 92500 | 93800 | 109100 | 122600 | 164100 | 164500 | 171100 | 173500 | 174500 | 178500 | |
| 13 | 24100 | 25600 | 28400 | 31100 | 36400 | 41600 | 45900 | 47400 | 48800 | 50500 | 64100 | 68000 | 75600 | 93800 | 95300 | 96600 | 112400 | 126300 | 169000 | 169400 | 176200 | 178700 | 179700 | 183900 | |
| 14 | 24800 | 26400 | 29300 | 32000 | 37500 | 42800 | 47300 | 48800 | 50300 | 52000 | 66000 | 70000 | 77900 | 96600 | 98200 | 99500 | 115800 | 130100 | 174100 | 174500 | 181600 | 184100 | 185100 | 189400 | |
| 15 | 25500 | 27200 | 30200 | 33000 | 38600 | 44100 | 48700 | 50300 | 51800 | 53600 | 68000 | 72100 | 80200 | 99500 | 101100 | 102500 | 119300 | 134000 | 179300 | 179700 | 186900 | 189600 | 190700 | 195100 | |
| 16 | 26300 | 28000 | 31100 | 34000 | 39800 | 45400 | 50200 | 51800 | 53400 | 55200 | 70000 | 74300 | 82600 | 102500 | 104100 | 105600 | 122900 | 138000 | 184700 | 185100 | 192500 | 195300 | 196400 | 201000 | |
| 17 | 27100 | 28800 | 32000 | 35000 | 41000 | 46800 | 51700 | 53400 | 55000 | 56900 | 72100 | 76500 | 85100 | 105600 | 107200 | 108800 | 126600 | 142100 | 190200 | 190700 | 198300 | 201200 | 202300 | 207000 | |
| 18 | 27900 | 29700 | 33000 | 36100 | 42200 | 48200 | 53300 | 55000 | 56700 | 58600 | 74300 | 78800 | 87700 | 108800 | 110400 | 112100 | 130400 | 148400 | 195900 | 196400 | 204200 | 207200 | 208400 | 213200 | |
| 19 | 28700 | 30600 | 34000 | 37200 | 43500 | 49600 | 54800 | 56700 | 58400 | 60400 | 76500 | 81200 | 90300 | 112100 | 113700 | 115500 | 134300 | 150800 | 201800 | 202300 | 210300 | 213400 | 214700 | 219600 | |

| | | | | | | | | | | | | | | | | | | | | |
|----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 20 | 29600 | 31500 | 35000 | 38300 | 44800 | 51100 | 56500 | 58400 | 60200 | 62200 | 78800 | 83600 | 93000 | 115500 | 117100 | 119000 | 138300 | 155300 | 207900 | 208400 |
| 21 | 30500 | 32400 | 36100 | 39400 | 46100 | 52600 | 58200 | 60200 | 62000 | 64100 | 81200 | 86100 | 95800 | 119000 | 120600 | 122600 | 142400 | 160000 | | |
| 22 | 31400 | 33400 | 37200 | 40600 | 47500 | 54200 | 59900 | 62000 | 63900 | 66000 | 83600 | 88700 | 98700 | 122800 | 124200 | 126300 | 146700 | 164800 | | |
| 23 | 32300 | 34400 | 38300 | 41800 | 48900 | 55800 | 61700 | 63900 | 65800 | 68000 | 86100 | 91400 | 101700 | 126300 | 127900 | 130100 | 151100 | 169700 | | |
| 24 | 33300 | 35400 | 39400 | 43100 | 50400 | 57500 | 63600 | 65800 | 67800 | 70000 | 88700 | 94100 | 104800 | 130100 | 131700 | 134000 | 155600 | 174800 | | |
| 25 | 34300 | 36500 | 40600 | 44400 | 51900 | 59200 | 65500 | 67800 | 69800 | 72100 | 91400 | 96900 | 107900 | 134000 | 135700 | 138000 | 160300 | 180000 | | |
| 26 | 35300 | 37600 | 41800 | 45700 | 53500 | 61000 | 67500 | 69800 | 71900 | 74300 | 94100 | 99800 | 111100 | 138000 | 139800 | 142100 | 165100 | 185400 | | |
| 27 | 36400 | 38700 | 43100 | 47100 | 55100 | 62800 | 69500 | 71900 | 74100 | 76500 | 96900 | 102800 | 114400 | 142100 | 144000 | 146400 | 170100 | 191000 | | |
| 28 | 37500 | 39900 | 44400 | 48500 | 56800 | 64700 | 71600 | 74100 | 76300 | 78800 | 99800 | 105900 | 117800 | 146400 | 148300 | 150600 | 175200 | 196700 | | |
| 29 | 38600 | 41100 | 45700 | 50000 | 58500 | 66600 | 73700 | 76300 | 78600 | 81200 | 102800 | 109100 | 121300 | 150800 | 152700 | 155300 | 180500 | 202600 | | |
| 30 | 39800 | 42300 | 47100 | 51500 | 60300 | 68600 | 75900 | 78600 | 81000 | 83600 | 105900 | 112400 | 124900 | 155300 | 157300 | 160000 | 185900 | | | |
| 31 | 41000 | 43600 | 48500 | 53000 | 62100 | 70700 | 78200 | 81000 | 83400 | 86100 | 109100 | 115800 | 128600 | 160000 | 162000 | 164800 | 191500 | | | |
| 32 | 42200 | 44900 | 50000 | 54600 | 64000 | 72800 | 80500 | 83400 | 85900 | 88700 | 112400 | 119300 | 132500 | 164800 | 166900 | 169700 | 197200 | | | |
| 33 | 43500 | 46200 | 51500 | 56200 | 65900 | 75000 | 82900 | 85900 | 88500 | 91400 | 115800 | 122900 | 136500 | 169700 | 171900 | 174800 | | | | |
| 34 | 44800 | 47600 | 53000 | 57900 | 67900 | 77300 | 85400 | 88500 | 91200 | 94100 | 119300 | 126600 | 140600 | 174800 | 177100 | 180000 | | | | |
| 35 | 46100 | 49000 | 54600 | 59600 | 69900 | 79600 | 88000 | 91200 | 93900 | 96900 | 122900 | 130400 | 144800 | 180000 | 182400 | 185400 | | | | |

-108-

Schedule I

PART - I

Cadre Specific ACP Scheme

(in ₹)

| Sr. No | Name of the Post/ Cadre | Existing ACP pay structure | | | Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹) |
|--------|---|--|----------|------------------|--|
| | | Pay Band | Pay Band | Grade Pay (₹) | Level of Pay Matrix and First Cell in the applicable level |
| 1 | 2 | 3 | | | 4 |
| 1 | HCS Executive Services (Ex. Br.) | (i) 15600-39100 (entry level pay band) | PB-3 | 5400 | FPL-10 (56100) |
| | | (ii) 15600-39100 (after 5 years of regular satisfactory service) | PB-3 | 6000 | ACPL -13 (65700) |
| | | (iii) 15600-39100 (after 10 years of regular satisfactory service limited to 30% of the cadre post) | PB-3 | 7600 | ACPL-16 (78800) |
| | | (iv) 37400-67000 (after 15 years of regular satisfactory service limited to 20% of the cadre post) | PB-4 | 8700 | ACPL-18 (118500) |
| 2 | HPS (Deputy Superintendent of Police) | (i) 9300-34800 (entry pay band) | PB-2 | 5400 | FPL -9 (53100) |
| | | (ii) 15600-39100 (after 5 years of regular satisfactory service) | PB-3 | 6000 | ACPL -13 (65700) |
| | | (iii) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post) | PB-3 | 7600 | ACPL -16 (78800) |
| | | (iv) 37400-67000 (For those who have completed 17 years of regular satisfactory services in the cadre limited to 10% of the cadre post assuming pre revised upgradation to 14300-18300 on completion of 17 years of regular satisfactory service) | PB-4 | 8700 | ACPL -18 (118500) |

| Sr. No | Name of the Post/ Cadre | Existing ACP pay structure | | | Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹) |
|--------|--|--|----------|------------------|--|
| | | Pay Band | Pay Band | Grade Pay (₹) | Level of Pay Matrix and First Cell in the applicable level |
| 1 | 2 | 3 | | | 4 |
| 3 | Excise and Taxation Officer | (i) 9300-34800 (entry pay band) | PB-2 | 5400 | FPL -9 (53100) |
| | | (ii) 15600-39100 (Sr. Scale) (after 7 years of regular satisfactory service) | PB-3 | 6000 | ACPL -13 (65700) |
| | | (iii) 15600-39100 (Selection Grade) (after 12 years of regular satisfactory service limited to 20% of the cadre post) | PB-3 | 7600 | ACPL -16 (78800) |
| | | (iv) 37400-67000 (Super time Scale) (For those who have completed 17.years of regular satisfactory services in the cadre limited to 10% of the cadre post) | PB-4 | 8700 | ACPL -18 (118500) |
| 4 | Haryana Civil Medical Services | | | | |
| | (i) Medical Officers | (a) 15600-39100 (entry pay band) | PB-3 | 5400 | FPL-10 (56100) |
| | | (b) 15600-39100 (after 5 years of regular satisfactory service in the cadre) | PB-3 | 6000 | ACPL -13 (65700) |
| | | (c) 15600-39100 (after 10 years of regular satisfactory service). | PB-3 | 7600 | ACPL -16 (78800) |
| | | (d) 37400-67000 (after 15 years of regular satisfactory service). | PB-4 | 8700 | ACPL -18 (118500) |
| | (ii) SMOs/ Medical Supdts/ Dy. Directors/ District Programme Officers | (a) 15600-39100 | PB-3 | 7600 | FPL- 12 (78800) |
| | | (b) 37400-67000 (After 3 years of regular satisfactory service as SMO). | PB-4 | 8700 | ACPL -18 (118500) |

| Sr. No | Name of the Post/ Cadre | Existing ACP pay structure | | | Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹) |
|--------|--|---|----------|---------------|--|
| | | Pay Band | Pay Band | Grade Pay (₹) | Level of Pay Matrix and First Cell in the applicable level |
| 1 | 2 | 3 | | | 4 |
| 5 | Haryana Dental Services | | | | |
| | (i) Dental Surgeon | (a) 9300-34800 (entry pay band) | PB-2 | 5400 | FPL- -9 (53100) |
| | | (b) 15600-39100 (after 5 years of regular satisfactory service in the cadre) | PB-3 | 6000 | ACPL -13 (65700) |
| | | (c) 15600-39100 (after 11 years of regular satisfactory service limited to 25% of the cadre post) | PB-3 | 7600 | ACPL -16 (78800) |
| | | (d) 37400-67000 (After 17 years of regular satisfactory service limited to 20% of the cadre post). | PB-4 | 8700 | ACPL -18 (118500) |
| | (ii) Senior Dental Surgeon | (a) 15600-39100 (entry pay band) | PB-3 | 7600 | FPL-12 (78800) |
| | | (b) 37400-67000 (After 17 years of regular satisfactory service as DS and above and after 6 years as SDS to the Direct SDS's). | PB-4 | 8700 | ACPL -18 (118500) |
| | | | | | |
| 6 | Ayush Doctors | | | | |
| | AMO/ HMO/ UMO/ DAO/ Asstt. Director | (a) 9300-34800 (entry pay structure of AMO/ HMO/ UMO) | PB-2 | 4800 | FPL-8 (47600) |
| | | (b) 9300-34800 (after 7 years of regular satisfactory service as AMO/ HMO/ UMO) | PB-2 | 5400 | ACPL -12 (53100) |
| | | 9300-34800 (entry pay structure of DAO) | PB-2 | 5400 | FPL-9 (53100) |
| | | (c) 15600-39100 (after 5 years of regular satisfactory service in GP ₹ 5400 (12 years as AMO/ HMO/ UMO or 5 years as | PB-3 | 6000 | ACPL -13 (65700) |

| Sr. No | Name of the Post/ Cadre | Existing ACP pay structure | | | Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹) |
|--------|---|---|----------|----------------------------|--|
| | | Pay Band | Pay Band | Grade Pay (₹) | Level of Pay Matrix and First Cell in the applicable level |
| 1 | 2 | 3 | | | 4 |
| | | DAO) limited to 20% of the cadre post of AMO/ HMO/ UMO/ DAO) | | | |
| | | 15600-39100 (Entry pay structure of Asstt. Director) | PB-3 | 6000 (merged with 6600) | FPL-11 (67700) |
| | | (d) 15600-39100 (after 8 years of regular satisfactory service in GP ₹ 6000 (20 years as AMO/ HMO/ UMO or 13 years as DAO or 8 years service as Asstt. Director) limited to 20% of the cadre post of AMO/ HMO/ UMO/ DAO) | PB-3 | 7600 | ACPL -16 (78800) |
| 7 | Haryana Veterinary Services | | | | |
| | Veterinary Surgeons/ SDO (AH)/ Deputy Director | (a) 9300-34800 (Entry pay band for Veterinary Surgeon (Group-B)) | PB-2 | 5400 | FPL- -9 (53100) |
| | | 15600-39100 (Entry pay band for SDO (AH) (Group-A)) | PB-3 | 5400 | FPL -10 (56100) |
| | | (b) 15600-39100 (After 5 years of regular satisfactory service after entry as Veterinary Surgeons/ SDO (AH)) | PB-3 | 6000 | ACPL -13 (65700) |
| | | 15600-39100 Deputy Director (entry pay band) | PB-3 | 6000 (merged with 6600) | FPL-11 (67700) |
| | | (c) 15600-39100 (After 11 years of regular satisfactory service after entry as Veterinary Surgeons/ SDO (AH) and limited to 25% of the total cadre posts in the categories of Veterinary Surgeons/ SDO (AH)/ Deputy Director). | PB-3 | 7600 | ACPL -16 (78800) |

| Sr. No | Name of the Post/ Cadre | Existing ACP pay structure | | | Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹) |
|--------|---|--|----------|-------------------------|--|
| | | Pay Band | Pay Band | Grade Pay (₹) | Level of Pay Matrix and First Cell in the applicable level |
| 1 | 2 | 3 | | | 4 |
| | | (d) 37400-67000 (After 17 years of regular satisfactory service after entry as Veterinary Surgeon/ SDO (AH) and limited to 20% of the total cadre posts in the categories of Veterinary Surgeons/ SDO (AH)/ Deputy Director). | PB-4 | 8700 | ACPL -18 (118500) |
| 8 | Haryana Engineering Services | | | | |
| | (i) SDEs/AEs/AEEs/ XENs/ SEs in three wings of PWDs (B&R, Irrigation and Public Health) | (a) 9300-34800 (Entry pay scale for AE/ SDE (Group-B) in three wings of PWDs) | PB-2 | 5400 | FPL-9 (53100) |
| | | 15600-39100 (Entry pay scale for AEE (Group-A) in three wings of PWDs) | PB-3 | 5400 | FPL -10 (56100) |
| | | (b) 15600-39100 (After 5 years of regular satisfactory service after entry as SDE/ AE/ AEE) | PB-3 | 6000 | ACPL -13 (65700) |
| | | 15600-39100 XEN (entry pay band) | PB-3 | 6000 (merged with 6600) | FPL-11 (67700) |
| | | (c) 15600-39100 (After 11 years of regular satisfactory service after entry as SDE/ AE/ AEE and limited to 25% of the total cadre posts in the categories of SDEs/ AEs, AEEs, XENs and SEs). | PB-3 | 7600 | ACPL -16 (78800) |
| | | (d) 37400-67000 (After 17 years of regular satisfactory service after entry as SDE and limited to 20% of the total cadre posts in the categories of SDEs/ AEs, AEEs, XENs and SEs). | PB-4 | 8700 | ACPL -18 (118500) |

| Sr. No | Name of the Post/ Cadre | Existing ACP pay structure | | | Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹) |
|--------|--|---|----------|-------------------------|--|
| | | Pay Band | Pay Band | Grade Pay (₹) | Level of Pay Matrix and First Cell in the applicable level |
| 1 | 2 | 3 | | | 4 |
| | (ii) SDEs/ XENs/ SEs in Panchayati Raj Department (Engineering Wing) | (a) 9300-34800 (Entry pay scale for SDE (Group-B) in Panchayati Raj Department) | PB-2 | 5400 | FPL-9 (53100) |
| | | (b) 15600-39100 (After 5 years of regular satisfactory service after entry as SDE) | PB-3 | 6000 | ACPL -13 (65700) |
| | | 15600-39100 XEN (entry pay band) | PB-3 | 6000 (merged with 6600) | FPL-11 (67700) |
| | | (c) 15600-39100 (After 11 years of regular satisfactory service after entry as SDE and limited to 25% of the total cadre posts in the categories of SDEs/ XENs and SEs). | PB-3 | 7600 | ACPL -16 (78800) |
| | | (d) 37400-67000 (After 17 years of regular satisfactory service after entry as SDE and limited to 20% of the total cadre posts in the categories of SDEs/ XENs and SEs). | PB-4 | 8700 | ACPL -18 (118500) |
| 9. | Architect Department | | | | |
| | Assistant Architect/ Architect/ Sr. Architect in Chief Architect Deptt | (a) 9300-34800 (Entry pay scale for Assistant Architect) | PB-2 | 5400 | FPL-9 (53100) |
| | | (b) 15600-39100 (After 5 years of regular satisfactory service after entry as Assistant Architect) | PB-3 | 6000 | ACPL -13 (65700) |
| | | 15600-39100 Architect (entry pay band) | PB-3 | 6000 (merged with 6600) | FPL-11 (67700) |

| Sr. No | Name of the Post/ Cadre | Existing ACP pay structure | | | Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹) |
|------------|---|--|----------|-------------------------|--|
| | | Pay Band | Pay Band | Grade Pay (₹) | Level of Pay Matrix and First Cell in the applicable level |
| 1 | 2 | 3 | | | 4 |
| | | (c) 15600-39100 (After 11 years of regular satisfactory service after entry as Assistant Architect and limited to 25% of the total cadre posts in the categories of Assistant Architect/ Architect/ Sr. Architect). | PB-3 | 7600 | ACPL -16 (78800) |
| | | (d) 37400-67000 (After 17 years of regular satisfactory service after entry as Assistant Architect and limited to 20% of the total cadre posts in the categories of Assistant Architect/ Architect/ Sr. Architect). | PB-4 | 8700 | ACPL -18 (118500) |
| 10. | Town & Country Planning Department | | | | |
| | ATP/ DTP/ STP in Town and Country Planning Deptt | (a) 15600-39100 (Entry pay scale for ATP (Group-A) in Town and Country Planning Deptt) | PB-3 | 5400 | FPL-10 (56100) |
| | | (b) 15600-39100 (After 5 years of regular satisfactory service after entry as ATP) | PB-3 | 6000 | ACPL -13 (65700) |
| | | 15600-39100 DTP (entry pay band) | PB-3 | 6000 (merged with 6600) | FPL-11 (67700) |
| | | (c) 15600-39100 (After 11 years of regular satisfactory service after entry as ATP and limited to 25% of the total cadre posts in the categories of ATP, DTP and STP). | PB-3 | 7600 | ACPL -16 (78800) |
| | | (d) 37400-67000 (After 17 years of regular satisfactory service after entry as ATP and limited to 20% of the total cadre posts in the categories of ATP, DTP and STP). | PB-4 | 8700 | ACPL -18 (118500) |

| Sr. No | Name of the Post/ Cadre | Existing ACP pay structure | | | Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹) |
|------------|--|--|----------|------------------|--|
| | | Pay Band | Pay Band | Grade Pay (₹) | Level of Pay Matrix and First Cell in the applicable level |
| 1 | 2 | 3 | | | 4 |
| 11. | Agriculture Department (Engineering Cadre) | | | | |
| | AAE/AE/JD/AD | (a) 9300-34800 (Functional pay scale) | PB-2 | 5400 | FPL -9 (53100) |
| | | (b) 15600-39100 (After 5 years of regular satisfactory service after entry as AAE) | PB-3 | 6000 | ACPL -13 (65700) |
| | | (c) 15600-39100 (After 11 years of regular satisfactory service after entry as AAE and limited to 25% of the total cadre posts in the categories of AAE/AE/JD/AD). | PB-3 | 7600 | ACPL -16 (78800) |
| | | (d) 37400-67000 (After 17 years of regular satisfactory service after entry as AAE and limited to 20% of the total cadre posts in the categories of AAE/AE/JD/AD). | PB-4 | 8700 | ACPL -18 (118500). |
| 12 | Technical Education Department | | | | |
| | (i) Lecturer (Group-B)/ Programmer (Academic) | (a) 9300-34800 (Entry Pay Structure for Lecturer (Group- B)/Programmer (Academic)) | PB-2 | 5400 | FPL- 9 (53100) |
| | | (b) 15600-39100 (After 6 years of regular satisfactory service as Lecturer/Programmer (Academic)) | PB-3 | 6000 | ACPL -13 (65700) |
| | | (c) 15600-39100 (After 12 years of regular satisfactory service as Lecturer/ Programmer (Academic)). | PB-3 | 7600 | ACPL -16 (78800) |
| | | (d) 15600-39100 (After 17 years of regular satisfactory service as Lecturer/ Programmer (Academic)). | PB-3 | 8000 | ACPL -17 (88400) |

| Sr. No | Name of the Post/ Cadre | Existing ACP pay structure | | | Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹) |
|--------|--|--|----------|-------------------------|--|
| | | Pay Band | Pay Band | Grade Pay (₹) | Level of Pay Matrix and First Cell in the applicable level |
| 1 | 2 | 3 | | | 4 |
| | | (d) 37400-67000 (After 20 years of regular satisfactory service as Lecturer/ Programmer (Academic) (limited to 15% of the total sanctioned posts of Lecturer (Group-B)/ Programmer (Academic)). | PB-4 | 8700 | ACPL -18 (118500) |
| | (ii) Workshop Superintendent (Group-A) | (a) 15600-39100 (Entry Pay Structure for Workshop Superintendent (Group-A)) | PB-3 | 5400 | FPL- 10 (56100) |
| | | (b) 15600-39100 (After 6 years of regular satisfactory service as Workshop Superintendent (Group-A)) | PB-3 | 6000 | ACPL -13 (65700) |
| | | (c) 15600-39100 (After 12 years of regular satisfactory service as Workshop Superintendent (Group-A)). | PB-3 | 7600 | ACPL -16 (78800) |
| | | (d) 15600-39100 (After 17 years of regular satisfactory service as Workshop Superintendent (Group-A)). | PB-3 | 8000 | ACPL -17 (88400) |
| | | (d) 37400-67000 (After 20 years of regular satisfactory service as Workshop Superintendent (Group-A) (limited to 15% of the total sanctioned posts of Workshop Superintendent (Group-A)). | PB-4 | 8700 | ACPL -18 (118500) |
| | (iii) Sr. Lecturer | (a) 15600-39100 (Entry Pay Structure for Sr. Lecturer) | PB-3 | 6000 (merged with 6600) | FPL- 11 (67700) |
| | | (b) 15600-39100 (After 6 years of regular satisfactory service as Sr. Lecturer). | PB-3 | 7600 | ACPL -16 (78800) |

| Sr. No | Name of the Post/ Cadre | Existing ACP pay structure | | | Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹) |
|--------|--|---|----------|-------------------------|--|
| | | Pay Band | Pay Band | Grade Pay (₹) | Level of Pay Matrix and First Cell in the applicable level |
| 1 | 2 | 3 | | | 4 |
| | | (c) 15600-39100 (After 11 years of regular satisfactory service as Sr. Lecturer). | PB-3 | 8000 | ACPL -17 (88400) |
| | | (d) 37400-67000 (After 14 years of regular satisfactory service as Sr. Lecturer (limited to 15% of the total sanctioned posts of Sr. Lecturer). | PB-4 | 8700 | ACPL -18 (118500) |
| | (iv) HOD/ JD (Academic)/ TPO | (a) 15600-39100 (Entry Pay Structure for HOD/ JD (Academic)/ TPO) | PB-3 | 7600 | FPL- 12 (78800) |
| | | (b) 15600-39100 (After 4 years of regular satisfactory service as HOD/ JD (Academic)/ TPO). | PB-3 | 8000 | ACPL -17 (88400) |
| | | (c) 15600-39100 (After 7 years of regular satisfactory service as HOD/ JD (Academic)/ TPO). | PB-4 | 8700 | ACPL -18 (118500) |
| 13. | Home Guards Department | | | | |
| | Senior Staff Officer | (a) 15600-39100 | PB-3 | 6000 (merged with 6600) | FPL- 11 (67700) |
| | Distt. Commandant in Home Guard Department | (b) 9300-34800 | PB-2 | 5400 | FPL -9 (53100) |
| | | (c) 15600-39100 (To those Sr. Staff Officer and District Commandants who have completed at least 11 years of regular satisfactory as commandant and above and limited to 20 % of the Combined cadre of Sr. Staff Officers and District Commandants | PB-3 | 7600 | ACPL -16 (78800) |

| Sr. No | Name of the Post/ Cadre | Existing ACP pay structure | | | Corresponding level of Pay Matrix w.e.f. 01.01.2016 (₹) |
|--------|---|---|----------|--|--|
| | | Pay Band | Pay Band | Grade Pay (₹) | Level of Pay Matrix and First Cell in the applicable level |
| 1 | 2 | 3 | | | 4 |
| 14. | Junior Engineer in Three wings of PWD, Panchayati Raj and Town and Country Planning Departments | (a) 9300-34800 (entry level pay band) | PB-2 | 3600 (4000 w.e.f. 01.09.2014) (merged with 4200) | FPL-6 (35400) |
| | | (b) 9300-34800 (on completion of 8 yrs regular satisfactory service) | PB-2 | 4000 | ACPL -10 (44900) |
| | | (c) 9300-34800 (on completion of 16 yrs regular satisfactory service with changed designation of Addl. SDE) | PB-2 | 5200 | ACPL -12 (53100) |
| | | (d) 9300-34800 (on completion of 24 years regular satisfactory service with changed designation of Addl. SDE) | PB-2 | 5400 | ACPL -13 (65700) |

Note.— FPL denotes functional pay level.

Schedule-I
PART - II
General ACP Matrix

(in ₹)

| Sr. No. | Functional Pay structure as on 01.01.2016 | 1st ACPL (8 yrs.) | Min. of the ACPL | 2nd ACPL (16 yrs.) | Min. of the ACPL | 3rd ACPL (24 yrs.) | Min. of ACPL |
|---------|---|-------------------|------------------|--------------------|------------------|--------------------|--------------|
| 1 | 2 | 3 | | 4 | | 5 | |
| 1 | 1650 | ACPL-1 (1800) | 18000 | ACPL-4 (2400) | 25500 | ACPL-6 (3200) | 32100 |
| 2 | 1800 | ACPL-4 (2400) | 25500 | ACPL-6 (3200) | 32100 | ACPL-7 (3600) | 33200 |
| 3 | 1900 | ACPL-4 (2400) | 25500 | ACPL-6 (3200) | 32100 | ACPL-7 (3600) | 33200 |
| 4 | 2000 | ACPL-4 (2400) | 25500 | ACPL-6 (3200) | 32100 | ACPL-7 (3600) | 33200 |
| 5 | 2400 | ACPL-6 (3200) | 32100 | ACPL-7 (3600) | 33200 | ACPL-8 (4000) | 34200 |
| 6 | 2800 | ACPL-6 (3200) | 32100 | ACPL-7 (3600) | 33200 | ACPL-8 (4000) | 34200 |
| 7 | 3200 | ACPL-7 (3600) | 33200 | ACPL-8 (4000) | 34200 | ACPL-9 (4200) | 35400 |
| 8 | 3600 | ACPL-8 (4000) | 34200 | ACPL-9 (4200) | 35400 | ACPL-10 (4600) | 44900 |
| 9 | 4000 | ACPL-9 (4200) | 35400 | ACPL-10 (4600) | 44900 | ACPL-11 (4800) | 47600 |
| 10 | 4200 | ACPL-10 (4600) | 44900 | ACPL-11 (4800) | 47600 | ACPL-12 (5400) | 53100 |
| 11 | 4600 | ACPL-11 (4800) | 47600 | ACPL-12 (5400) | 53100 | ACPL-13 (6000) | 65700 |
| 12 | 4800 | ACPL-12 (5400) | 53100 | ACPL-13 (6000) | 65700 | ACPL-14 (6400) | 66800 |
| 13 | 5400 | ACPL-13 (6000) | 65700 | ACPL-14 (6400) | 66800 | ACPL-15 (6600) | 67700 |
| 14 | 6000 | ACPL-14 (6400) | 66800 | ACPL-15 (6600) | 67700 | ACPL-16 (7600) | 78800 |
| 15 | 6400 | ACPL-15 (6600) | 67700 | ACPL-16 (7600) | 78800 | ACPL-17 (8000) | 88400 |
| 16 | 6600 | ACPL-16 (7600) | 78800 | ACPL-17 (8000) | 88400 | ACPL-18 (8700) | 118500 |
| 17 | 7600 | ACPL-17 (8000) | 88400 | ACPL-18 (8700) | 118500 | ACPL-19 (8800) | 118700 |

| Sr. No.. | Functional Pay structure as on 01.01.2016 | 1st ACPL (8 yrs.) | Min. of the ACPL | 2nd ACPL (16 yrs.) | Min. of the ACPL | 3rd ACPL (24 yrs.) | Min. of ACPL |
|----------|---|-------------------|------------------|--------------------|------------------|--------------------|--------------|
| 1 | 2 | 3 | | 4 | | 5 | |
| 18 | 8000 | ACPL-18 (8700) | 118500 | ACPL-19 (8800) | 118700 | ACPL-20 (8900) | 123600 |
| 19 | 8700 | ACPL-19 (8800) | 118700 | ACPL-20 (8900) | 123600 | ACPL-21 (9500) | 125200 |
| 20 | 8800 | ACPL-20 (8900) | 123600 | ACPL-21 (9500) | 125200 | ACPL-22 (9800) | 126000 |
| 21 | 8900 | ACPL-21 (9500) | 125200 | ACPL-22 (9800) | 126000 | ACPL-23 (10000) | 128900 |
| 22 | 9500 | ACPL-22 (9800) | 126000 | ACPL-23 (10000) | 128900 | ACPL-24 (12000) | 182200 |
| 23 | 9800 | ACPL-23 (10000) | 128900 | ACPL-24 (12000) | 182200 | No ACP | No ACP |
| 24 | 10000 | ACPL-24 | 182200 | No ACP | No ACP | No ACP | No ACP |
| 25 | HAG 67000-79000 | No ACP | No ACP | No ACP | No ACP | No ACP | No ACP |

SCHEDULE - II

Form of Option

[See rule 6]

* (i) I, _____ hereby elect the revised pay structure with effect from 1st January, 2016.

* (ii) I, _____ hereby elect to continue on the existing pay structure of pay of my substantive/ officiating post mentioned below until:

* The date of my next increment;

I vacate or cease to draw pay in the existing pay structure;

the date of my promotion to _____

Present pay structure _____

Date: _____

Signature _____

Station: _____

Name _____

Designation _____

Office in which employed _____

* To be scored out, if not applicable.

Annexure- I*[See rule 3 (L)]***MEMORANDUM EXPLANATORY TO THE HARYANA CIVIL SERVICES
(ASSURED CAREER PROGRESSION) RULES, 2016****Rule 1.** This rule is self explanatory.

The objective of this rule is to provide two kinds of Assured Career Progression Scheme namely :—

- (1) Cadre Specific Assured Career Progression Scheme for certain categories of employees/cadres.
- (2) General Assured Career Progression Scheme for all other group A, B, C and D employees of Haryana Government who are not covered under scheme (1).
- (3) The object is that in case of stagnation i.e. in the absence of promotion for a certain years of service, the employee will move to the 1st, 2nd and 3rd ACP structure of pay though he shall continue to discharge the same responsibility. Functionally, therefore, this movement shall not amount to a promotion and the objective of this scheme is to offset the financial stagnation as a consequence of non-availability or non-requirement of functional promotion posts. These rules have been framed so that this facility is available to all the employees equally under equal circumstances. The classification, therefore, is based on the principle that one requires reasonable financial up-gradations at different stages of his career if the requirements do not allow him an opportunity of functional promotion and consequential financial upgradation due to non availability of functional promotional avenues.

The problem of stagnation was widely recognized throughout the country in Government employments. It was felt that to keep the level of motivation of the employees at a satisfactory level it is required that this general problem of lack of promotional avenues and thereby lack of financial advantages should be addressed to adequately.

The entire scheme of Assured Career Progression is about granting a person pay upgradation, when functional considerations do not permit him to rise in the hierarchy. He continues to perform the same job as before but moves into the prescribed higher pay band and grade pay, subject to his eligibility. The idea here is the basic one that reasonable financial upgradation at different stages of his career can be provided in the absence of opportunity of functional promotion. The effort of these rules are to relieve stagnation without unduly upsetting the hierarchy. Thus, the State Government employee of group A, B, C and D shall be covered under this scheme in following manner :-

- (i) The scheme will provide opportunities of financial upgradation to employees on completion of 8, 16 and 24 years of services, if they have not got promotion during previous 8 years of service. For this purpose, every employee's service record may be reviewed on completion of 8, 16 and 24 years. If on these landmarks of career, it is found that they have not been promoted in the last 8 years, then they may be given financial upgradation in the form of conferring the next available grade pay.
- (ii) When an employee gets promoted, for the purpose of admissibility of ACP subsequent to the promotion, his service in the promoted cadre/ post will be taken into consideration to determine if he has stagnated at that stage. For example, if a peon gets promoted as clerk, his case will be reviewed after 8 and 16 years as clerk and ACP will be given with reference to the functional level of clerk.
- (iii) As per General ACP Scheme, an employee can get a maximum of three ACPs in his career. This means, if the employee has got ACP upgradation in the post in which he was

initially recruited, then in the promotional post, the number of ACPs will be reduced after adjusting the number of ACPs he got in the post of his initial recruitment. However, direct recruitment to a higher post will not debar for the entitlement of ACP Scheme. An employee initially appointed to a lower post and subsequently appointed to a higher post through direct recruitment or limited competition of existing employee will also be entitled to full range of ACP.

The ACP scheme through these rules provides for the following:

- (i) every employees recruited in a particular level shall be allowed to move to his respective and specific higher level on completion of specified period of residency in the lower level, with reference to the level or post, to which he was recruited as a direct recruited fresh entrant.
- (ii) on placement in next higher level, the incumbent shall continue to perform duties of his original posts and will continue to hold the old designation till such time as he is actually promoted to the higher level on the occurrence of a vacancy.
- (iii) placement in higher level will entail only the financial benefits.
- (iv) the number of financial up-gradations to be given shall be counted from the pay scale where an employee was inducted on direct recruitment basis. The number of financial up-gradations shall be strictly adhered to and there shall be no additional financial upgradation for a senior employee on the ground that a junior employee got higher level under this scheme, if both the senior and junior are not subject to identical circumstances.

The present scheme provides for following distinguishing features:-

- (i) the classification is based on the differentiation distinguishing the direct recruits in a lower pay structure and the direct recruits in a higher pay structure. Further it differentiates Government employees based on the length of service. For example a suitably eligible employee in a lower pay structure may be granted the higher pay structure after completing 8, 16 and 24 years of service while he still continues functionally holding the same post on which he was recruited. He may, therefore, actually be placed in a higher pay structure after completion of 16 or 24 years of service, as the case may be, in the lower post than the pay structure prescribed for the next promotional post in the hierarchy. But he constitutes a different class and category of employees recruited directly against such higher post, which is the next promotional post for the post on which an employee has been granted the benefit of ACP pay structure under these rules, based on a different principle.
- (ii) the objective sought is to compensate financially an employee who is stagnating without any promotion in a lower post in cases for example for 8, 16 and 24 years. There is no functional requirement for creating posts in the higher hierarchy for all such employees. Therefore, they are being allowed a higher grade pay in compensation. The classification explained in (i) above meets this objective and, therefore, is having a rational relation to the object sought to be achieved by these rules.

Rule 2. This rule lays down the categories of employees of whom the rules apply. Except for the categories excluded under sub-rule (2) of this rule, the rules are applicable to all Government employees appointed under the rule making power of the Government employees appointed under the rule making power of the Government of Haryana serving in connection with the affairs of Government of Haryana and whose pay is debitable to the consolidated fund of the State of Haryana.

Rule 3. This rule is self explanatory.

Further, wherever the terms defined under this rule are mentioned in these rules or in any other rules/instructions/orders/notifications etc. issued in connection with these rules, definitions as

-124-

prescribed under this rule is to be taken as the meaning of such terms unless specifically a different definition is prescribed for such terms to be taken as meaning for and in these rules or, as the case may be, in any other rules/instructions/orders/notifications etc.

Rule 4. This rule is self explanatory.

Rule 5. This rule is self explanatory.

Rule 6. This rule is self explanatory.

Rule 7 & 8. These rules are self explanatory.

It lays down the conditions which are essential to be met by a Government employee to be eligible for grant of the benefit under these rules.

Rule 9 & 10. These rules are self explanatory.

The objective of grant of ACP pay structure is only limited to offset financial consequences of stagnation. No other benefit in any way or in any manner is to be extended to the Government employee.

Rule 11. This rule is self explanatory.

The rule lays down the authorisation of grant of the benefit to be extended under these rules. If further exempts the categories of Government employees who have already been extended the corresponding benefit in the past. In case of such Government employees the eligibility is not be assessed afresh or a formal order granting the benefit is not to be passed separately. However, for the purposes of providing and placing in the revised pay scales and for all other purposes under these rules they shall be governed by the conditions laid down in this rule.

Rule 12. This rule is self explanatory.

Rule 13. This rule is self explanatory.

The rule aims at removing the distortions which may crop up in isolated cases where if the employee had not been promoted, he would have been entitled to better financial benefits.

Rule 14. This rule is self explanatory.

The rule provides that the benefit of these rules are not granted as a matter of right, rather it is granted as a consequence of non-availability of posts in the hierarchy for such Government employees to be promoted against and as a consequence to get the financial upgradation based on the concept of responsibility and status. Therefore, after having taken the benefit as a consequence of non-availability if adequate number of posts in the promotional hierarchy, if somebody foregoes the promotion and thereby refuses to shoulder higher responsibility, he is not entitled for the benefit of these rules.

Rule 15. The rule is self explanatory.

Rule 16. The rule is self explanatory.

Rule 17. This rule prescribes the manner in which option has to be exercised and also the authority who should be apprised of such option. The option has to be exercised on the appropriate proforma appended to the rule. It should further be noted that it is not sufficient for a Government employee to exercise the option within the specified time limit, but also the ensure that it reaches the prescribed authority within the time limit officially and in writing on the prescribed proforma. In the case of persons who are on leave or on deputation or on foreign service at the time these rules are notified, the period within which the option has to be exercised is three months from the date they take over charge of the post. It is further made clear that unauthorized absence shall not entitle the Government employee to get the relief as granted under these rules for the Government

employees who are on leave. The period of 3 months shall be counted from the date on which the sanctioned leave expires. No other exigency shall enable such Government employees the above said relief.

The persons, who have retired between 1st January, 2016 and the date of issue of these rules are also eligible to exercise the option.

Rule 18. (1) This rule deals with the actual fixation of pay in the revised functional pay scales on 1st January, 2016. For the purposes of these rules the procedure under this rule and no other procedure under a different rule shall be followed. A few illustrations indicating the manner in which pay of Government employee should be fixed under this rule subject to the permissible stepping up of pay under notes in this rule are given below :—

Rule 19 & 20. This rule prescribes the manner in which the next increment in the new scale should be regulated. The provisos to this rule are intended to eliminate the anomalies of junior Government employees drawing more pay than their senior by the operation of substantive part of this rule.

However, the benefit of this rule will be granted in relation to both the senior and junior drawing their pay in the functional pay scales prescribed for the posts.

Rule 21 and 22. These rules are self explanatory.

Rule 23. This rule relates to the overriding effect to the rule which provides that the provisions of these rules will regulate and the provisions of any other rule will not regulate the conditions as prescribed in these rules and to the extent of any inconsistency between the provisions of these rules and provisions of any other rules, the provisions of these rules shall prevail and apply.

Rule 24. This rule is self explanatory.

There could be a possibility that these rules may cause some hardship in any particular case or to a class or category of posts. Under such circumstances the provisions of rule is clear that it has to be invoked only if the Government is satisfied about the existence of some hardship which is required to be relaxed. The relaxation of such hardship shall be based on the merit of individual cases or the cases of class and categories of employees where such hardship is found to be justified for relaxation. Removal of such hardship would, therefore, not amount to any discrimination where such hardship has either not been found to exist or has not been found to be justified for relaxation.

Rule 25. This rule is self explanatory

If the circumstances so require the Government can add or delete or change any of the parameters as mentioned in the 1st Schedule and may further direct the mode in which the provisions of these rules shall be applicable on such changes either generally or specifically. However, in event of absence of any general or specific direction for the applicability of the provisions laid down under these rules, it shall be presumed that the entire rule shall be applicable on such changes.

Rule 26. This rule is self explanatory.

Rule 27. This rule is self explanatory.

-128-

Illustration 1

Mr. A was recruited as fresh entrant on the post of Clerk (by direct recruitment) on 05.08.2010 in the PB-1, 5200-20200, GP-1,900/- and he is working on the same post and has not got any financial upgradation. He will be completing 8 years of service on 04.08.2018 and will be entitled for 1st ACP w.e.f. 01.09.2018 (from 1st day of following month in which he completes required service of 8 years). He will be drawing pay in FPL-2 and his pay will be fixed in ACP level-4 in following manner:-

| | |
|--|--|
| Functional level of the post of Clerk | FPL-2 |
| Date of entitlement of 1st ACP under Rule 7.1 of HCS (ACP) Rules, 2016 | 01.09.2018 |
| ACP level admissible | ACPL-4 |
| Existing pay in Level-2 on 31.08.2018 | ₹ 24,500/- |
| Pay level on adding one increment on account of ACP | ₹ 25,200/- in Level-2 |
| Nearest next higher stage in Level-4 | ₹ 25,500/- this will be his pay on grant of 1st ACP Level-4 w.e.f. 01.09.2018, subject to fulfillment of eligibility conditions. |

Illustration 2

Mr. B was recruited as fresh entrant on the post of Peon on 05.08.2007 in the PB-1S, 4440-7440, GP-1300/- and he is working on the same post. He has got 1st ACP grade pay of ₹ 1800/- on 01.09.2015. In case, he remain on the same post and does not get any financial upgradation in next 8 years, he will be entitled for 2nd ACP w.e.f. 01.09.2023 and his pay in relevant ACP level will be fixed as under:-

| | |
|--|--|
| Functional level of the post of Peon | DL |
| Present ACP level in which employee is drawing his pay w.e.f. 01.09.2015 onwards | ACPL-1 of ACP Pay Matrix |
| 2nd ACP level admissible under Rule 7.2 of HCS (ACP) Rules, 2016 | ACPL-4 |
| Existing pay in ACP Level-1 on 31.08.2023 (imaginary) | ₹ 24,500/- |
| Pay level on adding one increment on account of ACP | ₹ 25,200/- in ACPL-1 |
| Nearest next higher stage in ACPL-4 | ₹ 25,500 this will be his pay on grant of 2nd ACP Level-4 w.e.f. 01.09.2023, subject to fulfillment of eligibility conditions. |

Illustration 3

Mr. C was recruited as fresh entrant on the post of Clerk on 04.02.2007 in the PB-1, 5200-20200, GP-1,900/-. He was promoted as Assistant on 08.10.2010 in PB-2, 9300-34800, GP-3,200/- which was further modified to GP-3600/- w.e.f. 01.09.2014. Assuming that he will be holding the post of Assistant upto 2020, he will be entitled for 2nd financial upgradation (1st ACP Level corresponding to the pay scale of the post held by him), on 01.11.2018 and his pay in relevant ACP level will be fixed as under:-

| | |
|--|---|
| Level of the post of Assistant | FPL-6 |
| 1st ACP level admissible under Rule 7.4 of HCS (ACP) Rules, 2016 | ACPL-10 |
| Existing pay in FPL-6 on 31.10.2018 (imaginary) | ₹ 44,900/- |
| Pay level on adding one increment on account of ACP in FPL-6 | ₹ 46,200/- |
| Nearest next higher stage in ACPL-10 | ₹ 46,200/- this will be his pay on grant of 1st ACP (2nd financial upgradation) in ACPL-10 w.e.f. 01.11.2018, subject to fulfillment of eligibility conditions. |

Illustration 4

Mr. D was recruited as fresh entrant on the post of Junior Engineer on 19.09.2006 in the PB-2, 9300-34800, GP-3,600/- and he is working on the same post and has not got any financial upgradation. The grade pay ₹ 3,600/- has been upgraded to ₹ 4,000/- w.e.f. 01.09.2014. He has completed 8 years of service on 18.09.2014 and is entitled for 1st ACP w.e.f. 01.10.2014 (from 1st day of following month in which he completes required service of 8 years). His pay will be fixed in the following manner:-

| | |
|---|--|
| FPL of the post of JE | FPL-6 |
| 1st ACP level admissible under Rule 7.4 of HCS (ACP) Rules, 2016 | ACPL-10 |
| Existing pay in Level-8 (ACP) on 01.01.2016 (13290 + 4000 = 17290 * 2.57 = 44435/-) | ₹ 44,900/- |
| Due date of 2nd ACP and relevant ACPL | 01.10.2022. ACPL-12, |
| Existing basic pay in 1st ACPL-10 as on 30.09.2022 (imaginary) | ₹ 53,600/- |
| Pay level on adding one increment on account of ACP (GP-5400/-) | ₹ 55,200/- |
| Nearest next higher stage in Level-12 | ₹ 56,300/- this will be his pay on grant of 2nd ACPL-12 w.e.f. 01.10.2022, subject to fulfillment of eligibility conditions. |

P. RAGHAVENDRA RAO,
Additional Chief Secretary to Government Haryana,
Finance Department.

-128-

Mail ID - unpdghehry@gmail.com

Appendix - C/10

From

Director Higher Education, Haryana,
Panchkula.

To

The Vice-Chancellors,

1. Kurukshetra University, Kurukshetra.
2. Maharishi Dayanand University, Rohtak.
3. Chaudhary Devi Lal University, Sirsa.
4. Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan.
5. Indira Gandhi University, Meerpur.
6. Chaudhary Ranbir Singh University, Jind.
7. Chaudhary Bansi Lal University, Bhiwani.
8. Guru Jambheshwar University of Science and Technology, Hisar.

Memo No: 20/9-2014 UNP (1)
Dated Panchkula, the 23.06.2017

Subject: Notifications - regarding redefining of territorial jurisdiction of the State Universities.

====

Kindly refer to the subject cited above.

I have been directed to convey you that the State Government has re-defined the territorial jurisdictions of the State Universities. In this regard, notifications have been issued, copies of which are enclosed herewith for your kind information and necessary action.

DA :As above.

[Signature]
Superintendent UNP
For Director Higher Education, Haryana,
Panchkula.

Endst. No. Even

Dated Panchkula, the 23.06.2017

A copy (alongwith the copies of notifications) is forwarded to the following for information and necessary action:-

1. Director General Technical Education, Haryana, Panchkula.
2. PS/EM for kind information of Hon'ble Education Minister.
3. PS/PSHE
4. PS/DHE.

[Signature]
Superintendent UNP
For Director Higher Education, Haryana,
Panchkula.

CD 4750
28/6/17

AC-1862
28/6/17

Regd. 28/6/17
OSD (ACW) OL
AC-VI
28/6/17

—129—

भाग -III

हरियाणा सरकार

उच्चतर शिक्षा विभाग

अधिसूचना

दिनांक 21 जून, 2017

संख्या का०आ० 41/ह०अ० 25/1975/घा० 4/2017 - महर्षि दयानन्द विश्वविद्यालय अधिनियम, 1975 (1975 का 25) की धारा 4 की उपधारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, तथा हरियाणा सरकार, शिक्षा विभाग अधिसूचना संख्या का०आ० 18/ह०अ० 25/1975/ घा० 4/2005 दिनांक 21 मार्च, 2005 के अधिक्रमण में हरियाणा के राज्यपाल, इसके द्वारा, विनिर्दिष्ट करते हैं कि शैक्षणिक सत्र 2017-2018 से महर्षि दयानन्द विश्वविद्यालय, रोहतक, फरीदाबाद तथा पलवल जिले में स्थित बी०एड० तथा इंजीनियरिंग महाविद्यालयों के सिवाय रोहतक, गुरुग्राम, झज्जर, नूंह, फरीदाबाद तथा पलवल जिलों में स्थित सभी सरकारी तथा गैर-सरकारी महाविद्यालयों पर अपनी शक्तियों का प्रयोग करेगा।

डॉ० महावीर सिंह,
प्रधान सचिव, हरियाणा सरकार,
उच्चतर शिक्षा विभाग।

130

HARYANA GOVERNMENT
HIGHER EDUCATION DEPARTMENT

Notification

The 21st June, 2017

No. S.O. 41/H.A. 25/1975/S. 4/2017.— In exercise of the powers conferred by sub-section (1) of section 4 of Maharishi Dayanand University Act, 1975 (25 of 1975) and in supersession of the Haryana Government, Education Department, notification No. S.O. 18/ H.A.25/ 1975/ S.A/ 2005, dated the 21st March, 2005, the Governor of Haryana hereby specifies that from the session 2017-18, Maharishi Dayanand University, Rohtak shall exercise its powers over the Government and Non-Government colleges situated in the districts of Rohtak, Gurugram, Jhajjar, Nuh, Faridabad and Palwal except B.Ed. and Engineering colleges situated in the districts Faridabad and Palwal.

DR. MAHAVIR SINGH,
Principal Secretary to Government Haryana,
Higher Education Department.

Item 2(21) - Redefining of Territorial Juris

-131 -

Appendix-c/11

560

HARYANA GOVT. GAZ. (EXTRA.), JULY 24, 2017 (SRVN. 21, 1939 SAKA)

[Authorised English Translation]

**HARYANA GOVERNMENT
HIGHER EDUCATION DEPARTMENT**

Notification

The 24th July, 2017

No.S.O.53/H.A.25/1975/S.4/2017.— In exercise of the powers conferred by sub-section (1) of section 4 of Maharishi Dayanand University Act, 1975 (25 of 1975), the Governor of Haryana hereby makes the following amendment in the Haryana Government, Higher Education Department, Notification No.S.O.41/H.A.25/1975/S.4/2017, dated the 21st June, 2017 and shall have been deemed to be amended from 21st June, 2017, namely:—

Amendment

In the Haryana Government, Higher Education Department Notification No.S.O.41/H.A.25/1975/S.4/2017, dated the 21st June, 2017 for the words and sign "Government and Non-Government Colleges situated in the district of Rohtak, Gurugram, Jhajjar, Nuh, Faridabad and Palwal except B.Ed. and Engineering colleges situated in the districts Faridabad and Palwal", the words and sign "Government and Non-Government Colleges situated in the district of Rohtak, Gurugram, Jhajjar, Nuh, Faridabad, Palwal and all other Co-educational Colleges of district Sonapat" shall be substituted.

DR. MAHAVIR SINGH,
Principal Secretary to Government Haryana,
Higher Education Department.

-132-

20/04/2016-2Pol.

Government of Haryana

Chief Secretary's Office

Political & Parliamentary Affairs Department

Dated, Chandigarh the 8th June, 2017

Appendix - C/12

To

1. The State Election Commission, Haryana, Panchkula.
2. The Divisional Commissioners at Ambala, Gurugram, Karnal, Hisar, Faridabad & Rohtak.
3. All the Heads of Departments of Haryana.
4. Registrar, Punjab & Haryana High Court, Chandigarh.
5. All the Deputy Commissioners-cum-District Election Officer (P&M) in the State of Haryana.
6. All the Sub-Divisional Officers (Civil) in the State of Haryana.
7. Registrars of the Universities in Haryana.

Subject:- Policy regarding payment of ex-gratia lump-sum compensation to the families of polling personnel who die or sustain injuries during the course of discharge of election duties i.e. Panchayat Raj Institutions/ Urban Local Bodies.

Sir,

I am directed to introduce the policy on the pattern of Government of India issued by Legislative Department, Ministry of Law & Justice vide their No. G.27031/3/2014-B&A dated 13.03.2015 regarding payment of an Ex-gratia lump-sum compensation to the families of polling personnel who die or sustain injuries during the course of discharge of election duties. It has been decided by the State Government that ex-gratia compensation may be granted/allowed to the such polling personnel/families of the deceased polling personnel during election duty for Panchayat Raj Institutions and Urban Local Bodies elections at the following rates:-

- I. In case of death of polling personnel during the course of performance of election duties, his family may be allowed an ex-gratia compensation of ₹10.00 lakh.
- II. In case of death unfortunately caused due to any violent acts of extremists or anti-social elements like road mines bomb blasts, armed attacks, etc. the amount of compensation may be ₹20.00lakh;
- III. In the case of permanent incapacitation, due to an injury sustained during the course of election duty and ex-gratia compensation of ₹5.00 lakh may be allowed to the injured personnel;
- IV. In the case of permanent incapacitation caused due to any violent acts of extremists or anti-social elements like road mines, bomb blasts, armed attacks, etc. the amount of compensation may be ₹10.00 lakh.

Cont'd.....2

2. In this connection, it is further stated that the cases relating to allowing of an ex-gratia compensation in death cases are to be regulated as per above. If the families of the State Government employees are getting an additional amount of lump-sum ex-gratia compensation, including Chief Minister's Relief Fund and Prime Minister's Relief Fund etc., then there will be no ceiling for grant of ex-gratia lump-sum compensation. Similarly, for persons deployed for Election Duty i.e. security personnel, private persons like drivers, cleaners, contractual or outsourced staff shall also be covered under this policy. This is based on Election Commission of India instructions dated 25.04.2014. In such case, there shall be no cap, whatsoever, on their amount of compensation from various sources (Chief Minister Relief Fund, Prime Minister Relief Fund, etc).

3. 'Polling personnel' means the officers/officials appointed by the competent authority under relevant rules for the conduct of the elections of Panchayat and Municipal Institutions.

4. The cases of the grant of such ex-gratia compensation will have to be referred to the Government (Political Branch at Secretariat Level) for seeking approval of the competent authority i.e. Chief Secretary to Government Haryana. Thus, it would be in fitness of things to suggest that while recommending cases for payment of ex-gratia compensation, the Deputy Commissioner and District Electoral Officer (Panchayats/ Municipal) should, first and foremost, ensure that the death/injury has been caused during the performance of bonafide official duty relating to the conduct of elections. The recommendations should be duly supported by medical reports and other relevant documents, viz, FIR filed etc. In this connection, it may be pertinent to state that it shall be the responsibility of the Deputy Commissioner and District Electoral Officer (Panchayats/ Municipal) in the first instance to satisfy himself of the fitness of each case, individually, for being recommended for grant of ex-gratia compensation in terms of this order. In case a Government servant had died/sustained injuries, in such circumstances where relevant documents, namely, medical report/FIR could not be secured, the nexus and causal connection with Government service would need to be adequately established in determining the entitlement to the ex-gratia lump-sum payment. In deciding such issues, all evidence (both direct and circumstantial) should be taken into account and provided to his department for further consideration of such matters.

5. It is also clarified that it would be reasonable to consider a person on election duty as soon as he/she leaves his/her residence /office to report for any election related duty including training and until he/she reaches back to his /her residence /office after performing of election related duty. If any mishap takes place during this period, it should be treated as having occurred on election duty subject to condition that there should be a causal connection between occurrence of death/injury and the election duty.

6. It is also clarified that Ex-gratia policy will not be applicable during the process of preparation of electoral rolls/verification etc.

7. The expenditure in this regard will be met out under the Major Head "H.Q. 2015-Election -101-Election Commission 02 Charges for conduct of Election for Panchayat s (79) Ex-gratia HQ-99(Plan)" of the State Election Commission.


(Satish Sharma)

Deputy Secretary to Government, Haryana,
Political and Parliamentary Affairs Department.

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RULES FOR AWARD OF GOLD MEDALS SPONSORED BY SITARAM JINDAL FOUNDATION**Eligibility:**

Three Gold Medals will be awarded to regular students of University Teaching Departments securing highest marks in the M.Com (2 year course), MCA (3 year course) & PG Diploma in Yoga Science (1 year course) after successful completion of the respective courses.

Other Terms & Conditions of Gold Medal Scheme:

- i. The Gold Medal will be awarded as per desired design and will be made of 5 gms. of pure gold of 22 Ct. and 10 grams of silver out of interest accrued on FDR of Rs. 2.5 lacs per Gold Medal.
- ii. The Gold Medal will be inscribed "**Sponsored by Sitaram Jindal Foundation**" on one Side and "**Maharshi Dayanand University with logo**" on another side.
- iii. The Gold Medal will be awarded to the 1st rank holder student of the said courses.
- iv. The Gold Medal is to be given every year in perpetuity.
- v. On receipt of the endowment amount from the Foundation, the University will invest it in a reputed Bank's Term Deposit Scheme in order to get maximum annual interest.
- vi. The income from the endowment will be used only for awarding Gold Medal and not for any other purpose.
- vii. The award of Gold Medal shall commence after about one year from the date of endowment received / date of investment in Term Deposit, so that the accrued interest during the period will be available for purchase of gold medal.
- viii. The University will intimate the names and address of the Gold Medal winner(s) every year to the Foundation as soon as name(s) will be finalized.
- ix. The University will award the Gold Medals to the eligible candidates during convocation/University function and University will send invitation to the Foundation every year to attend the Convocation/University Function.
- x. The Institution will send a report to the Foundation of the award of Gold Medal with a photograph of actual gold medal award ceremony.
- xi. The scheme of Gold Medal will not be discontinued without written confirmation of the Foundation.
- xii. Endowment amount or interest on the endowment should not be used for any other purpose. If there is any excess amount during any year, it should be transferred to the interest (Income) account of the Endowment Fund.
- xiii. If due to any reason Gold Medal could not be awarded for the subject approved by the Foundation, Gold Medal can be awarded for any other subject with prior approval.

7/5/17

-136-

Appendix-c/14

RULES FOR "LATE MR. DEVESH MEHRA MEMORIAL SCHOLARSHIP":-

1. ELIGIBILITY:

The Scholarship shall be awarded to a regular student of MA 3rd Semester Public Administration (Two Year Course), Department of, M.D.University, Rohtak who has secured highest marks in 1st Year (1st and 2nd Semester together) of the programme in the 1st attempt in the Department

2. VALUE OF SCHOLARSHIP

The value of scholarship will be Rs. 1000/- per month. The payment of total sum of Rs. 12000/- shall be paid in one installment in the month of November/December out of the interest earned on endowment fund of Rs. 2,50000/- deposited by the donor.

3. DURATION OF SCHOLARSHIP

The scholarship will be for one Academic year for pursuing studies in MA 3rd Sem Public Administration (Two Year Course), Department of Public Administration, M.D.University, Rohtak.

4. PROCEDURE

The Head of the Department shall (within one month of admissions to the 2nd yr. of the class) recommend and forward the names of the candidate who have secured the highest marks in MA 1st Year (1st and 2nd Sem together) in the 1st attempt alongwith attested copies of detailed marks sheet /result duly verified by the concerned result branch. On the basis of the recommendations of the Head of Department, the Registrar shall award the scholarship.

5. OTHER TERMS & CONDITIONS OF SCHOLARSHIP

- i). In case of more than one eligible candidate, the same would be awarded on the basis of merit to be determined exclusively on marks obtained by the applicants in BA (Final) examination of the preceding year.
- ii). The donor may be required to deposit additional amount, in case, there is change in rate of interest and the accrued amount of interest fall short of the amount of Scholarship.
- iii). In case of dispute, if any, the decision of the Vice-Chancellor shall be final and binding on all concerned
- iv). The scholarship will be discontinued due to any reasons and the amount deposited by the donor will be treated University Property.

Signature

(TO BE SUBSTITUTE BEARING SAME NO. AND DATE)

Moat 22/3/17

From

Principal Secretary Govt. of Haryana,
Higher Education Department,
Haryana, Chandigarh.

Regg
21/3/17

To

✓ All The Principals,
Govt. Aided Private Colleges in State of
Haryana

Put up urgently

LD 2418
22/3/17

Memo No. KW 8/36-2009 C-IV(3)
Dated, Panchkula the 14.03.2017

ARC
24/3/17
SC-II ol
CB-3

Subject: Revised criteria for filling up of vacant sanctioned posts of
Assistant Professors and Principals in Govt. Aided Private
Colleges of Haryana.

CG-1133
22-3-17

Kindly refer to the subject cited above.

The revised criteria for the selection of Assistant Professors and
Principals in the Govt. Aided Private Colleges of Haryana has been approved by
the State Govt. The copy of the revised Criteria is enclosed herewith for further
necessary action.

Angra Singh
Superintendent C-IV
O/o Principal Secretary to Govt. Haryana,
Higher Education Department,
Haryana.

Endst. No. Even

Dated, Panchkula

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

1. Registrar, Kurukshetra University, Kurukshetra.
- ✓ 2. Registrar, Maharishi Dayanand University, Rohtak.
3. Registrar, Ch. Devi Lal University, Sirsa.
4. Registrar, Ch. Ranbir Singh University, Jind.

sd/-
Superintendent C-IV
O/o Principal Secretary to Govt. Haryana,
Higher Education Department,
Haryana.

Criteria for the selection of Principals in the Govt. Aided Private Colleges in the State of Haryana.

| Criteria Distribution | Marks Distribution |
|--|--------------------------|
| (A) Academic Background | (20 marks) |
| (B) Assessment of Teaching Experience and managerial skills | (35 marks) |
| (C) Research Performance based on API Score & Quality of Publication | (32.5 marks) |
| (D) Interview Performance | (12.5 marks) |
| | Total = 100 marks |

| Sr. No. | A) Academic Record | Maximum 20 marks |
|---------|---|--|
| I. | Essential eligibility qualification 55% marks at P.G. level with Ph.D. (For SC candidates 50% marks at P.G. level with Ph.D.) | 0 mark |
| II. | 55% | 0 marks |
| III. | 56% and above | 03 marks for each percentage maximum 10 marks shall be awarded. |
| (A) | Good Academic Record | Maximum Marks 10 |
| I. | The candidate with consisting good academic record i.e. throughout 75% and above marks in all examination i.e. 10th, prep. Or+2, B.A. | 10 Marks |
| II. | 75% and above marks in one of the lower examination i.e. B.A., prep. Or+2, Matric | 06 Marks |
| III. | 75% and above marks in one of the lower examination i.e. B.A., prep. Or+2, Matric | 03 marks |
| (B) | Assessment of Teaching Experience and managerial skills | Maximum 35 marks* |
| I. | 15 years experience being essential qualification | 0 mark |
| II. | Above 15 years experience | 01 marks for each year to the maximum of 10 marks. |
| III. | NCC(ANO) | 01 marks for each academic to the session to the maximum of 2 marks. |
| IV. | NSS (Programme Officer) | 01 marks for each academic to the session to the maximum of 2 marks. |
| V. | Controller of Exams | 01 marks for each academic to the session to the maximum of 2 marks. |
| VI. | Hostel Warden/Supdt. | 01 marks for each academic to the session to the maximum of 2 marks. |
| VII. | Bursar | 01 marks for each academic to the session to the maximum of 2 marks. |
| VIII. | Incharge Time Table | 01 marks for each academic to the session to the maximum of 2 marks. |
| IX. | Incharge Women Cell | 01 marks for each academic to the session to the maximum of 2 marks. |
| X. | Incharge SC/ST Committee | 01 marks for each academic to the session to the maximum of 2 marks. |
| XI. | Incharge Placement Cell/E.W.Y.L. Committee | 01 marks for each academic to the session to the maximum of 2 marks. |
| XII. | Editor in Chief College Magazine/Convenor prospectus committee | 01 marks for each academic to the session to the maximum of 2 marks. |
| XIII. | Incharge culture affairs | 01 marks for each academic to the session to the maximum of 2 marks. |
| XIV. | Incharge Sports/Games | 01 marks for each academic to the session to the maximum of 2 marks. |
| XV. | Member Advisory Council | 01 marks for each academic to the session to the maximum of 2 marks. |
| XVI. | Incharge Discipline Committee | 01 marks for each academic to the session to the maximum of 2 marks. |
| XVII. | Convenor NAAC/UGC/IQAC | 01 marks for each academic to the session to the maximum of 2 marks. |

| | | |
|--------|---|--|
| XVIII. | Staff representative to local Governing Body/VC Nominee on college governing body. | 01 marks for each academic to the session to the maximum of 2 marks. |
| XIX. | Convenor purchase and disposal committee. | 01 marks for each academic to the session to the maximum of 2 marks. |
| XX. | Convenor construction committee | 01 marks for each academic to the session to the maximum of 2 marks. |
| XXI. | Coordinator/Organising Secy. of International/ National/State level Seminar / Conferences/Functions/Events | 01 marks for each academic to the session to the maximum of 2 marks. |
| XXII. | Member/office bearer of various statutory bodies of the universities. | 01 marks for each term to the maximum of 2 marks. |
| XXIII. | University works incharge | 01 marks for each academic to the session to the maximum of 2 marks. |
| (C) | Research Performance | Maximum 32.5 Marks. |
| I. | Consolidated API points from Category 3 upto 400 points, no marks will be given. Points more than 400 will be assigned 1 marks for each 10 API points upto a maximum of 32.5 marks. The API Score table for the Principal will be as per UGC norms. | |
| | (d) Interview | 12.5 Marks** |
| I. | Knowledge of service and Financial Rules. ICT Tools | 4 Marks |
| II. | Decision Making, Leadership & Communication skills | 4.5 Marks |
| III. | Overall personality | 04 Marks |
| | Total | 100 Marks |

* Only one benefit will be allowed in one academic session in respect of B. The in-charge/convenor will be given mark/marks allotted to the concerned committee. The member of the committees, wherever member has not been mentioned in the above list of committees, will also be allowed 0.25 marks for each membership upto a maximum of 1 marks in total for each academic session. It is further clarified that if a person repeats to be the convenor/member of a specific committee for a number of years, the maximum years for each committee should be considered upto 2 years only.

** Performance in interviews shall also be assessed in terms of knowledge of service and Financial Rules, Decision making, Leadership, Communication skills & using ICT tools in teaching etc. apart from the Academic achievements and overall personality. Each member of the selection committee will assess the candidates and will assign marks individually in all the three categories mentioned at D above. Out of marks allotted to each category and average of marks awarded by all the members of the selection committee will be added to the credit of candidates for selection.

Notes:

- i) UGC instructions and relevant service rules will be followed in the recruitment process
- ii) Teaching experience may be considered only of those candidates who have taught the concerned subject (Arts/Sc./Com/B.Ed.) after acquiring the eligibility qualifications.
- iii) For Principals to be appointed in B.Ed. colleges, equal weightage is to be given to percentage in M.A./M.Sc./M.Com and M.Ed.
- iv) For SC candidates the weightage of marks shall be given at par on acquiring marks as per the above criteria.

140

Criteria for the selection of Assistant Professor in the Govt. Aided Private Colleges in the State of Haryana.

| Criteria Distribution | Marks Distribution |
|--|--------------------|
| (A) Academic Record | 50 marks |
| (B) Assessment of Domain Knowledge & Teaching Experience | 37.5 marks |
| (C) Interview Performance | 12.5 marks |
| | Total = 100 marks |

(A) Academic Record

I Matriculation (Max 5 Marks)

| |
|--|
| 75% and above |
| (0.25 marks for each percent of marks) |

II 10+2 (Max 5 Marks)

| |
|--|
| 75% and above |
| (0.25 marks for each percent of marks) |

III Bachelor Degree (Max 5 Marks)

| |
|--|
| 61% and above up to 90% |
| (0.17 marks for each percent of marks) |

IV Graduation with Honours 60% and above (Max 5 marks)

V Master Degree (Max 15 Marks)

| |
|--|
| 56% and above |
| (0.40 marks for each percent of marks) |

VI NET/JRF+Ph.D./D.Phil

10 Marks

VII Merits (Max 05 marks)

| | | |
|---|---|--|
| Gold Medal at PG Level Stood 1 st in the State/Central University (5 Marks) | Gold Medal at UG Level Stood 1 st in the State/Central University (5 Marks) | Topper in Board Examination at 10+2 Level (State board/ICSE/CBSE) (5 Marks) |
|---|---|--|

(B) Assessment of Domain Knowledge & Teaching Experience (37.5 Marks).

I Publications (Maximum 8 Marks)

| | | |
|----|---|--|
| a) | Subject Books (ISSN/ISBN) | 03 Marks for each book |
| b) | Research paper in referred international journal (ISSN/ISBN) with impact factor | 03 marks for each publication (as per impact factor) |
| c) | Research paper in referred national journal (ISSN/ISBN) with impact factor | 02 marks for each publication (as per impact factor) |

-141-

II Research Performance (Max 07 Marks)

| | Research paper presented in: | Marks |
|----|------------------------------|--|
| a) | International Seminar | 03 marks for each paper Max. of 2 papers |
| b) | National Seminar | 01 marks for each paper Max. of 7 papers |

III Co-curricular Activities (Max 7.5 Marks)

| | | |
|----|---|---|
| a) | Debates/Declamation/Quiz/Poetic/Recitation /Literary/Fine Arts/Culture etc. | 01 marks for each state level position 02 marks for each national level position |
| b) | N.C.C. (C. Certificate) N.C.C. (B. Certificate) | 02 marks 01 marks |
| c) | NSS Certificate National Level | 01 marks |

IV Sports (Max 05 Marks)

| | | |
|----|---|---|
| a) | Position at International Level | 5 Marks |
| b) | Position at National Level | 1 st Position-4marks, 2 nd Position-3 marks, 3 rd Position-2 marks |
| c) | Graded Position at Inter University Level | 1 st Position-3marks, 2 nd Position-2 marks, 3 rd Position-1 marks |

Certificate of gradation from Sports Department of state Govt. is required in support of above mentioned claims.

V Teaching Experience (Max 10 Marks)

01 Marks for each academic year, (0.5 marks for each semester)

C Interview (12.5 Marks)

- (i) Subject knowledge including presentation of 4 to 5 minutes duration on a given topic & concept clarity 1 marks
- (ii) Communication skills & ICT knowledge 3.5 marks (2 marks)
- (iii) Overall Personality 3 marks

Notes:

- i) UGC/State Government Rules/instructions and relevant service rules will be followed in the recruitment process
- ii) Weightage for only one highest certificate of value will be considered for determining the overall merit. Sports certificates must be of a discipline and tournament recognized by the Sports Department, Department of Haryana and Association of Indian Universities.
- iii) Teaching experience may be considered only of those candidates who have taught the concerned subject (Arts/Sc./Com./B.Ed.) after acquiring the eligibility qualifications.
- iv) For Assistant Professors appointed in B.Ed. colleges, equal weightage is to be given to percentage in M.A./M.Sc./M.Com and M.Ed.
- v) For SC candidates appearing in SC specific interview the eligibility would be 50%. However, weightage shall be given on acquiring marks as per the above criteria.

EC. Rem.No. 40 of 13-9-2017

-142-

Appendix-4/16

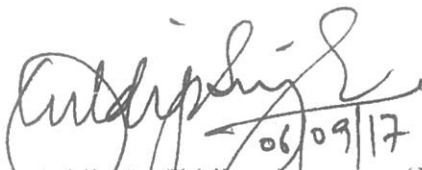
Minutes of the meeting of the Committee constituted by the Vice-chancellor regarding revision of rates for entertainment allowances held on 6.9.2017 at 4.00 p.m. in the office of Director, DDE, M.D. University, Rohtak.

The following were present:

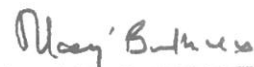
1. Director (DDE)
2. Finance Officer
3. Deputy Registrar (Gen. Admn.)

After detailed discussion, the Committee recommends as under:-

| Sr.No. | Designation | Existing | Proposed |
|--------|---|-----------------|-------------------------|
| 1. | Registrar/Finance Officer/COE Director (DDE) | No limit | No Change |
| 2. | Dean Academic Affairs | Rs.1000/- P.M. | No limit |
| 3. | DCDC/Librarian | Rs. 1000/- P.M. | Rs.2000/- P.M. |
| 4. | Dean of Faculties/HODs/Dean Students Welfare/Provost (Boys & Girls Hostels)/1 st Appellate Authority/Proctor | Rs. 500/- P.M. | Rs. 1200 /- P.M. |
| 5. | Joint Director (Audit)/Director Public Relations | Rs. 500/- P.M. | Rs. 1200 /- P.M. |
| 6. | Deputy Registrar/Secy. to Vice-Chancellor/In-charge Press/Executive Engineer/Principal (University Campus School) | Rs. 300/- P.M. | Rs. 600 /- P.M. |
| 7. | Assistant Registrar and Equivalent | Rs. 150/- P.M. | Rs. 500/- P.M. |


(Kuldeep S. Chhikara)
Director (DDE)


(Jitender Bhardwaj)
Finance Officer


(Manoj Badhwar)
D.R. (Gen. Admn.)

Appendix-C/17

143

224
9/8/17



KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)

No. EN-4/17/2199
Dated: 04/08/2017

Assistant Registrar (Estt.)

To ✓

The Assistant Registrar (Estt.),
Maharshi Dayanand University,
Rohtak.

9/8/17

EN-2

9/8/17

Sub: Information regarding Honorarium of Securityman

1-6693
9/8/17

Sir,

Kindly refer to your office letter No. EN-2/17/Honorarium/9790 dated 03.08.2017 on the subject cited above.

In this regard, it is to inform you that the Securitymen of this University are getting ₹600/- p.m. for performing 08 hours duty instead of 7½ hours (without usual lunch break) as per E.C. Res. No. 34 dated 25.01.2016 (copy enclosed).

Yours faithfully,

Encl: As above

W. S. ...
9/8/17
Assistant Registrar (Estt.)
for Registrar

KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)

Copy of the Resolution No. 34 from the minutes of meeting of the Executive Council of this University held on 25.01.2016.

34. Considered the recommendations of the committee as per annexure 34(I) constituted by the Vice-Chancellor for considering the request of the regular Securitymen of the University for enhancement of monthly sum amount from ₹400 to ₹600 per month being paid to them for performing 08 hours duty instead of 7½ hours (without usual lunch break).

RESOLVED THAT THE RECOMMENDATIONS OF THE COMMITTEE AS ABOVE BE APPROVED.

(Ref. EN-4)

Endst.No.AcM-4/EC-232nd/16/ 1839-1898 Dated: 09.02.2016
Copy of the above is forwarded to the D.R. Estt. for information and necessary action with the request that the action taken on this Resolution, please be intimated to the undersigned within 10 days of the receipt of it.

...
Superintendent (Academy)

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
NOTIFICATION

New Delhi, the 8th November, 2012

All India Council for Technical Education (Career Advancement Scheme for the Teachers and other Academic Staff in Technical Institutions) (Degree) Regulations, 2012

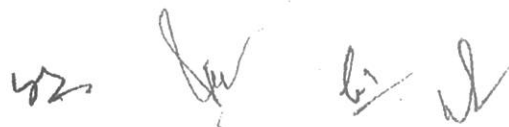
F.No. 37-3/Legal/AICTE/2012.- In exercise of its powers conferred under sub-section (1) of Section 23 read with Section 10(i)and(v)of the All India Council for Technical Education Act, 1987 (52of1987), the All India Council for Technical Education makes the following Regulations:

| | | |
|-----|--|--|
| 1. | SHORT TITLE, APPLICATION AND COMMENCEMENT: | |
| 1.1 | These Regulations may be called the All India Council for Technical Education (Career Advancement Scheme for the Teachers and Other Academic Staff in Technical Institutions) (Degree) Regulations, 2012. | |
| 1.2 | They shall apply to all technical institutions approved by the AICTE and Universities including Institution deemed to be Universities imparting technical education and such other courses/programs and areas as notified by the AICTE from time to time. | |
| 1.3 | They shall come into force with effect from the date of their publication in the Official Gazette. <i>Provided</i> that in the event, any candidate becomes eligible for promotion under Career Advancement Scheme in terms of these Regulations on or after 5 th March, 2010, the promotion of such a candidate shall be governed by the provisions of these Regulations. | |

| | | |
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| 2. | CAREER ADVANCEMENT SCHEME: | |
| 2.1 | A teacher who wishes to be considered for promotion under CAS may submit in writing to the University/College, within 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 (PBAS) in a proforma as evolved by the concerned University/College duly supported by all credentials as per the Academic Performance Indicator (API) guidelines (Appendix I) set out in these Regulations. | |
| 2.2 | In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the University/College should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill | |



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| | | all other criteria mentioned in these Regulations, as on 05 th March, 2010 and till the date on which these Regulations is notified, can be considered for promotion from the date, on or after 5 th March, 2010, on which they fulfill the eligibility conditions. |
| 2.3 | | Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Tables II (A and B) of Appendix 1 or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she is successfully re-assessed. |
| 2.4 | | The Selection Committee specifications as delineated in Clause 4 are applicable to Career Advancement promotions of Assistant Professor to Associate Professor and Associate Professor to Professor. |
| 2.5 | | CAS promotions from a lower grade to a higher grade of Assistant Professor/Associate Professor shall be conducted by a "Screening-cum-Evaluation Committee" adhering to the criteria laid out as API score in Performance Based Appraisal System (PBAS) in the Tables of Appendix 1. |
| 2.6 | | The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors/Associate Professor from one AGP to the other higher AGP shall consist of: |
| | [1] | "Screening-cum-Evaluation Committee" for University teachers: |
| | | [i] The Vice Chancellor or Acting Vice Chancellor, as the Chairperson of the selection committee; |
| | | [ii] The Dean of the concerned Faculty; |
| | | [iii] The Head of the Department/Chairperson of the School; and |
| | | [iv] One subject expert in the concerned subject nominated by the Vice Chancellor or Acting Vice Chancellor from the University panel of experts. |
| | [2] | "Screening-cum-Evaluation Committee" for college teachers: |
| | | [i] The Principal/Director of the College; |
| | | [ii] Head of the concerned department from the College, where there is no HOD, Professor as nominated by the Principal/Director from the same or any other Institution in the jurisdiction of the concerned University; and |
| | | [iii] Two subject experts in the concerned subject nominated by the Vice Chancellor or Acting Vice Chancellor from the University panel of experts. |
| | [3] | For Government/ Government Aided/ Government Autonomous Colleges : |
| | | [i] As may be prescribed by the respective State Governments / Board of Governors |
| 2.7 | | The quorum for these committees in both categories mentioned above shall be three |

42 

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| | including one subject expert / University nominee need to be present |
| 2.8 | The Screening-cum-Evaluation Committee on verification / evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the respective University / Directorate of Technical Education based on these Regulations and as per the minimum requirement specified in Tables II and III of Appendix I for each of the cadre of Assistant Professor, shall recommend to the Syndicate/Executive Council/Board of Management of the University / College about the suitability for the promotion of the candidate(s) under CAS for implementation. |
| 2.9 | All the selection procedures outlined above, shall be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes. |
| 2.10 | CAS promotion, being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert to its original cadre. |
| 2.11 | The incumbent teacher must be on the roll and active service of the Universities / Colleges on the date of consideration by the Selection Committee for Selection / CAS Promotion. |
| 2.12 | Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date of the promotion if they consider themselves eligible. In any event, the University / College concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates. |
| 2.13 | In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year. |
| 2.14 | If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable from the date of completion of minimum period of eligibility. |
| 2.15 | If however, the candidate finds that he / she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from the date of application. |
| 2.16 | If the candidate does not succeed in the first assessment, but succeeds in the subsequent assessment, his / her promotion will be deemed to be from the later date of successful assessment |
| 3 | STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS /ASSOCIATE PROFESSORS / PROFESSORS: |
| 3.1 | Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and |

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| | | Stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down in next clause. |
| 3.2 | | In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of these Regulations from 5th March, 2010 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in the tables of Appendix I is to be implemented for one year, initially based on the existing systems in Universities / Colleges for one year only with the minimum annual scores as depicted in Table II (a) and II (b) for University and College teachers. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2013, one year API scores for 2012-13 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2014, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. |
| 3.3 | | Assistant Professor, possessing Ph. D Degree in the relevant discipline shall be eligible, for moving to the next higher grade of Rs.7000 (stage 2) after completion of four years service as Assistant Professor. |
| 3.4 | | Assistant Professor possessing M. Phil Degree or a Post-Graduate Degree in professional courses, approved by the relevant statutory body, shall be eligible for the next higher grade of Rs.7000 (stage 2) after completion of five years service as Assistant Professor. |
| 3.5 | | Assistant Professor who does not have Ph.D. or MPhil or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade of Rs.7000 (stage 2) only after completion of six years service as Assistant Professor. |
| 3.6 | | The upward movement from the entry level grade (stage 1) to the next higher grade of Rs.7000 (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down by the AICTE in this Regulation. |
| 3.7 | | Assistant Professor who has completed five years of service in the grade of Rs.7000 (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade of Rs.8000 (stage 3). |
| 3.8 | | Assistant Professor completing three years of teaching in the grade of Rs.8000 (stage 3) shall be eligible. subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the Pay Band of Rs.37400-67000 with next higher grade of Rs.9000 (stage 4) and to be designated as Associate Professor. However those joining the Service after 5th March 2010 shall have also earned Ph. D in addition to above mentioned requirements to move to the stage 4. |
| 3.9 | | Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade of Rs.10000 (stage 5) subject to following: |
| | (a) | Satisfying the required credit points as per API based PBAS requirements as provided in Tables of Appendix I; and |
| | (b) | An assessment by a duly constituted selection committee as |

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| | | | suggested for the direct recruitment of Professor. Provided that no teacher other than those with a Ph.D. shall be promoted or appointed as Professor. |
| 4. | SELECTION COMMITTEES AND GUIDELINESS ON SELECTION PROCEDURES: | | |
| | The AICTE has evolved following guidelines on: | | |
| | (a) | Constitution of Selection Committees for selection of Assistant Professor, Associate Professor. Professor for direct recruitment and under CAS | |
| | (b) | Specified selection procedures for direct recruitment and Career Advancement Scheme Regulations for Teachers in Universities and Colleges. However, for other academic staff in Universities / Colleges, UGC guidelines of 30.6.2009 and any amendments/corrigendum/clarifications issued subsequently by UGC be followed. | |
| 5. | SELECTION COMMITTEE SPECIFICATIONS : | | |
| | 5.1 | Assistant Professor in the University : | |
| | | The Selection Committee for the post of Assistant Professor in the University shall have the following composition: | |
| | | 1. | The Vice Chancellor or Acting Vice-Chancellor to be the Chairperson of the Selection Committee. |
| | | 2. | 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. |
| | | 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 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. |
| | | 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. | |
| | 5.2 | Associate Professor in the University : | |
| | | The Selection Committee for the post of Associate Professor in the University shall have the following composition: | |
| | | 1. | Vice Chancellor or Acting 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 nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the University concerned. |
| | | 4. | Dean of the faculty, wherever applicable |
| | | 5. | Head/Chairperson of the Department/School |

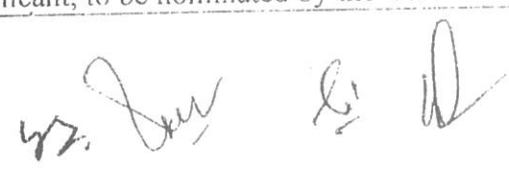


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| 6. | An academician representing SC/ ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category. |
| | 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. |
| 5.3 | Professor in the University : The composition of the Selection Committee for the post of Professor in the University shall be similar in composition as that for the post of Associate Professor set out in above clause. |
| 5.4 | Assistant Professor in Colleges including Private Colleges The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition: |
| 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 / Director of the College |
| 3. | Head of the Department of the concerned subject in the College. |
| 4. | 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 minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from 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. |
| 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 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. |
| 6. | In case of Colleges notified/ declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College |
| 7. | 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. |
| | 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. |


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| | | <p>For all levels of teaching positions in for Government / Government aided /Government autonomous Colleges, the State Public Services, Commissions / Teacher Recruitment Boards must invite three subject experts, for which the concerned University be involved in the selection process by respective appointing authority.</p> <p>For all levels of teaching positions in Constituent College(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.</p> |
| 5.5 | Associate Professor in Colleges including Private Colleges | |
| | The Selection Committee for the post of Associate Professor in Colleges including Private Colleges shall have the following composition | |
| | 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 /Director 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 or Acting 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. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the 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. |
| | 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 recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the University concerned. In case of Colleges notified / declared as minority educational Institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor or Acting Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College. |
| | 6. | An academician representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing |

| | | |
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| | | these Categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category. |
| | | <p>The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.</p> <p>For all levels of teaching positions in for Government / Government aided / Government autonomous Colleges, the State Public Service, Commissions / Teacher Recruitment Boards must invite three subject experts for which the concerned University, be involved in the selection process by respective appointing authority.</p> <p>For all levels of teaching positions in Constituent College(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.</p> |
| 5.6 | Professor in the Colleges including Private Colleges | |
| | | <p>The composition of the Selection Committee for the post of Professor in the colleges including private Colleges shall be similar in composition as that for the post of Associate Professor set out in the above clause.</p> <p>For all levels of teaching positions in For Government / Government aided / Government autonomous Colleges, the State Public Services, Commissions / teachers Recruitment boards must invite three subject experts for which the concerned University, be involved in the selection process by respective appointing authority.</p> <p>For all levels of teaching positions in Constituent College(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.</p> |
| 5.7 | College Principal / Director | |
| | | The Selection Committee for the post of College Principal shall have the following composition |
| | 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 / 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 University concerned. |
| | 5. | 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, |



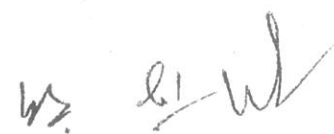
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| | | if any of the above members of the selection committee does not belong to that category. |
| | | <p>To constitute the quorum for the meeting, five of which at least two must be from out of the three subject-experts shall be present.</p> <p>All 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 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.</p> <p>The term of appointment of the College Principal / Director shall be FIVE years with eligibility for reappointment for one more term only after a similar selection committee process.</p> |
| 6. | | COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS: |
| | 6.1 | 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, etc., should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix I - Table No. II provided that; |
| | (a) | The essential qualifications of the post held were 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 (Lecturer), Associate Professor (Reader) and Professor. |
| | (c) | The candidate for direct recruitment has applied through proper channel only. |
| | (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 appointments were not as guest lecturer for any duration, or an 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 duration; |



| | | | |
|--|-----|-------|---|
| | | (ii) | The incumbent was appointed on the recommendation of duly constituted Selection Committee; |
| | | (iii) | The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service; and |
| | | (iv) | Artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on permanent basis shall be given the benefit of entire service rendered by him with effect from the date of initial appointment (temporary/contracted/ad-hoc) notwithstanding the artificial break/breaks in service. |
| | (g) | | No distinction should be made with reference to the nature of management of the Institution where previous service was rendered (private/local body/Government) was considered for counting past services under this clause. |



Dr. K .P. Isaac Member Secretary
(ADVT.III/4/162/12/Exty.)



154-

TABLE - 1

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS(APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME(CAS) PROMOTIONS OF UNIVERSITY/COLLEGE TEACHERS

CATEGORY 1 : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation, (d) contribution to innovative teaching, new courses, etc. The minimum API scores required by teachers from this category is 75. The self-assessment score will be finalized by the screening/ selection committee.

| Sl. No | Nature of Activity | Maximum Score |
|--------|--|---------------|
| 1. | Lectures, seminars, tutorials, practical, contact hours undertaken as percentage of lectures allocated* | 50 |
| | Lectures, seminars, tutorials, practicals, contact classes should be based on verifiable records. Maximum 50 for 100% performance & proportionate score up to 80%. No score will be assigned if a teacher has taken less than 80% of the assigned classes. No score should be deducted for classes not held or missed due to i) students not turning up or bunking classes, ii) sanctioned leave of the teacher of any kind, iii) any other reason beyond the control of the teacher. (To be calculated out of the total possible classes to be held or number of classes mentioned in the syllabus) | |
| 2. | Lectures or other teaching duties in excess of the AICTE norms | 10 |
| | If a teacher has taken classes exceeding AICTE norms, then 0.25 scores to be assigned for each extra hour of unpaid class. | |
| 3. | Preparation and imparting of knowledge/instruction as per curriculum, syllabus enrichment by providing additional resources to students | 20 |
| | a) Preparation and imparting of knowledge/instructions as per curriculum with the prescribed material (Text book / Manual etc.) : 15 points b) Syllabus enrichment by providing additional resources to students such as lab manuals, lecture notes, etc. : 5 points for each paper or manual. | |
| 4. | Use of participatory and innovative teaching- learning methodologies; updating of subject content, course improvement, etc | |

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| | Updating of courses, design of curriculum : 5 points per paper per course | 10 |
| | Participatory & Innovative Teaching-Learning process with material for problem based learning, case studies, Group discussions, project work, product development, assignment, ICT based teaching material etc. (5 points each) | 10 |
| | Use of ICT in Teaching-Learning process with computer-aided methods like power-point/multimedia/simulation/software etc. on regular basis. (Use of any one of these in addition to Chalk & Board : 10 points) | 20 |
| | Developing and imparting Remedial/Bridge Courses (each activity : 5 points) | 10 |
| | Developing and imparting soft skills/ communications skills/ personality development courses/modules, etc. (each activity 5 points) | 10 |
| | 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 |
| | Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning, e-library skills to students, etc. a) Workshop / Training course : 10 points each b) Popularization programmes : 5 points each | 10 |
| | Developing of laboratories, initiatives for purchase of equipment, maintenance of existing infrastructure, development of class rooms, development of software (each activity : 5 points) | 10 |
| | Maximum Aggregate Limit for Sr. No. 4 | 20 |
| 5. | Examination duties (Invigilation; question paper setting; evaluation/assessment of answer scripts) as per allotment. | |
| | College/University semester / Annual Examination work as per duties allotted (Suptt. -in-Chief/Supdt./Deputy Supdt. - 10 points per semester, Invigilation - 5 points per semester for atleast five duties, Evaluation of answer scripts - 5 points up to 100 answer scripts and one point for each subsequent block of 100 answer books subject to maximum of 15 points, Question paper setting-5 points per paper subject to maximum of 15) | 20 |

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| (100% compliance = 20 points) | |
| College/University examination / Evaluation responsibilities for internal assessment / sessionals/seminars/assignment / continuous assessment work as allotted. (100% compliance=15 points) | 15 |
| Examination work such as coordination, or flying squad duties etc. (2 points per week per duty) | 10 |
| Maximum Aggregate Limit for Sr. No. 5 | 25 |
| TOTAL SCORE | 125 |
| Minimum API Score Required | 75 |

Universities will be required to detail the activities and in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

Note:* Lectures and tutorials allocation to add up to the AICTE norm for particular category of teacher. University may prescribe minimum cut-off (net of duc leave), say 80% for 1 above, below which no scores may be assigned in these sub categories.

NOTE : If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.

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CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief-Explanation: Based on the teacher's self-assessment, category II API Scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only by one or a few teachers. The list of activities is broad enough for the minimum API Score required (15) in this category to accrue to all teachers. As before, the self-assessment score will be finalized by the screening/ selection committee.

| SL.No | Nature of Activity | Maximum Score |
|-------|---|---------------|
| 1 | Student related co-curricular, extension and field based activities (such as extension work through NSS/NSC and other channels, cultural activities, subject related events, advisement and counseling). | |
| | Institutional Co-curricular activities for students such as field studies/ educational tours /industrial tour/ field training/ quiz contest/ declamation contest/ debate/ industry implant training etc. 5 points each for teacher incharge one additional members | 10 |
| | Positions held/ Leadership role played in organization linked with Extension Work and National services like NSS, NCC, Red Cross, Eco-Club, Women Cell or any other similar organizational activity (10 points each as teacher incharge for complete year and proportionate score for less period) | 10 |
| | Donating blood, commitment to donate eyes or body or organs, contribution of at least one day salary to Prime Minister's relief fund or Chief Minister's relief fund or University corpus fund, instituting a scholarship as contributor or motivator having endowment of not less than Rs. 1 lakh for the education of the poor needy /meritorious student, organizing a blood donation camp (5 points each) | 10 |
| | Students and Staff Related Socio, Cultural and Sports Programmes (Organizing such programme(s) or contributing by participating or accompanying a team in any of the programme(s) at intra/interdepartmental or intercollegiate or interUniversity levels). a) Interdepartmental College level : 5* points each b) Interdepartmental : 10* points each c) Intercollegiate : 10* points each d) Inter-University : 15* points each *Teacher incharge/Convener will get full points and member will get half points for the event. | 15 |
| | Community work such as values of National Integration, Environment democracy, social work, Human Rights, Peace, Scientific temper, flood or drought relief, small family norms, free plantation, energy conservation, Library literacy programme. etc. through lectures /awareness programmes or through TV /Satellite /EDUSAT /Radio | 10 |

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| | etc. 5 points each | |
| | Maximum Aggregate Limit for Sr. No. 1 | 25 |
| 2 | Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. | |
| | Contribution to Corporate life in Universities /Colleges through meetings popular lectures, expert/extension lectures, EDUSAT lectures, INSPIRE programmes, invited lectures on subject related /scientific/ legal etc. issues, or articles in College magazine and University volumes (5 points each) | 10 |
| | Institutional Governance responsibilities. DAA, DR&D, Dean of Colleges, DSW, Proctor, Provosts (Boys Hostels/Girls Hostels) 15 points each. Deans of Faculties, Director UIET, Director Distance Education, Principal. Chairperson /Head /Director, Librarian, NAAC Co-ordinator, Director IQAC, Coordinator SAP : 10 points each Vice-Principal, Faculty-in-charge, Warden, Bursar, School Vice-Chairperson, Director Public Relations, Deputy Co-ordinator SAP, Coordinator University Website, Coordinator Campus Networking, Member of University Court/ Executive Council /Academic Council /IQAC /IAEC /Human Ethics Committee/ High Powered Purchase Committee, GSC ASH. House Allotment Committee, to coordinate the activities at departmental College level related to various committees constituted at the University level, NAAC Committee. Health Advisory Committee, membership of UG/PG Board of Studies, membership of QUALIFICATION FOR ATEC IN UNIVERSITY AND COLLEGE 41 Governing Bodies of Colleges/Institutions. Secretary of the Departmental Committee, etc. 7 points each. (Full points for completed year and proportionate score for less period). | 15 |
| | Participation in committees concerned with any aspect of departmental or Institutional activity such as admission (including online admission), budget/ purchase, time table campus development, inspection, library, students welfare, Guidance & counselling, placement, help desk, anti-ragging, UMC, Proctorial duty, AICTE or any such committee/sub-committee appointed by Vice-Chancellor/Chair-person/ Director/Principal/Head/ University Court/ Executive Council / Academic Council / Staff Council etc. (Convener: 7 points each, Member : 5 points each) | 15 |

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| | <p>Organization of Conferences / Seminars / Symposia / Workshops / Training as Coordinator / Chairman / Co- Chairman / Convener / Co-convener / Secretary/ Joint- Secretary / Treasurer etc.</p> <p>a) Conferences / Seminars / Symposia :</p> <p> i) International level (10 points each)</p> <p> ii) National / Regional (7 points each)</p> <p>b) Workshop / Training (1 point each day subject to maximum of 7 points)</p> <p> As member of the organizing committee of a) i) above (5 points each)</p> <p> As member of the organizing committee of a) ii) or b) above (3 points each)</p> <p> Member of the Advisory Committee of a) i) above (3 points each)</p> <p> Member of the Advisory Committee of a) ii) above (2 points each)</p> | 10 |
| | <p>Organization of Faculty Development Programmes/ Technology Based Entrepreneurship Development Programme as Coordinator / Chairman / Co-Chairman / Convener / Co-convener / Secretary / Joint Secretary / Treasurer etc. (5 points each).</p> | 15 |
| | <p>Maximum Aggregate Limit for Sr. No. 2</p> | 15 |
| 3 | <p>Professional Development activities(such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below):-</p> | |
| | <p>Participation in subject associations, conferences, seminars, symposia, workshop without paper presentation (2 points each) : Visits abroad (excluding for conference / seminar / symposia / workshop) for research collaborations or delivering lectures or attending academic meetings (5 points each), Co-Chair / Rapporteur (5 points each)</p> | 10 |
| | <p>Invited lectures in orientation courses / refresher courses (5 points each)</p> | 10 |
| | <p>Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance, new and emerging fields/ subjects/technologies (5 points each)</p> | 10 |
| | <p>Membership / participation in State/Central Bodies / Committees on Education, Research and National Development such as AICTE/ UGC/DST/ICMR/ICAR/ICHR, etc, (5 points each)</p> | 10 |
| | <p>Membership of professional associations / bodies / academic societies, membership of committees like Board of Studies (UG and PG), Ph.D. Committee, Research Committee, course design committee, expert</p> | 10 |

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-160-

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| committee of any University / Institute, editorial committees/boards of journals, referring of research papers of Journals (5 point each) Evaluation of Ph.D. Thesis (5 points each), M. Phil Dissertation (3 points each) Conducting Viva-Voce of Ph.D. (5 points each) ; M.Phil (3 points each) | |
| Office bearers of professional bodies including Teachers' Association, Teachers' Club, Alumni Association, Academic Societies etc. (5 points each) | 10 |
| Publication of articles in News Papers, Magazines or other publications (not covered in category III), radio talks, television programmes (2 points each) | 10 |
| Maximum Aggregate Limit for Sr. No. 3 | 15 |
| TOTAL SCORE | 50 |
| Minimum API Score Required | 15 |

Note : If a candidate claims score for an item not covered in the above list, the claim for the same shall be settled by a committee constituted for the purpose.

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CATEGORY- III : RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score will be finalized by the screening/selection committee.

| SL. No | APIs | Engineering & Technology | Faculties of Languages Humanities/ Social Sciences Management | Max. Points for University and College Teacher Position | | |
|--------|---------------------------------|---|---|---|----------------------|--------------------|
| | | | | API Score allotted | Self appraisal score | Verified API score |
| III A | Research Papers* Published in : | Refereed & Indexed Journals with impact factor 5 and above | Refereed & Indexed Journals with impact factor 5 and above | 45/ Publication | | |
| | | Refereed & Indexed Journal with impact factor of 2 and more but less than 5 | Refereed & Indexed Journal with impact factor of 2 and more but less than 5 | 35/ Publication | | |
| | | Refereed & Indexed Journal with impact factor of 1 and more but less than 2 | Refereed & Indexed Journal with impact factor of 1 and more but less than 2 | 30/ Publication | | |
| | | Refereed & Indexed Journal with impact factor of more than zero but less than 1 | Refereed & Indexed Journal with impact factor of more than zero but less than 1 | 25/ Publication | | |

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|-------|---|--|--|--|--|--|
| | | Refereed and Indexed | Refereed and Indexed | 20/ Publication | | |
| | | Refereed | Refereed Journals (Fine Arts participation in International exhibition/workshops with one's own work-15 points each) | 15/ Publication | | |
| | | Non-Refereed but recognized and reputable journals and periodicals, having ISBN/ISSN number. | Non-Refereed but recognized and reputable journals and periodicals, having ISBN/ISSN number. | 10/ Publication | | |
| | | Conference proceedings as full papers, etc. (Abstracts not to be included) | Conference proceedings as full papers, etc. (Abstracts not to be included) | 10/ Publication | | |
| 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 with ISBN | Text or Reference Books Published by International Publishers with an established peer review system with ISBN | 50/ sole author (book) and 10 each chapter in an edited book | | |

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|--|--|---|---|--|--|--|
| | | Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers | Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers (Fine Arts Solo exhibition of one's work) | 25 / sole authors (book) and 5 each chapter in an edited books | | |
| | | Subject Books by Other local publishers with ISBN/ISSN numbers | Subject Books by Other local publishers with ISBN/ISSN numbers | 15 / sole author (book) and 3 each chapter in edited books | | |
| | | Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN | Chapters contributed to edited knowledge based volumes published by International Publishers with ISBN | 10/chapter | | |
| | | Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN numbers and with numbers of national and international directories | Chapters in knowledge based volumes by Indian / National level publishers with ISBN/ISSN numbers and with numbers of national and international directories | 5 / chapter | | |

42 ✓
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| II (C) RESEARCH PROJECTS | | | | | | |
|--------------------------|---|---|--|--|--|--|
| (i) | Sponsored Projects carried out/ ongoing | (a) Major Project (Amount mobilized with grants above Rs.30.0 lakhs) | (a) Major Project (Amount mobilized with grants above Rs.5.0 lakhs) | 20 / project | | |
| | | (b) Major Project (Amount mobilized with grants above Rs.5.0 lakhs up to Rs.30.0 lakhs) | (b) Major Project (Amount mobilized with grants above Rs.3.0 lakhs up to Rs.5.0 lakhs) | 15 / project | | |
| | | (c) Minor Project (Amount mobilized with grants above Rs.50000 up to Rs.5.0 lakhs) | (c) Minor Project (Amount mobilized with grants above Rs.25000 up to Rs.3.0 lakhs) | 10/project | | |
| (ii) | Consultancy Projects carried out/ ongoing | Amount mobilized with minimum of Rs.3.00 Lakh | Amount mobilized with minimum of Rs.1.00 Lakh | 10 per every Rs.3.0 lakh and Rs.1.0 lakh Respectively | | |
| (iii) | Completed Projects Quality Evaluation | Completed Project Report (Accepted by funding agency) | Completed Project Report (Accepted by funding agency) | 20 for each major projects and 10 for each minor projects | | |
| (iv) | Projects Outcome / Outputs | Patent/ Technology transfer / Product / Process | Major policy document of Govt. Bodies at Central and State level | 30 each for National level output; 50 each for international Level | | |

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| III(D) RESEARCH GUIDANCE | | | | | |
|--------------------------|--------------------------|------------------------|------------------------|------------------|--|
| (i) | M. Phil / ME/ M. Tech | Degree awarded only | Degree awarded only | 3 candidate | |
| (ii) | Ph.D | Degree awarded | Degree awarded | 10/ candidate | |
| | | Thesis Submitted | Thesis Submitted | 7/ candidate | |

| III (E) TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS | | | | | |
|---|--|---|---|---|--|
| (i) | Refresher courses, Methodology workshops, Training, Teaching Learning – Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points) | a) Not less than two weeks duration | a) Not less than two weeks duration | 20 each | |
| | | b) One week duration | b) One week duration | 10 each | |
| (ii) | Papers in Conferences/ Seminars / Symposia workshops etc.** | Participation and Presentation of research papers (oral/poster)in a) International b) National c) Regional/ State Level d) Local- University/Co llege Level | Participation and Presentation of research papers (oral/poster)in a) International b) National c) Regional/ State Level d) Local- University/Co llege Level | 10 each 7.5 each 5 each 3 each | |
| (iv) | Invited Lectures or presentations for | a) international | a) International | 10 each | |

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|--|-------------------------------------|-------------------------------------|----------|
| conferences / workshop/ Symposia to deliver lectures/ Chair sessions | b) National | b) National | 7.5 each |
| | c) Regional/State Level | c) Regional/State Level | 5 each |
| | d) Local- University/ College level | d) Local- University/ College level | 3 each |

To be filled by the candidate:

* The API for joint publication will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher the First/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by the other authors. For example, if the total score for a publication is 10 (say), then the First/Principal author, the corresponding author, supervisor, co-supervisor and mentor would get 6 points each and the other authors would get 4 points each.

** API Score for III E (ii) will be claimed solely by the author who participated and presented the paper (oral/poster). However, if a paper presented in Conference/ Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (a) and not under presentation III (e) (ii).

Note: Date of publication of research paper will be 1st January in case Journals published annually, 1st day of the half year in case of Journals published half yearly, 1st day of the quarter in case of Journals published quarterly, 1st day of the month in case of Journals published monthly and likewise

TABLE - II (A)

MINIMUM APIS AS PROVIDED IN TABLE I

TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS, AND WEIGHT AGES FOR EXPERT ASSESSMENT

| | Assistant Professor/equivalent cadres: (stage 1 to stage 2) | Assistant Professor/equivalent cadres: (stage 2 to stage 3) | Assistant Professor: (stage 3) to Associate Professor/equivalent cadres (stage 4) | Associate professor (stage 4) to Professor/equivalent cadres (stage 5) | Professor (Stage 5) to Professor (stage 6) |
|---|--|--|--|--|---|
| 1 Teaching learning, Evaluation related activities (category I) | 75/ year | 75/ year | 75/ year | 75/ year | 75/ year |
| 2 Co curricular, extension and profession related activities (category II) | 15/ year | 15/ year | 15/ year | 15/ year | 15/ year |
| 3 Minimum total average annual score under categories I and II* | 100/Year | 100/Year | 100/Year | 100/Year | 100/Year |
| 4 Research and Academic Contribution (Category 3) | 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) |
| 5 Expert Assessment system percentage distribution of weightage points in the expert assessment (Total weightage points in the expert assessment (Total | Screening Committee No separate points Screening committee to verify API scores. | Screening Committee No separate points. Screening committee to verify API scores | Selection Committee 30% - contribution to Research. 50% - Assessment of domain knowledge and teaching practices. 20% - interview performance. | Selection Committee 50% - contribution to Research. 30% - Assessment of domain knowledge and teaching practices. 20% - interview performance. | Expert Committee 50% - contribution to Research. 50% - Performance evaluation and other credential by referral procedure. |

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| weightage 100 Minimum required for promotion is 50) | | | | | |
|--|--|--|--|--|--|

*Note: For Universities for which Sixth P.R.C. Awards are applicable, Stages 1,2,3,4,5 and 6 correspond to scale with A.G.P of Rs. 6,600, 7,000, 8,000, 9,600, 10,000 and 12,000 respectively

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| TABLE - II (B) | | | | | |
|---|--|---|---|--|--|
| MINIMUM APIs AS PROVIDED IN TABLE I | | | | | |
| TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN THE COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS) AND WEIGHTAGES FOR EXPERT ASSESMENT IN UNIVERSITY DEPARTMENTS, AND WEIGHT AGES FOR EXPERT ASSESSMENT | | | | | |
| | | Assistant Professor/equivalent cadres: (stage 1 to stage 2) | Assistant Professor/equivalent cadres: (stage 2 to stage 3) | Assistant Professor: (stage 3) to Associate Professor/equivalent cadre (Stage 4) | Associate Professor to Professor promotion in colleges (stage 5) as per assigned posts |
| I | Teaching learning, Evaluation related activities (category I) | 75/ year | 75/ year | 75/ year | 75/ year |
| II | Co curricular, extension and profession related activities (category II) | 15/ year | 15/ year | 15/ year | 15/ year |
| III | Minimum total average annual score under categories I and 2* | 100/Year | 100/Year | 100/Year | 100/Year |
| IV | Research and Academic Contribution (Category 3) | 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 |

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| V | Percentage distribution of weightage points in the Expert assessment (Total weightages = 100. Minimum required for promotion is 50) | No separate points. Screening committee to verify API scores. | No separate points. Screening committee to verify API scores | 20% - Contribution to Research 60% - Assessment of domain: knowledge and teaching practices. 20% - Interview performance. | 30% - Contribution to Research. 50% - Assessment of domain knowledge and teaching practices. 20% - Interview performance. |
|---|---|---|--|---|---|

* Teachers may score 10 points from either category I or category II to achieve the minimum score required under category I+II.

Note: For Universities for which Sixth PRC Awards are applicable, Stages 1,2,3,4 and 5 correspond to scales with AGP of Rs. 6,000, 7,000, 8,000, 9,000 and 10,000 respectively.

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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 information and to facilitate the implementation of these Regulations from 31-12-2010 in the CAS Promotion, 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 for one year. Initially based on the existing systems in Universities / Colleges, if any for one year only with the minimum average scores as depicted in table II (a) and II (b). This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is eligible for CAS promotion in 2011, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher becoming for CAS promotion in 2012, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.
4. As shown in Table II, the aggregate minimum API score required can be earned from any of the two broad 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 I and II, also for the differing nature of contributions possible in different institutional settings.
5. For Category III (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, an 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 Tables I and II, 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.

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| 7. | If, however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II (A) and II (B) 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 later 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. |

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TABLE - II (C)

Minimum Scores for APIs for direct recruitment of teachers in University departments / Colleges, and weight ages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulations.

| | Assistant Professor/ equivalent cadres (Stage 1) | Associate Professor/equivalent cadres (Stage 4) | Associate Professor/equivalent cadres (Stage 5) |
|--|--|---|---|
| Minimum API Scores: | Minimum Qualification as stipulated in these Regulations | Consolidated API score requirement of 300 points from category III of APIs | Consolidated API score requirement of 400 points from category III of APIs |
| Selection Committee criteria weight ages (Total Weight ages = 100) | a) Academic Record and Research Performance (50%) b) Assessment of Domain Knowledge and Teaching Skills (30%) c) Interview performance (20%) | a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching skills (20%) d) Interview performance: (20%) | a) Academic Background (20%) b) Research performance based on API score and quality of publications (40%) c) Assessment of Domain Knowledge and Teaching skills (20%) d) Interview performance: (20%) |

Note : For Universities/Colleges for which Sixth PRC Awards are applicable, Stages 1, 4 and 5 correspond to scales with AGP of Rs. 6000, 9000 and 10000 respectively.

TABLE - III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES

| Sl. No | Promotion of Teachers through CAS | Service requirement | Minimum Academic Performance Requirements and Screening/Selection Criteria |
|--------|--|---|--|
| 1. | Assistant Professor/ equivalent cadres from stage 1 to stage 2 | Assistant professor in stage 1 and completed four years of service with Ph.D. or five years of service who are with M. Phil/ PG Degree in professional Courses such as LL.M., M. Tech, or six years of service who are without Ph. D / M.hil /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 II (A) / (B) of Appendix I. (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE / Central Govt. / State / Govt. / TEQIP / CHLP/ISIE/NITTTR / IIT / DTE / SBTE / University, etc. (iii) Screening cum Verification process for recommending promotion |
| 2. | Assistant Professor/ equivalent cadres from stage 2 to stage 3 | Assistant Professor with completed service of five years in stage 2. | (i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A) / II (B) of Appendix I. (ii) One course / program-me from among the categories of refresher courses, methodology workshops, Training, Teaching Learning Evaluation Technology programmes, soft skills development programmes and Faculty Development Programmes of 2/3week duration approved or conducted by AICTE / CENTRAL GOVT. State Govt. / TEQIP / CHLP / ISIE / NITTTR / IIT / DTE / SBTE/ University, etc (iii) Screening cum Verification process for recommending promotion |

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|----|---|--|--|
| 3. | Assistant Professor (stage 3) to Associate Professor (Stage 4) | Assistant Professors with three years of completed service in Stage 3. | <p>(i) Minimum API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II A / II (B) of Appendix I.</p> <p>(ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of college teachers, an exemption of one publication will be given to M. phil. Holders and an exemption of two publications will be given to Ph. D. holders.</p> <p>(iii) One course / programme from among the categories of methodology workshops, Training, teaching Learning Evaluation Technology Programmes, soft Skills development programmes and faculty Development programmes of minimum one week duration approved or conducted by AICTE / Central / State Govt. / YLOIP / CILP / ISTE / NITTR / IT / DTE / SBTE / University, etc.</p> <p>(iv) A selection committee process as stipulated in these Regulations and in Tables II (A) and II (B) of Appendix I.</p> |
| 4. | Associate Professor (Stage 4) Professor/equivalent cadres (Stage 5) | Associate Professor with three years of completed service in Stage 4. | <p>(i) Minimum yearly /cumulative API scores using the PBAS scoring proforma developed by the concerned University as per the norms provided in Table II (A) / II (B) of Appendix I. Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>(iii) A selection Committee process as stipulated in this Regulation and in Tables II (A) and II (B) of Appendix I.</p> |

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|---|--|---|---|
| 5 | Professor (Stage 5) to professor (Stage 6) | Professor with ten years of completed service (Universities) only | <p>(i) Minimum yearly / cumulative API scores for the assessment period as per the norms provided in Table II (A) of Appendix I.</p> <p>(ii) Additional credentials are to be evidenced by: (a) post doctoral research outputs of high standard; (b) awards / honours / recognitions / patents and IPR on products and processes developed / technology transfer achieved; and (c) Additional research degrees like D. Sc., D.lit. LL. B. etc.</p> <p>(iii) A review process by an Expert Committee as stipulated in this Regulation and in Table II (A) and II (B) of Appendix I</p> |
|---|--|---|---|

* For teachers seeking promotion under CAS to Associate Professor, for those who on the date of this notification are Assistant Professors in Stage 2, the existing requirement of Ph.D. or equivalent publications will continue to apply. In case, some teachers do not also meet this criteria, the selection committee may give due weight age to criteria mentioned in Appendix I, Categories I and II. For all others who enter stage 2, subsequent to this notification, the requirement of three publications, as defined in these Regulation, will be applicable.

Note : For Universities/Colleges for which Sixth PRC Awards are applicable, Stages 1,2,3,4,5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 10000 and 12000 respectively.



-177-

University of _____

Annual Self - Assessment for the Performance Based Appraisal System (PBAS)

Session / Year _____

(To be completed and submitted at the end of each academic year)

**PART -A
(GENERAL INFORMATON)**

| | | | |
|----|---|---|--|
| 1. | Name (in Block Letters) | : | |
| 2. | Father's Name / Mother's Name Husband's Name | : | |
| 3. | Department | : | |
| 4. | Current Designation & Grade pay | : | |
| 5. | Date of last Promotion | : | |
| 6. | Address for correspondence (with Pin code) | : | |
| 7. | Permanent Address (with Pin code, Telephone No & E-mail) | : | |
| 8. | Whether acquired any degree or fresh academic qualification during the year: | : | |
| 9. | Academic Staff College Orientation / Refresher Course attended during the year: | : | |

| Name of the Course / summer School | Place | Duration | Sponsoring Agency |
|------------------------------------|-------|----------|-------------------|
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PART - B
(ACADEMIC PERFORMANCE INDICATORS)

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY - I
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practical's, Contact Hours (give semester wise details, where necessary)

| Sl. No. | Course / Paper | Level | Mode of teaching * | No. of classes per week allowed | No. of Classes conducted | % of classes / practical's taken as per documented record |
|---------|----------------|-------|--------------------|---------------------------------|--------------------------|---|
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*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

| | | |
|------|---|-----------|
| | | API Score |
| (a) | Classes Taken (max. 50 for 100% performance & Proportionate score up to 80% performance, below which no score may be given) | |
| (b) | Teaching Load in excess of AICTE norm (max. score : 10) | |
| (ii) | Reading / Instructional material consulted and additional knowledge resources provided to students | |

| Sl. No. | Course / Paper | Consulted | Prescribed | Additional Resource Provided |
|---|----------------|-----------|------------|------------------------------|
| | | | | |
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| | | | | |
| API score based on preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to students (max. Score : 20) | | | | API SCORE |

| | | | |
|--|------------------------------|-----------------|---------------------------------|
| (iii) Use of Participatory and Innovative Teaching – Learning Methodologies, Updating of Subject Content, Course Improvement, etc. | | | |
| Sl. No. | Short Description | | API Score |
| | | | |
| | | | |
| | Total Score (max Score : 20) | | |
| (iv) Examination Duties Assigned and Performed | | | |
| Sl. No. | Type of Examination Duties | Duties Assigned | Extent to which carried out (%) |
| | | | |
| | | | |
| | Total score (max Score : 25) | | |

| CATEGORY – II | | | |
|--|---|---|-----------|
| CO – CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES | | | |
| Please mention your contribution to any of the following : | | | |
| Sl. No. | Type of Activity | Average Hrs / Week | API Score |
| | (i) Extension, Co-curricular & field based activities | | |
| | | | |
| | Total (max : 20) | | |
| | (ii) Contribution to corporate Life and Management of the Institution | Yearly / Semester wise responsibilities | API Score |
| | | | |
| | Total (max : 15) | | |
| | (iii) Professional Development Activities | | |
| | | | |
| | Total (max : 15) | | |
| | Total Score (i + ii + iii) (max : 25) | | |



CATEGORY - III

(RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)

A) Published Papers in Journals

| SL No. | Title with Page Nos. | Journal | ISSN/IS BN No. | Whether peer reviewed, impact factor, if any | No of co - authors | Whether you are the main author | API Score |
|--------|----------------------|---------|----------------|--|--------------------|---------------------------------|-----------|
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B (i) Articles / Chapters published in Books

| SL No. | Title with Page Nos. | Book Title editor & publisher | ISSN/IS BN No. | Whether peer reviewed | No of co - authors | Whether you are the main author | API Score |
|--------|----------------------|-------------------------------|----------------|-----------------------|--------------------|---------------------------------|-----------|
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B(ii) Full paper in Conference Proceedings

| SL No. | Title with Page Nos. | Details of Conference Publication | ISSN/ISBN No. | No of co - authors | Whether you are the main author | API Score |
|--------|----------------------|-----------------------------------|---------------|--------------------|---------------------------------|-----------|
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(iii) Books published as single authors or as editor

| SL No. | Title with Page Nos. | Type of Book & Authorship | Publisher & ISSN/ ISBN No. | Whether peer reviewed | No of co - authors | Whether you are the main author | API Score |
|--------|----------------------|---------------------------|----------------------------|-----------------------|--------------------|---------------------------------|-----------|
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- 181 -

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(C) Ongoing and Completed Research Projects and Consultancies

(c) (i & ii) Ongoing Projects/Consultancies

| Sl. No. | Title | Agency | Period | Grant/Amount mobilized (Rs. in Lakh) | API Score |
|---------|-------|--------|--------|--------------------------------------|-----------|
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(c)(iii & iv) Completed Projects/Consultancies

| Sl. No. | Title | Agency | Period | Grant/Amount mobilized (Rs. in Lakh) | Whether policy document/patent as outcome | API score |
|---------|-------|--------|--------|--------------------------------------|---|-----------|
| | | | | | | |
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(D) Research Guidance

| Sl.No. | Number Enrolled | Thesis Submitted | Degree Awarded | API Score |
|---|-----------------|------------------|----------------|-----------|
| M.E./M.Tech. /Master in appropriate field Ph.D. or equivalent | | | | |
| | | | | |

(D)(i) Training courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes (Not less than one week duration)

| Sl.No. | Programme | Duration | Organized by | API score |
|--------|-----------|----------|--------------|-----------|
| | | | | |
| | | | | |

(E)(ii) Papers presented in Conferences, Seminars, Workshops, Symposia

| Sl. No. | Title of the paper presented | Title of Conference/Seminar | Organized by | Whether international/national /state/regional/ College or University level | API Score |
|---------|------------------------------|-----------------------------|--------------|---|-----------|
| | | | | | |
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| L(ii) Invited Lectures and Chairmanships at national or International conference/seminar, etc | | | | | |
|---|-----------------------------------|----------------------------------|--------------|--------------------------------|-----------|
| Sl. No. | Title of Lecture/Academic Session | Title of Conference/Seminar etc. | Organized by | Whether international/national | API Score |
| | | | | | |

IV. SUMMARY OF API SCORES

| Sl.No. | Criteria | Last Academic Year | Total-API score for Assessment Period | Annual Avg. API Score for Assessment Period |
|--------|--|--------------------|---------------------------------------|---|
| I | Teaching, Learning and Evaluation related activities | | | |
| II | Co-curricular, Extension, Professional development, etc. | | | |
| | Total (I+II) | | | |
| III | Research and Academic Contribution | | | |

LIST OF ENCLOSURES : (Please attach copies of certificates, sanction orders, papers, etc. wherever necessary)

| S.No. | | S.No. | |
|-------|--|-------|--|
| 1. | | 6. | |
| 2. | | 7. | |
| 3. | | 8. | |
| 4. | | 9. | |
| 5. | | 10. | |



-183-

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with the duly filed PBAS proforma.

Signature of the faculty with
Designation, Place & Date:

Signature of HOD/School
Chair person/Principal

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