

CHAPTER VI

SALARIES

1. General
2. Computation of Salary for part of a month
3. Salary on First Appointment
4. Salary on re-employment
5. Salary on revision of a salary scale
6. Salary on promotion
7. Salary on Reversion
8. Salary on interdiction
9. Salary on vacation of post
10. Salary of a person taken into custody under Emergency Regulations
11. Salary of person deceased
12. Salary of the Chairman/ Vice-Chairman of the Commission or the Vice-Chancellor/Deputy Vice-Chancellor of a University or the Rector of a Campus and the Director of a University College/Institute
13. Salary payable to employees of the Commission/ Higher Educational Institutions on appointment to a post in the same capacity in another Higher Educational Institution/Institute
14. Salary payable to officers serving in Government Departments or Public Corporations or Statutory Bodies on appointment to the Commission/ Higher Educational Institutions / Institutes
15. Salary payable to a person with medical qualifications who is not a Public Servant on appointment to a Higher Educational Institution/ Institute
16. Salaries for Acting Appointments

17. Salaries of persons on secondment to the Commission/ Higher Educational Institutions/ Institutes
18. Payment of Salaries of teachers specially selected for appointment to posts in State Institutions on exigencies of service of the Government
19. Salaries of Temporary Academic Staff
20. Salaries of temporary/ casual/ daily paid non-academic non-administrative staff
21. Salary payable to employees appointed to another post
22. Salary for periods of sabbatical, study and special leave for Teachers and Officers
23. Salary for periods of study leave of teachers
24. Salary for periods of study leave to Executive Grade Staff/ Academic Support Staff/ Medical Officers and Dental Surgeons of the Commission/ Higher Educational Institutions/ Institutes
25. Salary of Trade Union officials released for full time Trade Union work
26. Incremental Credits
27. Increments
28. Limits to deductions from salaries and wages
29. Procedure for payment of salaries to employees of the Commission/ Higher Educational Institutions/ Institutes

CHAPTER VI

SALARIES

1. General

- 1.1 The Commission shall have and exercise the power to determine from time to time, within the overall wage and salary policies of the Government, the quantum of remuneration that should be paid to different grades of staff of the Commission / Higher Educational Institutions/ Institutes and the nature and extent of other benefits that the staff should receive. Commission to decide based on Government Policy
- 1.2 For the purpose of this Chapter,
- (a) "Salary scale" of a post or grade means the salary scale assigned by the Commission in terms of the existing Government policy to that post or grade. Salary Scale
 A salary scale may be expressed in terms of monthly salary and incremental rate, as is the practice.
 i.e. Rs. 30,725 – 17x300 – 35,825/- p.m.
- In this scale, Rs.30,725/- is the initial of the monthly salary scale of the post, rising by seventeen annual increments of Rs.300/- per month, to maximum of Rs.35,825/- per month.
- (b) "Salary Step" is a point or step in an incremental scale of salary. Salary Step
 In the above scale expressed in terms of monthly salary and incremental rate,
 Rs.31,025/-, 31,325/-, 31,625/-, 31,925/-, 32,225/-, 32,525/- 32,825/-, 33,125/-, 33,425/-, 33,725/-, 34,025/-, 34,325/-, 34,625/-, 34,925/-, 35,225/-, 35,525/-, 35,825/- are steps in the scale, i.e. Rs.31,025/- is the 1st step and Rs.35,825/- is the last step.
- (c) "Salary Point" or "Point on the scale" means a step on the scale higher than the initial salary. Salary Point

- (d) "Salary" unless otherwise stated, means the monthly salary payable on the approved salary scale or the approved fixed monthly salary exclusive of any allowances payable thereon. Salary
- (e) "Effective date" means the date on which a salary scale is brought into effect. Effective Date
- (f) "Incremental Date" or "Date of Increment" means the calendar day on which an increment falls due. If an increment falls due on the 29th February in a leap year as a result of an officer having been appointed or promoted on that date, or by the operation of the rules in paragraphs 5 and 6 of this Chapter, the date of increment in the non-leap years will be the 1st of March. Incremental Date
- (g) "Incremental Period" means the period commencing with the day on which one increment or salary step is granted to the day immediately preceding the date on which the next increment is due. This is normally one year unless the date of increment is altered in accordance with the rules of this Chapter. Incremental Period
- (h) "Incremental Value" means the proportionate monetary value of any increment earned by service in a fraction of the incremental period. This is determined according to the following formula; Incremental Value

$$\frac{\text{Number of days in the fractional Incremental Period}}{365} \times \text{Annual Increment}$$

Note: The "Increment" to be used for the purpose of this formula is the annual rate of increment and not the monthly rate of increment.

Illustration:

"A" is on the annual salary scale of

Rs. 30,725/- - 17 x 300/- - Rs. 35, 825/-

If his date of increment is 1st July, the

increment value earned by him from the date of his last increment on 01.07.2020 to 07.10.2020 (99 days both days included) would be:

$$\frac{99}{365} \times 300 = \text{Rs. } 81.37 \text{ (01.07.2020 to 07.10.2020)}$$

Which is the incremental value for the above period.

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| 1.3 | No alteration should be made to an approved salary scale without prior approval of the Commission. | Salary scale not be altered |
| 1.4 | New proposals for assignment of salary scales to new posts or existing posts should not be included in the draft estimates before they are approved by the Commission. | New proposals in the Estimates |
| 1.5 | Any revision of a salary scale will be effective from the date on which the Commission orders such revision, unless expressly stated otherwise in the order. | Effective date of revised scales |
| 1.6 | A person shall not receive any salary for any period during which he has been absent without approved leave, independent of any disciplinary action that may be taken for such absence. | Salary during absence without leave |
| 1.7 | Where the number of days of a month is a factor in the calculation of salaries, increments etc., the number of days shall be as in the English calendar for that particular month.
(Example: the month of April should be reckoned as 30 days and August as 31 days. The month February should be reckoned as 28 days except in a leap year where it is 29 days). When necessary, the number of days of a year should be reckoned as 365 days and a leap year as 366 days. | Number of days of a month |

2. Computation of Salary for part of a month

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| 2.1 | Where a person who is entitled to a monthly salary works for a part of the month only, because he entered the service of the Commission/Higher | Salary for part of month |
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Educational Institution/ Institute on appointment on a date other than the first of a month or because he was on no-pay leave for any part of a month or for any other reason, the salary payable for that month shall be in proportion to the number of days (including non-working days) in that part of the month he served.

Illustration:

- (i) "A" is appointed on 24.03.2020 to a post the salary of which is Rs. 30,725/- per month.

Period served: 24-31st March = 8 days
which includes non-working days Saturday and Sunday.

Pay during the month of March is :

$$\frac{8}{31} \times 30,725/- = \text{Rs.} 7,929/-$$

31

- (ii) "B" is on no-pay for 2 days in March 2020

His salary for a month is Rs.30,725/-

Period of Service in the month of March:

$$31 - 2 = 29 \text{ days}$$

salary payable for the month of March is :

$$30,725/- \times \frac{29}{31} = \text{Rs.} 28,742/74$$

31

- 2.2 When a period of no-pay or half pay leave commences on a day following a holiday or ends on a day preceding a holiday, that holiday will not be included in the period of such leave provided the person was on duty on the day immediately before the holiday at the commencement of that period of leave, or on a day immediately following the holiday at the end of that period of leave.

Half-pay
No-pay
leave along
with
holidays

Illustration:

"C" is on duty on Monday 30th April. He is absent on No-pay or half pay leave from 2nd May and resumes duties on 7th May. 1st May is a public holiday and 5th and 6th are Saturday and Sunday.

The period of No-pay or half pay will be 2nd May to 6th May, both days inclusive; that is 5 days.

2.3 When the salary of a person is changed within the same month (due to grant of an increment, on promotion or on revision of salary scale or on a reduction of salary on disciplinary grounds) with effect from a date which is not the first of the month, the salary for the month will be determined in proportion to the number of days in each part of that month served, at the appropriate rate of pay.

Different salaries for different parts of the same month.

Illustration:

(i) Increment

“D” is on a monthly salary of Rs. 30,725/- per month and receives his monthly increment of Rs.300/- on 28th April 2020

Salary for April is Rs.30,725/- without taking increment into account.

Portion of increment for 28-30 (3 days) is:

$$\text{Rs. } \frac{300}{30} \times 3 = \text{Rs. } 30/-$$

$$\text{Pay for April} = \text{Rs.}30,725/- + 30 = \text{Rs.}30,755/-$$

(ii) Different salaries for different parts of the same month:

“E” is on a monthly salary of Rs.30,725/- and is promoted to a post carrying a higher salary as from 28th April and is placed on a salary of Rs.31,025/- per month, as from that date.

Accordingly:

Salary for the period from 1st to 27th (27 days) is:

$$\frac{30,725}{30} \times 27 = \text{Rs. } 27,652/50$$

Salary for the period from 28th to 30th (3days) is:

$$\frac{31,025}{30} \times 3 = \text{Rs.}3,102/50$$

Pay for the month of April is:

$$\text{Rs.}27,652/50 + 3,102/50 = \text{Rs.}30,755/-$$

3. Salary on First Appointment

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| 3.1 | A person shall, on first appointment to a post, be placed on the initial salary of the scale of that post. | On the initial of the scale |
| 3.2 | An applicant for a post should not be promised a point on the scale or be placed at a point on the scale except as provided in paragraph 26 of this Chapter. | Incremental steps in a scale not to be promised |
| 3.3 | The salary payable to an appointee to a post should be determined in accordance with the approved salary scale applicable to the post and be embodied in the Letter of Appointment. Once an appointment is accepted on the basis of the salary appearing in the letter of appointment, no subsequent request for a salary revision should be entertained. | No salary revision after acceptance |

4. Salary on re-employment

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| 4.1 | The salary of a person who has been re-employed shall be the initial point of the salary scale applicable to the post. | |
| 4.2 | A person whose prior service with the Commission/ Higher Educational Institution/ Institute has been terminated by resignation, termination of his probationary appointment, vacation of post, dismissal or termination of appointment due to unsatisfactory work and conduct will not be entitled to any salary benefit for any period or periods of service prior to that event, if he is subsequently appointed to the Commission or a Higher Educational Institution/ Institute. | No benefits for past service terminated by resignation, dismissal etc. |
| 4.3 | A retired public officer who is re-employed is entitled to receive the salary of the post as determined by the Cabinet of Ministers. | Salary subject to Cabinet approval |
| 4.4 | <p>Maximum Limits and Exceptions:</p> <p>The total emoluments from the remuneration of a post, including where applicable, from the pension and allowance in the case of any public officer or an employee of a public corporation re-employed, shall be subject to limits and exceptions that the Government may impose from time to time.</p> | Exceptions |

5. Salary on revision of a salary scale

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| 5.1 | The salary of an employee would be converted to the revised salary on such principles that will be prescribed by the Commission with each revision | Conversion as prescribed at revision |
| 5.2 | When a salary is revised, the conversion of the salaries to the new scale of persons in the service of the Commission/ Higher Educational Institution/ Institute should be made from the effective date i.e. the date on which the salary scale is brought into effect by the institution concerned. | Conversion from effective date |

6. Salary on promotion

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| 6.1 | An employee of the Commission/ Higher Educational Institution/ Institute shall receive the salary of the post to which he is promoted as from the effective date of promotion. | From effective date of promotion |
| 6.2 | Where the salary of the post to which he is promoted carries a fixed non-incremental salary, he shall receive that fixed salary. | Fixed salary |
| 6.3 | If the salary of the post to which he is promoted carries an incremental scale, his salary should be converted from one salary scale to another salary scale as follows; | Salary with incremental scales |
| 6.3.1 | If on promotion, the last salary drawn by an employee is less than one incremental step or more of the initial salary of the new salary scale he should be placed on the initial salary step of the new salary scale. | |
| 6.3.2 | If on promotion, the last salary drawn by an employee corresponds to the initial salary or to a salary step on the new salary scale, he should be placed on the next higher step of the new salary scale. | |
| 6.3.3 | If on promotion, the last salary drawn by an employee falls between the salary steps of the new salary scale, he should be placed on the next higher salary step and also be given an additional salary increment. | |

- 6.3.4 If on promotion, the last salary drawn by an employee is less than one incremental step below the initial salary of the new salary scale he should be placed on the initial salary step of the new salary scale and paid an additional salary increment.
- 6.4 The employee's future incremental date will be the effective date of promotion. Incremental date
- 6.5 When an employee is appointed to another post, he should be placed on the initial of the applicable salary scale. However, if he has been drawing a higher salary in his previous post he should be given incremental credits as per paragraph 26 of this Chapter. Salary on appointment to another post
- 6.6 Where a salary revision and promotion of an employee falls on the same day, conversion of salary on promotion of such an employee should be made either on the basis of the old salary scale or on the new salary scale whichever is more beneficial to the employee. Salary revision and promotion on the same day
- 6.7 "Last drawn salary" means the salary drawn by the employee as at the date immediately prior to the date of the promotion and not the date on which the promotion is announced.
- 6.8 When the date of salary increment and the promotion of a person fall on the same day, salary conversion on promotion of such person should be made as per the above provisions based on the salary received by him, on granting the salary increment entitled to the previous post or grade on the said date. Salary increment when promotion and increment fall on the same day
- 6.9 If the salary step on which a promoted employee is placed on promotion in terms of the above paragraph is above an Efficiency Bar for promotion over which he is not yet qualified, he shall not be granted any further increments until he has passed Subject to Efficiency Bar

the Efficiency Bar. However, the approval of the Commission may be obtained to exempt him altogether from the operation of the Efficiency Bar depending on the merits of each case (refer paragraph 28 of Chapter III).

7. Salary on Reversion

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| 7.1 | When a person is reduced in rank on disciplinary grounds and reverted to a lower post or grade previously held by him, the salary to be paid to him in reversion shall be as specified in the disciplinary order made by the appropriate disciplinary authority. | On
disciplinary
grounds |
| 7.2 | When a person is reverted with the approval of the appointing authority to a post previously held by him on abolition of office or due to redundancy, his salary on reversion shall be the salary he would have drawn in his previous post or grade to which he now reverts, had he served in it continuously and earned increments on the salary scale of that post or grade, provided that it shall not exceed the last salary drawn by him in the post from which he is reverted and provided that he does not receive incremental credit for any period during which his increment had been deferred. | On abolition
of office or
redundancy |
| 7.2.1 | If under sub - paragraph 7.2 he would be placed on a salary step over an Efficiency Bar for promotion over which he has not yet passed, he shall not be granted any further increments until he is promoted over the Efficiency Bar. However, approval of the appointing authority shall be obtained to grant him more time to pass the Efficiency Bar or to exempt him altogether from the Efficiency Bar depending on the merits of each case by the Commission. | Subject to
passing
Efficiency
Bar |
| 7.3 | When a person at his own request has been reverted to a post or grade previously held by him, on the recommendation of the appointing authority | At own
request |

and the approval of the Commission, it shall be treated as a new appointment and he shall be placed on the initial of the salary scale entitled to the post/grade in which he served last, in the salary scale of the post to which he is reverted subject to provisions of sub-paragraph 3.4 of Chapter V.

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| <p>7.3.1 If however, there are any special circumstances that would justify assigning him a salary point higher than the initial, the approval of the appropriate appointing authority should be obtained before he is reverted to the post. He shall not, in any case, be allowed on reversion a salary higher than the salary he would have drawn had he continued in the post without relinquishing it.</p> | <p>Special
circumstances</p> |
| <p>7.4 When a person who had been released at the instance of the Government in the national interest for service outside the Commission/ Higher Educational Institution/ Institute reverts to his substantive post in the Commission/ Higher Educational Institution/ Institute, he shall be placed on the salary he would have drawn had he continued in his substantive post and earned the increments of the salary scale of that post, provided that he has passed in due time any Efficiency Bar that may be stipulated.</p> | <p>Reversion
after release</p> |
| <p>7.4.1 If he has not satisfied the requirements for passing any Efficiency Bar, he shall not be placed on a salary above that Efficiency Bar.</p> | <p>Subject to
Efficiency
Bar</p> |
| <p>7.4.2 If, however, the circumstances of his release so warrant it, he may with the approval of the appointing authority be granted further time in which to pass the Efficiency Bar. If he does so within the extended time allowed, he shall be restored to the salary he would have drawn had he passed the Efficiency Bar</p> | <p>Passing
Efficiency
Bar
within/after
extended
period</p> |

in due time but such restoration shall not have retrospective effect and he shall not be paid any arrears of salary.

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| 7.5 | When a person who had been released at his own request for service outside the Commission/ Higher Educational Institution/ Institute reverts to his substantive post, he shall be placed on the last salary he drew at the time of his release. The period of such release will have no incremental value. | Reversion after release at own request |
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8. Salary on interdiction

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| 8.1 | For the purpose of this paragraph, "emoluments" mean the emoluments of the substantive office and comprise the salary and any other allowances. It shall not include an allowance in the nature of a duty allowance or reimbursement of expenditure incurred on official duty such as travelling, transport and combined allowance. | Definition of "emolument" |
| 8.2 | A person interdicted from the service of the Commission/ Higher Educational Institution/ Institute consequent on a conviction by a Court of Law on a criminal charge, is not entitled to any emoluments from the Commission/ Higher Educational Institution/ Institute from the date of his interdiction. The denial of emoluments shall continue even if he had appealed against such conviction to the competent judicial authority and is awaiting a decision. | Denial of total emoluments for interdiction on conviction on a criminal charge |
| 8.3 | A person against whom there is a prima facie case of negligence, misappropriation, fraud, forgery or similar misdemeanour committed in respect of public property and causing or resulting in a loss to the Government or to the Commission/ Higher Educational Institution/ Institute or any other Statutory Board or Corporation, or against whom there is a prima facie case of bribery or any other means of illegal gain, shall not receive any emoluments from the date of his interdiction. | Denial of total emoluments for interdiction in respect of some offences |

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| 8.4 A person under interdiction whose case does not fall within the provision of sub-paragraphs 8.2 and/ or 8.3 above shall be paid from the date of interdiction one half of the emoluments to which he is entitled. | One half emoluments on interdiction for other offences |
| 8.5 Order to withhold the total emoluments of a person under this paragraph shall be made by the appointing authority to whom the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute concerned should submit a full report together with connected documents for a decision to be made. | Power to make order withholding emoluments |
| 8.6 Order to pay one half of the emoluments shall be made by the appointing authority, in connection with offences etc. other than those mentioned in sub-paragraphs 8.2 and/ or 8.3 above. | Order to pay half emoluments |
| 8.7 If the disciplinary proceedings against a person whose total emoluments have been withheld under sub-paragraphs 8.2 and/ or 8.3 are not completed within a period of one year, and the facts of the case are not so serious as to justify withholding his total emoluments any further, the appointing authority may, authorise a payment not exceeding one half of the emoluments commencing from a date which is not retrospective and which falls after a period of one year, from the date of interdiction plus the period of any postponement of the disciplinary proceeding attributed to or made at the request of the person under interdiction. | Exceptional cases in regard to emoluments while on interdiction |
| 8.8 In the case of a person who is paid one half of the emoluments under sub-paragraph 8.4 above, the appointing authority may in consideration of any special circumstances of an individual case, authorise the payments of a greater proportion than one half of the emoluments. | Payment of a greater proportion |
| 8.9 If a person under interdiction fails to reply to the charges framed against him within the time allowed for such reply or fails to attend an inquiry | Failure to reply to charges or |

- on the date fixed without reasonable cause, the Chairman of the Commission/ Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be, shall stop the payment of such proportion of the emoluments allowed to him under sub-paragraph 8.4 or 8.8 above until he replies to the charges or attends the inquiry and report the matter to the appointing authority. attend inquiries
- 8.10 If the proceedings against a person under interdiction end in dismissal, he shall not be paid any emoluments as from the date of his dismissal. When inquiry ends in dismissal
- 8.11 If the proceedings against a person under interdiction result in any lesser punishment than dismissal, the payment of the emoluments withheld or a portion of such emoluments, shall be decided by the disciplinary authority and shall form part of that order. When result in lesser punishments
- 8.12 If the proceedings against a person under interdiction result in the exoneration of the person from charges brought against him, he shall be paid the emoluments withheld. When exonerated
- 8.13 The provisions of this paragraph shall not apply to daily paid or temporary or casual employees. Where serious charges are made against such an employee, he should not be interdicted pending inquiry but should be discontinued in accordance with the terms of his employment. Daily paid/ Temporary/ Casual employees
- 9. Salary on vacation of post**
- 9.1 A person who has vacated his post shall not be entitled to any salary from the date on which he is deemed to have vacated his post. Not entitled to salary
- 9.2 A month's salary should be recovered from any sums due from the Commission/ Higher Educational Institution/ Institute to a person who has vacated his post, in lieu of notice of termination of his appointment. Recovery in lieu of notice

10. Salary of a person taken into custody under Emergency Regulations

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| 10.1 | A person who has been taken into custody under any Emergency Regulations promulgated by the Government shall not be entitled to his salary as from the date he is taken into custody. | Not entitled to salary |
| 10.2 | A person taken into custody under—Emergency Regulations and re-employed after release from custody should not be paid his salary for the period he was under custody except with the sanction of the Ministry of Justice. | Sanction of Ministry of Justice |

11. Salary of person deceased

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| 11.1 | The salary and allowances due to a deceased person may be paid in full to his legal heirs as though he had served the Commission/ Higher Educational Institution/ Institute up to the last day of the month in which he died provided that he was not on no-pay leave at the time of his death. | To be paid for full month |
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12. Salary of the Chairman/ Vice-Chairman of the Commission or the Vice-Chancellor/Deputy Vice-Chancellor of a University or the Rector of a Campus and the Director of a University College/Institute/ Centre for Higher Learning

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| 12.1 | The Chairman and the Vice-Chairman of the Commission shall be paid such remuneration and allowances as the Minister in charge of the subject of university education shall in consultation with the Minister in charge of the subject of Finance, determine. The salaries and allowances attached to the post of Vice-Chancellor/ Deputy Vice-Chancellor of a University/ Rector of a Campus/ Director of a University College/ Institute/Centre for Higher Learning shall be as decided by the Commission from time to time. | Salary attached to posts of Chairman, Vice-Chairman of the Commission, Vice-Chancellor/ Deputy Vice-Chancellor /Rector/ Director |
| 12.1.1 | (a) Accordingly the salary applicable to the position of the Chairman and the Vice-Chairman of the Commission and the Vice | Chairman/ Vice Chairman of the |

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| | Chancellor of a University is same as the Senior Professor. | Commission or Vice-Chancellor of a University |
| (b) | If a Senior Professor is appointed to the position of the Chairman / Vice-Chairman of the Commission or the Vice-Chancellor of a University, he is entitled to continue the salary and allowances attached to the substantive post together with other benefits applicable to the new post (vide Chapter VII). | |
| (c) | When the appointee is not a Senior Professor, he should be allowed to receive the initial or appropriate step as the case may be of the salary scale applicable to the post of Senior Professor on appointment and continue the same salary scale thereafter until he holds that position. He is further entitled to receive the allowances applicable to the post of Senior Professor and other benefits applicable to the new post (vide Chapter VII). | |
| (d) | If the appointee is not a member of the academic staff of the University System, he should be allowed to receive the initial of the salary scale applicable to the post of Senior Professor on appointment and continue the same salary thereafter. Further, he can be paid allowances applicable to the post of Senior Professor except the allowances applicable only to a teacher. The other benefits applicable to the post can also be paid in addition (vide Chapter VII). | |
| 12.1.2 (a) | The salary applicable to the position of the Deputy Vice-Chancellor of a University/ Rector | Salary scale of Deputy Vice- |

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| of a Campus/ Director of University College/ Institute/Centre for Higher Learning is same as the Professor. | Chancellor/
Rector of a
Campus/
Director of a
University
College/
Institute |
| (b) If a Professor is appointed to one of the above positions he is entitled to continue the salary and allowances attached to the substantive post together with other benefits applicable to the new post (vide Chapter VII) | |
| (c) When the appointee is not a Professor, he should be allowed to receive the initial or appropriate step (as the case may be) of the salary scale applicable to the post of Professor on appointment and continue the same salary scale thereafter until he holds that position. He is further entitled to receive the allowances applicable to the post of Professor and other benefits applicable to the new post. | |
| (d) If the appointee is not a member of the academic staff of the University System, he should be allowed to receive the initial step of the salary scale applicable to the post of Professor on appointment and continue the same salary thereafter until he holds that position. Further, he can be paid allowances applicable to the post of Professor except the allowances applicable only to a teacher. The other benefits applicable to the post can also be paid in addition. | Persons
outside the
academic
staff of the
university
system |
| (e) When the appointee is a Senior Professor he is entitled to continue the salary and allowances attached to that post together with other | |

benefits applicable to the post of Deputy Vice-Chancellor of a University/ Rector of a Campus/ Director of University College/ Institute/Centre for Higher Learning.

- 12.2 On relinquishing the duties of the post of the Chairman/ the Vice-Chairman of the Commission or the Vice-Chancellor/ Deputy Vice-Chancellor of a University or the Rector of the Campus or the Director of a University College/Institute/Centre for Higher Learning the holder shall revert to his substantive post (viz.: Senior Professor/ Professor/ Associate Professor/ Senior Lecturer etc., as the case may be, where the holder was a university teacher). He shall be given incremental credits on the salary scale attached to such substantive post for the period within which he held one of the above posts.
- Salary on reversion to substantive post
13. **Salary payable to employees of the Commission/ Higher Educational Institutions on appointment to a post in the same capacity in another Higher Educational Institution/Institute**
- Salary Payable to employees
- 13.1 An employee of the Commission/ a Higher Educational Institution/Institute should not be given any increments above the salary last drawn by him in that institution, on appointment in the same capacity to the Commission or another Higher Educational Institution/ Institute. He should however be permitted to retain his date of increment so that he would suffer no financial loss. It is not necessary to obtain prior approval of the Commission where an employee is appointed from one Higher Educational Institution to another on the above conditions.
14. **Salary payable to officers serving in Government Departments or Public Corporations or Statutory Bodies on appointment to the Commission/ Higher Educational Institutions / Institutes**
- Salaries payable to officers from
- 14.1 When an officer serving in a Government Department or Public Corporation or Statutory

Board is appointed to the Commission/ a Higher Educational Institution/Institute, the salary payable to him shall be the initial of the salary scale applicable to the post and his incremental date shall be the date of assumption of duties.

Government
Departments/
Corporations/
Statutory
Boards

Note: As appointments or promotions to a higher grade/post (academic or otherwise) in the university system also depend upon postgraduate and other qualifications, no appointee should be permitted to proceed from one post or grade of a post to another, purely by reason of the salary drawn by him in the Public Service or Public Corporation or Statutory Body.

Not to be
placed on a
higher post
based on
salary drawn

15. Salary payable to a person with medical qualifications who is not a Public Servant on appointment to a Higher Educational Institution/ Institute

15.1 Non-public servants with medical qualifications who are appointed to Medically and Dentally qualified teacher positions, University Medical Officer or Dental Surgeon in a Higher Educational Institution/ Institute shall be paid an equalisation allowance to top up the difference in salary which they would have drawn, had they joined the public service.

Non-public
servants with
medical
qualifications

16. Salaries for Acting Appointments

16.1 Definitions: For the purpose of this paragraph;

(a) "Acting Pay" means the remuneration which an officer is entitled to in terms of the rules of this paragraph for acting in a post or for attending to the duties of a post.

(b) "Superior post" means a post which carries at least the same initial salary and same incremental rate and a higher maximum salary than that of the post to which it is compared.

Acting Pay

Superior post

- | | |
|---|--------------------------------|
| <p>(c) “Comparable post” means a post which carries at least the same initial salary and the same maximum salary of the post to which it is compared.</p> | Comparable post |
| <p>(d) “Salary of a post” shall not include any allowances.</p> | Salary of a post |
| <p>16.2 Acting in a post:
If a person holding a substantive post in the Commission/ Higher Educational Institution/ Institute is appointed to act in another post by the relevant appointing authority, he shall be entitled to “acting pay” provided that;</p> | When acting pay may be allowed |
| <p>16.2.1 the post in which he is appointed to act is superior to the substantive post he holds, or</p> | |
| <p>16.2.2 if it is a post comparable to the substantive post he holds, he acts in it in addition to his duties in the substantive post;</p> | |
| <p>16.2.3 the post in which he is appointed to act is a full time office to which it is anticipated that a full time officer will be appointed in the near future;</p> | |
| <p>16.2.4 the post in which he is appointed to act is vacant or the holder of that post is absent;</p> | |
| <p>16.2.5 he has been formally appointed by the relevant appointing authority. Informal arrangements made by institutions to cover the duties of a vacant post will not enable an officer covering these duties to receive an acting pay.</p> | |
| <p>16.3 Attending to the duties of a post:
If the holder of a substantive post is appointed to act in a post for which a full time officer is not required or if he is appointed to act in a post for which he has not all the qualifications specified in the scheme of recruitment, such acting appointment</p> | Attending to duties of a post |

shall be specified as "Attending to the duties of a post".

16.4 Period for which acting pay is payable:

16.4.1 Acting pay is payable for the full period during which a person acts in a post for which there is no substantive holder. Payable for the full period

16.4.2 Acting pay is only payable for a continuous period of not less than two months during which a person acts in a post for which there is a substantive holder who is absent or in a succession of posts in addition to his substantive duties or in a post under a combination of the circumstances referred to above. When only for periods exceeding two months

16.5 The rate of acting pay shall be determined in accordance with the following rules;

16.5.1 When an employee acts in a post in addition to performing the duties of his substantive post: 25% of the initial of the salary of the acting post. Acting in addition to own duties

16.5.2 When an employee acts in a post without performing the duties of his substantive post: 12.5% of the initial of the salary of the acting post, except when he acts in a post of Registrar or Bursar, in which case the allowance will be 15% of the initial of the salary of the acting post, provided that the salary of the substantive post together with the acting salary shall not exceed the initial of the salary of that acting post. Acting without performing duties of Substantive Post

16.5.3 When an employee attends to the duties of a post for which he has not all the requisite qualifications specified in the scheme of recruitment: 10 % of the initial of the salary of the acting post concerned, provided that the salary of the substantive post together with the acting Attending to duties

salary shall not exceed the initial of the salary of the acting post.

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|--------|---|--|
| 16.5.4 | When an employee acts continuously for a period of one or more than one year in a post for which there has been no substantive holder during the whole of that period, the initial salary of the post in which he acts may be paid to him for the whole of that period (if such salary is more than the emoluments of his substantive post). | Acting continuously for a year or more |
| 16.5.5 | Generally, the maximum acting period should not exceed three months (except in the case of persons who act for those gone on study leave/ sabbatical leave). The Commission/ Governing Authorities of Higher Educational Institutions / Institutes as the case may be, may extend this acting period to a maximum of six months in exceptional circumstances. | Maximum Acting period |
| 16.5.6 | Action should be taken to fill the vacancies in the permanent cadre where acting appointments have been made in order to ensure that acting arrangements do not exceed the period mentioned in sub-paragraph 16.5.5 above. The Commission may grant approval for further extension only under exceptional circumstances. | Subject to Commission approval |
| 16.5.7 | Those who are acting in a post and receiving the 25% acting salary will not be entitled to any holiday pay. | No holiday pay when acting in a post |
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| 17. | Salaries of persons on secondment to the Commission/ Higher Educational Institutions/ Institutes | |
| 17.1 | The salary of a public officer temporarily released to the Commission/ Higher Educational Institution/ Institute on secondment will be determined on the same basis as for a public officer who is appointed | Public Servants |

to act in another post in the Public Service and should be computed in accordance with relevant provisions in Chapter VII of the Establishments Code of the Government of Sri Lanka.

- 17.2 The salary of a person temporarily released to the Commission/Higher Educational Institution/Institute by a Public Corporation or Statutory Board will be determined by the Commission/ Governing Authority as the case may be.
- Employees of Corporations and Statutory Boards

18. Payment of Salaries of teachers specially selected for appointment to posts in State Institutions on exigencies of service of the Government

- 18.1 When a teacher is appointed to a post in a state institution on the exigencies of service of the government, payment of his salary and allowances should be as follows;
- (a) Continue to pay the salary and allowances entitled to him as a teacher of a Higher Educational Institution/Institute by the relevant Higher Educational Institution/Institute
- (b) Reimburse the total sum being paid to him by the institution employing him to the relevant Higher Educational Institution/Institute
- (c) Provide other facilities entitled to the post he holds in the relevant state institution
- Teachers specially selected for appointments in State institutions
- 18.2 When a teacher is appointed to a post in a state institution on his own initiation without being specifically identified by the Government, payment of his salary and allowances should be as follows;
- (a) Pay only the salary and allowances entitled to the relevant post in the state institution to him by the said institution
- (b) provide other facilities entitled to the post
- When teachers apply on their own for positions in state institutions

- 18.3 When a teacher attached to a Higher Educational Institution/ Institute applies and gets an appointment to the post of Vice-Chancellor or Director of a University College/ Institute or Centre for Higher Learning or a specified post in the Commission such as Director (Quality Assurance), Director (Gender Equity and Equality), etc., their salaries shall be paid in accordance with sub-paragraph 18.1 above.
- When teachers apply and get specific positions in the Higher Educational System
19. **Salaries of Temporary Academic Staff**
- Salaries of temporary academic staff of Higher Educational Institutions/ Institutes shall be as determined from time to time by the Commission, in accordance with the government policy.
- Salaries to be decided in accordance with government policy
20. **Salaries of temporary/ casual/ daily paid non-academic non-administrative staff**
- Salaries of casual, temporary and daily paid staff shall be as determined by the Commission from time to time in accordance with the government policy.
21. **Salary payable to employees appointed to another post**
- 21.1 An employee who is on a salary which is the same or higher than the initial salary applicable to the new post, shall be placed according to the rules and regulations that prevails at the time of such appointment subject to provisions in paragraph 26 of this Chapter.
- Salary on appointment to a new post
- 21.2 An employee who is appointed as Trainee Technical Officer should undergo a period of training, the duration of which shall be 03 years. During the entirety of his period of training, he shall be paid a fixed salary which shall be determined according to the rules and regulations that prevails at the time of such appointment.
- Trainee Technical Officer
- 21.3 An employee who is appointed to a post where a period of training of one or more than one year is required, shall be placed on a fixed salary as provided in sub-paragraph 21.2 above.
- Any other post which requires training

22. Salary for periods of sabbatical, study and special leave for Teachers and Officers

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|------|--|---|
| 22.1 | Periods of sabbatical leave to which a teacher or officer of the Commission/ Higher Educational Institution/ Institute is entitled under the leave regulations which has been granted by the appropriate authority and availed of, will be on with pay and/ or without pay. | Sabbatical leave with pay and/ or without pay |
| 22.2 | Where a member of the staff on sabbatical leave who is entitled to spend one vacation along with such leave, spends more than one vacation along with such sabbatical leave, any vacation or part thereof spent abroad/locally in contravention of the leave regulations in this regard, shall be without pay. | Excess of vacation: without pay |
| 22.3 | Special leave granted under the leave regulations to a teacher/ officer in order to accept a prestigious fellowship or other award in a foreign university or research institution, shall be without pay. | Special leave without pay |
| 22.4 | Leave granted under leave regulations to a teacher/officer to attend a seminar or training programme or conference or workshop or any other activity acceptable to Governing Authority which will benefit the Commission/ Higher Educational Institution/ Institute shall be with pay. | Leave to attend Seminars etc. with pay |
| 22.5 | Leave granted under the leave regulations to a teacher/officer to accept an appointment or assignment under the Government of Sri Lanka shall be without pay. | Leave to serve the Government without pay |
| 22.6 | Members of all categories of staff of the Commission/ Higher Educational Institutions/ Institutes who are confirmed in their posts and who are not eligible for sabbatical leave, subject to the exigencies of service will be granted five years of leave without pay for the purpose of study or taking up employment abroad or both. This leave while for study on any continuous period should not exceed three years whilst for employment or for | Non-academic staff not entitled to Sabbatical Leave without pay |

both study and taking up employment abroad or vice versa may be given for a total period of five years.

23. Salary for periods of study leave of teachers

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| <p>23.1 A Lecturer (Probationary)/ Assistant Librarian, who has received a scholarship or other award for a postgraduate degree in a University / Institute recognized by the Commission, may be granted study leave abroad or locally to read for such degree (vide paragraph 27 of Chapter X) with the approval of the Governing Authority, provided that it leads to confirmation and/ or promotion to a higher grade.</p> | <p>Lecturer
(Probationary)/
Assistant
Librarian</p> |
| <p>23.2 The maximum permissible period of study leave with pay shall be;</p> <p>(a) 24 months (2 years) to obtain a Master's degree with or by research</p> <p>(b) 39 months (3 years and 3 months) to obtain a Doctoral degree</p> <p>(c) Where obtaining a Master's degree is a condition precedent to registering for a Doctoral degree, 45 months (3 years and 9 months) to obtain both a Master's degree and a Doctoral degree</p> <p>(d) A teacher who has already been granted study leave to obtain a Master's degree may be granted balance period to obtain a Doctoral degree, so that the total study leave granted to the teacher shall not exceed the limit of 45 months (3 years and 9 months) total study leave entitlement.</p> | <p>Study Leave
with pay</p> |
| <p>23.3 The maximum permissible period of study leave without pay, in addition to the study leave with pay specified in sub-paragraph 23.2 above shall be as follows;</p> <p>(a) 12 months (1 year) to obtain a Master's degree with or by research</p> <p>(b) 48 months (4 years) to obtain a Doctoral degree</p> | <p>Study Leave
without pay</p> |

- (c) Where obtaining a Master's degree is a condition precedent to registering for a Doctoral degree, 48 months (4 years) to obtain both Master's degree and Doctoral degree
- (d) A teacher who has already been granted study leave to obtain a Master's Degree may be granted balance period to obtain a Doctoral Degree, so that the total study leave granted to the teacher shall not exceed a total period of 60 months (05 years)

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|------|---|---|
| 23.4 | A directly recruited Senior Lecturer/Senior Assistant Librarian / Lecturer (Un-confirmed) shall be granted study leave for a PhD/ Doctoral Degree after confirmation in the post with approval of the Governing Authority as follows; | Directly recruited Senior Lecturer/ Senior Assistant Librarian/ Lecturer (un-confirmed) |
| | (a) The maximum permissible period of study leave with pay shall be three years | |
| | (b) The maximum permissible period of study leave without pay in addition to the period of study leave specified in (a) above shall be two years | |
| 23.5 | An additional period of six months study leave with pay shall be granted to a teacher who goes to a non-English speaking country where it is a mandatory requirement to obtain proficiency in the language of that country for his postgraduate studies as referred to in sub-paragraph 27.10.2 of Chapter X. | Additional six months with pay for those who go to a non-English speaking country |
| 23.6 | University Teachers (Medical / Dental) who are selected to follow postgraduate training leading to MD and Board Certification shall be granted leave with pay for the entire duration of such training as determined by the Postgraduate Institute of Medicine (PGIM) or any other institution recognized for that purpose. The period of leave with pay that is granted shall not however, exceed the minimum period of training required. | MD Training & Board Certification for Lecturers (Medical/ Dental) |

24. Salary for periods of study leave to Executive Grade Staff/Academic Support Staff/ Medical Officers and Dental Surgeons of the Commission/ Higher Educational Institutions/ Institutes

- 24.1 The holders of posts categorised as Executive Staff/ Academic Support Staff/ Medical Officers and Dental Surgeons of the Commission/ Higher Educational Institutions/ Institutes after the confirmation in their posts will be given study leave in the following manner as referred to in paragraph 29 of Chapter X, provided that the course of study to be followed by them has been approved by the Commission/ Higher Educational Institution/ Institute concerned;
- (i) Master's Degree/ Professional Qualifications:
2 years - with pay
- (ii) PhD/Doctoral Degree:
3 years with pay
- (iii) In addition to the above full-pay period, maximum period of one year could be granted without pay

Study Leave
up to three
years with pay
and one year
without pay

25. Salary of Trade Union officials released for full time Trade Union work

- 25.1 If an employee who is released for full time trade union work and holds a pensionable appointment, the union should pay 25% of his salary as contribution to the pension.
- 25.2 If he is a contributor to the University Provident Fund, the union should pay the employer's contribution to the Provident Fund.
- 25.3 The Union should pay 50% of the salary and the Commission/Higher Educational Institution/ Institute should pay the balance 50 % and the cost of living allowance.

Contributions
to the Pension
by Trade
Union
Officials

Contributions
to the
Provident
Fund

50% to be
borne by the
union

26. Incremental Credit

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|----------|--|---|
| 26.1 (a) | Incremental credit may be given, at the discretion of the Commission/Governing Authority of a Higher Educational Institution to a person employed in the Commission/ Higher Educational Institution/ Institute for the period during which he is compelled to keep away from his work place for reasons beyond his control, which is treated as special leave. | Incremental credit during periods of special leave with pay |
| (b) | A person who is on approved leave without pay (such as special leave/ study leave/ sabbatical leave etc.) he should be given due incremental credits and placed on the appropriate salary point, when he resumes duties. | Incremental credit during periods of leave without pay |
| 26.2 | When an employee who has had prior service in a permanent capacity, secures a new appointment in the Commission/ Higher Educational Institution/ Institute, he may be given incremental credits for the periods of prior service as mentioned in subparagraphs 26.3 – 26.9 below. | New appointment |
| 26.3 | Incremental credit may be granted only for the past services in a post which is superior to or comparable with the new post to which the person is appointed. | Only for past services in superior or comparable posts |
| 26.4 | When an employee moves from one post to another without break in service, and the salary scale of his previous post is not “superior” to or “comparable” with that of the new post to which he is appointed, incremental credit may be granted for the following periods of service in the previous post: | Periods of service in the previous post |
| 26.4.1 | For the period of service on a fixed salary higher than the initial of the new post. | |
| 26.4.2 | For a period of service on the initial and on salary steps higher than the initial of new post. | |

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|--------|---|--|
| 26.5 | Incremental credit may be granted for such periods of prior service as are admissible under sub-paragraphs 26.3 and 26.4 above only via the salary scales that were in force for the new post to which the employee is appointed during those particular periods i.e. the salary the employee would have earned had he been paid for such admissible periods on the salary scales that were in force for the new post during such periods, should be ascertained. | Periods of prior service counted for incremental credit |
| 26.5.1 | If the salary scale on which the earned salary is determined has been revised, the earned salary so determined should be converted to the revised salary on the basis authorised for the particular revision of salaries. In that event the salary obtained on such conversion will be the earned salary to be considered for determining the salary in the new post in terms of sub-paragraphs 26.6 and 26.7 below. | When conversion of salary is considered |
| 26.6 | For the purpose of determining the salary step on which an officer should be placed in his new post, the salary to be reckoned is the last salary drawn in the previous post, or the salary earned in terms of sub-paragraph 26.5 above whichever is lower. | Last salary drawn in the previous post may be considered |
| 26.7 | The salary step on which an officer is to be placed in a new post to which he is appointed, is determined as follows; | The salary step determination |
| 26.7.1 | If the salary to be reckoned in terms of sub-paragraph 26.6 above is below the initial of the salary scale of the new post, he shall be placed on the initial salary of the new post. The date of appointment to the new post shall be the future incremental date. | In the initial of the salary scale |
| 26.7.2 | If the salary to be reckoned in terms of sub-paragraph 26.6 above is equal to | Next salary step |

any salary step of the new post, he shall be placed on the next salary step. The date of appointment to the new post shall be the future incremental date.

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| 26.7.3 | If the salary to be reckoned in terms of sub-paragraph 26.6 above is also the last salary drawn and it is not a step in the salary scale of the new post, he shall be placed on the next higher step. His date of increment shall be the date of appointment to the new post. | Next higher salary |
| 26.8 Conditions to be adhered to when applying the above rules; | | |
| 26.8.1 | No person should be paid less than the initial of the post to which he is appointed. | Not less than initial |
| 26.8.2 | No person should be paid more than the maximum of the post to which he is appointed. | Not more than the maximum |
| 26.8.3 | No person appointed to a post inferior to that which he held previously should be paid more than what he would have been paid had all his service (admissible under sub-paragraphs 26.3 and 26.4 above) been in the inferior post. | When appointed to an inferior post |
| 26.9 No incremental credits shall be granted for the following periods of service; | | |
| 26.9.1 | Any period of prior service which forms part of the qualifications stipulated for the new post to which he is appointed. | No incremental credit |
| 26.9.2 | Any period or periods of service prior to retirement for inefficiency, resignation, termination of a probationary appointment, vacation of post, dismissal or termination of service due to unsatisfactory work or conduct. | |

- 26.9.3 Any period of service which has been reported as unsatisfactory (i.e. period during which an increment has been reduced, stopped or deferred)
- 26.9.4 Any period of service which is shorter than the break which follows it
- 26.9.5 Any period of service less than one year
- 26.9.6 Any period of service in a post which is inferior to the new post to which the person is appointed.
- 26.9.7 Any period of service during which the person received a salary which was less than the initial of the salary scale which prevailed at the time for the new post to which he is appointed.

27. Increments

- 27.1 A person whose salary is on an incremental scale is not entitled to draw any increment as of right. He is required to earn that increment by the efficient and diligent discharge of his duties and by serving the incremental period in full (vide subparagraph 27.13 below). Increments must be earned
- 27.2 A certificate on an Increment Certification Form to the effect that he has earned his increment should be signed by the appropriate authority empowered to grant increments. [Vide Appendix VI (a) Academic, (b) Academic Support, (c) Executive staff and (d) Other Non-Academic staff] Increment certificate:
Appendix VI
- 27.3 The appropriate authority for granting increment certificates is as follows; Appropriate Authority granting increments
- 27.3.1 The Staff of the Commission:
- | Designation | Authority |
|---|----------------------------|
| (a) Secretary/ Additional Secretaries
Chief Accountant | Chairman of the Commission |

Accountant
Chief Internal Auditor
Internal Auditor

- | | | |
|-----|---|-----------------------------------|
| (b) | Deputy Secretary/
Deputy Accountant/
Deputy Internal
Auditor/
Senior Assistant
Secretary/
Senior Assistant
Accountant/
Senior Assistant/
Internal Auditor/
Assistant Secretary/
Assistant Accountant/
Assistant Internal
Auditor/
All others in Executive
Grades | Secretary of
the
Commission |
|-----|---|-----------------------------------|

- | | | |
|-----|---|-----------------------------------|
| (c) | Staff of the
Commission other
than those under (a)
and (b) above | Secretary of
the
Commission |
|-----|---|-----------------------------------|

27.3.2 Staff of Higher Educational Institutions/
Institutes:

- | Designation | Authority |
|--|--|
| (a) Vice-Chancellor
of a University | The Chancellor/
Chairman of the
Commission |
| (b) Director of a
University
College/ Centre
for Higher
Learning | Chairman of the
Commission |
| (c) Rector of a
Campus/
Director of an
Institute | Vice-Chancellor
of the University
to which the
Campus/Institute
is attached/
affiliated |

- | | | |
|-----|--|---|
| (d) | Deputy Vice-Chancellor/
Registrar/
Bursar/
Librarian/
Teachers/
Deputy Librarian/
Senior Assistant Librarian/
Assistant Librarian/
All officers in Executive Grades/
Academic Support Staff/
University Medical/Dental Officer | Vice-Chancellor of the University/
Rector of the Campus/
Director of the University
College/Institute/
Centre for Higher Learning as the case may be |
| (e) | All other categories of employees | Registrar of the University/
Secretary of the University
College/ Rector of the Campus/
Director of the Centre for Higher Learning/
Institute; as the case may be |

27.3.3 Staff of the University Services Appeals Board:

Since the staff of the Board is provided by the Commission from its own staff or Higher Educational Institutions / Institutes, the increment certificates in respect of such staff shall be granted by the authority appropriate to each member of such staff as per sub-paragraphs 27.3.1 and 27.3.2 above.

Increment certificate by the institution which lent them

27.4 Channelling of incremental papers;

27.4.1 Increment papers of employees of the Commission/ Higher Educational Institutions/ Institutes shall be channelled to the appropriate certifying authority through the line of superior officers of the employee concerned, subject to the following:

(a) Staff of the Commission:

- i. Increment papers of the Secretary, Chief Internal Auditor/ Internal Auditor of the Commission shall be submitted direct to the Chairman.
- ii. Increment papers of other Executive Grade officers of the Commission which should be certified by the Chairman [vide sub-paragraph 27.3.1 (a) above] should be channelled through the Secretary.
- iii. Increment papers of all other categories of staff shall be channelled through Head of the respective Department/ Division / Unit to the Secretary of the Commission.

(b) Staff of Higher Educational Institutions/ Institutes:

- i. Increment papers of a Vice-Chancellor shall be submitted direct to the Chancellor of the University/ Chairman of the Commission.
- ii. Increment papers of the Director of a University College/The Director of a Centre for Higher Learning shall be submitted direct to the Chairman of the Commission;

Vice-
Chancellor

Director of a
University
College/
Centre for
Higher
Learning

- | | | |
|------|---|--|
| iii. | Increment papers of the Rector of a Campus shall be submitted direct to the Vice-Chancellor of the University to which the Campus is attached; | Rector |
| iv. | Increment papers of the Director of an Institute shall be sent direct to the Vice-Chancellor of the University to which it is affiliated. | Director of an Institute |
| v. | Increment papers of a Deputy Vice Chancellor shall be sent direct to the Vice-Chancellor of the University. | Deputy Vice-Chancellor |
| vi. | Increment papers of Registrar/ Librarian/ Internal Auditor, if any/ Deputy Internal Auditor / Senior Assistant Internal Auditor/ Assistant Internal Auditor of a university shall be sent direct to the Vice Chancellor. [vide Appendix VI(a) and (c) as appropriate]. | Registrar/
Librarian
/Internal
Auditor etc. |
| vii | Increment papers of a Bursar/ Treasurer or officers in executive grades shall be sent through the Registrar of the University/Secretary of the University College/Rector of the Campus/ Director of the Institute to the Vice-Chancellor/Director of the University College / Centre for Higher Learning/ Institute as the case may be. [vide Appendix VI (c)]. | Bursars/
Treasurers
and other
executive
grade officers |
| viii | Increment papers of teachers including library staff of Higher Educational | Teachers
(including
Library staff) |

Institutions and of Institutes, shall be sent to the respective Principal Executive Officers of such Higher Educational Institutions/ Institutes through the Head of the Department of Study and the Dean of the Faculty/ Librarian as the case may be.

- ix Increment papers of all other categories of staff shall be channelled through the Head of the respective Department/ Division/ Centre/ Unit to the Registrar of the University/ Secretary of the University College/ Rector of the Campus/ Director of the Institute/ Centre for Higher Learning as the case may be [vide Appendix VI (d)].
- x Increment papers of Academic support staff shall be channelled through the Head of the Department of Study/ Division/Centre/ Unit and the Dean of the Faculty/ Registrar of the University or the Secretary of the University College to the Vice-Chancellor of the University/ Rector of the Campus/ Director of the University College/ Institute/ Centre for Higher Learning as the case may be.

Other Staff

(c) Staff of the University Services Appeals Board:

The increment papers of each member of the staff of the University Services Appeals Board allocated to the Board by the Commission/ Higher Educational Institution/

All staff of the University Services Appeals

<p>Institute shall be sent to the Secretary of the Commission/ Registrar of the University/ Secretary of the University College/ Rector of the Campus/ Director of the Institute/ Centre for Higher Learning as the case may be, through the Secretary of the Board.</p>	Board
<p>27.5 When the increment certificate of a teacher (including library staff) or other academic support staff-member is submitted to the Vice-Chancellor/ Director of a University College/Rector of a Campus/ Director of an Institute/ Centre for Higher Learning for approval, it should be accompanied by a report-of-work done by such teacher or member of the academic support staff during the incremental period under consideration, in the form appearing in Appendix VI (a) and (b).</p>	<p>Report of work during the increment period of academic / academic support staff Appendix VI (a) and (b)</p>
<p>27.6 If an increment certificate cannot be granted in respect of any person, his increment is disallowed. The disallowance may take one of the following forms: Suspension, Stoppage, Reduction or Deferment of that Increment.</p>	<p>Disallowance of increment</p>
<p>27.6.1 'Suspension of Increment' means the withholding of an increment for a specified period at the end of which, if the increment is restored, the person will be paid that increment from the date on which it fell due. His original date of increment shall remain unchanged.</p>	<p>Suspension of increment</p>
<p>27.6.2 'Stoppage of Increment' means the withholding of an increment for a specified period at the end of which, if the increment is allowed, it is paid but without the amount withheld during the period of stoppage. Date of increment shall remain unchanged.</p>	<p>Stoppage of increment</p>
<p>27.6.3 'Reduction of Increment' means the stoppage of an increment already paid as distinct from an increment due to be paid.</p>	<p>Reduction of increment</p>

27.6.4 'Deferment of Increment' means a permanent setting back of an increment. The consequent loss of pay is continuous until the person reaches the maximum of the salary scale of his grade.

Deferment of increment

Illustration:

"A" is on a salary of Rs.33,725/- per month and his next increment of Rs.300/- is due to him on 01st July, 2020.

- (a) Suspension: If the increment due to him on 01st July, 2020 is suspended for three months, he will continue to draw the salary of Rs.33,725/- until 01st October, 2020. If on that date it is decided to pay him that increment, he will be paid the salary of Rs.34,025/- per month as from 1st July and the amount of the increment withheld in the months July, August and September (i.e. Rs.300 x 3 – Rs.900/-) will be paid to him. He suffers no financial loss and his date of increment remains unchanged.
- (b) Stoppage: If the increment due to him on 01st July 2020 is stopped for three months and the increment is sanctioned at the end of that period, he will receive a salary of Rs.34,025/- per month as from 01st October 2020, but he will lose the amount of Rs.900/- being the amount of the increments payable for the 03 months July, August and September. His date of increment will not be altered and will remain as 01st July.
- (c) Reduction: If it is decided to reduce his increment for three months from 01st January 2020, his

salary of Rs. 33,725/- per month will be reduced by Rs. 300/- being the amount of an increment and he will receive a salary of Rs. 33,425/- per month for the months January, February and March 2020. His salary will be restored to Rs.33,725/- as from 01st April 2020. He loses the amount of Rs.900/- which was reduced from his salary for the three months at Rs.300/- per month. His date of increment will continue to be 01st July.

- (d) Deferment: If the increment falling due on 01st July 2020 is deferred by six months and the increment is sanctioned at the end of that period, he will be placed on the next salary step of Rs.34,025/- on 1st January 2021. His future date of increment would be 01st January.

27.7	The choice of the form which the disallowance of an increment will depend on the circumstances of each case and in making the choice the following will serve as a guide;	Choice of the form of disallowance of increment
27.7.1	Suspension is appropriate when the authority responsible for the issue of the increment certificate is unable, on the facts before him, to sign it but desires to place the person under close observation before making a final order. It may also be ordered when the stoppage of an increment is considered too severe and suspension is likely to produce an improvement.	When suspension is appropriate
27.7.2	Stoppage is appropriate for specific offences and in cases of general inefficiency for which deferment is regarded as too severe a remedy.	When stoppage is appropriate

- 27.7.3 Reduction is appropriate where stoppage is considered to be inadequate and needs a severe form of punishment less than a deferment. When reduction is appropriate
- 27.7.4 Deferment is appropriate when the quality and quantity of a person's work or his conduct since the last incremental date has been generally below the standard required of a person of his salary and seniority and stoppage is considered inadequate. It shall be ordered in all cases when an officer fails to qualify for promotion over an Efficiency Bar or pass a stipulated examination within a prescribed time or obtain any qualification which is a pre-requisite for confirmation in appointment etc. When deferment is appropriate
- 27.8 A suspension, reduction or stoppage of an increment may be ordered for any number of months from one to twelve, but the period of such order at any one time should not exceed twelve months or extend beyond the next incremental date of the person. Deferment may be ordered only in periods of six months or twelve months at a time. Appropriate period for each form of disallowance
- 27.9 Where an increment is deferred for failure to qualify for confirmation or for promotion over an Efficiency Bar or to pass an examination within a prescribed time, the period of deferment will be the period taken in excess of the time allowed for such purpose. If the date of increment does not fall on the last date allowed for the purpose of qualifying, the increment which falls due immediately after the last date allowed for the purpose of qualifying should be deferred by the period taken in excess of the period allowed. Deferment: failure to qualify for confirmation or pass Efficiency Bar etc.
- Illustration:
Incremental date of "A" is 01.01.2020 and he had time till 01.03.2020 to pass an examination to qualify for promotion over the E.B. and an increment. He passed the examination only on 01.06.2020, i.e. he had taken 92 days in excess of the time allowed for

the purpose. Therefore his next increment which fell due on 01.01.2020 is deferred by 92 days and he will receive it on 3^d April 2020. His future date of increment will be 3rd April.

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| 27.10 | If during the period of suspension, the person's work or conduct has been below the standard that is expected of him, the increment certificate will not be issued; instead the suspension of the increment will be converted to stoppage or deferment as from the date on which it fell due. | Conversion of suspension to stoppage or deferment |
| 27.11 | When stoppage is ordered for inefficiency, the order will be made on the distinct understanding that if the person does not show any improvement in his work and conduct, the order of stoppage may be extended for a further period and /or may be converted to one of deferment. This should be explained to the person at the time the stoppage is ordered. | Extension of period of stoppage or conversion to deferment |
| | 27.11.1 If at the end of the period of stoppage the person's work and conduct show no improvement, the period of stoppage may be extended and/or converted to deferment as from the date on which the increment fell due. | |
| 27.12 | In every case of disallowance of an increment the person concerned should promptly be informed of the nature of the disallowance (suspension, stoppage, reduction or deferment), the period for which it will operate and the reasons therefore. Such disallowance should also be recorded in the History Sheet of the person. | Person to be informed of disallowance of increment |
| 27.13 | An increment shall be granted only if the full incremental period has been served. Any period of leave with full pay or half pay will count as period of service for increment. | Full incremental period to be served |
| | 27.13.1 If a person is on leave without pay for over a period of six months, the period in excess of six months, will not be reckoned as service for this purpose | Period of leave without pay |

unless such leave is granted for reasons outside his control (i.e. illness) or has been granted at the instance of the Commission/ Higher Educational Institution/ Institute or the Government or for the purpose of obtaining qualifications or training required. In effect this would mean that his increment would be deferred by a period equal to the period by which the period of leave without pay exceeds six months.

If his next increment falls on a date at which point of time he has been on less than 6 months leave, he can be granted that increment on the basis of his work and conduct prior to the commencement of the leave. However, his next increment should be deferred by the period of leave in excess of six months.

27.13.2 Notwithstanding the provisions of sub-paragraph 27.13.1 above, if a person's frequent absence of leave necessitated by ill health, has impaired his usefulness and the granting authority is of the opinion that the payment of the increment cannot be justified, he may recommend accordingly to the authority disallowing the increment, in terms of sub-paragraph 27.14 below.

Frequent
absence on
sick leave

27.14 (a) The appropriate authority for disallowing an increment and ordering a suspension, stoppage, reduction or deferment is the authority mentioned under sub-paragraph 27.3 above. Provided that withholding of an increment for a period in excess of one year in respect of any category of persons or when the authority granting an increment is unable to do so, should be referred to the Commission or the Governing Authority of the Higher Educational Institution as the case may be, for appropriate action with the reasons therefore.

Appropriate
authority for
disallowing
increment

(b) Rectors of Campuses and Directors of Institutes should refer such cases to the Vice-Chancellor of the University to which such institution is attached/ affiliated.

27.15 The employee concerned should be informed promptly in writing of the suspension, stoppage, reduction or deferment of his increment and the reasons therefore. Employee to be informed

27.16 The provisions of the above sub-paragraphs will not apply in cases where the increment is suspended, stopped, reduced or deferred owing to a failure to qualify for promotion over an Efficiency Bar or pass a stipulated examination within a prescribed time, failure to obtain qualifications which are a pre-requisite for confirmation etc. In such cases the authority empowered to grant the increment should inform the person concerned of the consequences of such failure.

28. Limits to deductions from salaries and wages

28.1 The total deductions from the salary or wage of a person employed in the Commission/Higher Educational Institution/ Institute in respect of any month should not normally exceed forty per-centum of the salary or wage. Normally not exceeding 40%

28.1.1 The following deductions are exempted Exemption

from the provisions of this sub-paragraph;

(a) Statutory deductions (e.g. Provident Fund contributions, Income Tax Payments, W.&O.P contributions etc.)

(b) Recoveries on account of all salary advances, loans etc. granted by the Commission / Higher Educational Institution / Institute or the Government or any Statutory Board or Corporation.

(c) Recoveries on account of salary

overpayments, including half pay and no pay recoveries.

28.2	The total deductions from the salary or wage of a person employed in the Commission/ Higher Educational Institution/ Institute in respect of any month may be permitted to reach sixty per centum of the salary or wage for the purpose of accommodating recoveries in respect of staff loans and any other recoveries specifically authorised by the Chairman of the Commission or the Principal Executive Officer of a Higher Educational Institution/Institute. The need for an employee to take home a reasonable portion of his salary or wage should be taken into consideration in authorising recoveries.	Limits of deductions up to 60%
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29. Procedure for Payment of salaries to employees of the Commission / Higher Educational Institutions/ Institutes

29.1	A monthly pay abstract should be prepared by the Accountant/ Bursar/ Treasurer/ officer responsible for the accounts of the Institute/Centre for Higher Learning as the case may be, separately in respect of every Department of Study/ Division (or other Administrative sub-division) of the Commission/ Higher Educational Institution/ Institute.	Pay abstracts by Departments/ Divisions
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29.2	Each Head of Department of Study/ Administrative Division/Centre/Unit should give the following certificate on the monthly pay abstract relevant to his Department/ Division/ Centre/Unit:	Certification by Head of Department etc.
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“I certify that each employee named herein has been, to the best of my knowledge and belief, actually and bona fide employed in the Department/ Division/Centre/Unit of during the period to which this monthly pay abstract relates”

.....
Date	Signature of Head of Department of Study/Division/Centre/Unit

29.3	The Bursar/ Accountant/ Treasurer/ officer responsible for accounts of the Institute/ Centre for Higher Learning as the case may be should make a	Certification
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certification at the end of every monthly pay abstract as follows:

“I hereby certify that each of the above-named employees, whose acquaintances are inscribed in or annexed to this monthly-pay-abstract, the total of which aggregates to Rs. has been, to the best of my knowledge and belief, actually and bona fide employed in the Department/ Division/Centre/Unit of during the period to which this monthly pay abstract relates and that their employment at the rate of salary specified has been duly authorised. ”