

Colloquium Series

Higher Education in India: Orders for Presidency University

Excellence since 1817

Workshop on Awareness of Govt. Orders

Battle of Plassey: East India company started with its political career in India.

Downward filtration theory

Education System (Religious)

Jonathan Duncan established the Sanskrit College at Varanasi for the study of Hindu law and philosophy

Fort William College was set up by Wellesley in 1800 for training of civil servants of the Company in languages and customs of Indians.

David Hare came as watchmaker

1757

1781

1792

1784

1800

Calcutta Madrasa was founded by Warren Hastings for the study and teaching of Muslim law and related subjects

The Asiatic Society was founded on 15th January 1784 by Sir William Jones and **thirty other members** who had responded to his call for pursuing various branches of Asiatic studies.

British Parliament added a clause in the Charter Act of 1813 under which the Governor-General in Council was bound to keep a sum of not less than one lakh rupees for education.

Universities of Calcutta, Bombay and Madras were set up

The University Grants Commission (UGC) was established on December 28, 1953 by Maulana Abul Kalam Azad, the then Minister of Education. The UGC Act of 1956 made it a statutory organization of the Government of India.

1813

1817

1857

1904

1956

Rammohun Roy, David Hare and other educated Bengalis established **Hindoo College** for English education in Western humanities and sciences

Raleigh Commission under Sir Thomas Raleigh passed The Indian Universities Act (1904). The Act introduced by Lord Curzon for governmental control over Universities.

The administrative relations between the Centre and the States have been stated from Article 256 to Article 263 of the Constitution. As a rule, the Central Government exercises administrative authority over all the matters on which the Parliament has the power to make laws, whereas the State Governments exercise authority over the matters included in the State List.

- UGC
- Department of Higher Education, Govt. of West Bengal (বাংলার উচ্চশিক্ষা)
- Other Central / State Govt acts, orders, notifications related to education and administration
- Presidency University Acts, Statues, Ordinances, Regulations, Rules and other office orders, notices issued by the competent authority

Act

- Act is the status created by the legislature, concentrating on a particular subject. It contains provisions related to it.
- When a bill is passed by both the houses of Parliament, it becomes an Act
- Acts inform what, why and how laws need to be followed

THE WEST BENGAL UNIVERSITIES AND COLLEGES (ADMINISTRATION AND REGULATION) ACT, 2017

(No. 325-L.--22nd March, 2017.—The following Act of the West Bengal Legislature)

The Presidency University (Amendment) Act, 2013

(No. 952-L-12th June,2013 -The following Act of the West Bengal Legislature)

The Presidency University Act, 2010

(No. 1047-L-7th July,2010 -The following Act of the West Bengal Legislature)

Statute

- A statute is a written law that has been formally enacted by Act. Statutes are often organized and codified in a legal code, which is a collection of all the laws of a jurisdiction.
- Statute is passed by Governing Board (in case of University) and the same shall be presented to the Chancellor for assent and shall come into force on being assented to by the Chancellor in consultation with the Minister.

First Statutes under the Presidency University Act, 2010 Amended by The Presidency University (Amendment) Act 2013 published through notification vide No. 197A/VC/PU/01-14 dated 27/01/2014

Ordinance

- Subject to the provisions of Act and Statute, Ordinances may be made to provide policy, process, rules of all or any matter as defined.
- Ordinance is passed by Governing Board (in case of University) and the same shall be submitted to the Chancellor for assent and shall come into force on being assented to by the Chancellor and shall be reported to the ensuing meeting of the Governing Board.

Regulation

- Subject to the provisions of Act and Statutes and Ordinances, Regulations may be made to provide policy, process, rules of any matter as defined.
- Regulation is considered by Governing Board (in case of University) **or by a committee appointed by it** but passed by Governing Board and the same shall come into force immediately on being passed unless otherwise directed by the Chancellor.

Regulations on new course structure effective from 2013-14 academic session

Regulations for award of the degree of doctor of philosophy(PhD)

Regulation for Examinations

Rule (Guidelines, Policy, etc)

Subject to the provisions of Act,the Statutes,the ordinances and regulations, rules may be made for the purpose of carrying out the provisions of, or exercising the powers conferred by, the Act or to provide for matters which, by the Statutes,the ordinances or regulations, are required to be prescribed by the Rules.

- Service Rules
- ICT Policy, etc

Order / Notice / Circular

Issued by local authority

Notification is for information circulation

Order to comply

(First Phase)
Discussion Topic:
Orders to be
followed For

Venue: Bankim Sabhagriha
Time: 5:00 PM to 6:00 PM

- DCRB (11/12/2023)
- Fixation (12/12/2023)
- Uniform Leave Rules (13/12/2023)
- CAS for Teacher (14/12/2023)
- CAS for Officer / NTS (18/12/2023)
- API Calculation for CAS for Teacher (19/12/2023)
- Workflow and work manual of general section, office of the Registrar(26/12/2023)

References (কৃতঞ্জনা)

1. https://www.govtgirlsekalpur.com/Study_Materials/History/CC12_IIIc.pdf
2. <https://www.iasgyan.in/blogs/development-of-education-in-india-during-british-rule>
3. <https://testbook.com/ias-preparation/ncert-notes-education-system-in-india-during-british-rule>
4. <https://blogmedia.testbook.com/blog/wp-content/uploads/2022/10/education-system-in-india-during-british-rule-3497c4be.pdf>
5. <https://unacademy.com/content/upsc/study-material/modern-indian-history/indian-universities-act/#:~:text=The%20Indian%20Universities%20Act%201904%20was%20introduced%20by%20Lord%20Curzon,improve%20the%20quality%20of%20research.>
6. https://www.ugc.gov.in/oldpdf/ugc_act.pdf
7. https://papers.ssrn.com/sol3/papers.cfm?abstract_id=3514495#:~:text=As%20a%20rule%2C%20the%20Central,included%20in%20the%20State%20List.
8. <https://banglaruchchashiksha.wb.gov.in/>

Thank You

**AWARENESS ON GOVT.
ORDERS**

DEATH CUM RETIREMENT BENEFIT

For Teachers, Officers and Non-Teaching Employees

Based on Government Orders-

302-Edn (U)/EH/IU-10/2020,dt-13.03.2020

G.O No- 85 Edn(U),dt-30.01.2000

G.O No- 711-Edn(U),dt-21.12.2010

No.75-Edn(U),dated 02.02.2009

721-Edn(U)/HED-I2016(21)/29/2020-UNV SEC-Dept. of HE,dated 02.08.2021

329-Edn(U)/HED-I2016(32)/48/2020-UNV SEC, dated 11.2.2021

What will we discuss

- 01** Retirement
- 02** Pension
- 03** Gratuity
- 04** Commutation of Pension
- 05** Additional Pension
- 06** General Provident Fund
- 07** Leave Encashment





RETIREMENT

Date of Retirement

When an employee retires on completing the **Age of Superannuation****, it may be referred as the Retirement Date. However, if the date of retirement falls on any date other than the last day of the month the employee shall be allowed to retire on the last day of the month (afternoon).

For instance, Mr.A is supposed to retire on 15th of January, 2020 but as his retirement date falls on another date other than the last day of the month, he shall be allowed to retire on the last day of the month i.e. 31st of January, 2020 (afternoon).

Age of Superannuation

It is the age on which an employee must retire compulsorily and shall complete sixty years of his/her age (provided that in those cases where such retirement age is already fixed).

<u>Retirement Age</u>	
Teacher	65 years
Librarian	65 years
Officer	60 years
Non-Teaching Staff	60 years

N.B. As per G.O. No. 371-Edn(U) dated 24.02.2021, the retirement age of the Registrar, Controller of Examinations, Dean of Student's Welfare of the University having continuous teaching background/experience of minimum 10 years in the University to be enhanced upto 65 years.

Eligibility of Pension

Subject to satisfactory service, an employee shall be entitled to pension provided that the employee concerned has completed at least **10 years** of qualifying service :-

- 01** on completing the age of superannuation;
- 02** on voluntary retirement;
- 03** on being declared permanently incapacitated for further service by a duly constituted Medical Board by the Syndicate/Executive Council;
- 04** on termination of service due to abolition of the post.

Pre- 2016 Pensioners / Family Pensioners

- The pension / family pension of existing pre-2016 pensioners / family pensioners will be revised notionally by multiplying the existing basic pension/ basic family pension as on 31.12.2015 by 2.57. The minimum Revised Basic Pension is fixed at Rs. 9250 w.e.f. 01.01.2020.
- The upper ceiling on pension/ family pension laid down in Memo. No. 711(30)- Edn(U) dated 21.12.2010 has been increased from Rs. 37,500/- and Rs. 22,500/- to Rs. 1,05,000/- and Rs. 63,000/- respectively.
- The revised pension, in no case, shall be lower than 50% of the minimum of the Pay in the Pay matrix in the revised Pay Structure.
- the revised family pension, in no case, shall be lower than 30% of the minimum of the Pay in the Pay matrix subject to a minimum of Rs. 9,250/-.



REVISION OF PENSION/ FAMILY PENSION

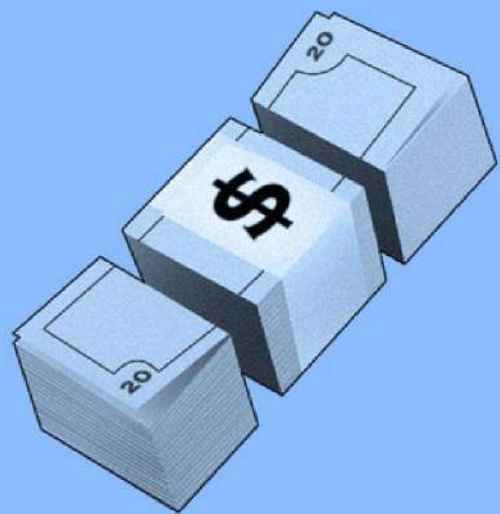
under GPF-cum-Gratuity- cum-Pension Scheme

Post- 2016 Pensioners / Family Pensioners

- An University employee retiring before completion of minimum qualifying service of ten (10) years shall not be entitled to pension, but shall continue to be entitled to gratuity as per G.O. No. 711-Edn(U) dated 21.12.2010 read with Memorandum No-302-Edn (U)/EH/1U-10/2020, dt-13.03.2020.
- The existing maximum monthly pension of Rs.37,500/- per month both as laid down in G.O No.711-Edn(U) dated-21.12.2010 read with Memorandum No. 302-Edn(U) dated 13.03.2020 shall be raised to Rs. 1,05,000/- respectively.
- The existing minimum amount of pension / family pension of Rs. 3,600/- as laid down in G.O No.711-Edn(U) dated-21.12.2010 shall be raised to Rs. 9,250/- only per month and maximum ceiling has been increased from Rs. 22,500/- to Rs. 63,000/- per month.

RATE OF PENSION

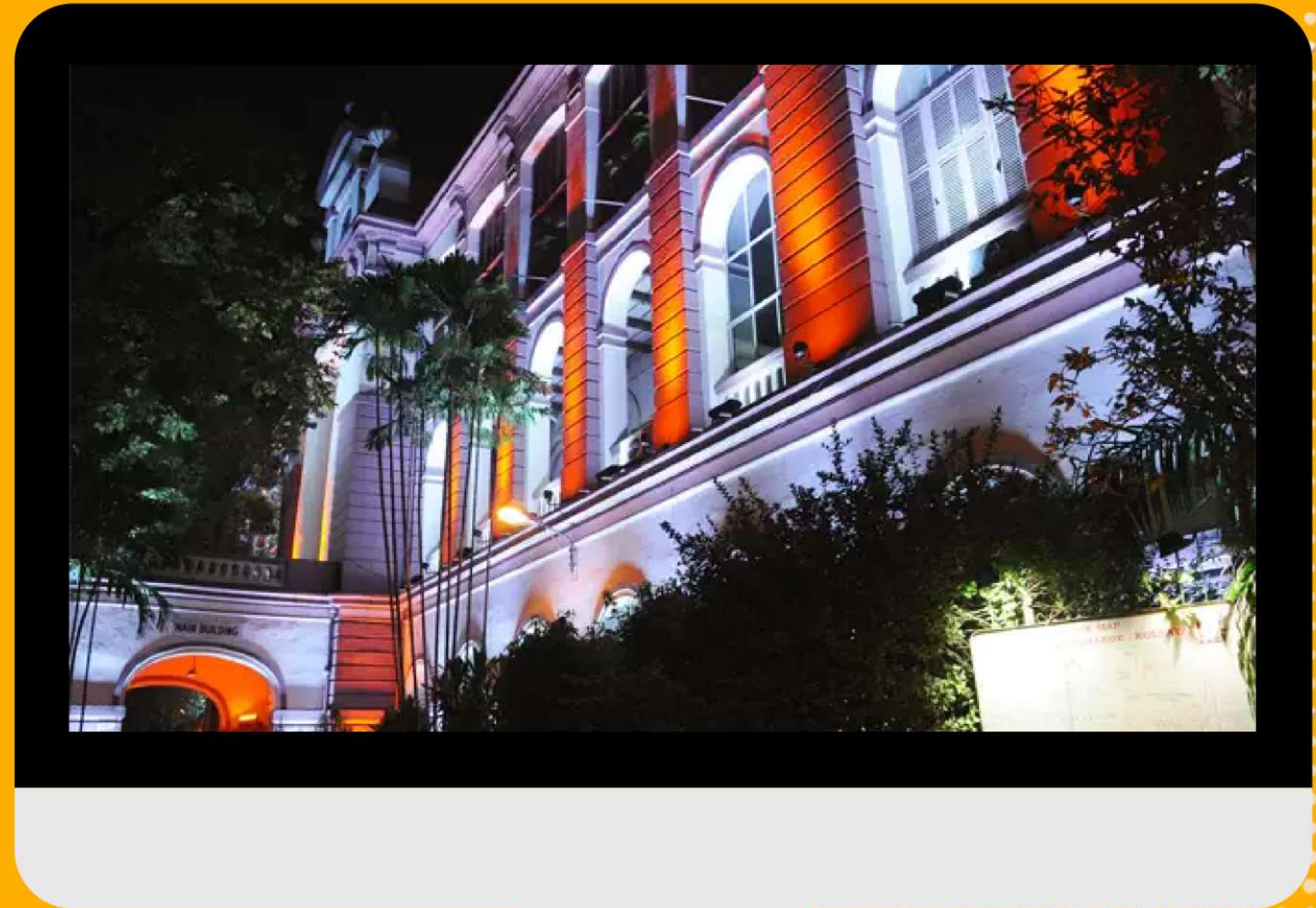
The rate of pension will be 50% of the last pay drawn including stagnation increments for 20 years of qualifying service or more. When the qualifying service is less than 20 years, the pension will be **pro rata** less.



Pro Rata

[(,)prō-'rā-te]

A process where whatever is being allocated will be distributed in equal portions.





Service Continuation.

As per Memorandum No. 785-Edn(U)/1U-87/16 dated 24.09.2020, the counting of past service rendered by University employees in any of the State Government establishments, institutions run with assistance of the State Government etc. for the purpose of calculating service qualifying for pension subject to fulfillment of the following conditions:-

- Application for the new post should be through proper channel and proper/prior permission should be obtained from the previous employer for such movement.
- The employee shall be serving on a regular basis in approved and/or substantial post in any of the aforementioned institutions continuously and satisfactorily.
- The appointment in the previous service and post applied for should not be on contractual or ad- hoc basis rather both should be regular/ substantive/ permanent in nature.
- The previous service must be covered under GPF-cum- pension- Gratuity Scheme for such continuation of service/ counting of past service, (i.e. the previous service must be pensionable).
- Departmental Proceeding or Criminal Proceeding is not pending or contemplated against the candidate both at the time of application and release from the previous post.
- Last but not the least, for such movement/application from school level onwards to the State University Level, the incumbent /applicant should have joined in the same profession (i.e. from teaching to teaching, non-teaching to non-teaching, Librarian to Librarian, Physical Instructor to Physical Instructor etc.)

FAMILY PENSION

Family pension shall be granted to family members of an employee who dies while in service after rendering at least one year's service. In case of death after retirement family pension shall be payable to the family members of deceased pensioners of the University till death of such members provided at the time of death the employee was in receipt of pension.

Following G.O. No. 302-Edn(U)/EH/1U-10/2020, dated-13.03.2020 Family Pension shall be calculated @ **30% of the last basic pay drawn** actually or notionally. The **maximum ceiling** of family pension is **Rs. 63,000/- per month** at normal rate. However, the existing provision for calculation of **family pension at enhanced rate**** for a specific period will continue.



FAMILY PENSION AT ENHANCED RATE

- In the event of **death of an employee while in service** the rate of family pension will be **50% of the pay last drawn**, provided the employee prior to his death has put in **not less than 7 years**. The family pension at the enhanced rate is payable for 7 years following the date of death/employee concerned would have attained 65 years had he/she survived, whichever period is less.
- In the event of **death after retirement** the family pension at enhanced rate shall be payable upto the date on which the deceased employee concerned attained the age of 65 years had he/she survived or for 7 years. The amount of enhanced family pension shall not exceed the amount of original pension before commutation.



Calculation of Family Pension at Enhanced Rate

For example, Mr. K served as a Teacher in the University and expired before his retirement, the calculation of Family Pension at Enhanced Rate is given below:

Date of Joining University	15.09.2015	Calculation
Date of Birth	21.04.1970	Family Pension at Enhanced rate (50% of the Last Pay drawn by the deceased employee) = 50% of Rs.1,52,300 /- = Rs.76,150 /-
Date of retirement	30.04.2035(if not died)	
Will attain 65 years	21.04.2035	
Date of Death	19.06.2021	
Age on the date of Death	51 years 1 month	
Last Basic Pay Drawn	Rs.1,52,300 /-	

So the enhanced amount of Family Pension is **Rs. 76,150/-** which is payable for a period of 7 years from the date following the date of death or till the date on which the concerned employee would have attained the age of 65 years if he survived which period is less.

Since the period of 7 years is less, the enhanced Family Pension will be payable **from 20.06.2021 till 19.06.2028**. Then from 20.06.2028 onwards Family Pension will be payable at normal rate i.e. Rs. 45,690/- (30% of Last Basic Pay Drawn).

Family pension shall be admissible to :-

in case of widow/widower upto her/his death or re-marriage whichever is earlier;

in the case of minor son until he attains the age of 25 years;

in case of unmarried daughter until she attains the age of 25 years or marriage whichever is earlier;**

in the case of dependent parents upto the date of their death or re-marriage whichever is earlier;

family pension shall be payable to only one member of the family.

****As per Memorandum No.75-Edn(U),dated 02.02.2009, the benefit of family pension shall be extended to the unmarried daughters of the employees/ pensioners even after attaining the age of 25 (twenty-five) years till their marriage or death subject to the condition that the incumbent has monthly income of less than Rs. 2500/- p.m.,**



GRATUITY

Types of Gratuity

RETIREMENT GRATUITY

An employee retiring with at least 5 years of qualifying service will be entitled to the Retirement Gratuity. Total amount of gratuity admissible shall, in no case, exceed Rs. 12,00,000 only.

DEATH GRATUITY

When an employee dies while in service death gratuity will be payable to the nominee or surviving members(s) of the family.

Required Qualifying Service Amount of Death Gratuity:

Length of Qualifying Service	Rate of Death Gratuity
Less than 1 (one) year	2 times of last drawn monthly emoluments
1 (one) year or more but less than 5 (five) years	6 times of last drawn monthly emoluments
5 (five) years or more but less than 11 (eleven) years	12 times of last drawn monthly emoluments
11 (eleven) years or more but less than 20 (twenty) years	20 times of last drawn monthly emoluments
20 (twenty) years or more	Half of the last drawn monthly emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of last drawn monthly emoluments

N.B. Emoluments consist of Pay and Dearness Allowance on the date of death.

Calculation of Gratuity.

For instance, Mr.B served for a period of 34 years in the University, then the calculation of his gratuity is given below:

<u>Emolument for calculation of Gratuity.</u>		Calculation
Level / Cell	14 / 14	Gratuity Value = Rs. 218154/- x 33 <hr/> 2 = Rs. 3599541 /-
Basic Pay	Rs.211800 /-	
D.A @ 3 %	Rs.6354/-	
Total	Rs.218154 /-	

His value of gratuity is estimated at Rs. 35,99,541/- taking into account the maximum period of 33 years. However payment will be made maximum of Rs. 12, 00,000/- only as per Memorandum No. 302-Edn(U)/EH/1U-10/2020,dated-13.03.2020 as the maximum of Death/ Retiring Gratuity of Rs. 6,00,000/- as laid down in G.O No- 711-Edn(U),dt-21.12.2010 shall be raised to Rs. 12,00,000/- only w.e.f. 01.01.2016.

Commutation of Pension

An employee who is eligible for the benefit of pension shall be entitled to commute a lump amount **not exceeding 40% of pension**(except Family Pension). It is voluntary in nature.

As stated in Memorandum No. 721-Edn(U)/HED-12016(21)/29/2020-UNV SEC-Dept. of HE, dated 02.08.2021 the additional commuted portion of pension shall be restored **after 15 years** from 01.01.2020 or thereafter as the case may be.

In accordance with Memorandum No. 302-Edn(U)/EH/1U-10/2020,dated-13.03.2020 a new Table of commutation value for pension is substituted in place of existing table as given in G.O. No. 711-Edn(U),dated 21.12.2010.



SCHEDULE - I

REVISED COMMUTATION VALUE FOR A PENSION OF Re. 1 PER ANNUM

(In terms of Memo No. 302 Edn(U) dated 13.03.2020)

Age on next birth day	Commutation Value Expressed as number of year's purchase	Age on next birth day	Commutation Value Expressed as number of year's purchase	Age on next birth day	Commutation Value Expressed as number of year's purchase
20	9.188	42	9.059	64	7.862
21	9.187	43	9.040	65	7.731
22	9.186	44	9.019	66	7.591
23	9.185	45	8.996	67	7.431
24	9.184	46	8.971	68	7.262
25	9.183	47	8.943	69	7.083
26	9.182	48	8.913	70	6.897
27	9.180	49	8.881	71	6.703
28	9.178	50	8.846	72	6.502
29	9.176	51	8.808	73	6.296
30	9.173	52	8.768	74	6.085
31	9.169	53	8.724	75	5.872
32	9.164	54	8.678	76	5.657
33	9.159	55	8.627	77	5.443
34	9.152	56	8.527	78	5.229
35	9.145	57	8.512	79	5.018
36	9.136	58	8.446	80	4.812
37	9.126	59	8.371	81	4.611
38	9.116	60	8.287		
39	9.103	61	8.194		
40	9.090	62	8.093		
41	9.075	63	7.982		

Calculation of Commutation of Pension

To illustrate, Mrs. Z served as a Non-Teaching Staff in the University and has opted for Commutation of Pension after her retirement, the calculation of her Commutation of Pension is given below:

Last basic Pay drawn	Rs. 50,000 /-	Calculation Commutated Value = Rs.98.328/- x Rs.10,000 /- = Rs.9,83,280 /-
Amount of monthly Pension before commutation	Rs. 25,000 /- (50% of last drawn basic pay)	
Amount of Pension commuted	Rs. 10,000 /- (40% of basic pension)	
Amount of uncommuted monthly Pension after commutation	Rs. 15,000/-	
Age of Retirement	60 years	
Commutation value expressed as on next birthday(i.e. 61 years)	8.194	
Value per rupee commuted	Rs. 98.328/- (8.194 x 12)	

Additional Pension:

Following the Memorandum No. 302-Edn(U)/EH/1U-10/2020, dated-13.03.2020 the quantum of additional pension / family pension available to the old pensioners / family pensioners shall be increased as indicated in the following table with effect from 01.01.2016 :-

Age of Pensioners / Family Pensioners	Additional quantum of pension
From 80 years to less than 85 years	20% of revised basic pension / family pension
From 85 years to less than 90 years	30% of revised basic pension / family pension
From 90 years to less than 95 years	40% of revised basic pension / family pension
From 95 years to less than 100 years	50% of revised basic pension / family pension
100 years or more	100% of revised basic pension / family pension

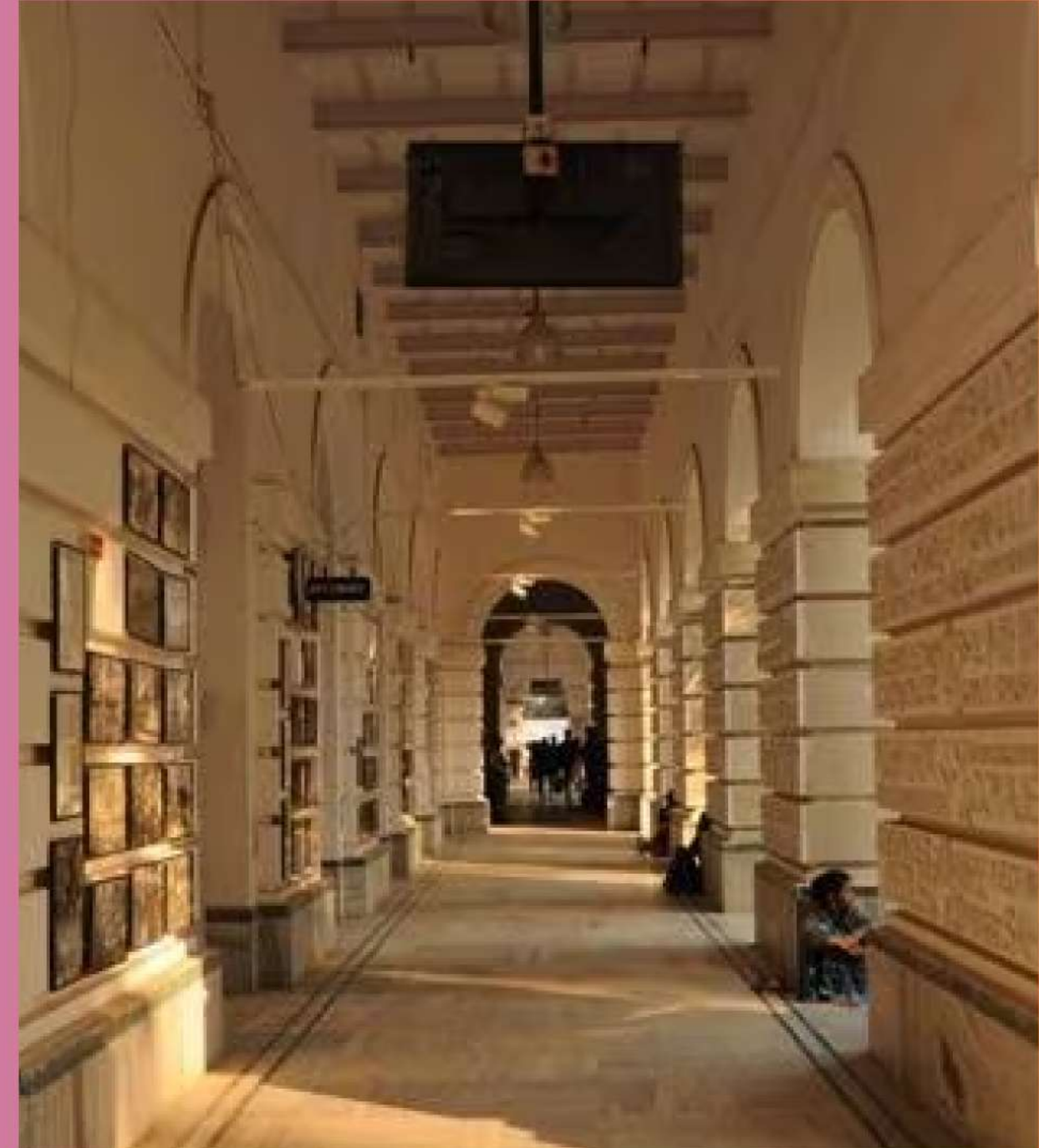
On attaining the **age of 80 years and above** as stated in the table above, the additional pension/ Family Pension would be admissible from the 1st day of the month in which his/her date of birth falls.

The pensioners / family pensioners will get **Medical Relief @ Rs. 500/- per month** w.e.f. 01.01.2020.

General Provident Fund

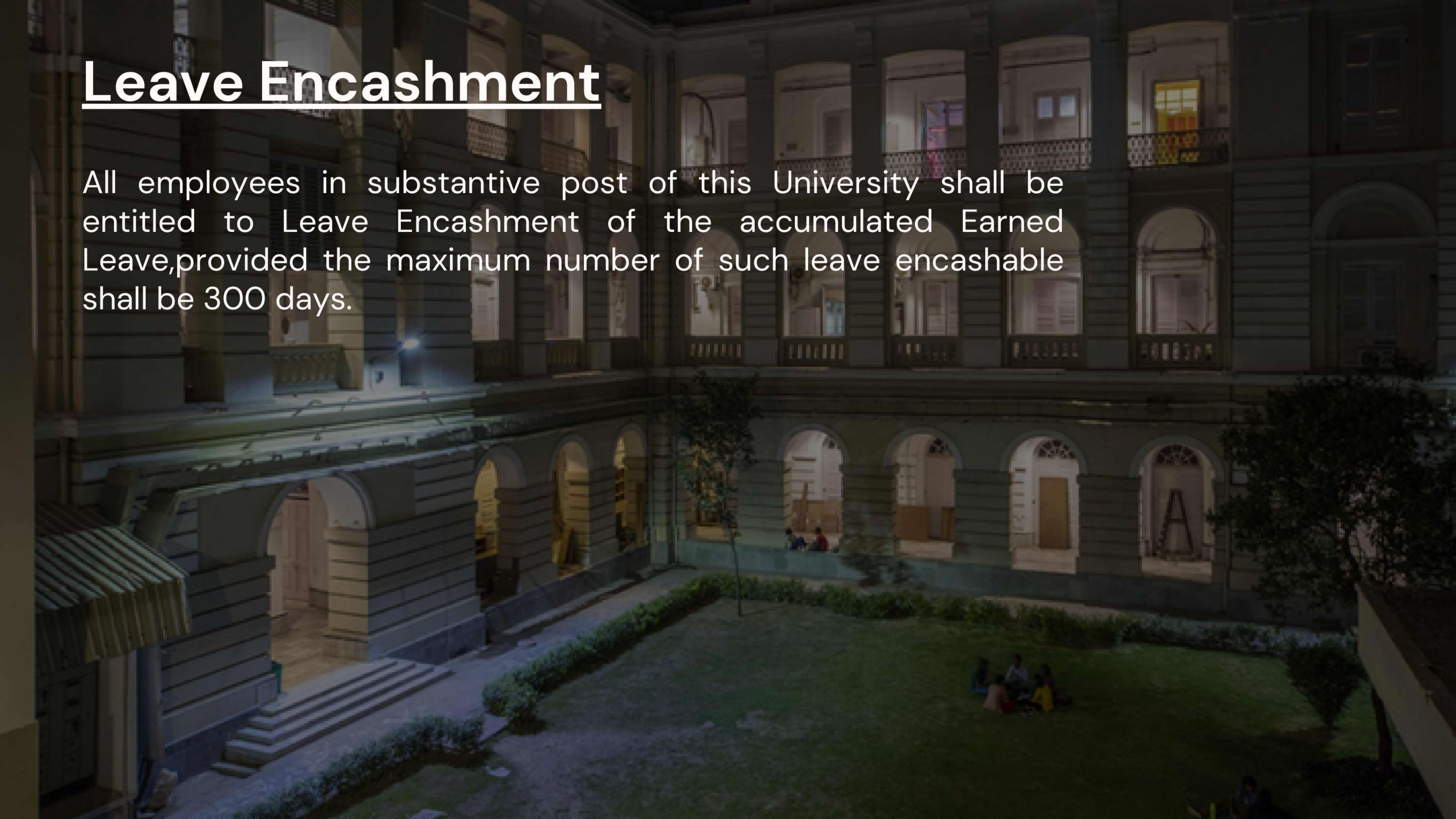
An employee will be required to subscribe to a General Provident Fund at the rate of **8.33% minimum and 20% maximum** of pay with no contribution from the University.

However, as per Memorandum No.329-Edn(U)/HED-12016(32)/48/2020-UNV SEC, dated 11.2.2021, the ceiling for maximum GPF subscription is raised to **100% of pay** in respect of the regular employees of the University.



Leave Encashment

All employees in substantive post of this University shall be entitled to Leave Encashment of the accumulated Earned Leave, provided the maximum number of such leave encashable shall be 300 days.



Calculation of Leave Encashment

Let's take Mr. J whose total Period of continuous service is 31 years.

He has a total of 580 days of Earned Leave at his credit, but Leave Encashment will be paid for maximum of 300 days as per G.O. No. 44-Edn (U), dated 28.01.2008.

He is entitled to receive Value of Encashment of Earned Leave as worked out below:

Emolument for calculation of Encashment of Earned Leave		Calculation
Level / Cell	14 / 14	Leave Encashment Value
Basic Pay	Rs.211800 /-	= $\frac{\text{Rs. 218654 /-} \times 300 \text{ Days}}{30 \text{ Days}}$
DA@3%	Rs.6354/-	= Rs. 2186540/-
Medical Allowance	Rs. 500/-	
Total	Rs. 218654/-	

THANK YOU!

Thank you



**Awareness on Govt.
orders**

Pay-Fixation

Canva

For Teachers, Officers and Non-Teaching Staff

What is new?



Pre-revised paystructure

1. Teachers → Academic Grade Pay
Officers/Non-teaching Staff → Grade Pay
(Basic Pay = Pay in the Pay Band + AGP / GP)

2. Rounding off the amount of Increment to next multiple of 10



Revised pay matrix

1. Teachers → Academic Level
Officers/Non-teaching Staff → Level
(Basic Pay - Level/Cell in Pay Matrix)

2. Rounding off the amount of Increment to nearest multiple of 100 (Next Cell)



Pay Band (Rs.)	Pay Matrix					
	15,600 – 39,100			37,400 – 67,000		67,000 – 79,000
Academic Grade Pay / Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level / Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.) 1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,500	1,27,900	2,10,800		

HERE THE VALUE OF EACH CELL IS CALCULATED BY INCREASING THE VALUE OF THE PRECEDING CELL BY **3%**

For instance, the value corresponding to A. Level 10/ Cell 1 is Rs. **57700/-**.

Increasing it by 3% we get Rs. **59431/**. Rounding it off to the nearest multiple of **100** we get Rs. **59400/-** which gives the value of the next Cell.

The maximum value of a given Level is fixed, called the ceiling of that Level. For instance, the ceiling value of A. Level 14 is Rs. **218200/-**.



Old vs New

Assistant Professor

Assistant Professor, AGP
Rs. 6000/- in PB Rs. 15600-
39100/-

Academic Level: 10
Entry Pay: Rs. 57700
/-

Assistant Professor,
AGP Rs. 7000/- in PB
Rs. 15600-39100/-

Academic Level: 11
Entry Pay: Rs.68900
/-

Assistant Professor,
AGP Rs. 8000/- in PB
Rs. 15600-39100/-

Academic Level: 12
Entry Pay: Rs.
79800 /-

Associate Professor

Associate Professor, AGP
Rs. 9000/- in PB Rs.
37400-67000/-

Academic
Level: 13A
Entry Pay:
Rs. 131400
/-

Professor

Professor,
AGP Rs.
10000/- in
PB Rs.
37400-
67000/-

Academic
Level: 14
Entry Pay:
Rs.144200
/-

How was the pay of an employee fixed in the revised pay structure?

For instance, the basic pay of Dr. X on 31.12.2015 was Rs. 32690/- (B.P. Rs. 25690/-+ AGP Rs. 7000/-)

Multiplying it by 2.57 we get Rs. 84013.3/-. AGP Rs. 7000/- corresponds to A.Level 11.

In that level, the value of Cell 8, which is Rs. 84800/-, is just higher than the value we got.

So, the pay of Dr. X on 01.01.2016 is fixed at Rs. 84800/- in Level/Cell 11/8.

As the pay commission was implemented with effect from 01.01.2020 the basic pay fixed above was notional. The actual pay in the new pay matrix was given from 01.01.2020 considering the annual and other increments given to the notional pay mentioned above.

Bunching Effect

Suppose the pays of two employees, one being senior to the other, are to be fixed in the new pay matrix. The pay of the senior employee is, naturally, more than that of the junior one, the grade pays of the two being the same. However, after their pays are fixed in the new pay structure it is observed that they are placed at the same cell of the same level. Since the seniority of the senior employee is not reflected in the basic pay after the transition to the new pay matrix he will be given one additional increment. This is called the Bunching Effect.

Annual Increment

The annual increment is given in the Pay Matrix at **3%**, with each cell being higher by **3%** over the previous cell in the same level, rounded off to nearest 100.

Date of annual increment shall be the **1st day of July** of every year. To be eligible for this increment a concerned employee must complete **six months** of service.

Fixation for Promotion

One increment in the existing Level 

to be placed at a Cell equal to the figure so arrived at in the next Level

 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 in the Pay Matrix.

If the date of promotion falls in the first half of the year the concerned employee is offered an option to choose the date of effect of the revised pay which may fall either on the date of promotion or on the date of next increment, i.e., the 1st of July of that year.

A mathematical illustration comparing the new method to the old one is presented in the next slide

No. 1306(22) - Edn (O/EH/1U - 77117 (for teachers), 16(FP1) NTS (for non-teaching staff), 173(22) Edn (for officers)

Suppose the Basic Pay of Mr. X prior to his promotion to the post of **Assistant Professor Stage-3** due on 08.06.2018 is **Rs. 31890/-** (**PBP Rs. 24890/- + AGP Rs. 7000/-**) in the Pre-revised Scale and **Rs. 82300/-** (**notional**) in **A.Level/cell 11/7** in the post revised scale.

He opted for promotional fixation on the next date of increment, i.e., 01.07.2018.

So, his **A.G.P.** is changed to **Rs. 8000/- w.e.f. his date of promotion**. However, his notional pay in the revised pay matrix remains unchanged.

Now, he is given his usual **annual increment @ 3%** on basic pay(rounded off to the next **multiple of 10**) along with an increment of **3% for CAS promotion**.

Calculation:

In the pre-revised pay structure

$31890 * 3\% = 960$ (annual increment)

$32850 * 3\% = 990$ (for promotion)

His PBP is fixed at $24890 + 960 + 990 = 26840$

Basic Pay will be $26840 + 8000 = 34840$

In the revised pay matrix(notional)

His pay moves two cells in level 11 from cell 7 to cell 9 in which the pay is Rs. 87300/-

In level 12 (the level to which he is promoted) there is no cell having value 87300. Cell 5 has value just higher than that of Level/Cell 11/9.

So, his basic pay is fixed at Rs. 89800/- in Level/Cell 12/5

How are advance increments given when a teacher is awarded PhD, M.Phill. or similar degrees?

Degree	Increment
PhD at Entry Level	5 non-compounded increments
PhD while in Service	3 non-compounded increments
M.Phill. at Entry Level	2 non-compounded increments
M.Phill. while in Service	1 non-compounded increment

Carvita

However, if two different kinds of increment are to be given to a teacher for obtaining two different degrees the total increments should not exceed the higher of the concerned increments.

For instance, Mr. A joins the University with an M.Phill. and is given 2 non-compounded increments.

Subsequently, he obtains a PhD while in service, making himself eligible for 3 increments. However, as he has already been given 2 advance increments, now he will get only 1 increment.

FIXATION BASED ON LAST PAY(REVISED) CERTIFICATE

In addition to the different types of of pay fixations discussed in the previous slides, fixation based on the Last Pay Certificate (LPC) of an employee is also done.

When an employee joins the University his/her pay is fixed on the basis of the existing Government Orders. Later on, when the Last Pay Certificate of the employee and other relevant documents are received from his/her previous employer his/her pay and designation may be protected and re-fixed at a value s/he would have received if s/he had continued in his/her previous service.

A background document, likely a financial statement or ledger, showing various financial data. The document is partially obscured by the text and images, but some numbers and text are visible. The text is in a serif font, and the numbers are in a smaller font. The document appears to be a multi-column table or ledger, with various rows of data. The numbers are in black ink, and some are in parentheses, indicating negative values. The text is in a serif font, and the numbers are in a smaller font. The document appears to be a multi-column table or ledger, with various rows of data. The numbers are in black ink, and some are in parentheses, indicating negative values.



Thank You



AWARENESS PROGRAMME ON VARIOUS GOVT. ORDERS

**TODAY'S DISCUSSION:- UNIFORM LEAVE
RULES**

Presented by Sohel Rana



**LEAVE IS NOT A RIGHT. THAT'S
WHY IT REQUIRES THE
SANCTION OF THE COMPETENT
AUTHORITY.**



LEAVE RULES

BASED ON GOVT. ORDERS

524-EDN-(U)-23.06.02

44-EDN(U)-28.01.08

714-EDN(U)-16.09.11

5560-F(P)- 17.07.15

1100-F(P)- 25.02.16

1019(20)-EDN(U)- 07.12.16

TYPES OF LEAVE

- CASUAL LEAVE
- EARNED LEAVE
- HALF-PAY LEAVE
- COMMUTED LEAVE
- COMPENSATORY CASUAL LEAVE
- SPECIAL CASUAL LEAVE/LEAVE ON DUTY
- QUARANTINE LEAVE
- MATERNITY LEAVE
- PATERNITY CUM CHILD CARE LEAVE
- CHILD CARE LEAVE
- STUDY LEAVE
- EXTRAORDINARY LEAVE
- SPECIAL DISABILITY LEAVE
- LEAVE NOT DUE

CASUAL LEAVE

For short periods and not exceeding 4 working days at a time. 14 days in a calendar year. Leave shall not exceed 7 days at a time including Saturdays, Sundays and /or holidays. Balance shall not carry forward.

Earned Leave

30 days in a calendar year. Shall be credited to the leave account at the rate of 2 ½ days for each completed calendar month. Application at least 7 days prior to the date on which the employee proposes to proceed on leave for 20 days or more. Not more than 60 days at a time **Except** for higher study/training/ leave with medical certificate. Balance shall carry forward for next year. Can be combined with other kind of leave, **Except** casual and quarantine leave.

*300



HALF-PAY LEAVE

20 days in a year. Leave may be granted on production of medical certificate, but for the interest of student 180 days of leave may be granted without production of medical certificate.

can be combined with other kind of leave except CL and QL

Maximum period of accumulation of such leave would be 720 days (2 yrs)

Commuted Leave

Will be entitled to commute the half-pay leave that he has earned to full pay leave on medical ground.

When exercised twice the number of days of actual leave of absence on half pay shall be debited. Maximum 180 days during the whole service period.

Can be combined with other kind of leave, except casual and quarantine leave.

***** (Commutation shall be allowed only if the number of days of leave of absence of the concerned employee on medical ground exceed ten days at a time.)**

COMPENSATORY CASUAL LEAVE:- ONLY FOR NTS

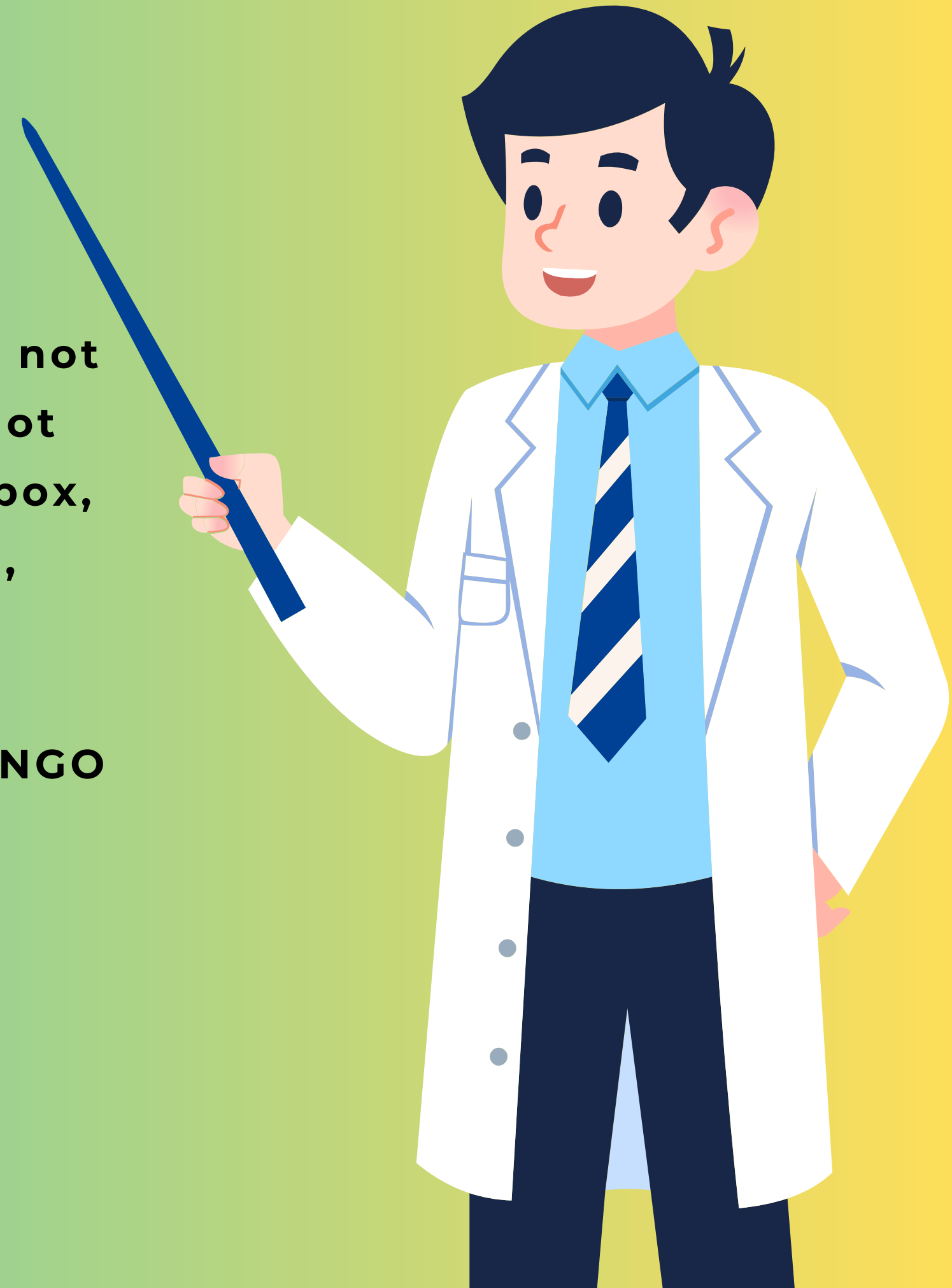


An employee may be granted compensatory casual leave with full pay in lieu of full work done on Saturdays, Sundays another University holidays. Such compensatory leave is to be availed of within 3 months. Balance shall not carry forward as it is one kind of casual leave.

QUARANTINE LEAVE

Can be granted after providing a medical certificate for not exceeding 21 days or in exceptional circumstances for not more than 30 days. Disease for Quarantine leave Small pox, Scarlet fever, Plague, Typhus Cerebra-Spinal meningitis, V.Zoster (chicken pox)

SARS, MARS, COVID-19, AVINA INFLUENZA, CRIMEAN CONGO HAEMORRHAGIC FEVER. **07-Edn(U)IU-01/2022**





MATERNITY LEAVE

Only for female Teacher/Employee
not exceeding 180 days.
(earlier 135 days)

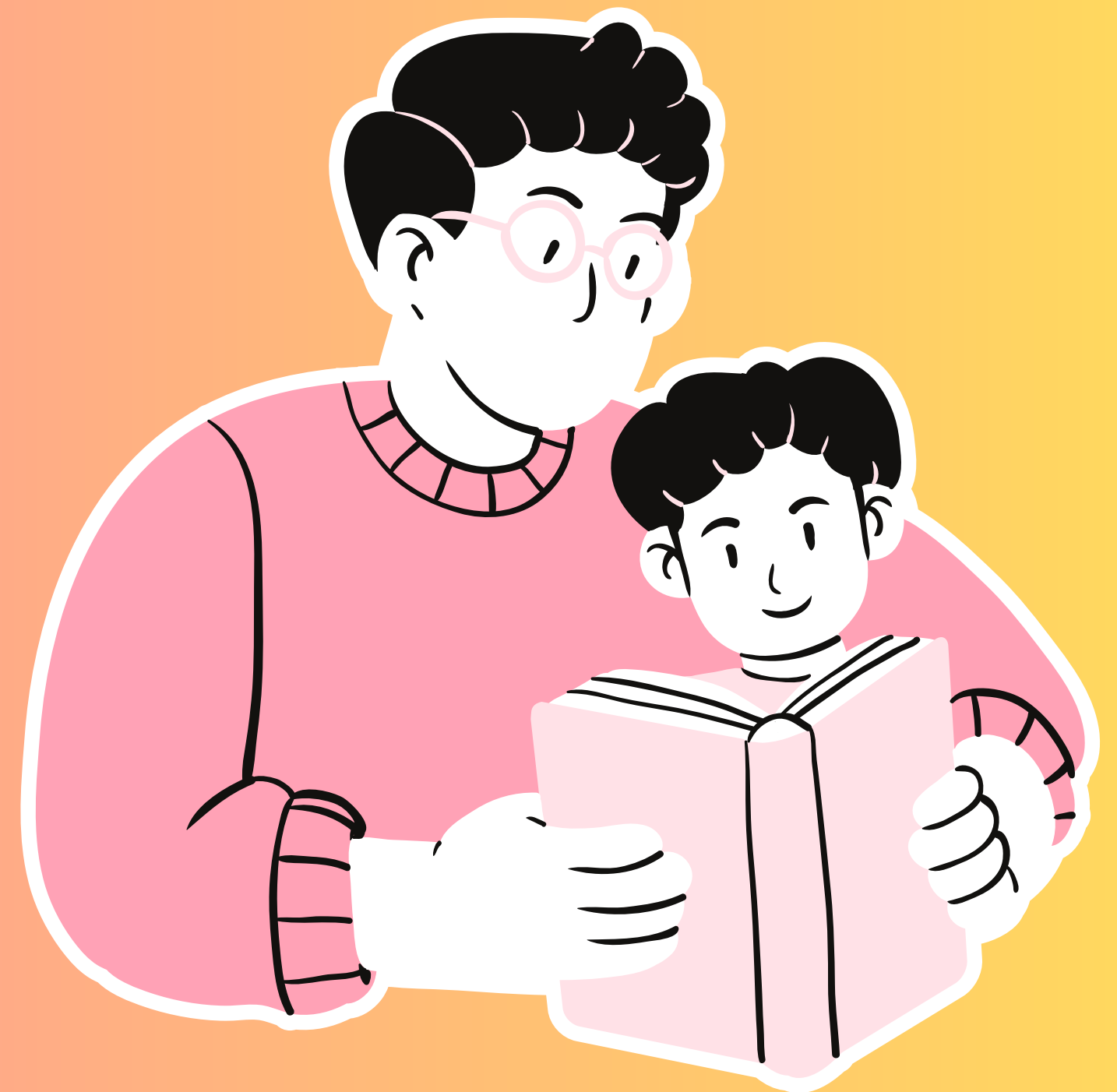
No.714 – Edn (U)/1U-108/11



Paternity Cum Child Care leave

Only for Male Employee for maximum period of 30 days for taking care of 2 children up to 18 years of their age. and may be availed of during child birth. Not less than 10 days and not more than 3 spells in service period.
Can be combined with any other kind of leave.

1019-Edn
1100-F(P)





CHILD CARE LEAVE

Child Care Leave for a maximum period of 2 (two) years i.e. 730 days to the regular female teaching and non-teaching employees for taking care of up to 2 (two) children up to 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc.

Copy of child's age proof is mandatory for application.

It may not be granted for less than 15 days in a spell and more than 3 spells in a calendar year.

No.5560-F(P)

CIRCULAR

It is notified for information that the benefit of Child Care Leave (ChCL) may be availed by all regular female employees (all category) of the University in terms of Finance (Audit) Department memo no. 5560-F(P) dated 17.07.2015 read with G.O.No. 739(19)-Edn (U)/EH/1U-53/99(Pt.1) dated 14.08.2015 as per following modalities:

1. Child Care Leave is admissible for a period of 2 (two) years i.e. 730 days during the entire period of service for taking care of upto 2 (two) children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc.
2. During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
3. Child Care Leave will not be granted for more than 3 (three) spells in a calendar year.
4. Child Care Leave will not be granted for less than 15 days in a spell.
5. Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal (i.e. 15 days)
6. Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
7. Copy of child's age proof is to be submitted with the application.
8. In case of sickness of child / children- Medical Certificate of the child is to be submitted.
9. In case of examination etc. of child / children documentary proof has to be submitted.




Registrar

APPLICATION FOR CHILD CARE LEAVE

1. Name of the Applicant (in block letters) : _____
2. Designation : _____
3. Section / Office / Department : _____
4. Name of Child for Whom
Child Care Leave is applied for : _____
5. Date of birth of the child
(Attach copy of Birth Certificate) : _____
6. Date on which child will be
Attaining 18 years : _____
7. Period of Leave _____ days : _____
8. Reason (s) for leave applied for : _____
9. Total Child Care Leave availed till date : _____

Date: _____
Signature of the applicant

Remarks of Controlling Officer

Leave recommended upto _____ days

Date: _____
Vice-Chancellor / Registrar

SPECIAL CASUAL
LEAVE/LEAVE ON DUTY

**May be granted up to a maximum period of 30 days in a
year.**

SPECIAL DISABILITY LEAVE

Disabled by injury accidentally incurred. Must inform the authority within 3 months. Maximum 24 months can be granted after recommendation of Medical Board. May be granted more than one, if disability aggravated but not more than 24 months.

LEAVE NOT DUE

At the discretion of the Vice Chancellor leave may be granted to a permanent teacher in exceptional cases of illness for a period not exceeding 360 days during the entire period of service. Not more than 90 days at a time and 180 days in all may be otherwise thereon medical certificate. Such leave shall be debited against the Half-Pay Leave earned by him /her. Shall not be permitted to tender his/her resignation.

STUDY LEAVE

Teacher must put in at least 3 years of service and is not due to retire within 5 years of his/her return from such leave. 3 years gap must be there between two periods of such leave. Maximum period of absence from duty on leave not exceeding 3 years, and study leave may be combined with EL, HPL, EOL or vacation. Provided the EL at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post. A teacher may be eligible to the benefit of the annual increments but not eligible to receive arrears of increments. After the leave has been sanctioned the teacher shall before availing himself/herself of the leave *execute a bond* in favor of the University binding himself/herself for the due fulfilment of the conditions.

In the case of Fellowship/Scholarship/ Financial Assistance which exceeds the salary of the teacher, the salary of the teacher shall be regulated in the following manner:

Value of Scholarship/Fellowship/Financial Assistance per annum Nature of Study Leave to be granted :-

- (a) US\$ 30000 or above Leave without pay
- (b) Above US\$ 20000 but less than US\$ 30000 Leave with half-pay
- (c) US\$ 20000 or less Leave with half-pay





Extraordinary Leave

May be granted to a teacher when no other leave is admissible to him, or he applies in writing for leave. Except in case of a permanent teacher EOL shall not exceed 3 months on any one occasion.

In case a teacher is undergoing treatment for Tuberculosis or Leprosy he may be granted leave not exceeding 12 months or when a teacher requires leave for the purpose of study in India or abroad he may be granted EOL up to a maximum 24 months in combination with or in continuation of any other kind of leave admissible under the rules provided the teacher agree to serve in a similar capacity if so required by the University, for a period of at least 5 years after the expiry of the leave.

LIEN

NO NOC FOR DEPUTATIONAL POST



Presidency University

Hindoo College (1817-1855), Presidency College (1855 - 2010)

Notice

Ref. No: PU/Admin-26/02-20

Date: 28.04.2020

In pursuance to the resolution no. 7.2 of the 4th meeting of the 2nd Governing Board of Presidency University held on 12th February 2020 this is to inform all concerned that:

A permanent and confirmed employee of Presidency University can retain a lien in his/her present post while joining in a substantives post in another government/ government-aided organization only when he/she had applied through Presidency University by obtaining written 'No Objection' certificate issued by the authority of Presidency University for that specific purpose.

In the cases where a permanent and confirmed employee did not have the written 'No Objection' certificate issued by the authority of Presidency University for the specific purpose of applying for a post in another government/ government-aided organization, the Vice Chancellor may allow that employee to enable him/her to join in said post with an Extra-Ordinary Leave (without pay) for a period not exceeding 3 (three) months in the interest of the students and university and the same matter has to be reported in the Governing Board for ratification.

However, in this regard, the employee may be released permanently against resignation at any point of time and in that case service records and benefits of the employee will be transferred (as applicable in terms of the order of state government from time to time).

Issued under the direction of Hon'ble Vice Chancellor.

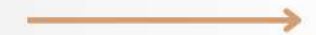
Registrar

 THANK YOU 

AWARENESS PROGRAM ON VARIOUS GOVT. ORDERS

Presented By Bikash Murmu

CAREER ADVANCEMENT
SCHEME AND OTHER SERVICE
CONDITIONS OF TEACHERS



GOVT. ORDERS RELATED TO CAS OF TEACHERS

1.1197(28) Edn(U)/1U41/11(Pt),Date: 31.12.2012

2.1343–Edn (U)/ 1U–41/11 (Pt) Date: 07.12.2017

3.182(21) Edn(U)/1U-41/2011(Pt),Date:17.02.2020

REDESIGNATION OF READER/LECTURER (SELECTION GRADE) TO ASSOCIATE PROFESSOR

Reader/Lecturer(Selection Grade)
or
Assistant Professor
(AGP Rs. 8000)
on or before 29.06.2010

**AFTER COMPLETION OF 3 YEARS OF SERVICE
WITHOUT UNDERGOING ANY SCREENING OR
SELECTION PROCESS**

**Associate Professor
(AGP RS. 9000)**

Reader/Lecturer(Selection
Grade)
or
Assistant Professor
(AGP Rs. 8000)
after 29.06.2010

**AFTER COMPLETION OF 3 YEARS OF SERVICE
+
SUBJECT TO FULFILLMENT OF CAS,API(PBAS)**

**Associate Professor
(AGP RS. 9000)**

Date of Promotion and corresponding Govt. Order

SI. NO	Date of Promotion	Relevant Govt. Order
1.	Due on and From 01.11.2012	CAS as per G.O.- 1197(28) Edn(U)/1U-41/11(Pt),Date: 31.12.2012
2.	Due from 30.06.2010 to 31.10.2012	CAS as per G.O.- 1197(28) Edn(U)/1U-41/11(Pt),Date: 31.12.2012
3.	Prior to 30.06.2010	CAS as per G.O. No 175Edn(U)/1U-7/99 dated 25.02.1999.

REVISED PAY SCALES OF TEACHERS AS PER G.O.

NO 502-EDN(U) DATED 28/08/2009.

Post	Revised Pay Band	Academic Grade Pay	Respective Academic Level According to 1306(22)- Edn(U)	Pay Range in respective level According to 1306(22)- Edn(U)
Assistant Professor(stage 1)	Rs 15,600-Rs 39,100	Rs 6000	10	Rs.57,700-Rs.92500
Assistant Professor(stage 2)	Rs 15,600-Rs 39,100	Rs 7000	11	Rs.68,900-Rs.1,10,500
Assistant Professor(stage 3)	Rs 15,600-Rs 39,100	Rs 8000	12	Rs.79,800-Rs.1,27,900
Associate Professor(stage 4)	Rs 37,400-Rs 67,000	Rs 9000	13A	Rs.1,31,400-Rs.2,10,800
Professor(stage 5)	Rs 37,400-Rs 67,000	Rs 10,000	14	Rs.1,44,200-Rs.2,18,200

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR
PROMOTION OF TEACHERS IN UNIVERSITIES**



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	1.with Ph.D.-----> four years 2.with M.Phil-----> five years 3.without Ph.D/M.Phil---> six years	1.Minimum API scores using PBAS scoring proforma. 2.One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. 3.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	1.Minimum API scores using the PBAS scoring proforma 2.One course / programme from among the categories of refresher courses/ methodology workshop/Faculty Development Programme of 2/3 weeks duration. 3.Screening cum Verification process for recommending promotion.

TO BE CONTINUED...

3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<p>1. Minimum API scores using the PBAS scoring proforma</p> <p>2. At least three publications in the entire period as Assistant Professor (twelve years).</p> <p>3. One course / programme (not less than one week)</p> <p>4. A selection committee process</p>
4.	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<p>1. Minimum yearly cumulative API scores using the PBAS scoring proforma.</p> <p>2. A minimum of five publications since the period that the teacher is placed in Stage 3.</p> <p>3. A selection committee process</p>
5.	Professor (Stage 5) to Professor (Stage 6)	Professor with ten years of completed service (universities only)	<p>1. Minimum yearly cumulative API scores.</p> <p>2. Additional credentials.</p> <p>3. A review process by an Expert Committee</p>

**Service length requirement for promotion under CAS vide
memo no. ED-049/2016 OM-38L/2016, Dated:
03.03.2016, Education Directorate, Govt. of West Bengal**

ACQUIRED DEGREE	DEGREE ACQUIRING TIME (FROM DATE OF APPOINTMENT)	ELIGIBLE TO MOVE FROM STAGE-1 TO STAGE 2 (FROM DATE OF APPOINTMENT)
Ph.D	Within 4 years	After completion of 4 years of Service
M.Phil	Within 5 years	After completion of 5 years of Service
Ph.D	After completion of 4 years of Service and before 6 years of service	From the date of Award of Ph.D
M.Phil	After completion of 5 years of Service and before 6 years of service	From the date of Award of M.Phil

As per the Government order No- 182(21) Edn (U)/1U-41/2011(Pt), dt-17.02.2020 of Higher Education department, IQAC Resolution

As per the Government order No- 182(21) Edn (U)/1U-41/2011(Pt), dt-17.02.2020 of Higher Education department, related to terms and conditions towards re-designation and Career Advancement Scheme for the Teachers and Officers, the IQAC department of this University has taken a resolution on the basis of the said government order on 03.09.2021 and it was resolved that “if a CAS applicant is found otherwise eligible, the promotion may be allowed with effect from the actual date of promotion if the RC/OP was completed within 31.12.2018 and the case of promotion arises before 31.12.2018”.

IQAC Resolution about FIP(Faculty Induction Programme)

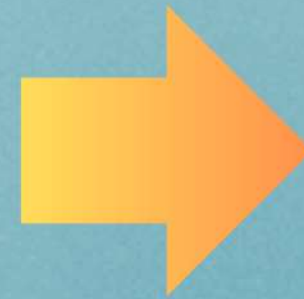
- Treating Induction programme at par with the Orientation Programme for the purpose of the CAS
- As per clause no. 18, sub-clause (viii) of UGC notification vide No. F.1-2/2017(EC/PS) dated 18th July 2018,

“These induction programmes shall be treated at par with the orientation programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements”

FORMATION OF SCREENING COMMITTEE

(Intra-grade career progression of Assistant Professor)

3 MEMBER
SCREENING
COMMITTEE

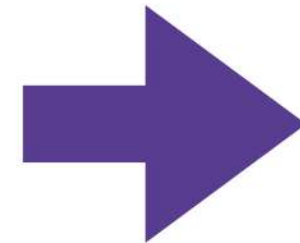


- 1.HOD(As Chairman)
- 2.Subject Expert
- 3.One expert preferably with sufficient knowledge of service rules and procedures

FORMATION OF SELECTION COMMITTEE

Assistant Professor (Stage-3)----->Associate Professor (Stage-4)

**4 Member
selection
committee**



- 1.HOD (As Chairman)
- 2.Subject Expert-I
- 3.Subject Expert-II
- 4.One Expert(One expert preferably with sufficient knowledge of service rules and procedures)

FORMATION OF SELECTION COMMITTEE

ASSOCIATE PROFESSOR STAGE-4 TO PROFESSOR STAGE-5

**1. Chairperson of the Selection Committee
(Nominated by the Vice- Chancellor)**

2. Nominee by the Chancellor

3. Subject Expert

4. Subject Expert

5. Subject Expert

**6. Dean of Faculty relevant department, Presidency University.
Ex-Officio Member**

**7. Head of the Department (relevant department, Professor
scale) Presidency University. Ex-Officio Member**

**8. An Academician representing
SC/ST/OBC/Minority/Women/Differently-abled
categories (Nominee of the Vice Chancellor)**



**8 MEMBER
SELECTION
COMMITTEE**

Counting Of Past Service for Promotion Under CAS

Previous regular service, National or International, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organization such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc. should be counted for promotion under CAS of a teacher as Assistant Professor, Associate Professor and Professor provided that:

a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC 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.

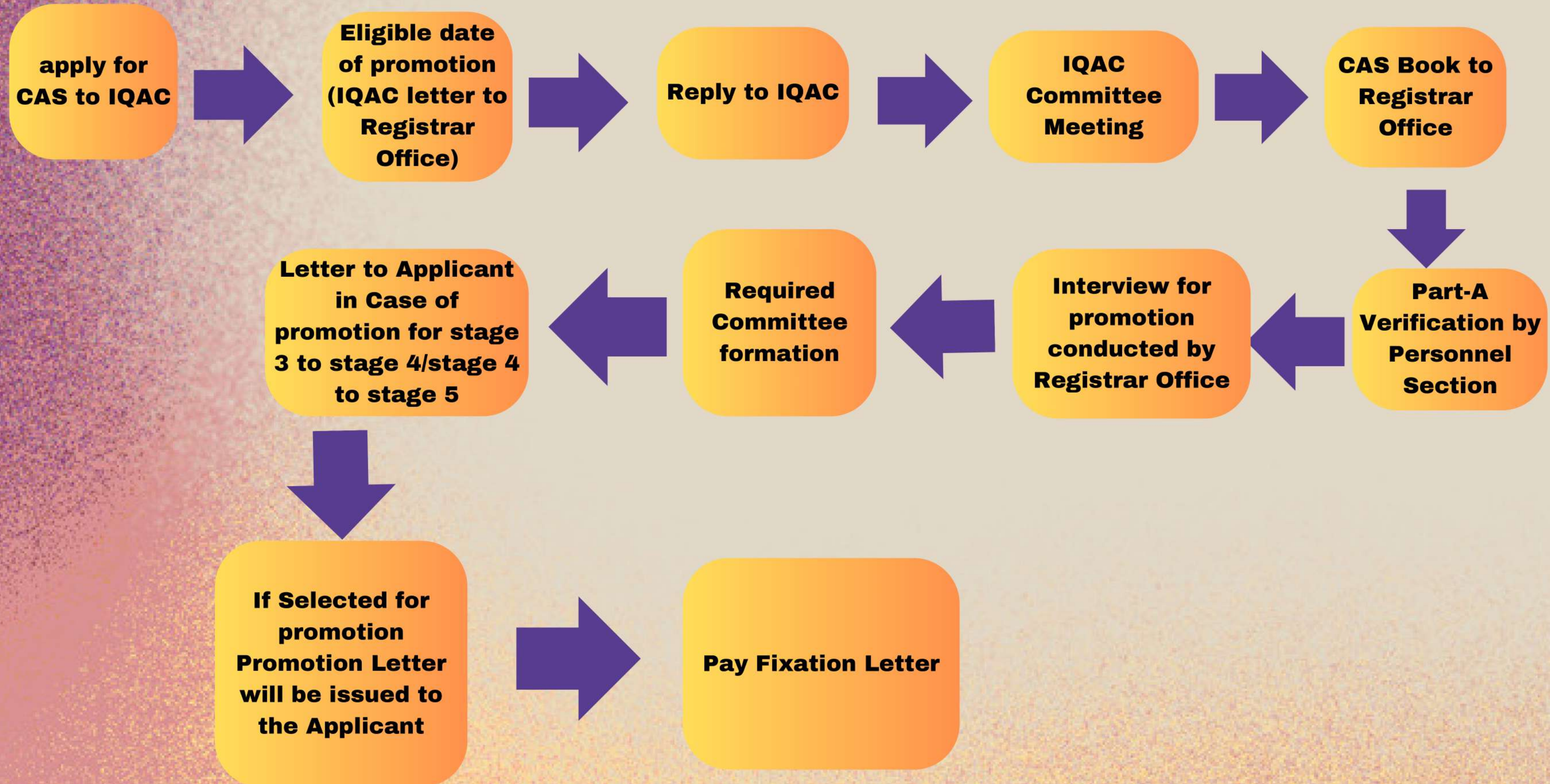
c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

d) 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.

e) The previous appointment was 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; and**
- (iii) The incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break. [Note: While counting of past services for CAS, no distinction will be made with reference to the nature of management of the institution where the previous service was rendered (private/local body/Government etc) by the concerned incumbent, provided the earlier service rendered was in the same or equivalent level as at present.]**

PROCESS





Thank You

Canva



PRESIDENCY
UNIVERSITY

AWARENESS PROGRAMME ON VARIOUS IMPORTANT GOVERNMENT ORDERS

Purpose: To disseminate relevant information regarding different government orders so as to enhance the smooth functioning of the administrative work of the University



**SUBJECT: CAREER
ADVANCEMENT
SCHEME/PROMOTION SCHEME
OF THE OFFICERS OF STATE-
AIDED UNIVERSITIES.**

Government Order: 228 Edn (U)

Date of Publication: 8th March, 2001

Sec 7 of the Presidency University Act,2010 states that

“The following shall be the officers of the University :

(a) the Vice-Chancellor;

(b) the Registrar;

(c) the Finance Officer; and

(d) Persons holding such other posts as may be declared by Statutes to be posts of officers of the University”

The posts of officers which will be present in the University has been

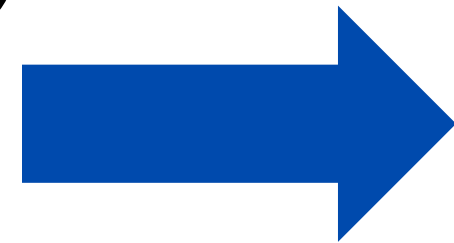
stated under Section 2 of the First Statutes of Presidency

University



DISCUSSION ON REVISED PAY FOR OFFICERS

G.O. 228- Edn (U)
dated
08.03.2001



G.O. 78 Edn(U)
dated
23.02.2010



G.O. 173(22)-
Edn(U)/EH/
1U/-59/19
dated 14.02.2010.
(After publication of
GO No. 1306(22) - Edn
(0/EH/1U - 77117 dated
30th December, 2019)

<u>Designation</u> -	<u>Existing pay scale</u> (Rs.) -	<u>Pay Band</u> -	<u>Pay Band Scale (in</u> <u>Rs).</u> -	<u>Grade Pay (in Rs).</u> -	<u>Level in Revised</u> <u>Pay Matrix</u>	<u>Pay Scale</u>
Asst. Registrar, Accounts Officer, System Administrator etc.	8000-275-13500	PB-3	15600-39100	6000	10	Rs 57,700- Rs 1,82,400
Asst. Registrar(Senior Scale) and Officers of equivalent scale of pay	10000-325-15200	PB-3	15600-39100	7000	11	Rs 68,900- Rs 2,05,500
Deputy Registrar, Development Officer and Senior System Analyst(who have not completed 3 years of service)	12000-420-18300	PB-3	15600-39100	8000	12	Rs 79,800- Rs 2,11,500
Deputy Registrar and Officers of equivalent scale of pay who have completed 3 years of service	12000-420-18300	PB-4	37400-67000	9000	13A	Rs 1,31,400- Rs 2,17,100
Registrar, Finance Officer, Dean of Students, COE etc.	16400-450-20900-500-22400	PB-4	37400-67000	10000	14	Rs 1,44,200- Rs 2,18,200

CAS Vs Promotion

CAS generally denotes the upward movement along the Levels as per the revised pay matrix which do not generally involve any change of designation.

Illustration:

Asst. Registrar(Basic Scale)(Level 10)-----> Asst Registrar(Senior Scale)(Level 11)-----> Asst.
Registrar(Selection Grade)(Level 12)

(N.B: Though the scales may be used, the basic designation of Asst. Registrar does not change as per the Note described in point no. 2 of 228 Edn (U).)

Promotion primarily involves a change of designation

Illustration:

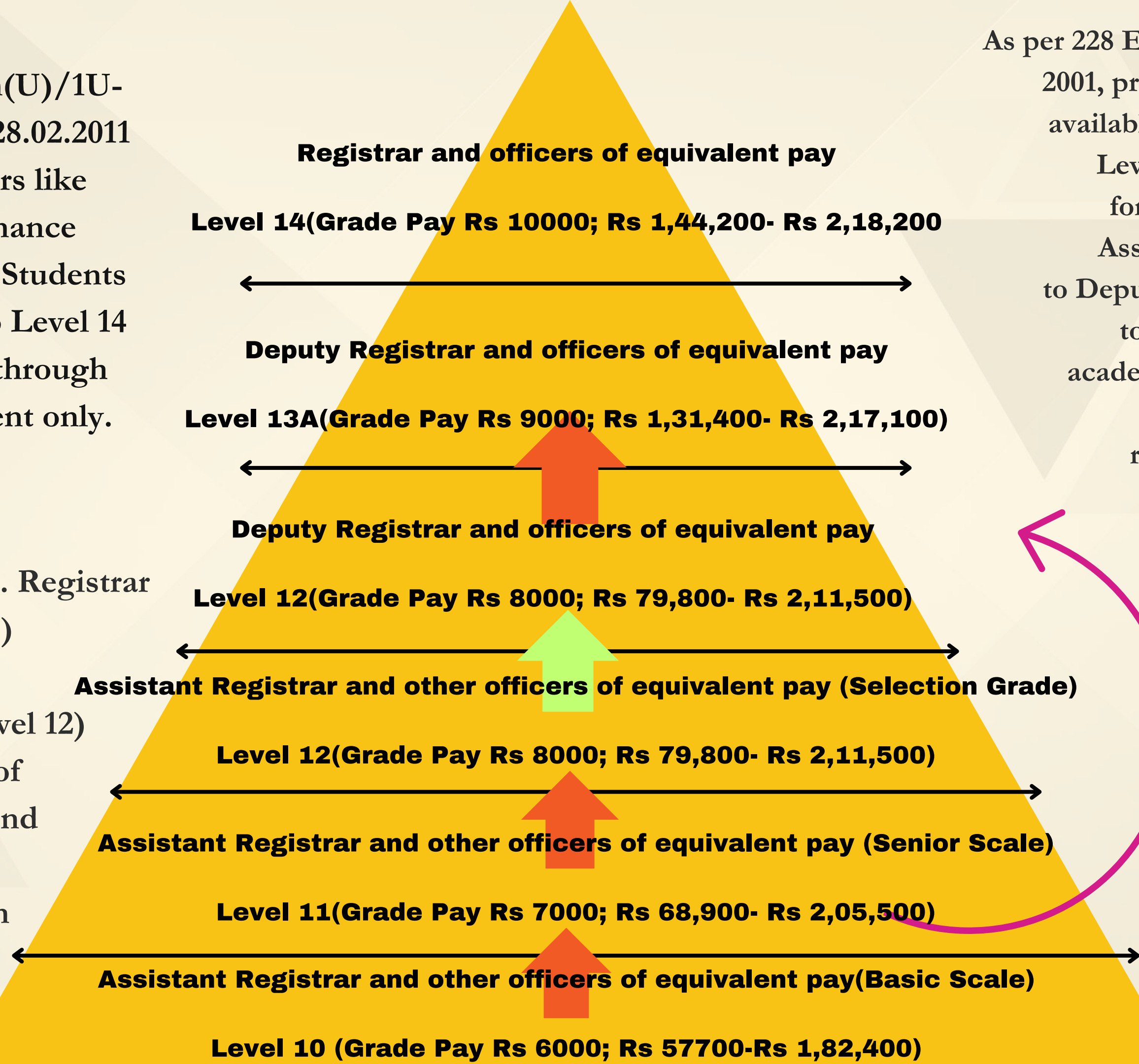
Asst. Registrar(Senior Scale)(Level 11)-----> Deputy Registrar (Level 12)
Asst. Registrar(Selection Grade)(Level 12)-----> Deputy Registrar(Level 12)

(In the first case, both the level and the designation change, whereas in the second case only the designation changes.)

N.B:

As per 141 – Edn(U)/1U-91- 08/11 dated: 28.02.2011 posts of officers like Registrar, Finance Officer, Dean of Students etc. belonging to Level 14 are to be filled through direct recruitment only.

As per 228 Edn(U) dated 8th March, 2001, promotional avenue is available to an officer from Level 11 to Level 12, for instance from Assistant Registrar to Deputy Registrar subject to fulfillment of academic qualifications and service requirements.



The movement from Asst. Registrar (Selection Grade) (Level 12) to Deputy Registrar(Level 12) involves change of designation only and hence come under promotion

LEVEL 12

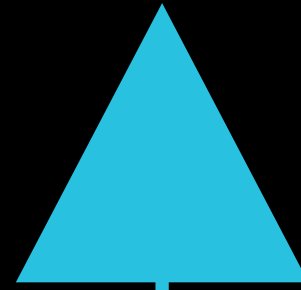
Satisfactory self-appraisal report*

+

Performance Report*

+

Interest in Research/Scholarship



After 5 years

LEVEL 11

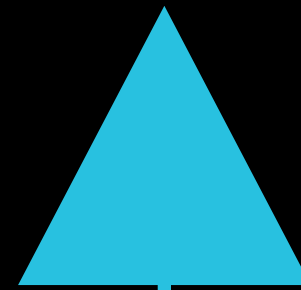
Satisfactory self-appraisal report*

+

Performance Report*

+

Completion of in-service training



After 4 years: with PH.D/or having
publication in area of
university administration*

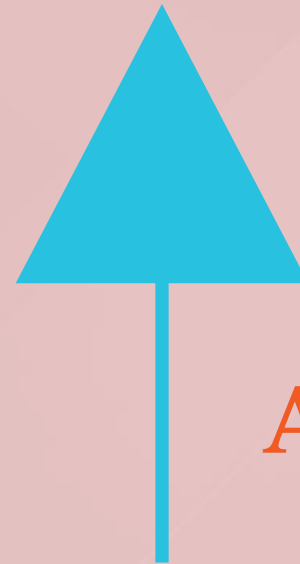
After 5 years: postgraduate professional
or technical degree with M.Phil

After 6 years: without Ph.d or M.Phil

LEVEL 10

CAS as per GO NO: 228 Edn (U) dated 8th March, 2001

LEVEL 13 A



After 3 years

LEVEL 12

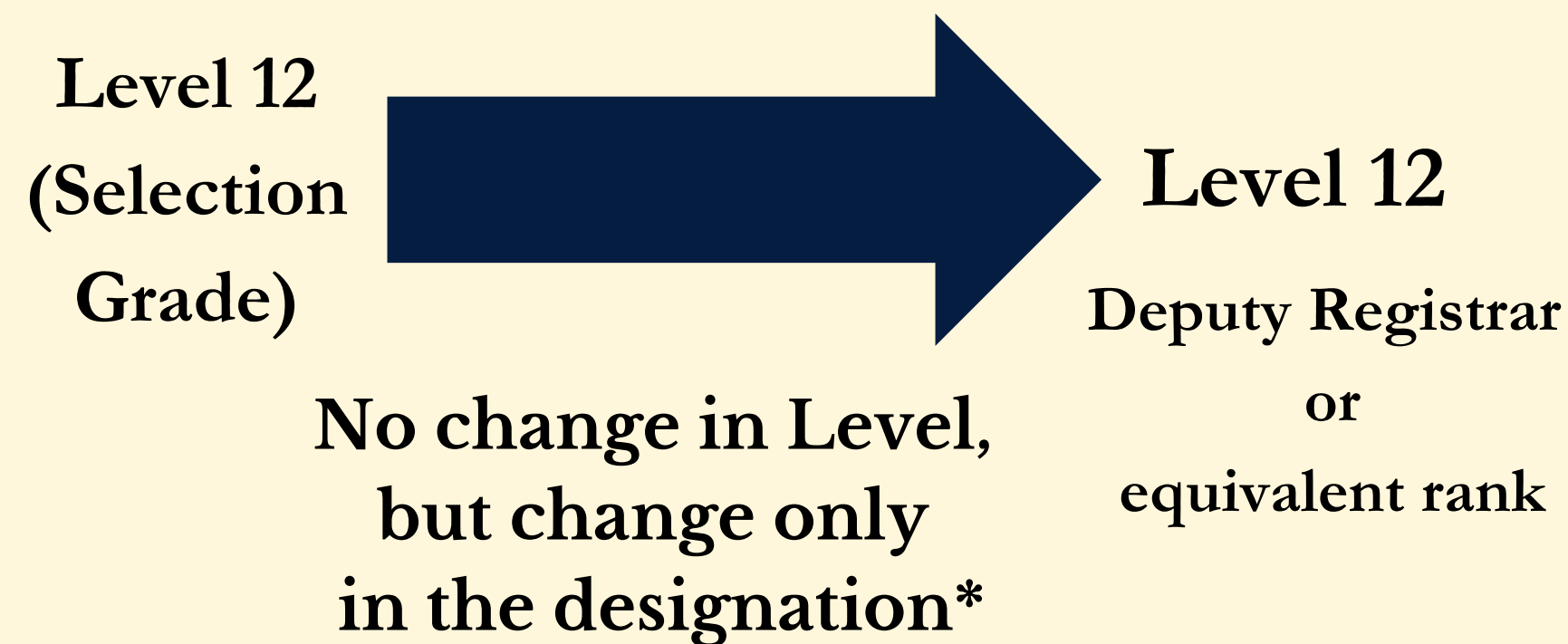
CAS as per GO NO: 78- Edn(U) dated 23rd February, 2010

Timeline of Promotion:



***Subject to fulfillment of following conditions:
Must fulfill all the criteria required for placement in the
Selection Grade of Level 12 and**

- a) Ph.D. in technical or professional subject, OR
- b) PG degree in subject relating to computer science/application or diploma of 'B' level or above, under the DOEACC, OR
- c) PG degree in Management in Public Administration, human resources or financial affairs or sub. relevant to official duties*



***Subject to fulfillment of following conditions:
Must fulfill all the criteria required for placement in the
Selection Grade of Level 12 and**

- a) Ph.D. in technical or professional subject, OR
- b) PG degree in subject relating to computer science/application or diploma of 'B' level or above, under the DOEACC, OR
- c) PG degree in Management in Public Administration, human resources or financial affairs sub.relevant to official duties* etc.

Discussion on the movement from Level 13A to Level 14

There are 4 points to be considered in this regard:

- a) As per 228- Edn (U) dated 8th March 2001, an officer of the rank of Deputy Registrar or equivalent may be considered for promotion to the old unrevised Scale of 16400-450-22400(equivalent to Level 14 in revised pay matrix) after completion of 8 years of continuous service as Deputy Registrar and fulfillment of other academic and administrative requirements(satisfactory self appraisal report+performance report+in-service training) with the the same designation or re-designated as Joint Registrar.
- b) Now as per 78- Edn (U) dated 23rd February, 2010, an officer of the rank of Deputy Registrar or equivalent as per the revised pay matrix moves from GP 8000 to GP 9000 after completion of 3 years in GP 8000.

Continued in the next slide----->

c) Hence, combining 228- Edn (U) and 78- Edn (U), we can assume a situation as follows:







For instance, Mr. A has joined as Deputy Registrar on 01.01.2023 on Level 12 (GP Rs 8000). After completion of 3 years, that is on 01.01.2026, he will become eligible to get placed in Level 13 A(GP Rs 9000) as per 78- Edn (U). Now, if he remains in Level 13 A for 5 years, then on 01.01.2031, he will complete 8 years as Deputy Registrar. Hence, now, if all other conditions are fulfilled, he becomes eligible to get promoted to Level 14 as per 228- Edn (U).

d) Now, if he/she is promoted to Level 14 and for instance redesignated as Joint Registrar and at the same time through direct recruitment the post of Registrar is filled as per GO No. 141 – Edn(U)/1U-91- 08/11 dated: 28.02.2011, then even though Registrar is a higher designation, both Registrar and the one promoted to the post of Joint Registrar will start at the same Level/Cell.

Hence, this movement from Level 13 A to Level 14 by way of promotion is under discussion and consideration and the rules regarding this movement have not yet been finalized and hence at the moment this movement by way of promotion is not in place.

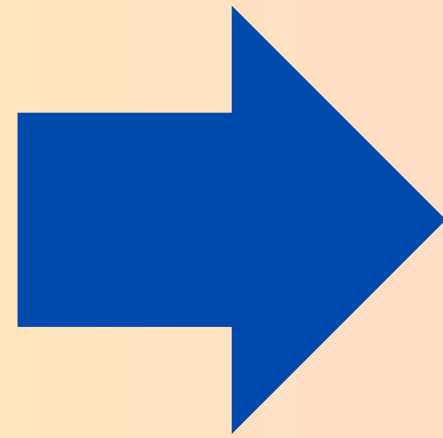
Way Forward: This can be resolved by providing the one directly recruited to the post of Registrar some advance increments at entry level.

Illustration:

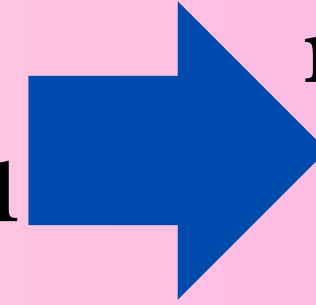
- Suppose someone joins as Assistant Registrar without Ph.D. Or M.Phil. in the Level 10 on 01.01.2023.
- 
- On 01.01.2029, i.e. after 6 years of service, he/she will be eligible for placement under CAS as Assistant Registrar(Senior Scale) in Level 11 after successful completion of in-service training and satisfactory self-appraisal and performance report.
- 
- Now, on 01.01.2030, he/she is awarded his/her Ph.D. degree.
- 
- On, 01.01.2034(i.e. after completion of 5 years as Asst. Registrar(Senior Scale), he/she will become eligible for placement under CAS as Assistant Registrar(Selection Grade) in Level 12.
- 
- At the same time, with the acquisition of Ph.D. on 01.01.2030, he/she has also become eligible for promotion to the post of Deputy Registrar. If for instance satisfactory performance and appraisal reports are submitted, let us assume that he/she gets promoted to the post of Deputy Registrar(Level 12) w.e.f. from 01.01.2034(i.e. after completion of 11 years as Assistant Registrar).
- 
- Now, as per 78-Edn(U), after completion of 3 years, i.e. on 01.01.2037 in Level 12, he/she would get placed in Level 13A with the same designation as Deputy Registrar.
- 
- Now, as per 228-Edn(U), after completion of 8 years as Deputy Registrar(3 years in Level 12 and 5 years in Level 13 A), he/she would get eligible to be promoted to Level 14 either with retention of the same designation or re-designated as Joint Registrar.

Procedures followed during the process of CAS from Level 10- Level 11 and Level 11- Level 12.

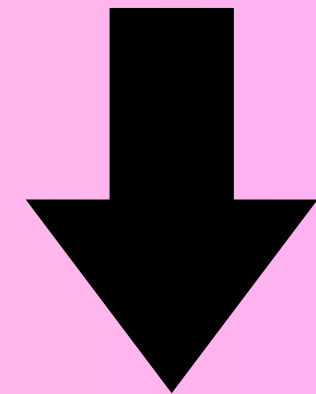
Application for promotion by incumbent



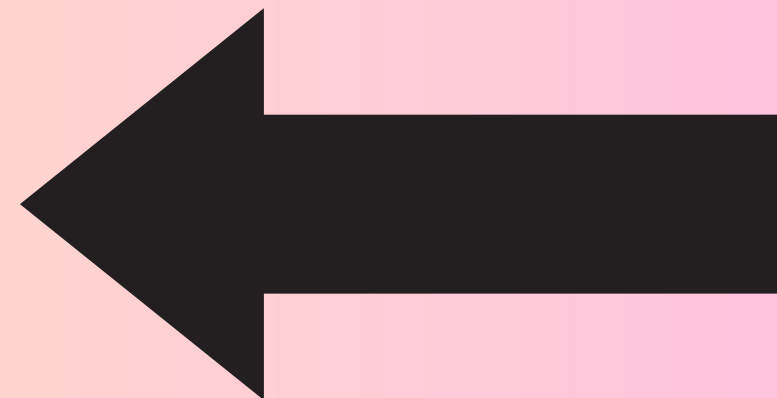
Formation of 4 member Screening Committee which includes a Chairperson, 1 Chancellor Nominee and 2 GB Nominnes



Interview process and if selected, recommendations of Screening Committee placed before GB. If approved,



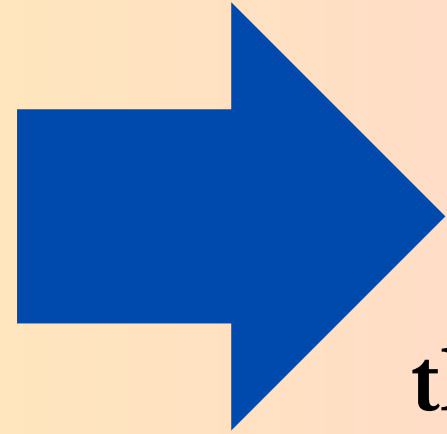
Fixation Letter is issued



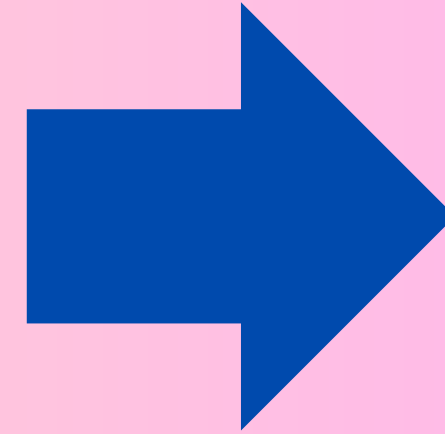
Promotion letter issued and Fixation of pay

Procedures followed during the process of CAS from Level 12- Level 13A

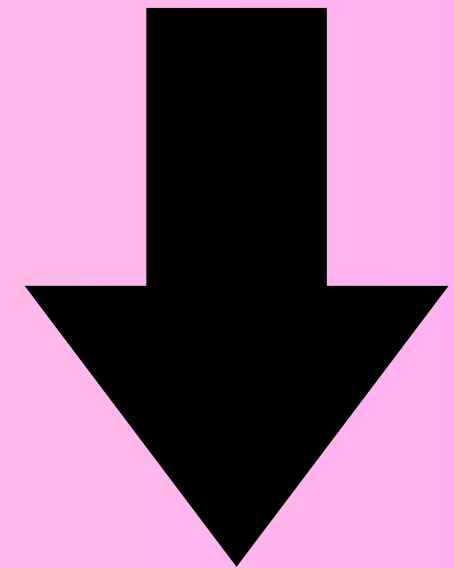
Application for
promotion
by incumbent



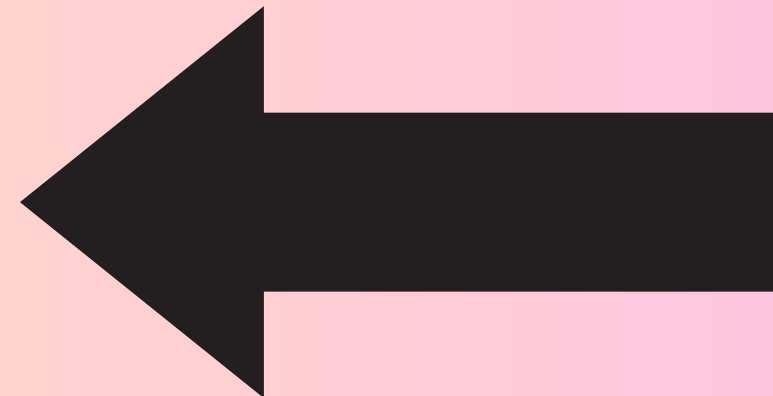
Preparation of Note Sheet
and placed
before Registrar Sir and
then Hon'ble Vice-Chancellor



Placed before GB
and if passed.



Fixation Letter is issued



Promotion letter issued
and Fixation of pay

Procedures followed during the process of promotion from Level 11 to Level 12

Promotion from (Asst. Registrar) (Senior Scale) in Level 11 and from Asst. Registrar (Selection Grade) in Level 12 to Deputy Registrar (Level 12) will be conducted after verification of eligibility criteria, satisfactory self-appraisal and performance report and fulfillment of other administrative and academic requirements. A 4 member Standing committee consisting of 1 Chairperson, 1 Chancellor Nominee and 2 GB Nominee will be constituted and if their recommendations are passed by the GB, the process of promotion will be completed with issuance of promotion letter and fixation letter.

Thank you!





PRESIDENCY
UNIVERSITY

AWARENESS PROGRAMME ON VARIOUS IMPORTANT GOVERNMENT ORDERS

Purpose: To disseminate relevant information regarding different government orders so as to enhance the smooth functioning of the administrative work of the University



GOVERNMENT OF WEST BENGAL
EDUCATIONAL DEPARTMENT
UNIVERSITY EDUCATIONAL BRANCH

Dated Calcutta, the 17th October 1985

NO. 2426(6) - Edn. (U)

From: Dr. A. K. Chatterjee, IAS
Secretary to the Government
Of West Bengal

To: The Registrar
University of

Sub : Introduction of promotional benefits with effect from 1st November 1985 for the
Non Teaching employees (other than officers) of the State-aided Universities.

**Subject: 1. Introduction of promotional
benefits for non-teaching employees
(other than officers) of State-Aided
Universities.
2. Career Advancement Scheme of Non-
teaching employees**

**Government Order No: 1.2426(6)-Edn
(U)**

2.GO NO: 1083(8) -edn (u)

**Date of Publication: 1.17th October,
1985**

2.18th August, 1990.



01.

Base Post: They are defined as posts to which direct recruitments are conducted and a non-teaching staff of a particular group initially joins at this post.

02.

1st Promotional Post: These are posts to which a non-teaching staff gets promoted strictly on **seniority cum efficiency basis** after **9 years** from the date of joining.

03.

2nd Promotional Post: These are posts to which a non-teaching staff gets promoted strictly on **seniority cum efficiency basis** after **7 years** from the date of his/her first promotion.

04.

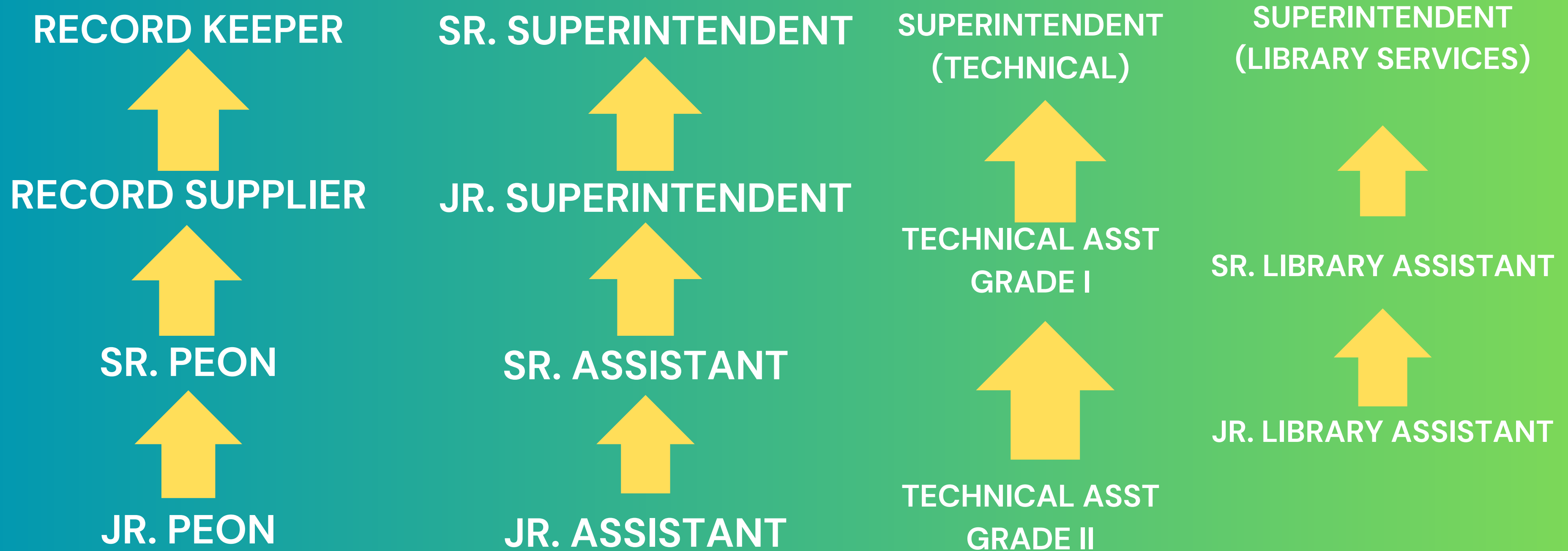
3rd Promotional Post: These are posts to which a non-teaching staff gets promoted strictly on **seniority cum efficiency basis** after **5 years** from the date of his/her second promotion.

N.B: SENIORITY IN CASES OF PROMOTION WILL BE DETERMINED ON THE BASIS OF DATE OF JOINING.

RESOLUTION OF CASES WHEN THERE IS A TIE IN SENIORITY
(AS PER WEST BENGAL SERVICES (DETERMINATION OF SENIORITY) RULES, 1981)

WHEN THE DATE OF JOINING OF ALL SUCH PERSONS IS THE SAME, SENIORITY SHALL BE DETERMINED ON THE BASIS OF DATE OF BIRTH, PERSONS RETIRING EARLIER BEING ADJUDGED AS SENIOR. WHEN THE DATE OF BIRTH IS THE SAME, SENIORITY SHALL BE DETERMINED ON THE BASIS OF TOTAL MARKS OBTAINED BY EACH IN THE EXAMINATION PASSING OF WHICH IS THE QUALIFICATION PRESCRIBED FOR RECRUITMENT TO THE PARTICULAR POST, CADRE OR GRADE.

PROMOTIONAL AVENUES FOR DIFFERENT GROUPS OF NON-TEACHING STAFF



THE RATIO TO BE FOLLOWED DURING PROMOTION FROM BASE POST UPWARDS TO 3RD PROMOTIONAL LEVEL CAN BE SUMARIZED AS FOLLOWS:

- 1** BASE POST: 1ST PROMOTIONAL POST
= 6.5:6.5(EFFECTIVELY 1:1 DURING PROMOTION)
- 2** 2ND PROMOTIONAL POST: (BASE POST+1ST PROMOTIONAL POST)= 2:13
- 3** 3RD PROMOTIONAL POST: 2ND PROMOTIONAL POST= 1:2

Sl No.	Pay Scale w.e.f.01.01.1986	Pay Scale w.e.f.1.1.1996	Name of Pay Band	Pay Band w.e.f.1.1.2006	Corres-ponding GP	Academic Level /level w.e.f. 1.1.2016	Minimum pay of the Corresponding pay level w.e.f.1.1.2016
1	850-1375	2850-4400	PB-1	5400-18600	1800	1	18,500
2	950-1575	3000-5230	PB-1	5400-18600	2100	2	19,700
3	1030-1840	3325-6325	PB-1	5400-18600	2600	3	22,600
4	1110-2150	3525-7050	PB-1	5400-18600	2900	4	24,300
5	1210-2460	3850-8075	PB-2	7200-25400	3300	5	27,500
6	1300-2835	4125-9700	PB-2	7200-25400	3900	6	30,300
7	1400-3130	4525-10175	PB-2	7200-25400	4100	7	32,800
8	1500-3320	4800-10925	PB-3	9000-28300	4400	8	35,800
9	1550-3530	5000-11325	PB-3	9000-28300	4600	9	37,100
10	2200-4000	8000-13850	PB-3	15600-39100	6000	10	57,700
11		10000-15200	PB-3	15600-39100	7000	11	68,900
12	3700-5700	12000-18300	PB-3	15600-39100	8000	12	79,800
13		12000-18300	PB-4	37400-67000	9000	13A	131,400
14	4500-7300	16400-22400	PB-4	37400-67000	10000	14	144,200

**Pay Matrix for the common category employees of the
Universities/Boards/Council**

Pay Band	PB-1 (5400-18600)				PB-2 (7200-25400)			PB-3 (9000-28300)		
	1800	2100	2600	2900	3300	3900	4100	4400	4600	4800
Grade Pay										
Old Entry Pay	7200	7680	8790	9460	10500	11580	12520	13400	13900	15960
Level	1	2	3	4	5	6	7	8	9	10
1	18500	19700	22600	24300	27500	30300	32800	35800	37100	42600
2	19100	20300	23300	25000	28300	31200	33800	36900	38200	43900
3	19700	20900	24000	25800	29100	32100	34800	38000	39300	45200
4	20300	21500	24700	26600	30000	33100	35800	39100	40500	46600
5	20900	22100	25400	27400	30900	34100	36900	40300	41700	48000
6	21500	22800	26200	28200	31800	35100	38000	41500	43000	49400
7	22100	23500	27000	29000	32800	36200	39100	42700	44300	50900
8	22800	24200	27800	29900	33800	37300	40300	44000	45600	52400
9	23500	24900	28600	30800	34800	38400	41500	45300	47000	54000
10	24200	25600	29500	31700	35800	39600	42700	46700	48400	55600

UPWARD MOVEMENT ALONG LEVELS DURING PROMOTION

RECORD KEEPER(LEVEL 4)



RECORD SUPPLIER(LEVEL 3)

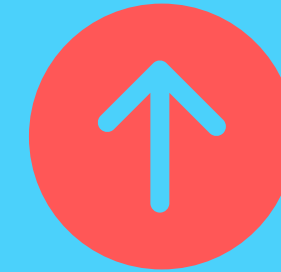


SENIOR PEON(LEVEL 2)



JUNIOR PEON(LEVEL 1)

SENIOR
SUPERINTENDENT(LEVEL 9)



JUNIOR
SUPERINTENDENT(LEVEL 8)



SENIOR ASSISTANT(LEVEL 7)



JUNIOR ASSISTANT(LEVEL 5)

RESERVATION IN PROMOTION

As per section 5(c) of The West Bengal Scheduled Castes and Scheduled Tribes (Reservation of vacancies in Services and Posts) Act, 1976, a separate fifty-point roster shall be maintained by every establishment for reservation for Scheduled Castes and Scheduled Tribes in vacancies to be filled up by promotion.

Accordingly, as per Schedule II of the above-mentioned Act, we get a 50-point roster stating the way the vacancies in promotion are to filled up keeping the reservation of SCs and STs in view.

Also, as per The West Bengal Scheduled Castes and Scheduled Tribes (Reservation of vacancies in Services and Posts) Rules, 1976, since there is no provision for reservation in promotion in respect of OBCs, 50 point roster is not required to be maintained for OBCs.

PROCEDURE OF VACANCY FILL-UP AS PER 50-POINT ROSTER.

Let us consider that there are 86 Junior Peon in the university as on 01.01.2023.

Now, as per the ratio stated earlier(Base Post: 1st Promotional Post= 6.5:6.5(effectively 1:1 during promotion), 43 posts would become vacant for promotion in the post of Senior Peon as on 01.01.2032(after 9 years)(43 people would continue in the base post of Junior Peon)

Now, since promotion is strictly on the basis of seniority-cum-efficiency, a seniority list would be prepared. Similarly, these 43 vacancies need to plotted in the 50-point roster starting from the 1st vacancy up to the 43rd vacancy.

Now, as per the 50-point roster, we will see that the 43 vacancies will be divided as: UR-30, SC-10, ST-3.

Accordingly, when the Seniority list is prepared, out of the 86 people, the first 43 people would be promoted provided there are 30 people from the UR category, 10 people from the SC category and 3 people from the ST category.

CAREER ADVANCEMENT SCHEME FOR

NON-TEACHING EMPLOYEES

AS PER GO NO: 1083(8) -EDN (U) DATED 18.8.1990



N.B: THERE WILL BE NO CHANGE OF DESIGNATION DURING MOVEMENT THROUGH THIS CAREER ADVANCEMENT SCHEME. THE MOVEMENT WILL ONLY BE ACCOMPANIED BY THE PLACEMENT IN THE NEXT HIGHER LEVEL AS PER THE REVISED PAY MATRIX STATED IN GO NO: 16 F(P1) DATED 02.01.2020

(EXPLANATION: IF AN EMPLOYEE JOINS AS JUNIOR PEON IN LEVEL 1 ON 01.01.2023, AND DOES NOT GET A CHANCE OF PROMOTION, HE WILL BE PLACED IN LEVEL 2 ON 01.01.2033 SUBJECT TO FULFILMENT OF SATISFACTORY PERFORMANCE IN LEVEL 1 FOR 10 YEARS. SIMILARLY, AFTER COMPLETING 10 YEARS IN LEVEL 2, HE/SHE WILL BE PLACED IN LEVEL 3 ON 01.01.2043, PROVIDED HE/SHE HAS NOT RECEIVED PROMOTION AND HAS PROVIDED SATISFACTORY SERVICE IN LEVEL 2 FOR 10 YEARS.)

ONLY TWO MOVEMENTS(IN CASE ONE FAILS TO GET PROMOTION), THAT IS FROM THE BASE POST TO WHICH ONE HAS JOINED, ONE CAN MOVE TO THE 1ST HIGHER LEVEL AFTER 1ST 10 YEARS OF SERVICE AND TO THE 2ND HIGHER LEVEL AFTER 10 YEARS OF SERVICE IN LEVEL 2 OR TOTAL 20 YEARS OF SERVICE.

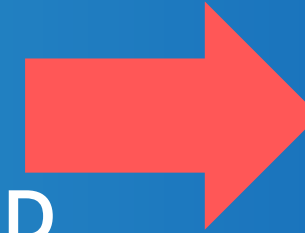
AN EMPLOYEE WILL GET ONLY THESE TWO MOVEMENTS UNDER CAS AS PER THIS ORDER.

PROCEDURES TO BE FOLLOWED DURING PROMOTION

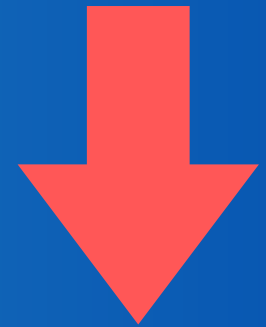
APPLICATION FOR
PROMOTION
BY THE INCUMBENT



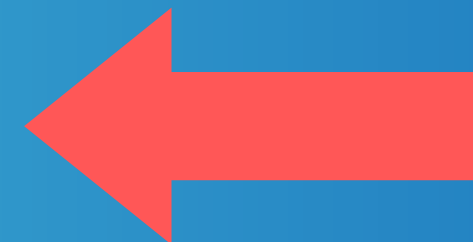
FORMATION OF SENIORITY LIST
PRIMARILY ON THE
BASIS OF DATE OF JOINING.
AFTER THAT, VACANCIES TO BE DECLARED
AS PER THE RATIO FOR PROMOTION
DISCUSSED EARLIER. THEN THE VACANCIES
ARE TO BE MAPPED ON THE 50-POINT ROSTER
AND FINALLY VACANCIES DIVIDED INTO DIFFERENT
CATEGORIES OF UR, SC AND ST ARE TO BE DECLARED




IN CASE OF A TIE IN DOJ/DOB
OR NUMBER OF EMPLOYEES
ELIGIBLE FOR PROMOTION
EXCEEDING THE NUMBER OF
VACANT PROMOTIONAL
POSTS, INTERVIEW BEFORE A
SCREENING COMMITTEE IS
REQUIRED.



IF RECOMMENDED, TO BE PLACED
BEFORE GOVERNING BODY AND IF
PASSED, PROMOTION LETTER TO
BE ISSUED.



FIXATION OF REVISED PAY
AND ISSUE OF FIXATION LETTER
WITH REVISED BASIC PAY AFTER PROMOTION



PRESIDENCY COLLEGE

THANK YOU!

PRESIDENCY UNIVERSITY KOLKATA



**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**



PRESIDENCY
UNIVERSITY

CAS (Career Advancement Scheme)

For Teachers

Presentation By: IQAC

Stages

Assistant Professor GP 6000/- (Level 10)

Assistant Professor GP 7000/- (Level 11)

Assistant Professor GP 8000/- (Level 12)

Associate Professor GP 9000/- (Level 13A)

Professor GP 10000/- (Level 14)

- **1197(28) Edn (U)/1U41/11(Pt) Date: 31.12.2012**
- **1343–Edn (U)/ 1U–41/11 (Pt) Date: 07.12.2017**

ELIGIBILITY CRITERIA

ASST. PROF. STAGE 1 TO 2

- Minimum API
- Four years of service with PhD, or Five years of service with M.Phil, or Six years of service without PhD/M.Phil/Professional PG Degree
- One Orientation Course and One Refresher Course/Research Methodology Course of 2 / 3 weeks duration

ASST. PROF. STAGE 2 TO 3

- Minimum API
- Five years of service in Stage 2
- One Refresher Course/ Methodology Workshop/ Training/ Teaching-Learning-Evaluation Technology/ Soft Skills Development Programmes and Faculty Development Programmes of 2 / 3 weeks duration

Orientation Programme and Refresher Course

- UGC - HRDC, MOOCS
- If the OP/RC is completed before 31.12.2018, then the incumbent will be promoted on his/her due date. Otherwise his/her date of eligibility for promotion will be assumed the next day on which the aforementioned course is completed.
 - Govt. order - 182(21) Edn, (U)/1(U) - 41/2011 (PT) dt. 17.02.2020
- Since, many Universities are conducting Faculty Induction Programme instead of Orientation Programme, the CAS Sub-Committee has decided to consider the FIP as equivalent to OP.

Example

Mr. X, Asst. PROF. STAGE 1

Joined on 07.12.2014

DoEP: 07.12.2020 (without M.Phil or PhD)

07.12.2019 (with M.Phil)

07.12.2018 (with PhD)**

OLD FORM: Joining Date to 06.12.2017

NEW FORM: 07.12.2017 to DoEP

However, the incumbent completes PhD after 4 years and before 6 years, or, M.Phil after 5 years and before 6 years, then the DoEP will be the day on which the degree is awarded.

** If OP/RC is completed before 31.12.2018

ABOUT CAS FORM

OLD

Upto 6th December 2017

1197(28) Edn

NEW

7th December 2017 Onwards

1343–Edn (U)

**** If the CAS application ends with New Form, the minimum eligibility criteria of the New Form will be considered**

Past Service

**Mr. P, Asst. PROF. STAGE 1 (with PhD) was working at Q
University from 07.06.2020 to 06.09.2022**

Joind PU on 07.09.2022

DoEP: 07.06.2024

**N.B: Unless and untill the incumbent provide all
necessary document from the Competent Authority
regarding claimed API for the Past Service**

ELIGIBILITY CRITERIA

ASST. PROF. TO ASSO. PROF. (STAGE 3 TO 4)

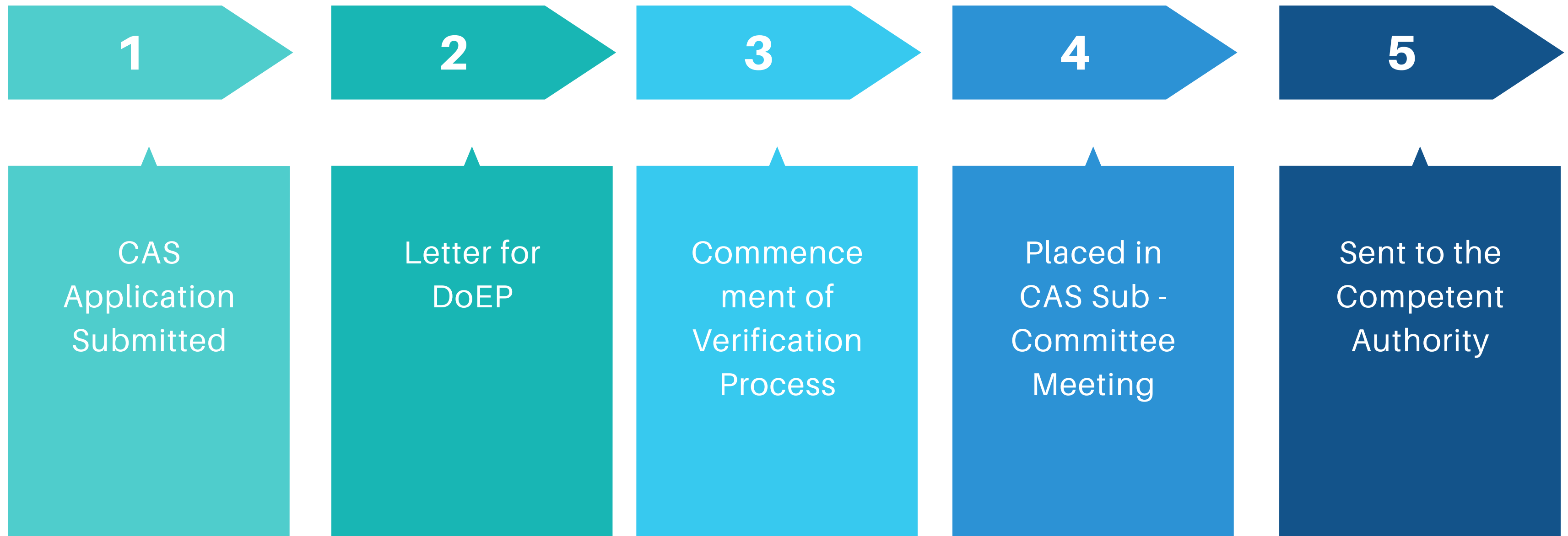
- Minimum API
- Three years of service in Stage 3
- At least Three publications in the entire period as Assistant Professor (twelve years)
- One Methodology Workshop/ Training-Teaching-Learning-Evaluation Technology Programme/ Soft Skill Development Programme/ Faculty Development Programme of One week duration

ASSO. PROF. TO PROF. (STAGE 4 TO 5)

- Minimum API
- Three years of service in Stage 4
- At least Five publications since Stage 3

HOW CAS APPLICATION IS PROCESSED

5-Step Ordering Process



ABOUT
ACADEMIC
PERFORMANCE
INDICATORS (API)

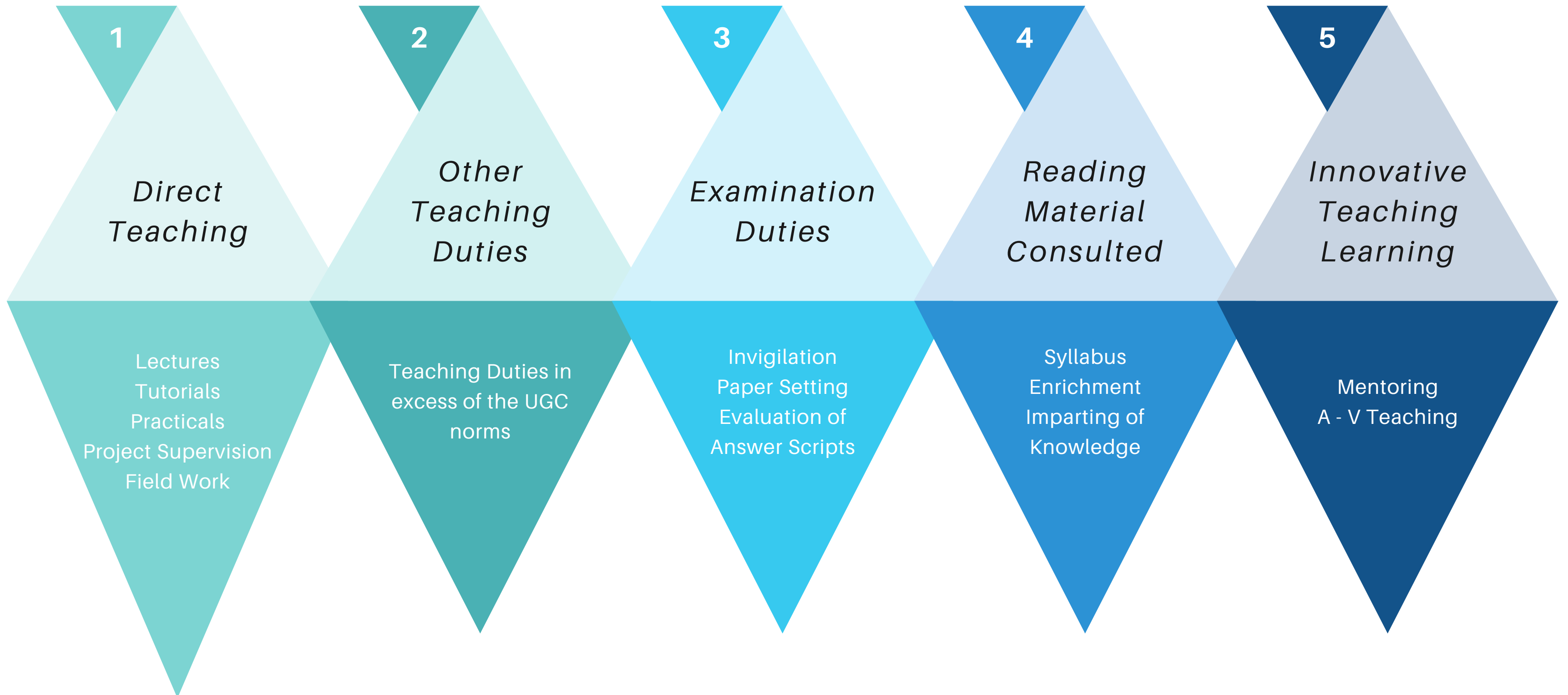
CATEGORY- I

CATEGORY- II

CATEGORY- III

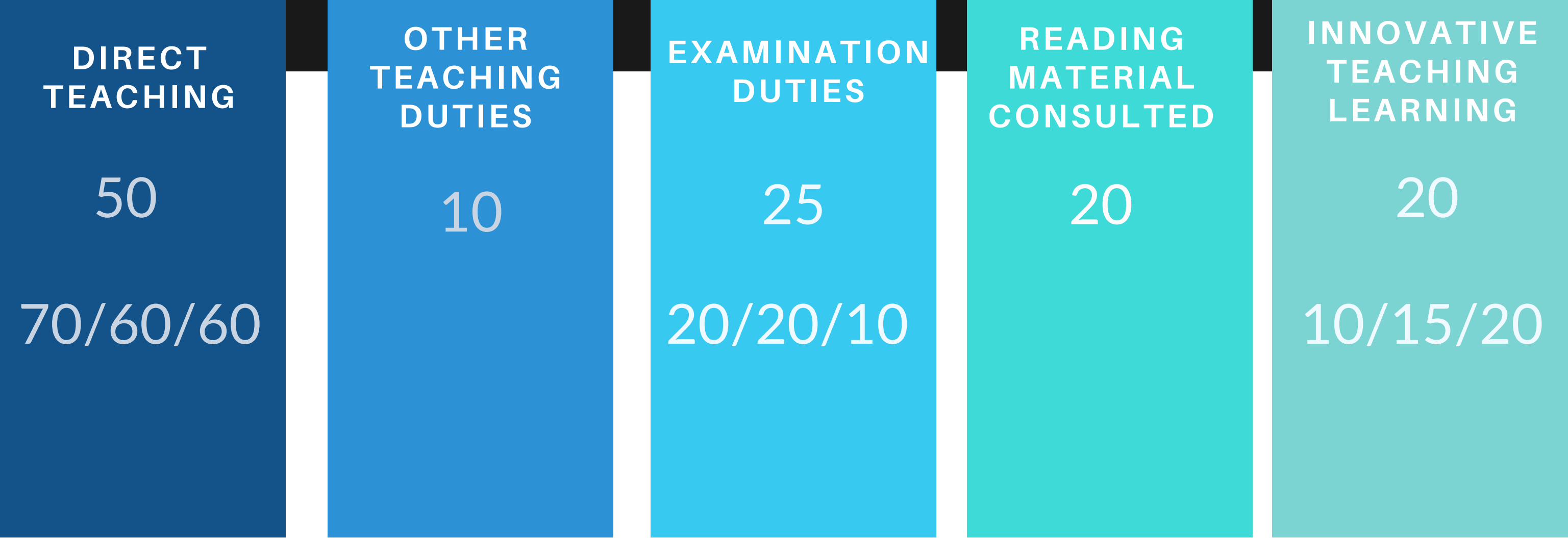
Category - I

Teaching - Learning and Evaluation Related Activities



Category- I (API / Year)

16/14/14 H/W



Max API: 125
Min API: 75

Min API :
80/75/70

CATEGORY - II

Professional Development, Co-Curricular and Extension Activities

Student Related Activities

Study Visit/ Field Trip
Sports
Student Seminar

Contribution to Corporate Life

Administrative and Academic Responsibilities

Professional Development Activities

Participation in Seminar/Talk/Lecture

Category- II (API/ Assessment Period)

PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

	Student Related Activities	Contribution to Corporate Life	Professional Development Activities	Total
OLD	Max API : 20	Max API : 15	Max API : 15	Max API : 50/ Year
NEW	Max API : 15	Max API : 15	Max API : 15	Max API : 45/ Year

Minimum API Score required for Promotion under CAS

Stage	Category I	Category II
I to II	80 / Year	50 / Assessment Period
II to III	80 / Year	50 / Assessment Period
III to IV	75 / Year	50 / Assessment Period
IV to V	70 / Year	50 / Assessment Period




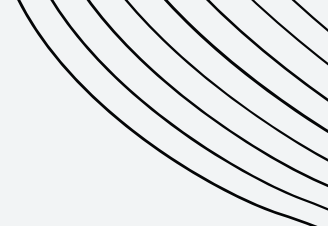


**PRESIDENCY
UNIVERSITY**
KOLKATA

CAREER ADVANCEMENT SCHEME

CATEGORY-III

CONTENT

- 
- 
- 01** INTRODUCTION
 - 02** MINIMUM API OF THIS CATEGORY
 - 03** CATEGORIZATION OF JOURNALS
 - 04** BOOKS, CHAPTERS IN BOOKS
 - 05** PROJECTS CARRIED OUT/ONGOING
 - 06** RESEARCH GUIDANCE
 - 07** PARTICIPATION AND PRESENTATION OF RESEARCH PAPERS IN CONFERENCES, SEMINARS ETC
 - 08** AWARDS AND FELLOWSHIPS
 - 09** DEVELOPMENT OF E-LEARNING MATERIAL
 - 10** SUMMARY OF API SCORE

INTRODUCTION

01



We deal with:

RESEARCH AND RELATED ACADEMIC CONTRIBUTIONS HERE.

Mainly

Research Publications like Journals, Popular Articles published in Magazines, Books, Translation work etc.

Academic Contributions like Projects, Research guidance provided to individuals, Thesis evaluation etc.

Also,

Participation in any Refresher / Orientation Courses , Invited Lectures, Conferences.

Getting Any recognition of research.

Developing of e-learning material.

MINIMUM API OF CATEGORY III

02

<u>FROM STAGE TO STAGE</u>	<u>CATEGORY -III</u>
	<u>RESEARCH AND ACADEMIC CONTRIBUTIONS</u>
Asst Prof 1 to Asst prof 2	20/assessment period
Asst Prof 2 to Asst Prof 3	50/ assessment period
Asst Prof 3 to Asso Prof 4	75/assessment period
Asso Prof 4 to Professor	100/assessment period

EXAMPLE

Dr. X is applying for promotion in CAS from stage 2 to stage 3. Let us assume the assessment period to be 22/11/2016 - 21/11/2021. So, her date of eligibility for promotion to stage 3 becomes 22/11/2021. But It is found the minimum API required for this stage in this category, i.e. 50 is not fulfilled within this period . If the minimum marks is achieved on say 14.07.2022 then the applicant's promotion to stage 3 got extended by approximately 7 months only because of not meeting the Cut-off in this category.

CATEGORIZATION OF JOURNALS 03

Based on the updation of UGC-CARE List, Scopus or Web of Science, there are

OLD FORM (UPTO 06.12.2017).
ORDER NO.1197-EDN(U).
DATED 31.12.2012

NEW FORM (ORDER NO. 1343-
EDN(U) DATED 07.12.2017).



Scopus

BOS approval is also
considered

Category-A

Category-B



Referred

Or

Other

Reputed

WEB OF SCIENCESM

API FOR JOURNALS

Academic Performance Indicator

If the particular journal is referred by Scopus or WoS i.e. referred journal then API allotted is 25, otherwise for a other reputed journal an API of 10 is given. Few other factors important for journals are Impact factor of the Journal, ISSN and Authorship. But, The paper has to be accepted or published online by the journal and the journal has to be indexed by Scopus or WoS or UGC-CARE list within the assessment period of the applicant.

Otherwise

EXAMPLE:

**We have an applicant whose assessment period is
15.04.2015-14.04.2019**

Now, for category III, the person is claiming his journals as Cat-A or as a Reputed journal. But in UGC CARE list it is found that the journal has been inducted in the year 10.01.2020. So, as the date does not fall within the Assessment period, the API claimed cannot be granted.

Another case where the applicant's DOEP is on 13.12.2018. Now suppose for a research paper , there is no exact date of publication. Say, the information provided is only December,2018. In that case we look for the Date of acceptance of the paper and if that is within the assessment period, then it is considered for this CAS application provided a self declaration is submitted by the incumbent that he/she will not claim API for this publication again in future CAS applications(as per the resolution taken at CAS sub-committee meeting).

BOOKS, CHAPTERS IN BOOKS

04

Apart from the information like the Title of the book , No. of co-authors, name of the publisher, here we specifically look for ISBN/ISSN number as approved by the University and the level of the publisher.

INTERNATIONAL

NATIONAL

LOCAL

based on the above factors, API is decided.

PROJECTS CARRIED OUT/ONGOING

05

In Case of sponsored project, based on the Grant

SCIENCES

HUMANITIES

API

- 20 major

IF THE GRANT IS ABOVE
Rs.30 LAKH

IF THE GRANT IS ABOVE
Rs.5 LAKH

API

- 15 major

IF THE GRANT IS BETWEEN
Rs. 5 LAKH TO Rs.30 LAKH

IF THE GRANT IS BETWEEN
Rs. 3 LAKH TO Rs.5 LAKH

API

- 10 minor

IF THE GRANT IS BETWEEN
Rs. 50,000 TO Rs.5 LAKH

IF THE GRANT IS BETWEEN
Rs. 25000 TO Rs.3 LAKH

IN CASE OF CONSULTANCY PROJECT , BASED ON THE GRANT

API

**10 for
every**

SCIENCES

For every Rs 10 lakh

HUMANITIES

For every Rs 2 lakh

Project outcome/output

SCIENCES

Patent/Product/Process

HUMANITIES

Major Policy document
preparation

**30-International
20-central govt
10-state govt
5-local bodies**

**30-International
20-national**

API

DOCUMENTS REQUIRED

- Sanction Order from the funding agency containing the title of the Project, Principal Investigator, the date and the period of approval.
- Release order of the grants.
- Utilisation certificates.
- Project extension certificate(if any)
- Finally, the completion report (on completion of project).

There's a catch: The applicant can claim API only twice for the same project in the entire career.

LET US CONSIDER

An applicant whose first promotion was after joining this university and within that period the person has received a fund for a project X.

So, in the very first promotion the person deserves API for the ongoing project. Now in the next promotion he can again apply for the same project only if it is completed.

RESEARCH GUIDANCE

06



- List containing name of the candidates, Title of the course-work, name and date of the degree awarded duly authenticated by the appropriate authority.
- In the new form (order no. 1343-edn(U) dated 07.12.2017 there is only scope of claiming API for Awarded and thesis submitted categories in Ph.D and M.Phil

TRAINING COURSES/CONFERENCES/ SEMINARS/ WORKSHOPS AND PAPER PRESENTATIONS

07

PARTICIPATION IN
R.C/O.P/FDP/WORKSHOPS

> 2 WEEKS

1 WEEK

<1WEEK

**DEPENDING ON THE DURATION
API IS GIVEN**

PRESENTATION OF RESEARCH PAPERS
IN SEMINARS, CONFERENCES

INTERNATIONAL

NATIONAL

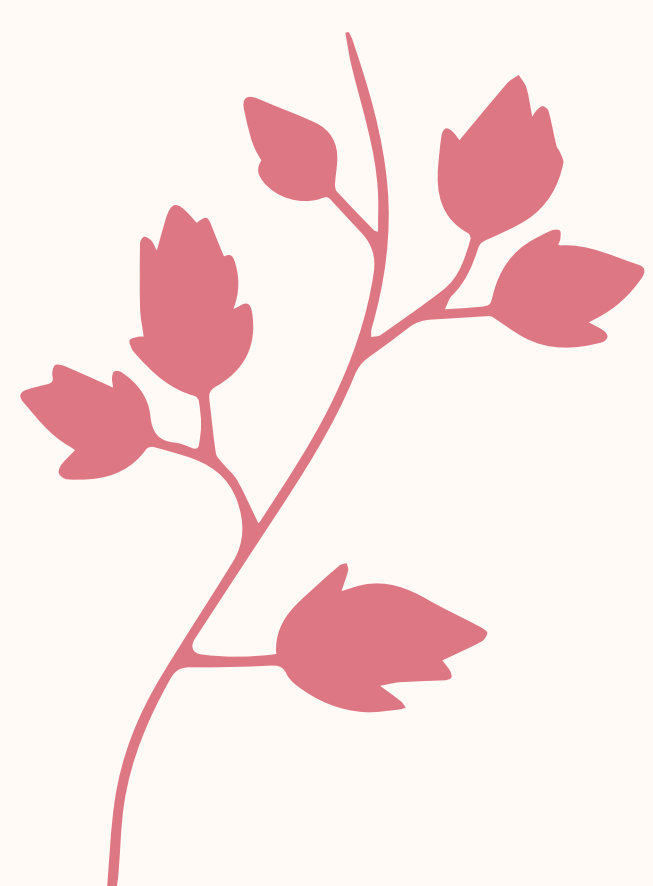
STATE/UNIVERSITY

**DEPENDING ON THE LEVEL API IS
GIVEN**

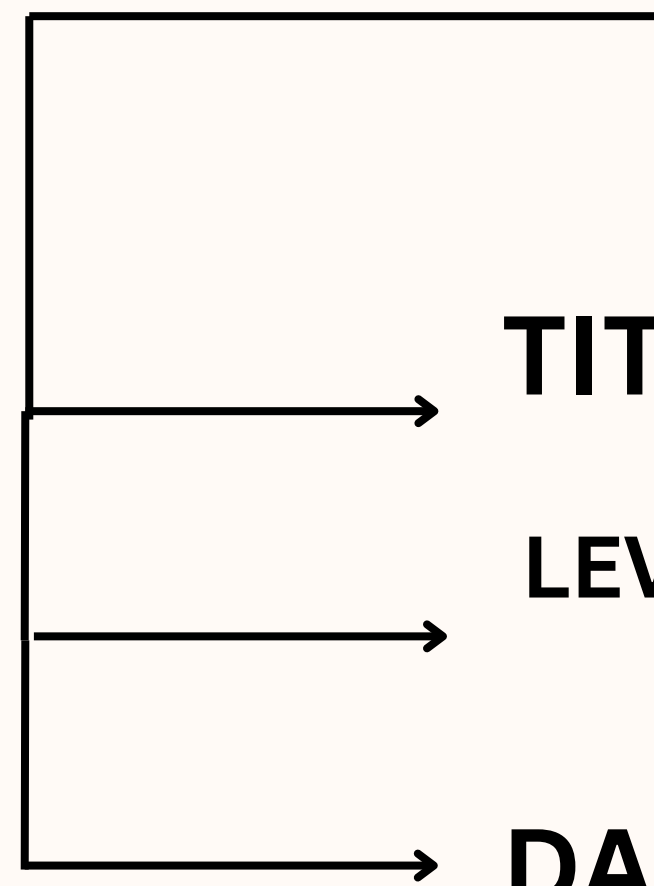
**A PARTICIPATION CERTIFICATE FROM THE ORGANIZING BODY IS
REQUIRED.**

EXAMPLE

We have an applicant who is invited for a paper presentation in a seminar . In the CAS application, while claiming API for this section , the applicant has provided only the letter of invitation . So, we will have to seek the participation certificate from the applicant in order to grant API.



AWARD/
FELLOWSHIP 08



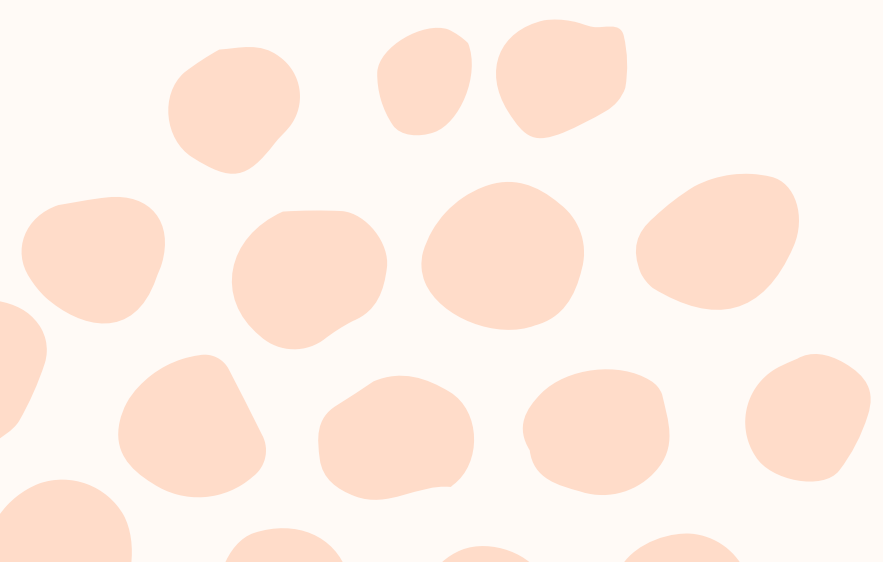
TITTLE OF THE AWARD

**LEVEL AND NAME OF THE
ACADEMIC BODY**

DATE AND YEAR OF THE ACHIEVEMENT



Api is given



DEVELOPMENT OF E-LEARNING MATERIAL

09

- Here, Title of the module
- The course
- Date and year of presentation
- Whether uploaded the e-matter in the website of the institution or not.

The information has to be duly approved by the authorized person of the university.

SUMMARY OF API SCORES

<u>FROM STAGE TO STAGE</u>	<u>CATEGORY-I</u>	<u>CATEGORY -II</u>	<u>CATEGORY -III</u>	<u>CATEGORY-II+ III</u>	<u>TOTAL API(CAT I+II+III).</u>
	<u>TEACHING, LEARNING AND RELATED ACTIVITIES</u>	<u>PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES</u>	<u>RESEARCH AND ACADEMIC CONTRIBUTIONS</u>		
Asst Prof 1 to Asst prof . 2	80/ year	50/ assessment period	20/assessment period	90/assessment period	
Asst Prof 2 to Asst. Prof 3	80/ year	50/ assessment period	50/ assessment period	120/assessment period	
Asst Prof 3 to Asso Prof. 4	75/year	50/ assessment period	75/assessment period	150/assessment period	
Asso Prof. 4 to Professor	70/year	50/ assessment period	100/assessment period	180/assessment period	



PRESIDENCY
UNIVERSITY
KOLKATA

*Thank you for
listening.*

*ORIENTATION CUM DISCUSSION
SESSION ON “WORK FLOW & WORK
MANUAL OF GENERAL SECTION,
OFFICE OF THE REGISTRAR”*



*- A team effort by the General Section
-presented by
Payel Halder and Abhik Chatterjee*

WORK DIVISION

Office of the Registrar

```
graph TD; A[Office of the Registrar] --> B[General Section]; A --> C[Personnel Section]; B --> D[General Administration]; B --> E[Project & Fellowship]; C --> F[As discussed in the previous meetings];
```

General Section

Personnel Section

General Administration

Project & Fellowship

As discussed in the previous meetings

TYPES OF CHORES UNDERTAKEN BY THE GENERAL SECTION.

A. Drafting of various kinds of letters.

1. Permission (Administrative Approval)-

After obtaining the approval from the Hon'ble VC permission letters are drafted and then duly signed by the Registrar, but keeping in mind the current scenario, the power of approval is vested among the Concerned Officers and departmental/School Heads/ Coordinators and the *Registrar provides the penultimate Administrative approval* on behalf of the University administration.

❧ General example:

- ❧ Meeting(PhD, BOS, RAC, manpower selection committee meeting)
- ❧ Advertisement for recruitment of manpower for projects.
- ❧ Seminars, Talks, Workshops, Lecture series
- ❧ When a faculty member/ non teaching staff wishes to engage in any academic activities or anything of that sort in any other institution, other than that in the University
- ❧ Field trip/ Field work/ excursion
- ❧ Appointment letters of Visiting Faculty /Language Instructors/ the visiting Veterinary Doctor/Visiting Psychologist of the University
- ❧ Appointment Letters of manpower under project head(JRF(appointment and continuation), SRF(upgradation), Project Intern, Student Intern, Field Investigator)



B. Issuance of Migration

C. ID card printing and maintaining database of details and issuance of duplicate ID cards

D. Logistics

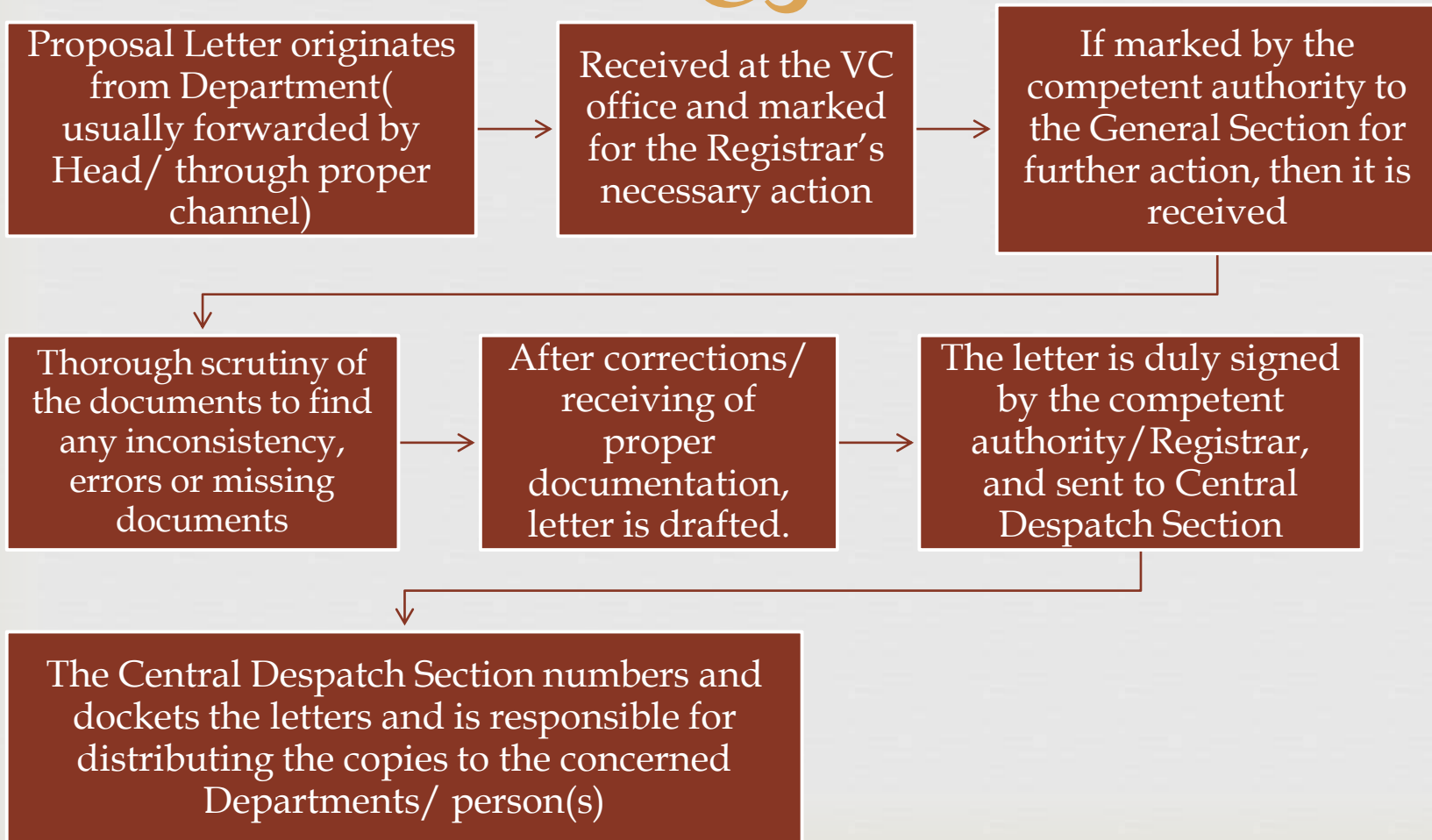
E. Car Parking Stickers

F. Maintaining records of MoUs with different national and international academic institutes of repute (AMD, U. Chicago, Hiroshima University, etc.)

G. Notice Issuance (**Holiday, Corrigendum, Office Orders (others), Contractual appointment, etc.**)

H. Maintaining and Processing Incoming and Outgoing Government Orders.

JOURNEY OF A LETTER(an example)



To whom should the letters be sent as

copy:
C

- ❧ **Office of the Registrar-** all letters originating from the Office must have a copy in the Office for future references.
- ❧ **Finance Office-** Matters pertaining to Finance(funds availability and disbursement)
- ❧ **Development Office-** whenever there is the possibility of using the University's infrastructure(auditorium, lecture halls, Presi Greens)
- ❧ **IQAC-** any university events like lecture series, symposiums, annual programmes, jubilee celebrations, etc so that a statistical record can be maintained and internal quality may be assured.
- ❧ **Secretary, Faculty Council(Arts)-** Anything related to PhD or admission.(eg.- RAC meeting, BOS meeting, project manpower appointment)
- ❧ **Special Dignitaries-** Anyone invited for lectures, Seminars or as an external member for any meeting.
- ❧ **Academic Dean(Science/Arts) -**matters related to Project manpower, advertisement, committees(other than 3 member committees where only PI, Co-PI and an external subject expert is part of it like in case of CSIR projects) and in general, *any matter which is deemed important and worthy of the Dean's knowledge.*
- ❧ **Controller of Examinations-** Syllabus related, exam related matters, Visiting faculty.
- ❧ **HODs/Acting HODs-** if any other faculty other than the HOD asks for approval for any academic/ non academic work unrelated to the Department's normal curriculum then a copy is sent to the concerned HOD.
**if an HOD proposes for any approval as a faculty member and not as a departmental head, then also a copy of the letter will be sent to the concerned Departmental Head for maintaining record, since the letters are addressed to the post and not the person in charge of it.*

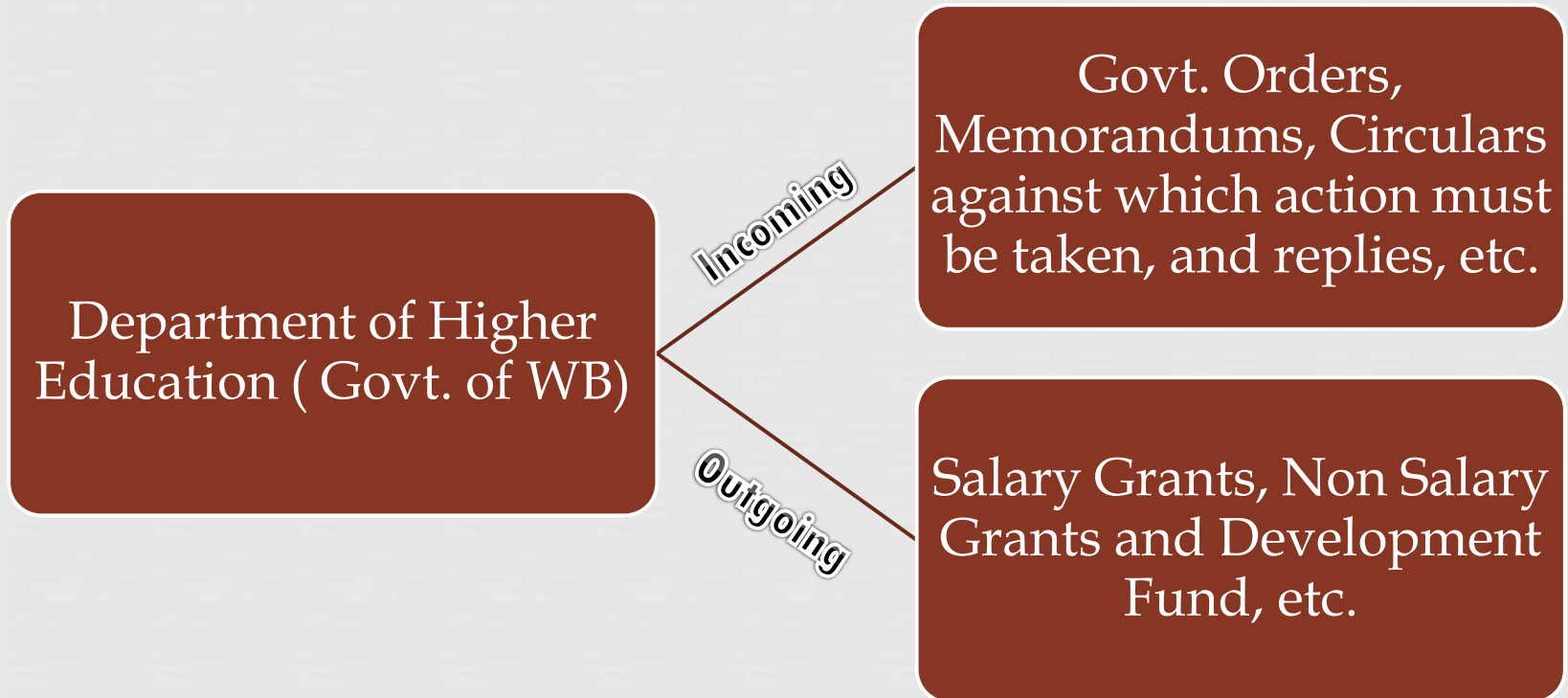
*Example

☞ Suppose Prof. X is the HoD of English. Prof. X has been invited to deliver a lecture at 'ABC' University. In this case, (s)he will ask for administrative approval/permission from the concerned authority as in the capacity of a Faculty Member and not as a Departmental Head, since it does not involve the entire Department of English. Yet, a copy of the approval letter addressed to the Head of English Department is sent for the sake of departmental record. Therefore, Prof. X receives two copies of the same letter, one being original and the other as a copy for the Department's Head.

EXCEPTION:

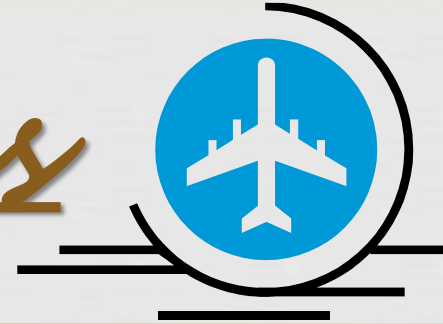
❧ Corrigendum-Due to any error or add on clause in the information provided by the applicant in the letter or if any clause is deemed necessary to be inserted after a letter has been issued, then a corrigendum is issued.

Incoming and Outgoing Government Orders and other related documents.





Logistics



- ❧ Under Logistics, the proper accommodation, comfortable travelling, seamless ticket booking(railway or airway), and provision of providing refreshments are supervised.
- ❧ The booking of hotels and modes of transportation are arranged through authorised reputed agencies.
- ❧ Post the event, the invoices of expenditure are collected and sent to the Finance Office for the disbursement and reimbursement of expenses.
- ❧ Matters related to the honorarium and TA for the external members pertaining to CAS/ Recruitment/ Meetings.

Car Stickers



- ❧ Formal permission to keep automobiles inside the University Campus is granted through issuance of car stickers.
- ❧ Proper communication from the part of beneficiary is mandatory to issue stickers, against which a numbered sticker is provided.
- ❧ Details such as the contact number and date of collection of stickers are kept in record.
- ❧ Also sometimes issued to external dignitaries who visit the premises on a frequent basis.





**Thank
You!!**

*-Regards,
The General Section,
Office of the Registrar*

Orientation Cum Discussion Session on “Work Flow of Project Fellowship Management” of General Section, Office of the Registrar.”

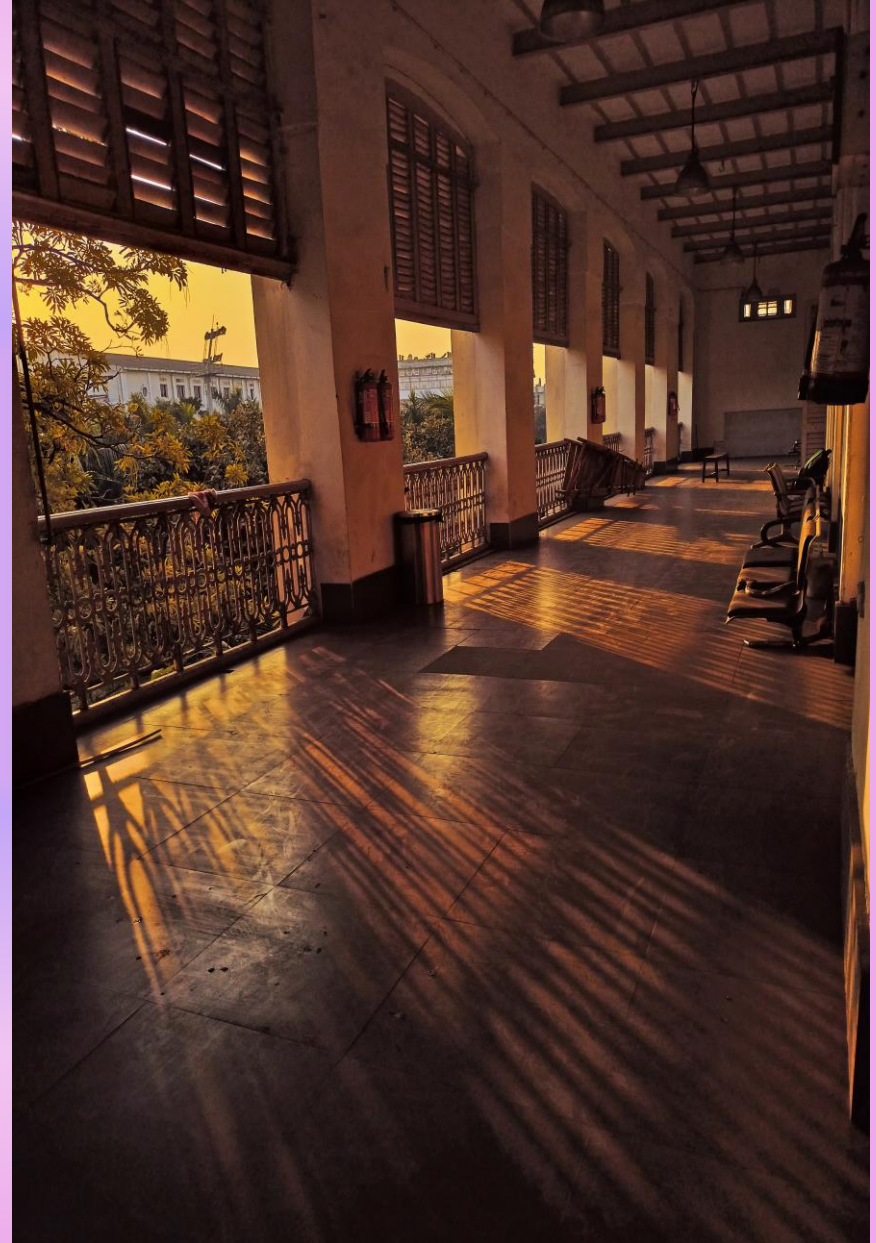


-Presented By Payel Halder



❖ Project & Fellowship Management

- A. *Checking of Project Proposal & Endorsement Certificate*
- B. *Administrative Approval for Constitution of Selection Committee & Advertisement*
- C. *Issuance of Appointment Letter to the Manpower(JRF, SRF, Project Assistant, Student Intern etc.)*
- D. *Checking of Joining Report.*
- E. *Issuance of Identity Cards to the fellow.*
- F. *Renewal of Project Manpower for the 2nd Year*
- G. *Approval & constitution of Selection Committee for SRF upgradation*
- H. *Issuance of Appointment Letter to SRF/ Senior RA*



A. Project Proposal & Endorsement Certificate

Check List:

1. Approval from Vice Chancellor /Competent Authority
2. HOD/Coordinator Recommendation
3. Budget and Financial Liability checking from Finance Officer/Office
4. Checking Basic Eligibility Criteria of PI as per guidelines of Funding Agencies
5. Checking Co-PI (Only from Govt.(State/Central) Institutes) Documents(if any)
6. Cross Checking Personal data from Personal Section (If any)

Example (SERB_SURE)

<https://www.serbonline.in/SERB/Sure>



B. Administrative Approval for Constitution of Selection Committee & Advertisement

Check List:

1. Approval of Hon'ble Vice Chancellor/ Competent Authority
2. HOD & Academic Dean Recommendation
3. Current Fund Availability Status
4. Selection Committee Members(Dean, HOD, External mandatory)
5. Project Sanction Letter
6. Interview Schedule

>> **The copy of this letter should be forwarded to, HoD , Finance Officer, committee member(internal and external), Dean, Secretary Faculty Council(Arts)**

❖ *Letter drafting*

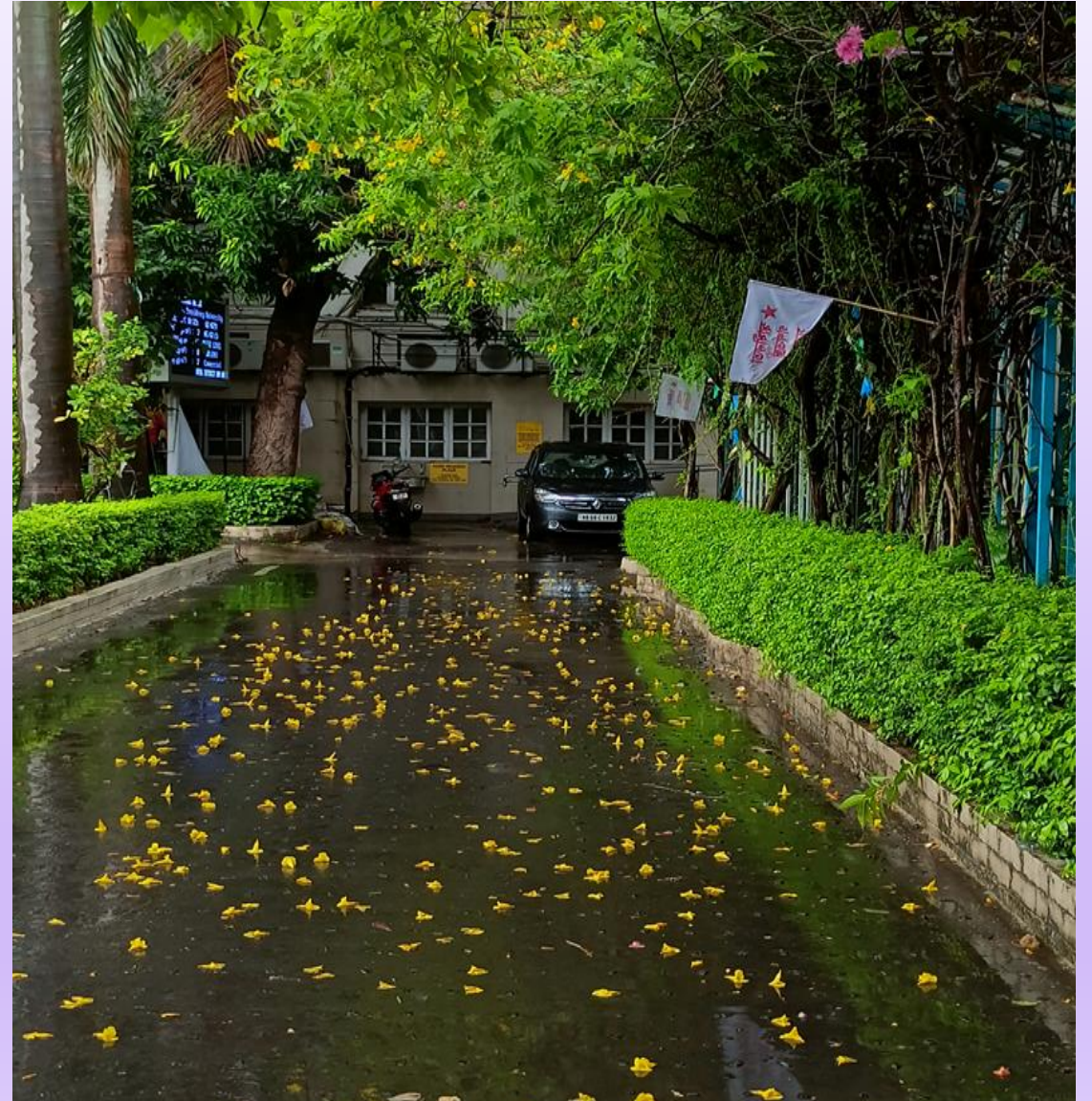


C. Issuance of Appointment Letter to Project Fellows/Research Scholars

▪ Check List

- Head Recommended Cover Letter
 - Forwarding from Dean
 - List of Interviewees, Score Sheet
 - CV/Govt. Id, Academic Certificates of Selected Candidates
 - Fellowship/ remuneration
- >> *The copy of this letter should be forwarded to, HoD, Finance Officer, Dean, Secretary Faculty Council(Arts), PI and Co-PI*

❖ *Letter drafting*



D. CHECKING OF JOINING REPORT

CHECK LIST

- ✓ **Designation**
- ✓ **Tenure of Project**
- ✓ **Joining date and time**
- ✓ **Fellowship**



E. CHECKING FOR ISSUANCE **APPOINTMENT IDENTITY CARD TO** **PROJECT FELLOWS/RESEARCH SCHOLARS**

- ▶ Filled up Id card Application FORM
- ▶ Forwarded by PI/Co-PI
- ▶ Head Recommendation
- ▶ Dean Recommendation
- ▶ Copies of Appointment Letter & Joining Report
- ▶ Blood Group Report

Card Delivered to Fellow/RA



**F. RENEWAL OF
PROJECT
MANPOWER
FOR THE 2ND
YEAR**



- ✓ 1. **SATISFACTORY
PERFORMANCE APPRAISAL
FROM PI/CO-PI**
- ✓ 2. **HEAD
RECOMMENDATION**
- ✓ 3. **DEAN
RECOMMENDATION**

G. What should be checked in the letter of Approval & constitution of Selection Committee for SRF upgradation?



- ✓ *Approval of Hon'ble Vice Chancellor*
- ✓ *Head Recommendation*
- ✓ *Fund Availability from F.O*
- ✓ *Committee Members(Dean, HOD, External mandatory)*
- ✓ *Project Sanction Letter*
- ✓ *Interview Schedule*
- ✓ *Letter drafted AND Same process*

H. What should be checked in the letter of Issuance of Appointment Letter to SRF/ Senior RA?

JRF Can be Converted in to SRF After 2 years of continuous & satisfactory works.

Check List

- ✓ Head Recommended Cover Letter
- ✓ Forwarding from Dean
- ✓ Satisfactory Assessment Report
- ✓ Previous Appointment & Joining Report
- ✓ Letter drafted.



Student Intern

Student Intern can be recruited under Scientific Social Responsibility (SSR) head only for 2 months.

The process of recruitment is same as JRF.



Retrospective Letter

Check List

- ✓ Project Start Date
- ✓ Project End Date
- ✓ Fellow joining Date
- ✓ Last Fellowship drawn date
- ✓ SRF due date
- ✓ Fellowship of SRF
- ✓ Last fund received date
- ✓ Available balance of Manpower head

***Copy To---- Finance officer, Secretary Faculty
Council(Arts), Dean, PI, Co-PI, Fellow***



EXAMPLE OF RETROSPECTIVE EFFECT LETTER

Fellow Name –x
Department –Y
Joining Date-10.10.2020
SRF Due Date-10.10.2022
Project End Date-
September,2023
University received fund-
05.11.2023

Now, X will get arrear
fellowship through an Office
Order.



T H A N K Y O U

