



Abstract

Higher Education – Government and Government Aided Polytechnic Colleges and Special Institutions – Revision of pay and other conditions to the teachers and other academic staff in diploma level Government / Government Aided Polytechnic Colleges and Special Institutions governed by All India Council for Technical Education – Orders – Issued.

Higher Education (C2) Department

G.O. (Ms) No.20

Dated : 14.01.2020

விகாரி வருடம், மார்ச்சு – 29

திருவள்ளூர் ஆண்டு – 2050

Read :-

1. From the Advisor-I AICTE Letter No.F.No.61-1/RIFD/7th CPC/2016-17, dated 8.3.2019. (AICTE Notification dated. 1.3.2019).
2. From the Director of Technical Education Letter No. 8712/A3/2019, dated 29.3.2019, 22.8.2019, 14.11.2019.

Read also :-

3. G.O. (Ms) No.303, Finance (Pay Cell) department, dated 11.10.2017.

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Order:

In the notification 1st read above, the All India Council for Technical Education has notified the All India Council for Technical Education Regulations on Pay Scales, service conditions and minimum qualifications for the appointment of Teachers and other Academic staff such as Library, Physical Education Personnel in Technical Institutions and measures for the maintenance of standards in Technical Education – (Diploma) Regulation, 2019 on 1.3.2019 .

2. The Director of Technical Education has submitted his remarks on the above Notification vide letter 2nd read above.

3. After careful examination, the Government have decided to implement the 7th Central Pay Commission notified by the All India Council for Technical Education Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the appointment of Teachers and other Academic staff such as Library and Physical Education Personnel in Technical Institutions and measures for the maintenance of standards in Technical Education – (Diploma) Regulation, 2019 to the Government / Government Aided Polytechnic Colleges and Special Institutions governed by All India Council for Technical Education in toto with minor modifications. Accordingly, the Government pass the following orders:-

1. General

The All India Council for Technical Education Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the appointment of Teachers and other Academic staff such as Library, Physical Education Personnel in Technical Institutions and measures for the maintenance of standards in Technical Education – (Diploma) Regulation, 2019 shall be applicable to Teachers and other Academic staff Such as Library, Physical Education Personnel of Government / Government Aided Polytechnic Colleges and Special Institutions.

2. Date of Effect

Pay Scales and DA:

The revised pay scales shall take notional effect from 1.1.2016 and with monetary benefit from 1.10.2017.

Other Allowances:

Other allowances as per State Government rules in force.

3. Effective date of application of Service Conditions

- a) All other service conditions including Qualifications, Experience, Recruitment, Promotions etc., shall come into force with effect from the date of the Gazette Notification of AICTE i.e. 1.3.2019.
- b) The Qualifications, Experience, Recruitment and Promotions etc. during 01-01-2016 till the issue of AICTE Notification dated 1.3.2019, shall be governed by All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Diploma) Regulation, 2010 dated 5th March 2010 and subsequent notifications and Government Orders issued from time to time.

- c) Those who are eligible for promotions on or after the date of 01.03.2019 shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. as per 7th pay. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements and to avail promotions with
- (i) Notional fixation of pay from the date of actual eligibility and
- (ii) Monetary benefit from the date of acquiring additional qualification on or before 31.07.2022.
- d) It may be noted that, no further extension would be given beyond 31st July, 2022 and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.
- e) In cases, wherein interviews are already conducted either for direct recruitment or for promotions but candidates did not join, such candidates may be allowed to join. Their further up-gradation will be governed by AICTE notification 1.3.2019.
- f) In cases, where advertisement was published, applications invited but interviews have not been conducted till publication of this notification, the institutes / employers are required to publish corrigendum and processing of applications must be done in accordance with the provisions given in the AICTE notification dated 1.3.2019.

4. Revised Designations and Mode of Appointments

There shall be only three designations in respect of teachers in the diploma level institutes/polytechnics namely **Lecturer, Head of the Department** and **Principal** as given below in **Table 1**. Also there shall be no change in the present designations in respect of **Library** and **Physical Education** personnel at various levels.

Table 1: Cadre Structure and Mode of Appointment

Sl. No.	Designations of Teaching Faculty	Entry Pay (Rs)	Level	Mode of Appointment
1	Lecturer	56,100	9A	Direct Recruitment

2	Lecturer	57,700	10	Promotion / Direct Recruitment
3	Lecturer (Senior Scale)	68,900	11	Promotion
4	Lecturer (Selection Grade -I)	79,800	12	Promotion
5	Lecturer (Selection Grade -II)	131,400	13A1	Promotion
6	Head of the Department (HoD)	131,400	13A1	Promotion by Selection / Direct Recruitment
7	Principal	131,400	13A1	Promotion / Direct Recruitment

5. New Pay Structure

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in **Annexure-I**. The pay matrix shall comprise of two dimensions – a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 9A to 13A1 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a “Cell”. Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be based on annual increments till the time of his /her next promotion. When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

6. Levels and Cells

The method followed by the 7th CPC shall be adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 9A, 10, 11, 12 and 13A1 corresponding to the present AGP of Rs. 5400, 6000, 7000, 8000 and 9000 respectively.

7. Pay Matrix and Fixation of Revised Pay

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

8. Date of Increment.

- (i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) The date of increment in the revised pay structure will be on par with State Government Employees i.e. on "Quarterly basis"

9. Annual Process of Promotion

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

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

The constitution of the Screening committee/ Promotion committee/selection committee as applicable at different stages are enumerated in **Annexure-II**. Various stages of Screening/promotion / direct recruitment are given in Table 2 below:-

Table 2: Stages of Screening/Promotion/Direct Recruitment and Mode of Selection

Stage	Designation	Mode of Selection
Entry Level, Stage I	Lecturer	Direct recruitment
Stage II	Lecturer (Senior Scale)	Promotion by Screening
Stage III	Lecturer (Selection Grade I)	Promotion by Screening
Stage-IV	Lecturer (Selection Grade -II)	Promotion by Selection Committee
Stage V	Head of the Department (HoD)	Promotion by selection /Direct recruitment
Stage-VI	Principal	Promotion by selection /Direct recruitment

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

10. Age of Superannuation

The present system of retirement age shall be continued ie. 58 years for teachers re-employment shall also be continued with present system i.e. till the completion of Academic year i.e. May of every year.

11. Health Insurance Scheme

As per the State Government Rules inforce.

12. Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits

As per the State Government Rules inforce.

13. Industrial Training

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

14. Teaching Engagement

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

Table 3: Teaching Engagement of Faculty Members in Diploma Level Institutions

Designation	(Teaching / Laboratory hours) / week
Lecturers	18
HoD	16
Principal	6

15. Incentives for New Entrants

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

16. Grant for Professional Development

All faculty members may be given a grant upto Rs.25,000/- per year on reimbursement basis, which may be permitted to be accumulated upto 3 years towards acquiring the membership of Professional Societies and for participating in National / International conferences/workshops etc.

17. Consultancy

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

18. Sabbatical Leave for faculty

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

19. Start-up

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

20. Incentives for Ph.D. / M.Phil and other Higher Qualification

- (i) Five non-compounded advance increments shall be admissible at the entry level of a recruit as a Lecturer possessing a degree of Ph.D. awarded in a relevant discipline by the recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under National Doctoral Fellowship program of AICTE / Prime Minister's Research Fellowship program.

- (ii) Those possessing Master's degree in Engineering/ Technology/ Architecture/ Planning/ Pharmacy/ Design/ Town Planning etc. recognized by the relevant statutory body / council shall be entitled to two non-compounded advance increments at the entry level.
- (iii) Teachers who complete their Ph.D. degree while in service as Lecturer shall be entitled to three non-compounded increments fixed at increment applicable at entry level as Lecturer only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a recognized University following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under Quality Improvement Program (QIP) / Teacher Research Fellowship (TRF).

21. Statutory Reservation

The statutory reservation policy for recruitment candidates must be adhered to as per the existing Tamil Nadu Government Rules.

22. Counting of Past Service for Direct Recruitment and Promotion

Previous regular service, whether national or international, as Lecturer, Assistant Professor / Associate Professor / Head of the Department / Workshop Superintendent etc. in a University, College, equivalent post in National Laboratories or other scientific / professional organizations such as the CSIR, ICAR, DRDO, UGC, AICTE, ICSSR, ICHR, ICMR, DBT or state PSUs etc., should be counted for direct recruitment and promotion of a teacher as Lecturer, Head of the Department, Principal or any other nomenclature provided that:

- a) The qualifications for the post held should not be lower than the qualifications prescribed by the AICTE for Lecturer, Head of the Department and Principal 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 Lecturer, Head of the Department and Principal.
- c) The candidate for direct recruitment has applied through proper channel only.
- d) The concerned person should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Lecturer, Head of the Department and Principal, as the case may be.
- e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of State Government / Central Government / concerned institution, for such appointments.

- f) The previous appointment was not as guest faculty for any duration or ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that
- (i) The period of service was of more than one year duration;
 - (ii) The incumbent was appointed on the recommendation of the duly constituted Selection Committee.
 - (iii) The incumbent was selected for the permanent post in continuation to the ad-hoc or temporary service;
 - (iv) An artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on a permanent basis shall be given the benefit of the entire service rendered by him with effect from the date of initial appointment (temporary / contract / ad-hoc) notwithstanding the artificial break / breaks in service.
 - (v) The incumbent was drawing total gross emoluments not less than the monthly gross salary at the initial stage of a regularly appointed Lecturer, Head of Department and Principal as the case may be; and
 - (vi) At the time of selection, the negotiated terms and conditions clearly mention the period of experience, nature of experience and same has been consented by the employer.
- g) No distinction should be made with reference to the nature of management of the institution where previous services were rendered (Private /Local Body/ Government) for counting past services under this clause.

23. Equivalence of Experience of Diploma Level Institutions and Degree Level Institutions

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

24. Cadre Structure

The "Cadre Structure" in diploma level institutions imparting technical education is as given in **Table 2**. The following guidelines are to be taken care of while promoting faculty members in different cadres.

- Incumbent faculty members shall be upgraded to higher position, after being eligible, through a process of selection to be held annually irrespective of availability of vacancies in that cadre.
- The incumbent so upgraded to a higher cadre shall be re-designated as Lecturer (Senior Scale)/Lecturer (Selection Grade-I) / Lecturer (Selection Grade - II) as the case may be.
- With this cadre structure, all faculty members may become Lecturer (Selection Grade - II).
- The entry post of Lecturer can be treated as vacant once the incumbent moves on higher cadre / post through promotion or through direct recruitment by keeping total sanctioned posts fixed.

25. Fixation of Pay

The fixation of pay and designations of incumbents in the revised pay scales shall be as given in **Annexure - I**.

Incumbent faculty members / principals who are in AGP of 10,000/- as per 6th CPC, shall be fixed in the appropriate cell corresponding to Level 14 of pay matrix table recommended by 7th CPC.

26. Position of Principals

1. Principal / Director of AICTE approved institution has to be a full time faculty selected in accordance with the State Government rules.
2. Principal / Director of AICTE approved institution shall continue to be as per seniority as per norms hitherto be followed.

27. Mandatory Teacher Trainings

1. Every teacher appointed / promoted to any position here onwards with effect from the publication of this gazette shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
2. No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
3. The requirement of completing these modules as envisioned in this gazette is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.

4. The requirement of completing these modules, however, shall be permitted to be fulfilled till 31st July, 2022 so as to enable faculty members in equipping them for requisite mandatory requirements of this gazette to avail the benefit of promotion retrospectively from the date of eligibility.

28. Minimum Qualifications for Direct Recruitment as Lecturer in Diploma Level Institutions

Direct recruitment on the post of lecturer shall be made at two different levels of pay in Diploma level institutions based on the qualifications of the candidate at the time of application. Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment, screening and promotions for the faculty members are as follows:

29. For Direct Recruitment of Lecturer (Level – 9A, Entry Pay 56,100/-)

Those possessing a minimum of 4-year Bachelor's degree shall be placed in Level 9A at entry pay of Rs.56,100/-

a)Engineering / Technology

B. E. / B. Tech. / B. S. in relevant discipline with First Class or equivalent.

b)Pharmacy

B. Pharm. with First Class or equivalent.

c)Hotel Management and Catering Technology

A minimum 4-year Bachelor's Degree in HMCT with First Class or equivalent.

d)Architecture

B.Arch. or a 4-year Degree in an allied field with First Class or equivalent.

e)Fine Arts

Bachelor's degree in appropriate discipline of Fine Arts (Applied Arts, Painting and Sculpture) or equivalent with First Class or equivalent.

f) Design

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

g)Sciences and Humanities

Master's degree in appropriate subject with First Class or equivalent.

30. For Direct Recruitment of Lecturer (Level – 10, Entry Pay 57,700/-)

1. For Technical Disciplines

Bachelor's and Master's Degrees in relevant disciplines with First Class in either of the two at the time of selection.

2. For Sciences and Humanities

A Master's degree with First Class or equivalent in a relevant subject and, must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET.

3. For Promotion of incumbent Lecturer in Level 9A to Level 10

- (i) Candidates from technical disciplines shall be placed in Level 10 at suitable cell as and when the candidates acquire the Master's degree in relevant technical discipline.
- (ii) Candidates of Sciences and Humanities shall be placed in Level 10 at suitable cell as and when the candidates clear the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET.
- (iii) In case candidates do not acquire relevant Master's degree in the case of technical disciplines and in case of candidates from Sciences and Humanities do not clear National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET, they shall be placed in appropriate cell of level 10 only after completion of 5 years.

31. Minimum Qualifications for Lecturer (Senior scale) (Level-11, Entry Pay 68900/-)

- 1. Qualifications as prescribed for the post of Lecturer.

AND

- 2. Three weeks of industrial training at the level of Lecturer.

AND

- 3. Two weeks of Faculty Development Programme (FDP) recognised by AICTE/UGC/TEQIP/NITTTR/ Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT)/IISc/IIT /University/Govt. and out of which at least one of the FDPs shall be in advanced Pedagogy

OR

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

OR

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

AND

- 4) Minimum 5 years of experience and an average 360⁰ feedback score between 8 to 10 on the scale of 10 in the cadre of Lecturer.

OR

- 4) Minimum 6 years of experience and an average 360⁰ feedback score between 5 to < 8 on the scale of 10 in the cadre of Lecturer.

32. Minimum Qualifications for Lecturer (Selection Grade - I) (Level – 12, Entry Pay 79800/-)

- 1) Qualification as prescribed for the post of Lecturer (Senior Scale) necessarily with a Master's Degree in relevant discipline in First Class or equivalent either at Bachelor's or at Master's level.

AND

- 2) Three weeks of industrial training at the level of Lecturer (Senior Scale)

AND

- 3) Two weeks of Faculty Development Programme (FDP) recognised by AICTE/UGC/TEQIP/NITTTR/ Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT)/IISc/IIT/University /Govt.

OR

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

OR

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

AND

- 4) Minimum 5 years of experience with an average 360⁰ feedback score between 8 to 10 on the scale of 10 in the cadre of Lecturer (Senior Scale).

OR

- 4) Minimum 6 years of experience with an average 360⁰ feedback score between 5 to < 8 on the scale of 10 in the cadre of Lecturer (Senior Scale).

33. Minimum Qualifications for Lecturer (Selection Grade-II) (Level – 13A1, Entry Pay 131400/-)

- 1) Qualifications as prescribed for the post of Lecturer (Selection Grade - I).

AND

- 2) Three weeks of industrial training at the level of Lecturer (Selection Grade - I)

AND

- 3) Two weeks of Faculty Development Programme (FDP) recognised by AICTE/UGC/ TEQIP/NITTTR/Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNTT)/IISc/IIT /University/Govt.

OR

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

OR

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

AND

- 4) Ph. D. in relevant discipline with minimum 3 years of experience, 2 research publications in SCI journals / UGC / AICTE/ CoA/ PCI approved list of journals and an average 360⁰ feedback score between 8 to 10 on a scale of 10, all in the cadre of Lecturer (Selection Grade - I) Level - 12.

OR

Ph. D. in relevant discipline with minimum 4 years of experience, 2 research publications in SCI Journals / UGC / AICTE. CoA/ PCI approved list of journals and an average 360⁰ feedback score between 5 to < 8 on a scale of 10, all in the cadre of Lecturer (Selection Grade-I) Level - 12.

OR

Minimum 6 years of experience with an average 360⁰ feedback score between 8 to 10 on a scale of 10, all in the cadre of Lecturer (Selection Grade-I) Level - 12.

OR

Minimum 8 years of experience with an average 360^o feedback score between 5 to < 8 on a scale of 10, all in the cadre of Lecturer (Selection Grade-I) Level - 12.

Note: 360^o Feedback

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

34. Minimum Qualifications for Head of the Department (Level – 13A1, Entry Pay 131400/-) For Direct Recruitment

Ph.D. in relevant field and First Class at Bachelor's or Master's level in the relevant discipline; minimum of 12 years of experience in Teaching/ Research/ Industry, out of which at least 2 years shall be post Ph.D. experience minimum at the level of Lecturer (Selection Grade-I).

OR

Bachelor's and Master's Degree in relevant discipline with minimum of 15 years of experience in Teaching / Research / Industry, out of which at least 3 years shall be at the level of Lecturer (Selection Grade - II).

35. Qualifications for Principal

(Level – 13A1, Entry Pay 131400/- with the special allowance of Rs. 4500/- per month)

(a) Direct Recruitment

Ph.D. and First Class at either Bachelor's or Master's level in the relevant discipline with minimum of 16 years of experience in Teaching / Research/ Industry, out of which at least 3 years shall be post Ph.D. experience and 5 years of experience not below the level of HoD.

OR

First Class at Bachelor's or Master's level in the relevant discipline and minimum of 20 years of experience in Teaching / Research/ Industry, out of which 5 years of experience not below the level of HoD.

(b) For promotion of the Incumbent

Ph.D. and First class at Bachelor's or Master's level in the relevant discipline with minimum of 16 years of experience in Teaching / Research/ Industry out of which 5 years shall be at the level of HoD and 3 years shall be post Ph.D. Experience; An average 360⁰ feedback score of 5 to < 8 out of 10 for last 5 years.

OR

First class at Bachelor's or Master's level in the relevant discipline; minimum of 20 years of experience in Teaching / Research/ Industry, out of which 7 years shall be not below the level of HoD. An average 360⁰ feedback score of 8 to 10 out of 10 for last 5 years.

Note:

1. Existing designations pay and scale of incumbent faculty, Head of the Department and Principals shall be protected and may be placed in appropriate cell in the level corresponding to their AGP drawn on 31-12-2015.
2. Lecturer (Selection Grade-II) can be given-charge of HoD on rotation basis as per seniority for three years subject to availability of vacant posts of HoD.

36. Minimum Qualifications for Direct Recruitment and Promotion of other Academic Staff**Minimum Qualifications for direct recruitment of Assistant Librarian (Level – 9A,Entry Pay 56100/-)**

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

37. Minimum Qualifications for direct recruitment of Assistant Director (Physical Education - Level – 9A, Entry Pay 56100/-)

1. Master's Degree in Physical Education or Master's Degree in Physical Education Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University / Institute.
2. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;

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

38. For Direct Recruitment of Assistant Director (Physical Education) and Assistant Librarian (Level – 10, Entry Pay 57,700/-)

A Master's degree with First Class or equivalent and have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET.

39. For Promotion of incumbent Assistant Director (Physical Education) and Assistant Librarian in Level 9A to Level 10

- (i) Assistant Director (Physical Education) shall be placed in Level 10 at suitable cell as and when the candidates clear the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET.
- (ii) In case candidates do not clear National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET, they shall be placed in appropriate cell of level 10 only after completion of 5 years.

40. Methodology of further Promotions for Assistant Director (Physical Education) and Assistant Librarian

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

41. Additional Requirements

a. Research Publications

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

1. For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.

2. In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.
3. In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

b. Equivalence for Ph.D. / Eligibility of direct Ph.D. after B.E./ B.Tech

1. Equivalence for Ph.D.

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

2. Eligibility of direct Ph.D. after B.E./ B.Tech

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

c. Class / Division

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

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

d. Nomenclature of relevant degrees

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

e. Incumbent faculty Members with previous qualifications

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M.Com and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 5th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfilment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

f. Faculty Members on deputation

Any Faculty Member on deputation to some Government Organization /Autonomous Bodies such as DTE /AICTE / UGC /MHRD /DST / Universities etc .on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360⁰ feedback. If the faculty has secured atleast very Good rating it shall be considered equivalent to 8 points on a 10 point scale of 360⁰ in reference to this notification for the period of deputation.

4. The Director of Technical Education is directed to issue necessary instructions to all the Drawing and Disbursing Officers under his control to fix the pay of the teachers and equivalent cadres in the revised scales of pay and make payment in the manner as ordered above and based on the options exercised by the individuals in writing in the form as given in the Annexure IV within three months from the date of issue of order.

5. The Director of Technical Education is also directed to issue necessary instruction to all the Drawing and Disbursing Officers under his control to obtain an undertaking from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary. A specimen form of undertaking in this regard is at Annexure-V to this order.

6. The Government will take the financial liabilities only for the Government approved posts in aided institutions.

7. The expenditure shall be debited to the appropriate heads of accounts.

8. This order issues with the concurrence of Finance Department vide its U.O. No.03/DS (AR)/Edn – I/2020, dated 13.01.2020.

(BY ORDER OF THE GOVERNOR)

**MANGAT RAM SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Director of Technical Education, Chennai – 25.

The Director of Legal Studies, Chennai – 35.

The Director of Treasuries and Accounts, Chennai – 15.

The Director of Local Fund Audit, Chennai – 35.

The Principals of all Polytechnic Colleges
(Government / Government Aided) in Tamil Nadu (through the Director of
Technical Education, Chennai - 25.)
The Accountant General (A&E)., Chennai – 18.
The Principal Accountant General (Audit. I), Chennai – 18.
The Accountant General (Audit II), Chennai – 18
The Accountant General (CAB), Chennai – 9 / Madurai.
The Director of Pension, DMS Complex, Chennai – 6.
The Pension Pay Officer, Chennai – 6.
The Secretary, Ministry of Human Resources Development,
Department of Education, Government of India, New Delhi
The Secretary, All India Council for Technical Education, New Delhi.
The Chairman, All India Council for Technical Education,
Southern Regional Committee, Chennai.
The Pay and Accounts Officer, Secretariat, Chennai – 9.
The Pay and Accounts Officer, (North/South/East), Chennai – 1/35/5.
The Pay and Accounts Officer, Madurai – 625 001.
All Treasury Officers in Tamilnadu
All Recognised Service Associations.

Copy to

The Principal Secretary II to Chief Minister, Chennai – 9.
The Principal Secretary to Deputy Chief Minister, Chennai – 9.
The Senior Personal Assistant to Minister, Finance, Chennai – 9.
The Special Personal Assistant to Minister, Higher Education, Chennai – 9.
All Sections in Higher Education Department.
The Senior Research Officer, Pay Research Unit, Ministry of
Finance (Department of Expenditure) Room No.261, North Block, New Delhi.
The Private Secretary to Additional Chief Secretary to Government,
Finance Department, Chennai – 9.
The Personal Assistant to Principal Secretary*to Government,
Higher Education Department, Chennai – 9.
Stock File / Spare Copies.

// Forwarded / By Order //

J. J. Jayaram
Section Officer. 14/1/20

Annexure-I
Pay Matrix Table for Diploma Level Technical Institutions

PAY MATRIX						
(All figures are in Rupees)						
Pay Band VI CPC		15600-39100			37400-67000	
Cadre Title VII CPC		Lecturer	Lecturer	Lecturer (Senior scale)	Lecturer (Selection Grade-I)	Lecturer (Selection Grade-II) / HoD / Principal
Academic Grade Pay - VI CPC		5400	6000	7000	8000	9000
Entry Pay		21000	21600	25790	29900	49200
Cell No.	Level	9A	10	11	12	13A1
	1	56100	57700	68900	79800	131400
	2	57800	59400	71000	82200	135300
	3	59500	61200	73100	84700	139400
	4	61300	63000	75300	87200	143600
	5	63100	64900	77600	89800	147900
	6	65000	66800	79900	92500	152300
	7	67000	68800	82300	95300	156900
	8	69000	70900	84800	98200	161600
	9	71100	73000	87300	101100	166400
	10	73200	75200	89900	104100	171400
	11	75400	77500	92600	107200	176500
	12	77700	79800	95400	110400	181800
	13	80000	82200	98300	113700	187300
	14	82400	84700	101200	117100	192900
	15	84900	87200	104200	120600	198700
	16	87400	89800	107300	124200	204700
	17	90000	92500	110500	127900	
	18	92700	95300	113800	131700	
	19	95500	98200	117200		
	20	101100	120700	139800		
	21	104100	124300	144000		
	22	107200	128000	148300		
	23	110400	131800	152700		
	24	113700	135800	157300		

25	117100	139900	162000		
26	120600	144100	166900		
27	124200	148400	171900		
28	127900	152900	177100		
29	131700	157500	182400		
30	135700	162200	187900		
31	139800	167100	193500		
32	144000	172100	199300		
33	148300	177300	205300		
34	152700	182600	211500		
35	157300	188100			
36	162000	193700			
37	166900	199500			
38	171900	205500			
39	177100				
40	182400				

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

MANGAT RAM SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //


Section Officer. 24/1/22

Annexure-II**Constitution of Committee for Direct Recruitment, Screening and Promotion**

The AICTE has evolved following guidelines on:

- a) Constitution of Screening Committees for promotion to Lecturer (Level 10), Lecturer (Senior Scale), Lecturer (Selection Grade-I).
- b) Constitution of Promotion Committees for Lecturer (Selection Grade - II) and Principal.
- c) Constitution of Selection Committees for direct recruitment of Lecturer (Level 9A), Head of Department (Level 13A1) and Principal.

Selection Proceedings:

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

I. Constitution of Committee for Direct Recruitment and Promotion:

The Selection Committee for the post of Lecturer and Head of Department, including Private Colleges shall have the following composition:

- i) Director of Technical Education / nominee of Director of Technical Education to be the Chairperson of the Selection Committee.
- ii) The Principal of the College.
- iii) Three nominees of the Director of Technical Education out of which two should be a subject-expert.
- iv) An academican representing SC / ST / OBC / Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by Director, Technical Education.

II. Constitution of Screening Committee:

The Screening Committee for the promotion of Lecturers at all levels shall have the following composition:

- i) The Principal of the College to be the Chairperson of the Screening Committee.
- ii) One Nominee of Director of Technical Education
- iii) Two subject-experts nominated by Director of Technical Education.
- iv) Head of the concerned department

III. Constitution of Committee for Selection of Principal:

The Selection Committee for the post of Principal of polytechnics shall have the following composition:

- i) Director of Technical Education as Chairperson.
- ii) Two members of the Governing Body of the college to be nominated by the chairman of whom one shall be an expert in academic administration.
- iii) One nominee of Minister of Higher Education.
- iv) Two academicians not below the level of Professor in Technical Education.

Note:

1. State where public service commission does the recruitment, shall follow the AICTE guidelines for deciding the composition of recruitment committee.
2. The report of screening committee shall be approved by the concerned Director of Technical Education.
3. Criteria for screening the proposals for promotion shall be devised by the respective Director, Technical Education. However, conditions for screening / promotion such as 360^o feedback, industrial training, FDPs etc. laid down by AICTE through this gazette be adopted.

MANGAT RAM SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

Jeri. Singh
Section Officer. 14/1/20

Annexure - III

CALCULATION OF 360⁰ FEEDBACK SCORE

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

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

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

a. Teaching Process (Maximum Points 25)

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

b. Students' Feedback (Maximum Points 25)

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

c. Departmental Activities (Maximum Points 20)

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

d. Institute Activity (Maximum Points 10)

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

e. ACR (Maximum Points 10)

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

f. Contribution to Society (Maximum Points 10)

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

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

Note:

1. The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute.
2. ACRs maintained at institute level shall have 10 Marks based on grading.

Calculation of Credit Points

(Sample Calculations Page-1)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

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

B. Students' feedback (Max Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.
1	1/2018-19	CET-100	22.3	
2	1/2018-19	CET-200	21.8	
3	2/2018-19	MED-100	19.6	
4	2/2018-19	BSE-100	22.8	
		Total	86.5	

C. Departmental Activities (Max credit 20)

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

Calculation of Credit Points

(Sample Calculations Page-2)

D. Institute Activities (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Enclosure No.
1	1/2018-19	Incharge internship / Swachh Bharat	4	4 Point/ semester	
2	2/2018-19	Coordinator appointed by Head of Institute	2	2 Point/ semester	

3	2/ 2018-19	Organized Conference	2	2 Point/ event	
4	2/ 2018-19	FDP / Conference	2	1 point / event, to be divided between all CO- coordinators	

E. ACRs maintained at institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

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

F. Contribution to Society (Max Credit 10)

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

Calculation of Credit Points

(Blank Format)

Name	
Present Position	
Academic Year	
Teaching Process	

A. Teaching Process (Max Point 25)

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

B. Students' feedback (Max Point 25)

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

C. Departmental Activities (Max credit 20)

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

D. Institute Activities (Max Credit 10)

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

E. ACRs maintained at institute level (Maximum Points 10)

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

F. Contribution to Society (Maximum Points 10)

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

Summary

Summary	Academic Year 1	Academic Year 2	Academic Year 3
A. Teaching Process (Max Points 25)			
B. Students' feedback (Max Points 25)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

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

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

For getting filled in through student

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

MANGAT RAM SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

Jai. Jyotsna
Section Officer. 14/1/20

Annexure - IV

**FORM FOR EXERCISING OPTION TO COME OVER TO THE REVISED AICTE SCALES OF
PAY**

I, holding the post ofin the scale of pay of Rs..... do hereby elect * to come under the revised scale of pay before / after earning increment in the existing scale of pay with effect from 1ST January, 2016 / to retain the existing scale of pay and rate of dearness allowance for the period uptoand come under the revised scale with effect from

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

3. I hereby also undertake that any excess payment that may be found to have been made as a result of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Government either by adjustment against future payments due to me or otherwise without insisting for any prior notice.

Dated:.....

Signature
(with date)

Signed before me

Signature:

Head of the Office
(in the case of Non-self drawing Officers)

Accounts Officer
(in the case of Self drawing Officers)

Received the above declaration.

Dated :.....

Signature.

Assistant Accountant – General /
Pay and Accounts Officer,
Head of Office.

* Strike out whichever is not applicable.

MANGAT RAM SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

Dr. Rajendra
Section Officer. 14/1/20

Annexure – V**UNDERTAKING**

I hereby undertake that any excess payment made that may be found to have been made as a result of incorrect fixation of pay in the revised scales or grant of inappropriate pay level or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the institute either by adjustment against future payments due to me or otherwise.

Signature _____

Name _____

Designation _____

Date _____

MANGAT RAM SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT

// True copy //

Jr. B. Singh
Section Officer. 14/1/20