PAY COMMITTEE 2008

FOR
NON-TEACHING EMPLOYEES OF STATE-AIDED UNIVERSITIES
AND
EMPLOYEES OF WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION
AND
WEST BENGAL BOARD OF SECONDARY EDUCATION

[Constituted in terms of Finance Department Resolution No.8349-F dated 10.11.2008]

REPORT

VOLUME II

PAY COMMITTEE
2008

REPORT

VOLUME II
Part I

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CHAPTER I

Report of the Pay Committee, Volume II, Part I

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INTRODUCTION

1.1 The Pay Committee constituted by the Government of West Bengal in terms of Finance Department's Resolution No.8349-F dated 10.11.2008 has already submitted Volume I of its Report to the Government on 17th September 2009. The said Report contains the recommendations that concern the structure of pay and three allowances, namely, Dearness Allowance, House Rent Allowance and Medical Allowance of the non-teaching employees of the State-aided Universities, West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education. In this part of Volume II we have made our recommendations as to other allowances after considering the memoranda submitted by the different organizations. The matter relating to the employees of West Bengal State Council of Rabindra Open Schooling was referred to the Committee by the State Government vide its order No.8476-F dated 01.09.2009 when the Volume I of the Report was almost ready and as such we could not make any recommendations in respect of the concerned employees. In this Volume of the Report we have made our recommendations regarding the pay structure and allied matters in respect of the non-teaching employees of this organization. The matter relating to the employees of West Bengal Board of Madrasah Education was referred to the Committee by the State Government by its letter no. 184-F(p) dated 7.1.2010. Recommendation on this group of employees are also incorporated in this volume of the Report.

1.2 This Committee is also required to examine issues relating to Retirement Benefits as spelt out in the terms of reference and to make recommendations accordingly. In this part of the Report we have dealt with this matter thoroughly right from introduction of this benefit by the State

Government to the present state of affairs while making our recommendations.

1.3 As per para-3(ii) of the terms of reference the Committee is also required to examine the existing promotion policies and related issues and suggest changes which may be desirable and feasible; as per para-4, the Committee is required to look into the anomaly, if any, which may be in existence in the pay scales and service condition and as per para-4 to suggest measures for avoidance of wasteful expenditure. The Committee could not complete deliberations on these points. In the next Part of this volume our comments on these aspects and other residual matters, if there be any, will be covered. Hopefully, we could be able to submit that final report within the given lifetime of the Committee.

CHAPTER 2

Pay Structure of Employees of West Bengal State Council of Rabindra Open Schooling

2.1 Introductory remarks

2.1.1. The State Government in the Finance Department in its order No.8476-F dated 01.09.2009 included the employees of West Bengal State Council of Rabindra Open Schooling under the terms of reference of this Committee.

2.1.2 In paragraph 1.3.1 of Volume I of our Report, which was submitted to State Government on 17.9.2009, it was mentioned that due to very late inclusion of this organization in the terms of reference we could not take up the issue of examining the pay structure of the employees of this organization. We have mentioned that recommendation on this issue would be given in the next volume. We now proceed to examine the existing pay structure of the organization and firming up our opinion on issues relating to its restructuring.

2.1.3 From the Status report provided by the organization it is revealed that State Open School came up as a Wing of the School Education Department in 1977 to meet the need for Open Learning system. It was renamed and grew into a statutory organization with effect from 1st August 2009 on the basis of Rabindra Mukta Vidyalay Act, 2009. As per West Bengal Act, XIII of 2006 i.e. The Rabindra Mukta Vidyalay Act, 2006, which came into effect on and from 1st August 2007, the Rabindra Mukta Vidyalay has been renamed as the West Bengal Council of Rabindra Open Schooling . This Act also brought in some changes in administrative set-up.

2.1.4 The Council imparts open learning through self-study materials and personal contact programmes. It is conducting study, examination and certification at the Secondary and Higher Secondary levels. The Council has also been made responsible for implementation of Upper Primary Programme for out-of-school children in the age group of 9 + to 13+ jointly with Sarva Siksha Mission.

2.1.5 The numbers of study centres, which are spread over the State as given in the status report, are of the following order:

a) Total No. of Madhyamik study Centres - 248
b) Total No. of Higher Study Centres - 84
c) Total No. of Upper Primary Centres - 1330

2.1.6 The numbers of learners registered and examinees appeared at different levels as mentioned in the status report are as follows :

A. Learners Registered

At Madhyamik Level - 50,000 (approx)[in 2008]
At Higher Secondary Level - 8,400 (in 2008)
Upper Primary Level - 14,038 (in 2009)

B. No. of examinees/candidates

At Madhyamik Examination
In June, 2008 - 26,815
In December, 2008 - 29,508
Higher Secondary Examination - 2265

2.2 Existing staffing pattern and Scale of Pay

2.2.1 The State Government has sanctioned 14 (fourteen) categories of staff for the Council in different Government orders issued from time to time. The names of the posts, scales of pay and mode of recruitment as per Government Orders are summarized below in Table-A.

Table A

Sl. No.	**Name of the post**	**No. of post**	**Existing scale of pay**	**G.O. creating the post**	**Mode of recruitment prescribed in the G.O.**
(1)	(2)	(3)	(4)	(5)	(6)
1	Secretary (one)	1(one)	Scale of the Cadre	As per W.B. Rabindra Mukta Vidyalay Act, 2006	To be filled up by an Officer of WBCS (Ex)/ WBES Cadre.
2.	Head of the Department (Academic Programme)	1(one)	12000-18000/-	G.O.No.3-SE (Aptt) 4E-4/97 dt. 1.1.1999	Deputation on contract basis for two years to be extended thereafter by one year at a time
3.	Tutors (one each for science, humanities, language of Vocational studies)	4 (four)	8000–13500/-	G.O.No.4E-4 (9J) dt. 1.1.1999	Deputation on contract basis for two years to be extended thereafter by one year at a time
4	Data Entry Operator	1 (one)	3350–6325/-	G.O.No.4E-4(9J) dt. 1.1.1999	Deputation on contract basis for two years to be extended thereafter by one year at a time
Sl. No.	**Name of the post**	**No. of post**	**Existing scale of pay**	**G.O. creating the post**	**Mode of recruitment prescribed in the G.O.**
(1)	(2)	(3)	(4)	(5)	(6)
5	Lower Division Assistant	1 (one)	3350-6325/-	G.O.No.4E-4 (9J) dt. 1.1.1999	Deputation on contract basis for two years to be extended thereafter by one year at a time
6	Peon	1 (one)	2600–4175/-	G.O.No.4E-4 (9J) dt. 1.1.1999	Deputation on contract basis for two years to be extended thereafter by one year at a time
7	Stenographer	1 (one)	4000–8850/-	G.O.No.4E-4 (9J) dt. 1.1.1999	Deputation on contract basis for two years to be extended thereafter by one year at a time

8	Tutor for Commerce Department	1 (one)	8000–13500/-	290-SE (Apptt) dt.10.4.2003	On contract basis for one and renewable thereafter
9	Accounts Officer	1 (one)	8000–13500/-	290-SE (Apptt) dt.10.4.2003	To be filled from W.B.A.A.S.
10	Accountant	1 (one)	4000 – 8000/-	290-SE (Apptt) dt.10.4.2003	On contract basis for one year and renewable thereafter
11	Accounts Assistant	1 (one)	3350 – 6325/-	290-SE (Apptt) dt.10.4.2003	On contract basis for one year and renewable thereafter
12	Junior Assistant	1 (one)	3350 – 6325/-	290-SE (Apptt) dt.10.4.2003	On contract basis for one year and renewable thereafter
13	Assistant Secretary	1 (one)	8000–13500/-	332-SE (Apptt.)4E-4/97 dt. 8.6.2007	Recruitment Rules to be decided in consultation with F.D.
14	Senior Assistant	1 (one)	4000 - 8850/-	332-SE (Apptt.) 4E-4/97 dt. 8.6.2007	Recruitment Rules to be decided in consultation with F.D.
15	Junior Assistant	1 (one)	3350 - 6325/-	332-SE (Apptt.)4E-4/97 dt. 8.6.2007	Recruitment Rules to be decided in consultation with F.D.
16	System Analyst	1 (one)	5500–11325/-	332-SE (Apptt.)4E-4/97 dt. 8.6.2007	Recruitment Rules to be decided in consultation with F.D.

2.2.2 It may be observed that the pay scales attached to the posts sanctioned for the Council for Schooling are as per pay structure prescribed in ROPA 1998 for the State Government employees. As mentioned in paragraph 2.1.4 of this Chapter the Council of Rabindra Open Schooling imparts open learning through self-study materials and personal contact programmes. It also prepares syllabus and study materials, supervise study-centres, conducts Secondary and Higher Secondary Examination as per its own syllabus and procedure. So the activities are primarily comparable to the activities of West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education. So, in all fairness, the pay

structure to be suggested should be comparable to the pay scales prevalent in the Council of Higher Secondary Education and Board of Secondary Education.

2.2.3 Examination of the relevant Government Orders shows that a post of Lower Division Assistant sanctioned in one and post of Senior Assistant sanctioned in another are borne in the same scale of pay. Since junior level clerks in the Council of Higher Education and in the Board of Secondary Education have since been redesignated as Junior Assistants, we suggest that the nomenclature of the post of Lower Division Assistant be changed to Junior Assistant.

2.2.4 No recruitment qualification has been provided in the Government Orders sanctioning the post for the Council. The recruitment qualifications mentioned against these posts are those adopted independently by the Council of Open Schooling.

2.2.5 Let us now have a glance at the essential qualifications and the norms adopted by the Council of Rabindra Open Schooling for recruitment of its employees.

Schedule

Sl. No.	**Name of the post**	**Educational qualifications**	**Age for direct recruitment**
(1)	(2)	(3)	(4)
1.	Head of the Department (Academic Programme)	**Essential** At least 8 years college teaching experience or 8 years experience as a member of West Bengal Educational Service; **Desirable** (i) Minimum 55% marks at the post	35 years

		graduate level; (ii) work experience in Open Schooling system of Education; (iii) B. Ed. or B.T. degree; (iv) NET/SLET qualified; (v) knowledge of handling computer related work.	
2.	Tutor for Commerce Department	**Essential** (i) a post graduate degree with regular honours in the subject and a B. Ed. of B.T. degree; (ii) at least 3 years teaching experience in Higher Secondary classes of School or College **Desirable** (i) minimum 50% marks at the post graduate level; (ii) work experience in Open Schooling system of Education; (iii) knowledge of handling computer related work	32 years
Sl. No.	**Name of the post**	**Educational qualifications**	**Age for direct recruitment**
(1)	(2)	(3)	(4)
3.	Tutor	**Essential** (i) a post graduate degree with regular honours in the subject and a B. Ed. or B.T. degree; (ii) at least 3 years teaching experience in Higher Secondary classes of a School or College . **Desirable** (i) minimum 55% marks at the post graduate level; (ii) work experience in Open Schooling system of Education; (iii) Knowledge of handling computer related work.	32 years
4.	Assistant Secretary	(i) degree in any discipline from a recognized University; (ii) at least 2 years administrative experience in West Bengal Secretariat Service.	Not applicable
5.	Accounts Officer	Should be a member of the West Bengal Audit and Accounts Services.	Not applicable
6.	System Analyst	**Essential** (i) a degree in any discipline;	25 years

		(ii) a degree or diploma in Computer Application; **Desirable** Experience in work of system analyst.	
7.	Senior Assistant	(i) A degree in any discipline from a recognized University; (ii) at least 5 years experience as clerk in any Government Department or Statutory organization and having sufficient knowledge in office establishment; (iii) knowledge in Computer Application.	28 years
8.	Accountant	(i) a degree in commerce from a recognized University; (ii) at least 5 years experience as account clerk in any Government Department or Statutory organization and having sufficient knowledge in office establishment; (iii) knowledge in Computer Application.	28 years
Sl. No.	**Name of the post**	**Educational qualifications**	**Age for direct recruitment**
(1)	(2)	(3)	(4)
9.	Stenographer	**Essential** (i) a degree in any discipline from a recognized University; (ii) should possess certificate in stenography (shorthand and typing) from recognized institution having speed of 100 w.p.m. in stenography and 40 w.p.m. in typing (English); (iii) knowledge in Computer Application. **Desirable** (i) good command over languages (English and Bengali) desirable.	25 years
10.	Accounts Assistant	(i) must have passed Higher Secondary Examination or its equivalent from a recognized Board or Council established under law; (ii) experience in accounts work, (iii) knowledge in Computer Application.	25 years
11.	Data Entry Operator	(i) must have passed Higher Secondary Examination or its equivalent from a recognized Board or Council established under law; (ii) possesses certificate in Computer Application from a recognized institution.	20 years

12.	Junior Assistant	(i) passed Higher Secondary Examination or its equivalent from recognized Board or Council established under law; (ii) experience in Open Schooling system of Education desirable but not essential; (iii) knowledge in Computer Application.	20 years
13.	Lower Division Assistant	**Essential** **(**i) passed Higher Secondary Examination or its equivalent from a recognized Board or Council established under law; (ii) knowledge in Computer Application. **Desirable** (i) experience in Open Schooling system of Education.	20 years
14.	Peon	Passed class VIII	18 years

2.2.6 The prescribed recruitment qualifications given in the preceeding para are somewhat different from the norms prevalent in Government organizations. There is, however, some similarity to the norms prevalent in the Council of Higher Secondary Education and Board of Secondary Education. The question is whether the pay scales of the employees of this organization should be revised in the line of the of existing pay scales defined on the basis of West Bengal Services (Revision of Pay and Allowance Rules, 2009) or of the pay structure recommended for the Council of Higher Secondary Education and Board of Secondary Education.

2.3 Revised pattern of pay structure for non-supervisory employees of the Council

2.3.1 Considering all the aspects we are of the view that the employees of the Council of Rabindra Open Schooling should be brought within the purview of the pay structure recommended by us in Volume I for the employees of Council of Higher Secondary Education and Board of

Secondary Education. For the sake of convenience the posts of supervisory level would be taken up for consideration in a separate paragraph.

2.3.2 In respect of non-supervisory level posts the existing pay scales may be presumed to be as shown in column 3 of the following Table:

Sl. No.	Name of the Post	Actual Pay Scale	Presumed "Existing Pay Scale"
1	Peon	Rs. 2600 – 4175/-	Rs. 2850 – 4400/-
2	Lower Division Assistant/Junior Assistant/ Accounts Asst./ Data Entry Operator	Rs. 3350 – 6325/-	Rs. 3850 – 8075/-
3	Senior Assistant/ Accountant / Stenographer	Rs. 4000 – 8850/-	Rs. 4525 – 10175/-

We recommend that the revised pay scales as suggested by the Committee in Chapter 10 of Volume I of its Report corresponding to the pay scales shown in column 3 under the head "Presumed existing pay scales" be applicable for the posts of this Organization.

As have been mentioned earlier all the employees of this organization are either on deputation or on contractual employment. Appointment of fresh recruits against relatively higher pay scale, it is presumed, will not pose any problem.

2.4 Pay Scales of officers/Supervisory level employees

2.4.1 Appointments to the posts of Secretary, Assistant Secretary and Accounts officer are made from among Cadre Officers on deputation basis. They enjoy pay scales meant for their respective cadres. Hence no suggestions in respect of these posts are being made.

In respect of other posts our recommendations are as follows.

Sl. No.	Existing Pay Structure	Revised Pay Structure	
		Pay Band Scale	Grade Pay
1.	Rs.5500-11325/-	Rs.9000 – 28300/- [Entry Band Pay – Rs.10,230/-]	Rs.4700/-
2.	Rs.8000–275–13500/-	Rs.15660 – 40500/- [Entry Band Pay –Rs.15,600/-]	Rs.5400/-
3.	Rs.12000–375–18000/-	Rs.15660 – 40500/- [Entry Band Pay - Rs.22320/-]	Rs.7600/-

2.4.2 In para 2.2.3 of this Chapter it has been suggested that the nomenclature of the post of Lower Division Assistant should be changed to Junior Assistant. We have similar suggestion in respect of the posts of Tutors. The Tutors are primarily academic posts. But from the status report provided by the Council Authority and from the deliberations the Committee had with the representatives of the employees and officers of the Council it appears that the Tutors are required to perform various administrative work. We would suggest that the Council may consider designating the posts as Tutor and ex-officio Assistant Secretary to facilitate administrative work.

2.4.3 Posts of Senior Assistant in the Council of Higher Secondary Education and in the Board of Secondary Education are filled up through promotion. Direct recruitment in one post of Senior Assistant has, however, been allowed in the case of the West Bengal Council of Rabindra Open Schooling. This was probably dictated by the circumstances of its being a newly constituted organization.

Since the Pay structure has been proposed to be analogous to that of the Council of Higher Secondary Education and Board of Secondary Education, it is expected that the practice of filling up such posts through promotion should be adopted here as well. This aspect would be discussed in details in the Chapter on "Promotion".

2.4.4 As has been mentioned earlier, the posts of this organization are being filled up/manned either on contractual basis or on deputation basis. A perusal of Government Orders creating the posts indicates that these posts have been created on a permanent basis and for a fixed tenure. The organization is made responsible for distant-mode education system upto Higher Secondary level. Given the existing infrastructure facilities of formal education system against the need for universal elementary education, this system is likely to play a greater role in the coming future. Against this backdrop, as passing remark, we would like to add that this organization needs strengthening and streamlining of existing set up of the employees. The posts which are being manned by cadre officers may be filled up by officers on deputation. But the practice of engagement of other staff on contractual basis needs serious review and rethinking. The thought of lack of security of service may make such employees disgruntled and sooner or later restive and would also affect their morale when they find that the employees of two comparable organizations are on regular employment. This Committee is of the opinion that quality of the activities of an organization is sure to suffer with a demoralized set of staff. The State Government may consider this point in the interest of strengthening of the open learning system in the State.

CHAPTER 3

Allowances, Concessions and Other Benefits (Except DA, HRA and MA)

3.1 Introduction

The Pay Committee is required to examine the allowances, concessions and benefits in kind which are available to the employees in addition to the pay and suggest changes which may be desirable and feasible. In this connection, it needs to be mentioned that matters relating to the three principal allowances, viz. Dearness Allowance, House Rent Allowance and Medical Allowance have been dealt with by the Committee in Volume I of its report.

3.2 Conveyance Allowance for the Physically Handicapped Employees

3.2.1 The rate of Conveyance Allowance to blind and orthopaedically handicapped employees should be at par with that of the State Government employees. However, we recommend that the rate be 5% of revised basic pay subject to a maximum of Rs.400/- per month; but under any circumstances it should not be less than the rate applicable to such Government employees. In case of any subsequent order in this regard, it should cover all the employees under review of this Committee.

3.2.2 The conditions for eligibility should be strictly at par with those applications to State Government employees.

3.3 Cash Allowance

3.3.1 Different organizations/associations have sought sanction of Cash Allowance in respect of incumbents of the posts whose duties include

handling of cash. Since handling of cash is within the normal duties of the post of Cashier, Assistant Cashier, Cash Assistant, etc. we do not recommend cash allowance for the incumbents of such posts.

3.3.2 Junior Assistant-cum-Typists/Senior Assistants who are posted in the departments/sections/units other than Cash Section and who have to handle cash in addition to their normal duties may be allowed additional remuneration as detailed below :

Average amount of cash disbursed monthly	Rate of additional Remuneration per month
Up to Rs. 75,000/-	Rs. 100.00
Above Rs. 75,000/- and up to Rs. 2 lakh	Rs. 150.00
Above Rs. 2 lakh	Rs. 200.00

We recommend that under any circumstances the rate of allowance should not be less than the rate enjoyed by the State Government employees.

3.4 Emergency Duty Allowance

3.4.1 It is noted that the employees associated with electrical and general maintenance, the Darwans and the hostel-mess employees have to work on holidays including **Sundays and Saturdays**. Even on Puja holidays they have to attend their workplace; otherwise the system will collapse. The Administration is required to prepare roster of duties covering Sundays and Saturdays and other holidays except Puja holidays and three national

holidays, namely, 26th January, 15th August and 2nd October. No allowance be sanctioned for these days. As to Puja Holidays and the three national holidays it is recommended that not more than 15% of the sanctioned number of such employees be deployed on such days and an additional remuneration of a sum equivalent to one day's basic salary be given to such employees. They will however not be entitled to any compensatory leave against such duty.

3.5 Washing Allowance

3.5.1 There are employees who have to wear liveries regularly while on duty.

3.5.2 We recommend that in view of steady rise in prices of washing materials and also increased cost of ironing of the uniform a monthly allowance of Rs.50/- be allowed to such categories of employees. In this case also the rate should be in accordance with the State Government Order issued from time to time. The Administration is required to ensure that uniforms/liveries are being used by the concerned incumbents; otherwise, it will have to initiate disciplinary proceedings against the employees concerned in terms of relevant clause/section of Act, Statute, etc. It is further recommended that no amount be given to the employees concerned in lieu of liveries. They have to wear liveries.

3.6 Charge Allowance

3.6.1 Charge Allowance may be defined as the allowance given to an incumbent where officiating allowance is not permissible, but the incumbent is charged with the performance of duties generally assigned to a person

under separate Cadre. The Committee is of the opinion that no such allowance be sanctioned under any circumstances as it affects the administrative structure as regards duties and responsibilities.

3.7 Officiating Allowance

3.7.1 In some universities there is provision for Officiating Allowance. It is stated that Officiating Allowance shall be admissible for all categories of staff other than teachers. It is also stated that such allowance shall be admissible only if a member has to do the work of another member holding a higher post carrying a higher scale of pay, provided that the duration of such officiating is not less than thirty days.

3.7.2 It is obvious, therefore, that the provision of officiating allowance applicable to non-teaching staff exists in some universities/organizations. However, officiating allowance is almost routinely claimed. Employees who do not do any duty in a supervisory capacity, e.g. a Junior Assistant claiming officiating allowance on the plea of discharging of duty of Senior Assistant whenever there is a temporary vacancy in the upper category due to placement problem or staff adjustment. It appears to be irrational also as there is no fixed deployment pattern as is prevalent in Government sector. And such a fixed pattern will not work in a University, as the University system demands some sort of flexibility. Deployment of staff, therefore, is dependent on and circumscribed by the ever-changing nature of academic priorities.

3.7.3 However, officiating allowance may be granted in the case of Junior Superintendents doing the duty of Senior Superintendents or Senior Assistants doing the duty of Junior Superintendents or in similar cases.

3.7.4 It is recommended that the officiating allowance be sanctioned if the concerned employees have to perform supervisory work in addition to his normal duties provided that they fulfil the minimum eligibility criteria for being considered for promotion to that supervisory position.

3.7.5 It is further recommended that such engagement should be allowed when a vacancy occurs due to absence of regular incumbent or otherwise for a period of at least 3 months or more and that allowance shall be admissible provided that the duration of such officiating is not less than thirty days.

3.7.6 Such an officiating employee may be granted an officiating allowance of a sum equivalent to one-fifth of the initial basic pay of the officiating post.

3.7.7 Such officiating arrangement should normally be avoided and be made as sparingly as possible.

3.8 Hazard/Risk Allowance

3.8.1 The laboratories of educational institutes use a vast range of chemicals. Many of these chemicals when present in the laboratories are potentially hazardous: some being explosive, some flammable, some toxic and yet some corrosive etc. With varying degree of pollution of air, water inside the laboratories, the laboratory staff, knowingly or unknowingly absorb different amounts of toxic substances within their bodies. A toxic response may or may not appear which depends upon the amount of material

absorbed, the chemical properties and behaviour of the toxic agent, but its presence strains the metabolic process within the body of the living system.

3.8.2 Some staff members particularly in different laboratories i.e. Chemistry, Bio-Chemistry, Geological Science, Physics, Bio-Technology, Botany, Zoology, Chemical Engineering, Food Technology & Bio-Chemical Engineering, Pharmacy, Metallurgical Engineering etc. and animal houses of educational Institutes are exposed to these chemicals for different exposure times which may cause hazard to their body systems. Proper mitigation measures are therefore necessary to address this issue.

3.8.3 Different Associations/Unions have asked for Risk/Hazard Allowance for Laboratory Attendants and Pharmacists working in laboratories.

3.8.4 We are in agreement with the observation and recommendations of the 5th State Pay Commission as quoted hereunder:

> "The views of Sixth C.P.C. in this behalf have been that Risk Allowance is justified for only those jobs which are inherently risky with adverse effect on health. Simultaneously that Commission also held that any pecuniary allowance cannot suitably compensate the element of the risk. The Sixth C.P.C. accordingly recommended withdrawal of Risk Allowance and replacement of the same by free medical assistance coupled with life insurance for all categories of jobs that involve an inherent element of risk with deleterious effect on health over a period of time.

In our considered opinion, the above is a rational view. We therefore make a similar recommendation for the State Government employees engaged in similar jobs. The entire expenditure on payment of premia for this insurance may be borne by the State Government. The amount insured is required to be paid in case of any serious injury sustained/death while on duty and this may be over and above the other benefits available to all categories of Government employees. These employees should also be provided with additional health benefits with mandatory health check-ups every quarter and enhanced leave, wherever the same is necessary for proper recuperation. Further, the Government should ensure that latest technology is developed and applied and greatest level of care is observed in these jobs and the concerned employees are provided with, free of cost, all necessary protective gears, so that the element of risk involved therein is minimized."

3.8.5 Till such free medical and life insurance can be introduced by the Government for the University employees as stated hereinabove, it is recommended that a Hazard/Risk Allowance of Rs.75/- per month be sanctioned for the concerned categories of university employees. The rate of such allowance should always be at par with the rate applicable to the Government employees concerned.

Besides, this, the Government is required to provide adequate fund to the universities to enable them to ensure that hazardous situation does not arise in the laboratories.

3.9 Isolation Allowance/Confidential Allowance

3.9.1 It is noted that in majority of the organizations under the purview of the Committee a good number of employees are required to remain isolated from the rest of the staff while they are associated with examination related confidential work. In some universities, all the employees working in the examination section are given examination allowance, which is not desirable, as all the members of staff working in the examination section are not required to stay beyond office hours. If necessary, arrangement for staggering duty may be made.

3.9.2 It has been informed by the West Bengal Council of Higher Secondary Education that the employees engaged in strong room duty are being granted strong room allowances. The existing rates are Rs.50/- per month for Group 'D' employees and Rs.100/- per month for Group 'C' employees. It is understood that strong room allowance/isolation allowance/examination allowance is also being allowed to the employees of the universities and West Bengal Board of Secondary Education. The rate varies from one university to another depending upon the financial capacity and decision of the university authorities. The Pay Committee feels that like pay structure and other allowances, employees of all the State-aided university should be allowed such allowance at the same rate.

3.9.3 It is recommended that the members of staff working in Strong Room be given an Isolation Allowance/Confidential Allowance on the recommendation of the Controlling Officer. The same facilities may also be extended to employees engaged in the **confidential section of the university press**. While leaving the Strong Room or the Confidential Sections after close of office they have to face securing check, whenever necessary. During Tiffin hours also they will not be allowed to leave Strong Room. In case of emergency they may go outside the Strong Room with the

permission of Controlling Officer keeping proper record and after observance of securing norms.

The Committee recommends the rates as mentioned below. Since the universities are required to conduct examinations almost throughout the year, rates of Isolation Allowance/Confidential Allowance are suggested separately.

A. For West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education.
   i) For Group 'D' employees - Rs.150/- per month
   ii) For Group 'C' employees - Rs.250/- per month

B. For Universities :
   i) For Peon/LSS (in scales 1, 2 and 3) - Rs.250/- p.m.
   ii) For employees in scales 5, 6 and 7 - Rs.500/- p.m.
   iii) For employees in scale 8 and above - Rs.750/- p.m.

3.10 Night Duty Allowance, Transport Allowance etc.

3.10.1 Some Associations have demanded allowances like Night Duty Allowance, Transport Allowance, Children Education Allowance, Split Duty Allowance, Tiffin Allowance etc. The Committee agrees with the opinion of the 5th State Pay Commission that there is no justification for recommending any of the above allowances. It is noted that in general none of these allowances is presently enjoyed by the State Government/University employees. Hence the Committee does not recommend introduction of any

such allowance for the university employees. In case of Darwans shift duty will serve the purpose. In that event it is to be ensured that no Darwan is allotted Night Duty for more than 10 days at a stretch. The practice of giving Tiffin Allowance, if in existence anywhere for any section of employees, should be discontinued.

3.11 Overtime Allowance

3.11.1 Overtime Allowance/Extra Duty Allowance

The service Associations/Unions demanded increase in the rate of existing overtime allowance as well as extending this benefit in some other cases. This Committee has considered the matter with due care. This Committee is, in general, is not in favour of granting overtime allowance, except in some special categories of employees. As working conditions in the universities and the Board of Secondary Education or Council of Higher Secondary Education are not identical this aspect is required to be dealt with separately.

A. Universities

The employees of the universities engaged in work related to examination are often required to work beyond normal duty hours. To take care of this position Isolation/confidential allowance has been suggested. This group of employees, it is felt, should not be forvoured with any form of Overtime Allowance or Tiffin Allowance. The universities having affiliated Colleges may be required to engage some additional hands in connection with arrangements relating to Examination matters. This Committee is of the opinion that this work should be manageable through introduction of roster duty.

B. For Council of Higher Secondary Education and Board of Secondary Education

Both the Council and the Board have jurisdiction all over the State. The number of examinees is also high and showing an increasing trend without having the proportionate increase in workforce. For pre-examination, examination and post examination work all categories of employees are often required to be mobilized. The employees other than those enjoying Isolation/Confidential Allowance may be granted Overtime Allowance/Extra-duty-Allowance. There may be an increase in the existing rate as suggested below:

<table>
<tr><th colspan="2">Existing Rate</th><th>Recommended Rate</th></tr>
<tr><td rowspan="2">Council</td><td>Rs.24/- per hour upto 240 hours in a calendar year</td><td rowspan="3">Rs.35/- per hour up to 240 hours in a year and
Rs.15 per hour beyond 240 hours.</td></tr>
<tr><td>Rs.10/- per hour beyond 240 hours</td></tr>
<tr><td>Board</td><td>Rs 33/- per hour upto 120 hours on working days and 120 hours on holidays</td></tr>
<tr><td colspan="3">No tiffin allowance is recommended</td></tr>
</table>

C. Common to both the Sectors

The whole time drivers employed by the university, Board or Council and wholetime Cleaners, Helpers and Khalasis should be granted overtime allowance for working beyond 8 hours. We recommend that overtime allowance to this group of employees be at par with the same categories of State Government employees.

3.12 Spectacle Allowance

3.12.1 It is recommended that reimbursement for the charges of the spectacles be made in accordance with the Government Orders issued from time to time in respect of State Government employees.

Leave Travel Concession (L.T.C.)

3.13.1 The State Government in its order No.451-Edn(U) dt.20.8.98 extended the benefit of Leave Travel Concession to the non-teaching employees of the State-aided Universities on the terms and conditions as are applicable to the State Government employees. Similar facilities have also been extended to the employees of the West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education. The benefit now available to this group of employees and their dependants is as under :

(a) For journeys to any place in India and back once during the entire service career to be availed during the period of five years prior to retirement.

3.13.2 Most of the Associations demanded that this benefit should be in line with the pattern enjoyed by the Central Government employees. Some demanded this benefit once in a four(4) year block with the facility of encashment of leave for ten(10) days each time.

3.13.3 The Service Associations of Higher Secondary Council and Board of Secondary Education demanded introduction of an extension of the scheme of L.T.C. as these two organizations have Regional Offices/Councils where the employees are required to work on transfer.

3.13.4 The demands put forward by the Associations have been carefully considered. Considering all the aspects we recommend that

(a) L.T.C. be allowed for a maximum of three times in the service of non-teaching employees of the State-aided Universities and employees of the Council of Higher Secondary Education and Board of Secondary Education in the following manner.

First time, after completion of ten years' of service but before 20 years of service. Second time, after completion of 20 years' of service but before 28 years' of service and third time, after completion of 28 years' of service. There should be a gap of at least four (4) years between the two consecutive occasions of availing the benefit. The opportunity of L.T.C. may lapse if not availed within the stipulated period.

(b) For the employees of Council of Higher Secondary Education and Board of Secondary Education the benefit be extended for journeys to respective home-town or back once every year provided the home town is different from the place of posting and the place of posting is at least at a distance of 400 Kms. From Kolkata.

CHAPTER 4

Leave

4.1 General

4.1.1 The State Government in its order No.524-Edn(U) dated 23.06.2000 introduced a set of uniform "Leave Rules" in respect of the whole time employees (in the categories of officers and non-teaching employees) of the State-aided universities of the State. These Rules came into effect on and from 1st July, 2000. The employees of the State-aided universities are governed by these Rules subject to modifications made in this regard in orders issued by the State Government from time to time.

4.1.2 The service matters including the leave rules of the employees of the three organizations viz. West Bengal Council of Higher Secondary Education, West Bengal Board of Secondary Education and West Bengal State Council of Rabindra Open Schooling, which are under consideration of this Committee are governed of by the relevant provisions of W.B.S.R. Part I.

4.1.3 The "Leave Rules" for the employees of the State-aided universities are more or less on the model of the leave rules for the State Government employees. The State Government in its turn generally follow the leave rules of the Central Government employees.

4.2 Changes introduced by Central Government

4.2.1 On the basis recommendations of the Sixth Central Pay Commission Government of India has introduced some changes in respect of maternity leave (vide G.O. No.13018/2/2008-Estt.(L) dated 11.9.2008) and encashment of leave salary (vide G.O. No.14028/3/2008-Estt.(L) dated 25.9.2008).

4.2.2 The Service Associations in the State demanded changes in line with the decisions of the Central Government.

4.2.3 In the first G.O. quoted above the quantum of maternity leave has been enhanced and a new kind of leave viz. child care leave has been introduced for the women employees. The changed provisions are as follows :

(a) The existing ceiling of 135 days' maternity leave has been enhanced to 180 days.

(b) Leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) that can be granted in continuation with maternity leave has been increased to 2 years from the existing limit of one year.

(c) Women employees having minor children may be granted Child care leave by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. Child care leave will, however, be not admissible if the child is eighteen years of age or older. During the period of such leave, the women employees are now paid leave salary

equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell Child care leave is not debited against the leave account Child care leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible.

4.2.4 The changes made in the second G.O. mentioned in paragraph 4.2.1 are that both earned leave and half pay leave will be considered for encashment of leave of the Central Government employees subject to overall limit of 300 days. It has also been decided that while the cash equivalent payable for earned leave shall continue unchanged, cash equivalent payable for half pay leave shall be equal to leave salary as admissible for half pay leave plus dearness allowance admissible on the leave salary without any reduction being made on account of pension and pension equivalent of other retirement benefits payable. To make up the shortfall in earned leave, however, no commutation of half pay leave has been permitted in the Government Order.

4.3 Recommendation of the State Pay Commission

It has been observed that the 5th State Pay Commission recommended similar modifications for the State Government employees

4.4 Recommendation of the Pay Committee

4.4.1 This Committee recommends that the benefits as have been mentioned at items (a) and (b) of paragraph 4.2.3 be extended to the

employees under the purview of this Committee including officers of the State-aided universities.

This replaces the present arrangement wherein the female employees of the universities are entitled to maternity leave of 120 days. Rule 24 of the "Leave Rules" does not specify if maternity leave can be combined with other leave.

4.4.2 We also recommend introduction of Child care leave in favour of female employees in identical quantum and in the same manner as has been introduced for the Central Government employees and as has been described at item (c) of paragraph 4.2.3

4.4.3 The employees of State-aided universities and Council of Higher Secondary Education, Board of Secondary Education and Council of Rabindra Open Schooling also presently enjoy the benefit of a maximum 300 days' encashment of unutilized earned leave at the time of retirement, death, etc.

4.4.4 The Committee recommends that the benefit of encashment of half pay leave also be extended to the employees of the State-aided universities and employees of the other three organizations mentioned in paragraph 4.1.2 in the same manner and under the same terms and conditions as have been made applicable for the Central Government employees.

4.4.5 The employees of the universities and other three organizations presently enjoy the benefit of a maximum 300 days' encashment of unutilized earned leave at the time of retirement, death etc.

4.4.6 The State Government employees now enjoy the benefit of accumulation of 315 days' of Earned Leave. In respect of the employees of the universities the limit of accumulation is 300 days.

4.4.7 We, therefore, recommend that the employees under the purview of this Committee be allowed the facility of accumulation of 315 days' Earned Leave. The limit of encashment of unutilized leave will, however, be 300 days.

CHAPTER 5

Retirement Benefits

5.1. Introductory Remarks

5.1.1 As per clause 2(iv) of the terms of reference communicated through Notification No.8349-F dated 10.11.2008, this Pay Committee is required to examine issues relating to retirement benefits of the non-teaching employees of the State-aided Universities as well as employees of the West Bengal Higher Secondary Council and West Bengal Board of Secondary Education.

5.1.2 As per provision of para 2(i) of the Notification, this Pay Committee is required to consider the pay structure and service conditions of the non-teaching employees of State-aided Universities (as listed in the Notification) as well as the employees of the West Bengal Council of Higher

Secondary Education and West Bengal Board of Secondary Education. In a subsequent Government Order the employees of the West Bengal Council of Rabindra Open Schooling have been brought under the purview of this Committee.

5.1.3 The Government Orders regulating the pensionary benefits of the non-teaching employees of State-aided Universities have so far been equally applicable to the teachers and academic officers. In the terms of reference no mention whatsoever has been made to the effect that pensionary benefits of these two groups of employees of the Universities will have to be covered by the recommendations of this Committee. The relevant Government Notification, the Committee feels, should have been explicit in this respect.

5.1.4 During deliberation and examination of the pensionary benefits the Committee notices that the DCRB Scheme, 1986 or DCRB Scheme, 1996 which are being examined by this Committee are not applicable to the employees of the West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education. The retirement benefits of these employees are governed by the provisions of the West Bengal Services (Revision of Death-cum-Retirement) Rules, 1971 as amended from time to time on the basis of recommendations of the subsequent Pay Commissions appointed by the State Government for its employees. A situation has been created whereby the pay structure of these groups of employees on the one hand and the retiring benefits on the other, despite being integral part of their service conditions are determined on the basis of the recommendations of two different and independent Bodies. The Committee considers this situation to be anomalous. The total gamut of the service conditions of any group of employees need to be brought under the purview of any one of the

recommending Bodies. The State Government may consider this point at the time of constituting Committee/Commission next time. However, it is recommended that the modifications made by the State Government in terms of Memo nos.200-F (Pen) and 2001-F (Pen) dated 25.02.2009 be made applicable to this group of employees.

5.2 Introduction of Retirement Benefit Scheme for university employees

5.2.1 Prior to introduction of West Bengal State-aided universities (Death-cum-Retirement Benefit Scheme, 1986) there was no uniform retirement benefit scheme for the employees of the State-aided universities.

5.2.2 In 1971, the University of Calcutta introduced a retirement benefit scheme for its teachers, officers and non-teaching employees under the title of "Triple Retirement Benefit Scheme" The scheme was effective from 1.4.1970 and was having the following components :

(i) Pension at the rate of 25% of average basic pay for the last 36 months;
(ii) Gratuity at the rate of 15 days' pay for each completed year of service subject to a maximum of 15 months' pay, provided that the amount of gratuity admissible shall in no case exceed Rs.9,600/-;
(iii) Contributory provident fund at the rate of 6¼ percent of basic pay.

5.2.3 Some other State-aided universities introduced retirement benefit schemes on similar lines during the period 1974-1978. There was, however, no uniformity in regard to retirement benefits advanced by different universities.

5.2.4 Jadavpur University came to have a provident fund known as "Jadavpur University Provident Fund" maintained by a permanent Trustee Board which was appointed as per trust deed approved by Government of West Bengal in the year 1956. The fund receives a contribution of 8¼ percent of the basic pay of the employee and a matching contribution from the university.

5.2.5 Concurrently a scheme of payment of gratuity was also introduced for the employees who have put in continuous service of at least 15 years. The amount of gratuity was calculated by multiplying half the basic pay drawn by the employee on the date of retirement by the number of years of service put in by him. In case of death in harness the minimum period of service was, however, stipulated as six years.

5.2.6 Jadavpur University introduced a pension scheme effective on and from 1st April 1971 and thereafter upto the date preceding the date which is declared as the "appointed date" under Jadavpur University Act, 1981 [Section 54(5)] were covered by this scheme. The salient features of the scheme are :

i) Minimum qualifying service will be 15 years;
ii) The amount of pension shall be 25% of the average pay of 36 months immediately preceding retirement;
iii) Contributory provident fund at the rate of 6¼% of Basic Pay;
iv) Gratuity at the rate of half the basic pay on the date of retirement times the number of years of service put in by the employee, no ceiling being imposed on the amount of gratuity admissible.

A short account of the pension schemes introduced from time to time by the State Government for the benefit of the employees of State-aided universities is provided in the following paragraphs.

5.3 DCRB Scheme 1986 : "Old Scheme"

5.3.1 In an attempt towards rationalization, improvement and introduction of uniform retirement benefits for the teachers, officers and non-teaching employees of the universities, the State Government introduced the "West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 1986" by an order [No.1250-Edn(U)] issued on 27th December, 1991. The retirement benefits provided under the scheme were declared to be admissible to the whole-time employees of the State-aided universities who were in service on or after 1st January, 1986. It was also announced that an order relating to revision of pension of the university employees who retired on or before 31.12.1985 would be issued separately. An exception was made in the case of the existing employees of Jadavpur University who were appointed prior to the issue of G.O. No.1250-Edn(U) dated 27.12.1991. They were given the option either to continue to be governed by the existing rules of Jadavpur University retirement benefits or to come under the West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 1986 (to be abbreviated as DCRB Scheme 1986).

5.3.2 The salient features of the DCRB Scheme 1986 were as follows :

i) "The amount of pension shall be 25% of the last emoluments drawn before retirement".

The term emolument includes : (a) Basic Pay (b) Personal Pay, if any, (c) Dearness Pay, if any.

ii) "An employee shall compulsorily subscribe an amount at the rate of 8⅓% of Basic Pay and Dearness Pay taken together to his Provident Fund Account and the University Authority will contribute an equal amount not exceeding 8⅓% of such basic pay and Dearness Pay taken together to the Provident Fund Account of the concerned employee".

iii) "The employee shall be entitled to get gratuity for rendering continuous service of 15 years or more at the rate of 15 days of pay for each completed year of service subject to a maximum of 16½ months' Basic Pay and Dearness Pay. Provided that the total amount of Gratuity admissible shall in no case exceed Rs.35,000/- only."

5.4 Pre – 01.01.1986 Pension Scheme

5.4.1 As announced in G.O. No.1250 dated 27.12.1991, the State Government took up the case of revision of pension of university employees who retired on or before 31.12.1985 and issued G.O. No.175-Edn(U) dated 28.12.1994 towards rationalization of pension of Pre-01.01.1986 university pensioners. This order provided for consolidation of pension in the following manner (para 6):

"The pension/widow pension of the existing pensioners/widow pensioners will be consolidated with effect from 01.01.1986 by adding together.

i) the existing pension/widow pension;

ii) the notional relief and additional relief as granted in para 4.

The amount so arrived at will be regarded as pension/widow pension with effect from 01.01.1986".

5.4.2 The following Table gives details of the rates at which notional relief and additional relief would be granted to the Pre-01.01.1986 pensioners in terms of para 4 of G.O. No.175-Edn(U) dated 28.12.1994.

Date of Retirement			**Percent of existing pension**		**Column no. in Annexure to G.O. where values of consolidated pension are given**
For Employees	**For Officers**	**For Teachers**	**Notional Relief**	**Additional Relief**	
Before 01.04.78	Before 01.04.75	Before 01.01.73	127.5 (Max. Rs.319)	7.5 (Min. Rs.38)	2
Between 01.04.78 & 31.12.81	Between 01.04.75 & 31.12.81	Between 01.01.73 & 31.12.81	113.0 (Max. Rs.283)	5.0 (Min. Rs.25)	3
Between 01.01.82 & 31.12.85			107.5 (Max. Rs.269)	5.0 (Min. Rs.25)	4

5.4.3 A Table showing existing pension/widow pension and the consolidated pension/widow pension due from 01.01.1986 in respect of Pre-01.01.1986 pensioners was annexed to the aforesaid Order for ready reference.

5.4.4 The Order was applicable to all the Pre-01.01.1986 pensioners of State-aided universities except those of Jadavpur University.

5.5 DCRB Scheme 1996

5.5.1 The provisions contained in the West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 1986 for the Teachers, Officers and non-teaching employees of the universities (referred to as the "Old Scheme") and issued in terms of G.O. No.1250-Edn(U) dated 27.12.1991 were replaced by benefits provided under West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 1996 which was issued in terms of G.O. No.85-Edn(U) dated 31.01.2000. Salient features of the new scheme are as follows:

i) "The rate of pension will be 50% of the last pay drawn ….."

ii) "The employee will be required to subscribe to a General Provident Fund at the rate of 8⅓% minimum and 20% maximum of pay with no contribution from the university".

iii) "An employee retiring with at least five years of qualifying service will be entitled to Retirement Gratuity at the rate of half of pay plus dearness allowance at the time of retirement for each completed year of service subject to a maximum of 16 ½ months' pay plus dearness allowance provided that the total amount of gratuity admissible shall, in no case, exceed Rs.2,50,000/- only".

5.5.2 The aforesaid benefits were made applicable to the teachers, officers and non-teaching employees of the universities subject to the following conditions:

i) "Employees recruited after the issue of these rules shall automatically come under the new rules as provided in the scheme".

ii) "The existing employees …….. who are in service on the date immediately before the issue of this memorandum may exercise option to come under the new scheme ……".

"Those who will not opt to come under the new scheme will continue to avail themselves of the benefits as provided in the "Old Scheme" with amendments as stated in G.O. No.84-Edn(U) dated 31.01.2000 ("Modified Old Scheme")".

5.5.3 It was further stipulated that the employees who retired from service prior to 01.01.1996 would not get the benefit of this scheme.

5.6 "Modified Old Scheme"

5.6.1 The benefits provided under the "Modified Old Scheme" were applicable for the employees who were in service between 01.01.1996 and 31.01.2000 and did not exercise option under G.O. No.85-Edn(U) dated 31.01.2000. The salient features of the scheme are as follows:

i) "Pension – The existing rate (i.e. 25% of last basic pay) will continue till revised".

ii) "The maximum amount of Retiring Gratuity will be raised from Rs.35,000/- to Rs.1,00,000/-.

iii) Implicit in the order was the provision that the University Authority would continue to contribute an amount not exceeding 8⅓% of Basic Pay and Dearness Pay taken together to the Provident Fund Account of the concerned employee. (Para 6 of Annexure 1 to G.O. No.84-Edn(U) dated 31.01.2000).

5.7 Pre-01.01.1996 Pension Scheme

5.7.1 The G.O. No.85-Edn(U) dated 31.01.2000 stated specifically that the employees who retired prior to 01.01.1996 would not get the benefit of the DCRB Scheme 1996. The Pre-01.01.1996 pension scheme was issued as Annexure to G.O. No.83-Edn(U) dated 31.01.2000 to incorporate the cases of pensioners who retired prior to 01.01.1996. Pre-01.01.1996 pension scheme provided for consolidation of pension/family pension with effect from 01.04.1997 by adding together

i) Existing pension/family pension.

ii) Existing relief on existing pension/family pension ….. at the rate of 148%, 111% and 96% sanctioned in terms of G.O. No.93(7)-Edn(U) dated 19.02.1997.

iii) First Interim Relief of Rs.50.

iv) Second Interim Relief at the rate of 10% of the existing pension/family pension subject to a maximum of Rs.50.

v) An amount equivalent to 40% of the existing pension/family pension (40% boosting of existing pension/family pension)

5.7.2 G.O. No.494-Edn(U) dated 18.09.2006 provided for 10% increase in the amount of the consolidated pension.

5.8 Qualifying Service for Entitlement to Pension and Full Pension

5.8.1 The DCRB Scheme 1986 issued as Annexure I to Memo No.1250-Edn(U) dated 27.12.1991 defines the qualifying service for entitlement to pension for pensioners retiring on 01.01.1986 or thereafter as follows:

> "4. Eligibility of pension
>
> Subject to satisfactory service, an employee shall be entitled to pension provided the employee concerned has completed at least 15 years of qualifying service".

5.8.2 The DCRB Scheme 1996 issued as Annexure I to Memo No.85-Edn(U) dated 31.01.2000 defines the qualifying service for

entitlement to pension in the following manner in case of pensioners who have opted for the scheme and are retiring on 01.01.1996 or thereafter:

> "8. Eligibility of pension
> Subject to satisfactory service, an employee shall be entitled to pension provided the employee concerned has completed at least 10 years qualifying service.
>
> 9. Rate of pension
> The rate of pension will be 50% of the last pay drawn including stagnation increment for 33 years of qualifying service or more. When the qualifying service is less than 33 years, the pension will be pro-rata less".

A comparison may incidentally be made with Clause 9 of the DCRB Scheme 1986:

> "9. Rate of pension
> The amount of pension shall be 25% of the last emolument drawn before retirement".

5.8.3 The modified DCRB Scheme 1986 (referred to as modified old scheme) issued as Annexure I to Memo No.84-Edn(U) dated 31.01.2000 was applicable to pensioners who did not opt for DCRB Scheme 1996 Clause 3 of the scheme reads as follows:

> "The scheme together with those provisions of the old scheme which have not been amended by the modified old scheme

> …….. shall apply to teachers, officers and non-teaching employees of the State-aided Universities" ……

5.8.4 This implies that the definition of qualifying service for entitlement to pension in case of pensioners who did not opt for DCRB Scheme 1996 and are retiring on 01.01.1996 or thereafter is the same as that provided in the DCRB Scheme 1986.

5.8.5 Pensioners who are governed by the DCRB Scheme or Modified DCRB Scheme 1986 are those for whom a provident fund is maintained with employer's contribution amounting to 8⅓% of basic pay. Pensioners who are governed by the DCRB Scheme 1996 are those for whom no contribution is forthcoming from the respective employers. For convenience of description they will be referred to as "CPF pensioners" and "GPF pensioners" respectively.

5.8.6 A comparison of the two schemes points to different norms adopted for defining the period of qualifying service for entitlement to pension as well the period of qualifying service for full pension. A GPF pensioner earns $\frac{15}{33}$th part of the full pension on completion of 15 years of service but the CPF pensioner earns full pension for an equal period of service. On the other hand a CPF pensioner does not earn any pension on completion of 14 years of service while a GPF pensioner is entitled to draw $\frac{14}{33}$th part of the full pension under the same situation. It is surprising that none of the Associations has drawn attention of the Committee to this phenomenon.

5.8.7 Since the introduction of the DCRB Scheme 1996 two pension schemes are running side by side in the State-aided universities. The pensioners retiring on 01.01.1996 or thereafter are given the option to choose between the two. The benefits/conditions provided under the two schemes may be summarized as follows:

Benefits/Conditions	**DCRB Scheme, 1996 (modified till date)**	**DCRB Scheme, 1986 (as modified in terms of G.O. No.84-Edn (U) dt. 31.01.2000)**
1. Qualifying service for entitlement to pension	10 years	15 years
2. Qualifying service for full pension	33 years	15 years
3. Basic Pension	50% of last Basic pay	25% of last basic pay
4.Employer's contribution to Provident Fund	Nil	8.33% of basic pay
5.Family Pension (on completion of full qualifying service)	30% of last pay drawn	15% of the last pay drawn
6. Retirement gratuity	Rs.2,50,000/-	Rs.1,00,000/-

5.8.8 The 6th Central Pay Commission and 5th State Pay Commission have recommended discontinuation of the system of linkage of full pension with 33 years of qualifying service and granting of full pension on completion of 20 years of service. This is applicable in case of employees covered by the GPF system. The Union Government and the State Government accepted the recommendations of the respective Commissions.

5.8.9 The Committee keeps in view the norms prescribed for the "GPF Pensioners" in Government service and proposes to redefine the qualifying service for entitlement to pension in the following manner :

(a) For employees governed by the DCRB scheme 1996

1. Subject to satisfactory service an employee shall be entitled to pension provided the employee concerned has completed at least 10 years of qualifying service.
2. Full pension will be admissible for 20 years of qualifying service. When the qualifying service is less than 20 years, the pension will be pro rata less.

(b) For employees governed by the DCRB scheme 1986 (Both Old Scheme and Modified Old Scheme)

1. Subject to satisfactory service an employee shall be entitled to pension provided the employee concerned has completed at least 10 years of qualifying service.
2. Full pension will be admissible for 15 years of qualifying service. When the qualifying service is less than 15 years, the pension will be pro rata less.

5.9 Age of Superannuation

5.9.1 The age of superannuation for all university employees is 60 years. None of the Associations who represented before us demanded any change. We also feel that there should not be any change in this respect.

5.10 Quantum of pension

5.10.1 The Pensioners' Associations and Service Associations demanded parity with Central and State Government employees in respect of pensionary benefits. No demand was, however, forthcoming for any modification of the quantum of basic pension provided under the DCRB Scheme 1996. A demand for upward revision came up for pensioners

governed by the DCRB Scheme, 1986. The majority demanded that minimum pension under this scheme be raised to 40% of the last pay drawn. One Association demanded that the limit be raised to 50% of last pay. Attention has been drawn to the fact that the rate of pension for "CPF pensioners" who were in university service was prescribed as 25% of last pay when pension scheme was introduced for the first time in the universities against the rate prescribed as 37.5% of last pay drawn for "GPF Pensioners" who were in the service of the State Government. The rate of pension of the "GPF Pensioners" has since been raised to 50% (an increase of 33⅓%) without any concomitant revision in case of the "CPF Pensioners". The argument that a proportionate increase in the rate of pension of "CPF Pensioners" seems to be overdue deserves consideration.

5.10.2 The Committee proposes to redefine the rate of pension of the university pensioners in the following manner :

(a) For employees governed by the DCRB Scheme 1996:

The rate of pension will be 50% of the last pay drawn for 20 years of qualifying service or more. When the qualifying service is less than 20 years, pension will be admissible on pro-rata basis provided the qualifying service is of 10 years' duration or more.

(c) For employees governed by the DCRB Scheme 1986:

The rate of pension will be 33⅓% (=25% plus one-third of 25%) of the last pay drawn for 15 years of qualifying service or more. When the qualifying service is less than 15 years, pension will be admissible on pro rata basis provided the qualifying service is of 10 years' duration or more.

5.11 Earlier Recommendation on Family Pension

5.11.1 The rate of family pension under the DCRB Scheme 1986 is stipulated in Clause 13 of Memo No.84-Edn(U) dated 31.01.2000 (read with Memo No.322-Edn(U) dated 29.3.2001) which runs as follows :

"Rate of family pension as may be applicable to the members of the family of a deceased employee shall be as follows :

Amount of pay drawn per month And recknable for family pension	Rate of family pension per month
i) Not exceeding Rs.4600/-	i) 15% of pay subject to a minimum of Rs.650/-
ii) Exceeding Rs.4600/- but not Rs.8000/-	ii) 10% of pay subject to a minimum of Rs.690/-
iii) Exceeding Rs.8000/-	iii) 7½% of pay subject to a minimum of Rs.800 and a maximum of R.1680/-."

5.11.2 The Order modifies Annexure III of G.O.No.1250-Edn(U) dated 27.12.1991 which prescribes the rate of family pension prior to pay revision as follows :

"The rate of family pension as may be applicable to the members of the family of deceased State-aided university employees with effect from 1.1.1988."

Amount reckonable for family pension	**Rate of family pension per month**
Not exceeding Rs.1500/-	15% of the amount subject to a minimum of Rs.188/-
Exceeding Rs.1500/- but not exceeding Rs.3000/-	10% of the amount subject to a minimum of Rs.225/-
Exceeding Rs.3000/-	7½% of the amount subject to a

	minimum of Rs.300/- and maximum Rs.400/-

5.11.3 The system of fixation of family pension under DCRB Scheme 1986 may be compared with the system adopted under DCRB Scheme 1996 which has been described in Annexure VII to Memo No.85-Edn(U) dated 31.01.2000.

> "The rate of family pension as may be applicable to members of the family of deceased State-aided University employees with effect from 01.04.1997: The family pension will be calculated at the rate of 30% of the last pay drawn subject to the minimum of Rs.1300/- and maximum being Rs.6720/- per month".

5.11.4 It is evident that the rates are the same as those applicable in the case of the members of the family of deceased Government employees who are "GPF Pensioners".

5.11.5 Determination of minimum and maximum values of family pension under DCRB Scheme 1986 followed the same pattern as are applicable for Government employees in terms of Memo No.7530-F(Pen) dated 06.07.1988. Para VIII of the said Memo prescribed the following formula :

> "The rate of family pension prescribed in the Department's Memo No.5225-F dated 07.06.1976 shall be revised as follows:

Amount recknoble for family pension drawn per moth	**Rate of family pension per month**
(a) Not exceeding Rs.1500/-	30 percent of the amount. Subject to a minimum of Rs.375/-

(b) Exceeding Rs.1500/- but not exceeding Rs.3000/-	20 percent of the amount subject to minimum of Rs.450/-
(c) Exceeding Rs.3000/-	15 percent of the amount subject to a minimum of Rs.600/- and maximum Rs.800/-

5.11.6 All amounts indicated in the right-hand column are exactly twice the amounts shown in the right hand column of the Table provided under Annexure III of G.O. No.1250-Edn(U) dated 27.12.1991 and quoted in the Table accompany paragraph 5.11.2. This difference arises from the fact that the rate of pension of the "GPF Pensioners" who were in service with the Government was twice that of the university pensioners (="CPF Pensioners") governed by the DCRB Scheme 1986.

5.11.7 A different approach was adopted subsequently by the Government for calculation of family pension of Government employees. Para (IV) of Memo No.1127-F (Pen) dated 27.12.1998 issued by the Finance Department reads as follows :

> "Family pension shall be calculated at the rate of 30% of the pay drawn last …… instead of being determined by pay ranges as shown in para (VIII) of Memo No.7530-F (Pen) 06.07.1988 (emphasis ours). The maximum ceiling of family pension of Rs.1000/- …….. per month as laid down in Memo No.4055-F dated 02.05.1990 shall be raised to Rs.6720/- per month".

5.11.8 This change of approach does not seem to have been reflected in Memo No.84-Edn(U) dated 31.01.2000 and Memo No.322-Edn(U) dated 29.03.2001.

5.11.9 Inspite of its being issued 2 to 3 years later then the date of issue of Memo No.1127-F(Pen) dated 27.10.1998, the DCRB Scheme 1986 continued to prescribe a method of determination of family pension in terms of pay range.

5.11.10 As noted in the preceding paragraph, Para (IV) of Memo.1127-F(Pen) dated 27.10.1998, on the other hand, prescribes the lower limit of family pension in respect of pensioners who were in Government service:

> "Where the consolidated pension/ ……. Family pension ……. works out to an amount less than Rs.1300/- the same shall be stepped up to Rs.1300/-. This will be regarded as family pension with effect from 01.04.97".

5.11.11 As noted earlier, the basis of determination of the rate of family pension is provided in para 4.1 of Memo No.1128-F (Pen) dated 27.10.1998.

> "The upper ceiling on …….. family pension laid down in this Department's Memo No.4055-F dated 25.04.1990 has been increased from …… Rs.1000/- to ……. 30% ……. of the highest pay in the Government (The highest pay in the Government is Rs.22,400/- since 01.01.1996).

5.11.12 As noted earlier, the same argument seems to have been applied for fixation of minimum and maximum values of family pension under DCRB Scheme 1996. The values indicated in the Annexure VII to G.O. No.85-Edn(U) dated 31.01.2000, however, relate to lowest and highest pay

in the Government and not in the universities. The lowest pay and the highest pay in the university service are Rs.2850/- and Rs.25,000/- respectively (before the current pay revision). The corresponding minimum and maximum values of family pension should, therefore, have been stated as Rs.1425/- (=50% of lowest basic pay) and Rs.7500/- (=30% of highest basic pay) instead of Rs.1300/- and Rs.5600/- respectively as prescribed in G.O. No.1250-Edu(U) dated 27.12.1991.

5.11.13 Keeping parity with the rates of family pension prescribed under the DCRB Scheme 1996 and modified in the light of the scheme laid down for the Government pensioners in terms of Memo No.1127-F (Pen) dated 27.10.1998, the rates of family pension as may be applicable to the members of the families of university pensioners who retired between 01.01.1996 and 31.12.2005 should have been redefined in the following manner:

> Family pension shall be calculated at the rate 15 percent of the last pay drawn with effect from 01.04.1997 subject to a minimum of Rs.713/- and a maximum of Rs.3750/- per month.

5.11.14 The Committee has been told that the minimum value of pension and family pension for the university employees have since been raised to Rs.1000/- in terms of G.O. No.73-Edn(U) dated 02.02.2009 of Higher Education Department. The Committee observes that this Order was issued when it was already in session and hopes that it will be provided with a copy of the Order.

5.12 Maximum Pension and Minimum Pension

5.12.1 Minimum and maximum pension in the DCRB Scheme 1986 (also the Modified DCRB Scheme 1986) are stipulated in Clause 9 of Annexure I of G.O. No.84-Edn(U) dated 31.01.2000 (read with G.O. No.322-Edu(U) dated 29.03.2001) in the following manner:

> "Pension :
> The existing rate of pension will continue till revised subject to a minimum pension of Rs.650/- and a maximum pension of Rs.5600/- p.m.

5.12.2 The rate of pension under the scheme is 25% of last basic pay. Figures prescribed as minimum and maximum pension represent 25% of the lowest and highest basic pay in the Government. Corresponding figures for the universities should be Rs.725/- and Rs.6250/- respectively. The point will be elaborated in the following paragraphs.

5.12.3 The DCRB Scheme 1996 provides for fixation of minimum and maximum pension in terms of Clause 9 of Annexure I to Memo No.85-Edn(U) dated 31.01.2000 which stipulates as follows:

> …….. "The minimum pension will be Rs.1300/- and maximum amount of pension will be Rs.11,200/- per month ……"

5.12.4 The justification for fixation of the amount of minimum pension has been illustrated in Annexure IV to the aforesaid Memo. If the last pay reckonable for pension is Rs.3000/- and the number of years of completed service is 20, the amount of pension comes out to be

$$\frac{15x20}{33} = 909$$

"But it will be Rs.1300/- as minimum pension in place of Rs.909/-".

5.12.5 The pensionary benefits of the pensioners governed by the DCRB Scheme 1996 are the same as those of "GPF Pensioners" who were in Government service, the rate of pension being 50% of the last basic pay in both cases.

5.12.6 The maximum pension and minimum pension stipulated in Memo No.85-Edn(U) dated 31.01.2000 are the same as those stipulated for Government employees in Memo No.1127-F(Pen) dated 27.10.1998 and Memo No.1128-F(Pen) dated 27.10.2998. Clause 4.1 of the latter Memo reads thus:

> "The upper ceiling on pension and family pension laid down in this Department's Memo No.4055-F dated 25.04.1990 has been increased from Rs.3650/- and Rs.1000/- to 50% and 30% respectively of the highest pay in the Government (the highest pay in the Government is Rs.22400/- since 01.01.1996)".

5.12.7 The minimum pension and maximum pension were raised to Rs.1300/- and Rs.11200/- per month respectively. These figures represent 50% of the lowest and highest pay in Government service.

5.12.8 The lowest and highest pay in the universities are Rs.2850/- and Rs.25,000/- respectively between the period 01.01.1996 and 31.12.2005. If the formula referred to in Clause 4.1 of Memo No.1128-F(Pen) dated 27.10.1998 is applicable to university pensioners, the minimum pension and maximum pension would have been Rs.1425/- and Rs.12500/- respectively

instead of Rs.1300/- and Rs.11200/- as prescribed under Memo No.85-Edn(U) dated 31.10.2000.

5.12.9 In Volume I of our report submitted to the State Government, the Committee recommended a minimum pay of Rs.7500/- in the university service. As the pension scheme will be applicable to the teachers, officers and the Vice-Chancellors of the universities, the highest basic pay in the universities should be taken as Rs.75000/-, the revised basic pay of the Vice-Chancellors.

5.12.10 Accordingly, the rates of minimum pension and maximum pension/family pension may be prescribed as follows, keeping in view the relevant Memoranda of the Finance Department referred to in the earlier paragraphs.

I. Pensioners covered by the DCRB Scheme 1996 and its subsequent modified version ("GPF Pensioners")

(a) Rate of pension : 50% of the pay drawn, subject to a Minimum of Rs.3750/- (=50% of the lowest pay in the university) and maximum of Rs.37500/- (=50% of the highest pay in the university)

(b) Rate of family pension: 30% of the last pay drawn, subject to a minimum of Rs.3750/-(=50% of the lowest pay in the university) and a maximum of Rs.22500/- (=30% of the highest pay in the university).

II. Pensioners covered by the DCRB Scheme 1986 and its subsequent modified version ("CPF Pensioners")

(a) Rate of pension: 33⅓% of the last pay drawn, subject to minimum of Rs.2500/- (=33⅓% of the lowest pay in the university) and a maximum of Rs.25,000/- (=33⅓% of the highest pay in the university).

(b) Rate of family pension: 20% of the last pay drawn, subject to a minimum of Rs.2500/- (=33⅓% of the lowest pay in the university) and a maximum of Rs.15,000/- (=20% of the highest pay in the university). For "GPF Pensioners", the rate of family pension (30%) may be obtained by multiplying the rate of pension (50% of basic pay) by 0.6 ($=\frac{3}{5}$). The ratio may be retained while calculating the rate of family pension of "CPF Pensioners" (i.e. 33⅓ x $\frac{3}{5}$=20).

For reasons stated in section 5.14 of this chapter, an additional amount equal to 12.5 of this rate is admissible in the case of "CPF Pensioners" who retired before 01.01.1996. The rate of family pension of this group would, therefore, be calculated at the rate of 22½% of basic pay in the revised scale.

5.13 PENSION REVISION

5.13.1 Pension revision is expected to be complementary to the process of revision of pay scales. The amount admissible as pension is a certain percentage of the last basic pay (plus dearness pay wherever applicable). Pay scale revision implies replacement of the pre-revised value of basic pay by its corresponding revised value. The pre-revised value of basic pay is taken into consideration for calculation of the pension amount if the date of retirement precedes the date of pay scale revision; the revised value, on the other hand, enters into the calculation if the last basic pay is to be drawn in the revised scale. The ratio of basic pension to basic pay is the same for both cases. The ratio changes when there is a change in the rate of pension.

5.13.2 If B_p represents the value of basic pay in the pre-revised scale and B_r the corresponding value in the revised scale, and the amount of pension admissible on the date of retirement in the two cases be P_p and P_r respectively, the quantities would be related by

$$\frac{Bp}{Pp} = \frac{Br}{\mathrm{Pr}}$$

5.13.3 It would be logical to argue that if the basic pay for a given stage changes from B_p to B_r after the date of retirement the corresponding value of admissible as basic pension would also change proportionately from P_p to P_r. The ideal scheme can be put into operation if all the details needed for determination of equivalence are clearly recorded and authenticated in the pension sanction memo. If the given conditions are not appropriate for adoption of the ideal scheme, it becomes imperative to fall back upon carefully devised pension consolidation schemes in order to approach the ideal as closely as possible.

5.13.4 That the ideal may be approached to a large extent through pension consolidation has been amply demonstrated in course of actual calculation of consolidated pension of university employees. Since the systematization of pay scales for university employees in 1979, pay scales have been revised in three phases with effect from 1.1.1986, 1.1.1996 and 1.1.2006. The three phases may be demarcated in terms of the following intervals for convenience of description.

Interval 1 : From 01.01.76 to 31.12.85

Interval 2 : From 01.01.86 to 31.12.95

Interval 3 : From 01.01.96 to 31.12.05

Interval 4 : From 01.01.2006 onwards

5.13.5 The onset of each interval ushers in a period of revised pay scale. For a given basic pay in a pre-revised scale, there is a corresponding basic pay in the revised scale. Accordingly, let B1, B2, B3 and B4 be the equivalent basic pay during the intervals 1,2,3 and 4 respectively, equivalent in the sense that B2 is obtained from B1, B3 from B2 and B4 from B3 through application of appropriate fixation formula linked to the respective pay revision schemes.

5.13.6 Assuming that B1, B2, B3 and B4 represent the last basic pay of the pensioners who retired during the intervals 1, 2,3 and 4 respectively, let the corresponding basic pension be denoted by P1, P2, P3 and P4. The revised value of P1 as the pensioner reaches the interval 2 is denoted by the P1′, by P″ when he reaches the interval 3 and by P1‴ when the interval 4 is reached; the revised value of P2 is similarly denoted by P2′ when the second pensioner reaches the interval 3 and P2″ when interval 4 is reached.

5.13.7 If B2 in the revised scale corresponds to B1 in the pre-revised scale, pension P2 in the interval 2 would correspond to P1 in the interval 1. Similarly, pension P3 in the interval 3 corresponds to P2 in the interval 2. The following relations would be obtained in the ideal case :

$$P2 = P1'$$
$$P3 = P1''$$
$$P4 = P1'''$$
$$P3 = P2'$$
$$P4 = P2''$$
$$P4 = P3'$$

5.13.8 In actual case, however, pension P1 has been consolidated twice, first during the interval 2 and next during the interval 3. Another round of consolidation is in the offing. The consolidated pension would be

denoted as C12 and C13 corresponding to the said intervals. Pension P2, on the other hand has been consolidated only once, namely, during the interval 3. The consolidated pension would be denoted by C23. In both cases, the first numerical denotes the interval during which the pensioner retired, and the second numerical the interval during which the pension was consolidated.

The state of affairs may be summarized in the following Table:

Table 5.1

Interval	Last basic pay during the interval	Pension during successive intervals			
		Interval 1	Interval 2	Interval 3	Interval 4
1	B1	P1	C12	C13	C14
2	B2	-	P2	C23	C24
3	B3	-	-	P3	C34
4	B4	-	-	-	P4

5.13.9 We have to investigate how C13, C23 and P3 stand in relation to one another. An ideal situation would be achieved if the following condition is fulfilled:

$$C13 = C23 = P3$$

$$C14 = C24 = C34 = P4$$

5.13.10 Calculation for P1, P2, P3 and C12, C13 and C23 are shown in the following in a format of the aforesaid Table (Table 5.1) for different sets of values of B1, B2 and B3, keeping in view the fact that B1, B2 and B3 stand for values of equivalent basic pay for the three intervals arising out of the process of pay scale revision.

Table 5.2

Pay Scale no.2			
345	91	214	789
1050	-	263	865
3300	-	-	825

Pay Scale no.2

365	96	225	823
1130	-	283	915
3530	-	-	883

Pay Scale no.2

395	104	241	873
1180	-	295	950
3690	-	-	923

Pay Scale no.1

434	115	264	947
1258	-	315	1007
3900	-	-	975

Pay Scale no.2

480	130	295	1045
1330	-	332	1056
4090	-	-	1023

Pay Scale no.2

510	140	316	1111
1385	-	346	1096
4250	-	-	1063

Pay Scale no.2

585	163	364	1264
1575	-	394	1235
4870	-	-	1218

Pay Scale no.3			
640	181	401	1379
1720	-	430	1339
5325	-	-	1331

Pay Scale no.4

700	199	438	1499
1850	-	463	1435
5700	-	-	1425

Pay Scale no.5

805	232	507	1718
2190	-	548	1685
6725	-	-	1681

Pay Scale no.6

910	265	559	1889
2460	-	615	1884
7450	-	-	1863

Pay Scale no.7

1010	290	584	1971
2650	-	663	2028
8100	-	-	2025

Pay Scale no.8

1115	316	610	2055
2660	-	665	2033
8175	-	-	2044

Pay Scale no.9

1200	337	631	2125
2870	-	718	2191
8775	-	-	2194

5.13.11 G.O. No.494-Edn(U) dated 18.09.2006 provides for an increase of 10% on the consolidated amount of pension of pre-01.01.96 pensioners

with effect from 01.04.1997. C13′ and C23′ stand for enhanced values of consolidated pension. A remarkable evenness in the calculated values of C13′, C23 and P3 (i.e. C13′ ≃ C23 ≃ P3) is demonstrated if the said increment is taken into account for enhancement of the values of C13 alone (i.e. consolidated pension of pre-01.01.86 pensioners) and C23 is left out for the time being despite the fact that the increment is admissible in their case as well. The evenness referred to is achieved for C23 through the process of consolidation alone even if the case has not been brought within the purview of 10% increment formula. Tables 5.3 and 5.4 give the degree of correspondence between B1, B2, B3 and P1, P2, P3 on the hand and C13′, C23, C23′ on the other.

5.13.12 A near-ideal situation as described in the previous paragraph seems to have been achieved, particularly when the pension amount is above Rs.1000/-. Particularly remarkable is the closeness between C23 and P3 in the majority of cases, through C23 falls short of P3 in by a large amount in quite a few cases.

5.13.13 To maintain the evenness, i.e.

$$C13' \simeq C23 \simeq P3$$

and to take the 10% increment into account for calculation of C23 at the same time, it is imperative that C13 is increased by another 10% (i.e. in addition to the 10% increase granted in terms of G.O. No.494-Edn(U) dated 18.09.2006 to pre-01.01.96 pensioners) while an increase of 10% over basic pension is granted for calculation of P3 inspite of the fact that the concerned pensioner does not belong to the category of pre-01.01.96 pensioner to which the said G.O. is applicable.

5.13.14 A similar result could have been achieved by direct reference to Tables that show calculations for B2 corresponding to B1 and B3 corresponding to B2 for successive stages of different pay scales in terms of the relevant fixation formulae. Since the enhanced values of consolidated pension of pre-01.01.1986 (C13′) and the value of consolidated pension of pre-01.01.1996 pensioners (C23) have been shown to be virtually equal to P3 (C13′ ≃ P1″ and C23 ≃ P2′) one may call into question the justification for invoking a consolidation formula for revision of pension of pre-01.01.2006 pensioners. A more logical procedure would be to go directly to P4, the value of pension calculated on the basis of the value of last basic pay B4, which in turn is arrived at through application of fixation formula to basic pay at corresponding stages of the pre-01.01.2006 pay scales. Basic pay and basic pension would continue to be related as follows:

$$\frac{P1}{B1}=\frac{P2}{B2}=\frac{P3}{B3}=\frac{P4}{B4}$$

Table 5.3
CORRESPONDENCE OF ENHANCED CONSOLIDATED PENSION C13′ TO BASIC PAY B3 AND BASIC PENSION P3

Index

B1: Basic pay in the interval 1 at a given stage in a pay scale
B3: Basic pay in the interval 3 arrived at through application of fitment formula to B1 in two rounds (B1→B2; B2→B3)
P1: Basic pension initially defined during interval 1 and based on last pay B1 at a given stage
C13: Pension P1 after two rounds of consolidation (P1→C12; C12→C13)
C13′: C13 enhanced by 10 percent
P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 Corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 0.01.1986 and 31.12.1995
Interval 3: Between 01.10.1996 to 31.12.2005

Scale No.1 **A** **Scale No.2** **B**

B1	C13′	B3	P3	B1	C13′	B3	P3
(1)	(2)	(3)	(4)	(1)	(2)	(3)	(4)

312	731	3095	774
318	737	3160	790
324	750		
332	756	3225	806
340	769	3290	823
348	782	3355	864
356	794	3420	855
364	810	3485	872
374	823	3550	888
384	835	3620	905
394	854	3690	923
404	867	3830	958
414	886		
424	908	3900	975
434	927	3970	993
447	946	4040	1010
460	978	4110	1028
473	1007	4180	1045
486	1032		
499	1057	4250	1063

345	775	3300	825
355	788	3450	863
365	810	3530	883
375	823	3610	903
385	835	3690	930
395	854	3770	943
405	867		
415	886	3850	963
428	915	3930	983
441	940	4010	1003
454	965		
467	994	4090	1023
480	1019	4170	1043
495	1045	4250	1063
510	1074	4330	1083
525	1111		
540	1140	4510	1138
570	1203	4690	1173
585	1235	4870	1218
600	1257	4960	1240

Continued to next page

Table 5.3 (Continued from previous page)

Correspondence of Enhanced Consolidated Pension C13′ to Basic Pay B3 and Basic Pension P3

Index

B1: Basic pay in the interval 1 at a given stage in a pay scale

B3: Basic pay in the interval 3 arrived at through application of fitment formula to B1 in two rounds (B1→B2; B2→B3)

P1: Basic pension initially defined during interval 1 and based on last pay B1 at a given stage

C13: Pension P1 after two rounds of consolidation (P1→C12; C12→C13)

C13′: C13 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 Corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 0.01.1986 and 31.12.1995
Interval 3: Between 01.10.1996 to 31.12.2005

Scale No.3 **C**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
370	816	3595	899
380	829		
390	848	3685	921
400	861	3775	944
410	880		
425	902	3875	949
440	934	3975	994
455	959	4075	1019
470	994	4175	1044
485	1026		
500	1057	4275	1069
520	1092	4375	1094
540	1136	4475	1119
560	1171	4700	1175
580	1203	4825	1206
600	1257	5075	1269
620	1295	5200	1300
640	1336	5325	1332
660	1374	5575	1394
680	1412	5700	1425
700	1453	5825	1454

Scale No.4 **D**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
405	861	3825	956
420	886	3925	981
435	921	4050	1012
465	978	4175	1044
480	1013	4300	1075
500	1051	4425	1106
520	1086		
540	1136	4550	1138
560	1171	4675	1169
580	1209	4800	1200
600	1257	4925	1231
625	1295	5175	1294
650	1349	5475	1369
675	1399	5700	1425
700	1457	5850	1463
725	1498	6000	1500
750	1551	6300	1575
775	1605	6450	1613
800	1656	6600	1650

Continued to next page

Table 5.3 (Continued from previous page)

Correspondence of Enhanced Consolidated Pension C13′ to Basic Pay B3 and Basic Pension P3

Index

B1: Basic pay in the interval 1 at a given stage in a pay scale

B3: Basic pay in the interval 3 arrived at through application of fitment formula to B1 in two rounds (B1→B2; B2→B3)

P1: Basic pension initially defined during interval 1 and based on last pay B1 at a given stage

C13: Pension P1 after two rounds of consolidation (P1→C12; C12→C13)

C13′: C13 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 Corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 0.01.1986 and 31.12.1995
Interval 3: Between 01.10.1996 to 31.12.2005

Scale No.5 **E**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
430	908	3975	994
450	946	4100	1025
470	978	4225	1056
490	1026	4350	1088
510	1064		
530	1111	4475	1119
555	1159	4725	1182
580	1203	4975	1244
605	1257	5100	1275
630	1308	5250	1313
655	1355	5550	1388
685	1406	5700	1425
715	1466	6025	1506
745	1526	6200	1550
775	1589	6500	1625
805	1650	6725	1682
835	1717	6900	1725
865	1779	7275	1819
900	1845	7475	1869

Scale No.6 **F**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
500	1032	4275	1069
525	1086	4425	1106
550	1140	4575	1144
575	1190	4925	1231
600	1241	5100	1275
625	1295	5275	1319
655	1349	5450	1363
685	1406	5850	1463
715	1453		
745	1526	6250	1563
775	1589	6450	1613
805	1650	6650	1663
840	1724	7050	1763
875	1792	7250	1813
910	1851	7450	1863
955	1884	7900	1925
1000	1923	8125	2031

Continued to next page

Table 5.3 (Continued from previous page)

Correspondence of Enhanced Consolidated Pension C13′ to Basic Pay B3 and Basic Pension P3

Index

B1: Basic pay in the interval 1 at a given stage in a pay scale

B3: Basic pay in the interval 3 arrived at through application of fitment formula to B1 in two rounds (B1→B2; B2→B3)

P1: Basic pension initially defined during interval 1 and based on last pay B1 at a given stage

C13: Pension P1 after two rounds of consolidation (P1→C12; C12→C13)

C13′: C13 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 Corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 0.01.1986 and 31.12.1995
Interval 3: Between 01.10.1996 to 31.12.2005

Scale No.7 **G**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
640	1314	5425	1406
670	1374	5625	1406
700	1441	6025	1506
735	1498	6225	1556
770	1570	6425	1606
810	1643	6825	1706
850	1730	7025	1756
890	1812	7425	1856
930	1864	7650	1913
970	1904	8100	2025
1010	1937		
1055	1969	8325	2081
1100	2002		

Scale No.8 **H**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
610	1257	4975	1244
640	1314	5350	1338
670	1374	5550	1375
700	1441	5750	1438
735	1498	6150	1538
770	1570	6375	1594
810	1643	6825	1707
850	1730	7275	1819
890	1812	7500	1875
935	1864	7950	1988
980	1907	8175	2044
1025	1943	8425	2106
1070	1979	8675	2161
1115	2019		
1160	2055	8925	2231

Continued to next page

Table 5.3 (Continued from previous page)

Correspondence of Enhanced Consolidated Pension C13′ to Basic Pay B3 and Basic Pension P3

Index

B1: Basic pay in the interval 1 at a given stage in a pay scale

B3: Basic pay in the interval 3 arrived at through application of fitment formula to B1 in two rounds (B1→B2; B2→B3)

P1: Basic pension initially defined during interval 1 and based on last pay B1 at a given stage

C13: Pension P1 after two rounds of consolidation (P1→C12; C12→C13)

C13′: C13 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 Corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 0.01.1986 and 31.12.1995
Interval 3: Between 01.10.1996 to 31.12.2005

Scale No.9 **J**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
670	1368	5600	1400
710	1441	5800	1450
750	1520	6450	1613
790	1605	6675	1669
830	1684	6900	1725
870	1768	7350	1838
915	1848	7575	1894
960	1887	8025	2006
1005	1927	8275	2069
1050	1962	8525	2131
1100	2002		
1150	2041	8775	2194
1200	2084	9025	2256
1250	2123	9275	2319

Continued to next page

Table 5.4

Correspondence of Consolidated Pension C23 and Enhanced Consolidated Pension C23′ to Basic Pay B3 and Basic Pay P3

Index

B2: Basic pay in the interval 2 at given stage in a pay scale

B3: Basic pay in the interval 3 arrived at through application of fitment formula to B2

P2: Basic pension initially defined during the interval 2 and based on last pay B2 at a given stage

C23: Consolidated pension defined in the interval 3 corresponding to pension P2

C23/ : C23 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 1.1.1986 & 31.12.1995
Interval 3: Between 1.1.1996 & 31.12.2005

A

Scale no.1				
B2	**C23**	**C23/**	**B3**	**P3**
880	734	807	2850	713
898	747	822		
916	760	836		
934	772	849	2910	728
952	785	864	2970	743
970	798	878	3030	758
988	811	892	3095	774
1006	825	908	3160	790
1024	837	921		
1042	850	935	3225	806
1060	863	949	3290	823
1078	876	964	3355	839
1096	889	978	3420	855
1114	903	993	3485	871
1132	915	1007		
1153	930	1023	3550	888
1174	945	1040	3620	905
1195	960	1056	3690	923
1216	976	1074	3760	940
1237	991	1090	3830	958
1258	1006	1107	3900	975
1279	1021	1123	3970	993
1300	1030	1133	4040	1010
1325	1354	1159	4110	1028
1350	1072	1179	4180	1045
1375	1090	1199	4250	1063

B

Scale no.2				
B2	**C23**	**C23/**	**B3**	**P3**
950	784	862	3000	750
970	798	878		
990	813	894	3075	768
1010	827	910	3150	788
1030	842	926	3225	806
1050	856	942	3300	825
1070	870	957		
1090	885	974	3375	844
1110	899	989	3450	863
1130	914	1005	3530	883
1155	932	1025	3610	903
1180	950	1045	3690	923
1205	967	1064	3770	943
1230	985	1084		
1255	1004	1104	3850	963
1280	1021	1123	3930	983
1305	1040	1144	4010	1003
1330	1059	1165	4090	1023
1355	1076	1184	4170	1043
1385	1096	1206	4250	1063
1415	1120	1232	4330	1083
1445	1140	1254	4420	1105
1475	1163	1279	4510	1128
1505	1184	1302	4600	1150
1540	1209	1330	4690	1173
1575	1234	1357	4870	1218
1610	1259	1385	4960	1240
1645	1284	1412	5050	1263
1680	1307	1438	5140	1285

Continued to next page

Table 5.4 (Continued from previous page)

Correspondence of Consolidated Pension C23 and Enhanced Consolidated Pension C23/ to Basic Pay B3 and Basic Pay P3

Index

B2: Basic pay in the interval 2 at given stage in a pay scale
B3: Basic pay in the interval 3 arrived at through application of fitment formula to B2
P2: Basic pension initially defined during the interval 2 and based on last pay B2 at a given stage
C23: Consolidated pension defined in the interval 3 corresponding to pension P2
C23/ : C23 enhanced by 10 percent
P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 1.1.1986 & 31.12.1995
Interval 3: Between 1.1.1996 & 31.12.2005

C

Scale no.3				
B2	**C23**	**C23/**	**B3**	**P3**
1030	842	926	3325	831
1050	856	942		
1070	870	957		
1095	888	977	3415	854
1120	906	997	3505	876
1145	924	1016	3595	899
1170	942	1036		
1200	964	1060	3685	921
1230	986	1085	3775	944
1260	1007	1108	3875	969
1290	1028	1131	3975	994
1320	1050	1155	4075	1019
1350	1072	1179	4175	1044
1385	1097	1207	4275	1069
1420	1122	1234	4375	1094
1455	1148	1263	4475	1119
1490	1173	1290	4575	1144
1525	1198	1318	4700	1175
1560	1223	1345	4825	1206
1600	1252	1377	4950	1238
1640	1280	1408	5075	1269
1680	1310	1441	5200	1300
1720	1339	1473	5325	1331
1760	1368	1505	5450	1363
1800	1396	1536	5575	1394
1840	1425	1568	5700	1425
1880	1454	1599	5825	1456
1920	1483	1631		
1960	1520	1672	5950	1488

D

Scale no.4				
B2	**C23**	**C23/**	**B3**	**P3**
1110	899	989	3525	881
1140	921	1013		
1170	942	1036	3625	906
1200	964	1060	3725	934
1230	986	1085	3825	956
1265	1011	1112	3925	981
1300	1036	1140	4050	1013
1335	1061	1167	4175	1044
1370	1086	1195	4300	1075
1410	1115	1227	4425	1106
1450	1144	1258		
1490	1173	1290	4550	1138
1530	1202	1322	4675	1168
1570	1230	1353	4800	1200
1610	1259	1385	4925	1231
1650	1300	1430	5050	1262
1700	1324	1456	5175	1294
1750	1363	1499	5475	1368
1800	1396	1536	5550	1388
1850	1435	1579	5700	1425
1900	1468	1615	5850	1463
1950	1507	1658	6000	1500
2000	1540	1694	6150	1538
2050	1581	1739	6300	1575
2100	1615	1777	6450	1613
2150	1655	1821	6600	1650
2200	1689	1858	6750	1688
2250	1730	1903	6900	1725
2300	1764	1940	7050	1763

Continued to next page

Table 5.4 (Continued from previous page)

Correspondence of Consolidated Pension C23 and Enhanced

Consolidated Pension C23/ to Basic Pay B3 and Basic Pay P3

Index

B2: Basic pay in the interval 2 at given stage in a pay scale
B3: Basic pay in the interval 3 arrived at through application of fitment formula to B2
P2: Basic pension initially defined during the interval 2 and based on last pay B2 at a given stage
C23: Consolidated pension defined in the interval 3 corresponding to pension P2
C23/ : C23 enhanced by 10 percent
P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 1.1.1986 & 31.12.1995
Interval 3: Between 1.1.1996 & 31.12.2005

E

Scale no.5				
B2	**C23**	**C23/**	**B3**	**P3**
1210	971	1068	3850	963
1245	997	1096		
1280	1022	1124	3975	994
1315	1047	1152	4100	1025
1350	1072	1179	4225	1056
1390	1101	1211	4350	1088
1430	1130	1243	4475	1119
1470	1158	1274	4600	1150
1510	1187	1306	4725	1181
1550	1216	1338	4850	1213
1600	1252	1377	4975	1244
1650	1288	1417	5100	1275
1700	1324	1456	5250	1313
1750	1363	1499	5400	1350
1800	1396	1536	5550	1388
1850	1428	1571	5700	1425
1900	1468	1615	5850	1463
1950	1507	1658	6025	1506
2010	1551	1706	6200	1550
2070	1595	1755	6375	1594
2130	1640	1804	6500	1625
2190	1685	1854	6725	1681
2250	1730	1903	6900	1725
2320	1779	1957	7075	1769
2390	1834	2017	7275	1819
2460	1884	2072	7475	1869
2530	1938	2132	7675	1919
2600	1987	2186	7875	1969
2670	2042	2246	8075	2019

F

Scale no.6				
B2	**C23**	**C23/**	**B3**	**P3**
1300	1036	1140	4125	1006
1345	1068	1175		
1390	1101	1211	4275	1069
1435	1132	1246	4425	1106
1480	1165	1282	4575	1144
1535	1180	1326	4750	1188
1590	1245	1369	4925	1231
1645	1285	1413	5100	1275
1700	1324	1456	5275	1319
1755	1365	1502	5450	1363
1810	1406	1547	5650	1413
1865	1437	1581	5850	1463
1920	1483	1631		
1985	1530	1683	6050	1513
2050	1581	1739	6250	1563
2115	1627	1790	6450	1613
2180	1675	1843	6650	1663
2245	1724	1896	6850	1713
2310	1774	1951	7050	1763
2385	1827	2010	7250	1813
2460	1884	2072	7450	1863
2535	1941	2135	7675	1913
2610	1998	2198	7900	1975
2685	2052	2257	8125	2031
2760	2107	2318	8350	2088
2835	2164	2380	8575	2144
2910	2221	2443	8800	2200
2985	2275	2503	9025	2256
3060	2331	2564	9250	2313

Continued to next page

Table 5.4 (Continued from previous page)

Correspondence of Consolidated Pension C23 and Enhanced Consolidated Pension C23/ to Basic Pay B3 and Basic Pay P3

Index

B2: Basic pay in the interval 2 at given stage in a pay scale

B3: Basic pay in the interval 3 arrived at through application of fitment formula to B2

P2: Basic pension initially defined during the interval 2 and based on last pay B2 at a given stage

C23: Consolidated pension defined in the interval 3 corresponding to pension P2

C23$^{/}$: C23 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 1.1.1986 & 31.12.1995
Interval 3: Between 1.1.1996 & 31.12.2005

G

Scale no.7				
B2	**C23**	**C23$^{/}$**	**B3**	**P3**
1400	1108	1219	4525	1131
1450	1144	1258		
1500	1180	1298	4700	1175
1560	1224	1346	4875	1219
1620	1266	1393	5050	1263
1680	1310	1441	5225	1306
1740	1324	1456	5425	1356
1800	1396	1536	5625	1406
1860	1440	1584	5825	1456
1930	1492	1641	6025	1506
2000	1540	1694	6225	1556
2070	1595	1755	6425	1606
2140	1645	1810	6625	1656
2210	1700	1870	6825	1706
2280	1749	1924	7025	1756
2350	1804	1984	7225	1806
2420	1854	2039	7425	1856
2490	1909	2100	7650	1913
2570	1968	2165	7875	1969
2650	2028	2231	8100	2025
2730	2087	2296	8325	2081
2810	2147	2362	8550	2138
2890	2207	2428	8775	2194
2970	2266	2493	9000	2250
3050	2326	2559	9225	2306
3130	2385	2624	9450	2363
3210	2445	2690	9675	2419
3290	2505	2756	9925	2481
3370	2564	2820	10175	2544

H

Scale no.8				
B2	**C23**	**C23$^{/}$**	**B3**	**P3**
1500	1180	1298	4800	1200
1560	1228	1345		
1620	1266	1393	4975	1244
1680	1310	1441	5150	1288
1740	1324	1456	5350	1333
1800	1396	1536	5550	1363
1860	1440	1584	5750	1438
1930	1492	1641	5950	1488
2000	1540	1694	6150	1538
2070	1595	1755	6375	1594
2140	1645	1810	6600	1650
2210	1700	1870	6825	1706
2280	1749	1924	7050	1763
2350	1804	1984	7275	1819
2420	1854	2039	7500	1875
2500	1913	2104	7725	1931
2580	1973	2170	7950	1988
2660	2033	2236	8175	2044
2740	2092	2301	8425	2106
2820	2152	2367	8675	2169
2900	2211	2432	8925	2231
2980	2271	2498	9175	2294
3060	2331	2564	9425	2356
3140	2390	2629	9675	2419
3230	2459	2705	9925	2481
3320	2524	2776	10175	2544
3410	2594	2853	10425	2606
3500	2658	2924	10675	2669
3590	2728	3001		

Continued to next page

Table 5.4 (Continued from previous page)

Correspondence of Consolidated Pension C23 and Enhanced Consolidated Pension C23$^{/}$ to Basic Pay B3 and Basic Pay P3

Index

B2: Basic pay in the interval 2 at given stage in a pay scale
B3: Basic pay in the interval 3 arrived at through application of fitment formula to B2
P2: Basic pension initially defined during the interval 2 and based on last pay B2 at a given stage
C23: Consolidated pension defined in the interval 3 corresponding to pension P2
C23/ :C23 enhanced by 10 percent
P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 1.1.1986 & 31.12.1995
Interval 3: Between 1.1.1996 & 31.12.2005

J

Scale no.9				
B2	**C23**	**C23/**	**B3**	**P3**
1550	1216	1338	5000	1250
1620	1265	1392		
1690	1320	1452	5200	1300
1760	1372	1509	5400	1350
1830	1420	1562	5600	1400
1910	1478	1626	5800	1450
1990	1536	1690	6225	1556
2070	1595	1755	6450	1613
2150	1655	1821	6675	1669
2230	1714	1885	6900	1750
2310	1774	1951	7125	1781
2390	1834	2017	7350	1838
2470	1893	2082	7575	1894
2550	1953	2148	7800	1950
2630	2012	2213	8025	2006
2710	2072	2279	8275	2069
2790	2132	2345	8525	2131
2870	2191	2410	8775	2194
2950	2251	2476	9025	2256
3030	2310	2541	9275	2319
3130	2385	2624	9525	2381
3230	2459	2705	9775	2444
3330	2534	2787	10025	2506
3430	2608	2869	10275	2569
3530	2683	2951	10525	2631
3630	2757	3033	10775	2694
3730	2832	3115	11050	2763
3830	2906	3197		

5.13.15 Pension revision of pre-01.01.2006 pensioners would, therefore, be reduced to a simple process of determination of the value of basic pay corresponding to the last basic pay in the pre-revised scales for which reckoner tables may be made readily available. Table 5.11 has been

provide at the end of Section 5.15 to facilitate calculation of revised pension/family pension with effect from 01.01.2006. (vide Tables 5.3, 5.4 and 5.11).

5.13.16 G.O. No.200-F (Pen) dated 25.02.2009 prescribes a formula in Clause 4.1 for revision of pension of pre-01.01.2006 pensioners through a process of consolidation by adding together.

(a) The existing pension
(b) Dearness pension @ 50% of basic pension
(c) Dearness relief @ 24% of basic pension plus dearness pension
(d) Fitment weightage @ 40% of the existing pension.

The prescribed formula has got certain inherent deficiencies.

5.13.17 We would like to examine at this point how far the pension revision of pre-01.01.1996 pensioners compares with the pay scale revision of the corresponding group of the serving employees. The question is relevant in view of the fact that the element of 'Grade Pay' entering into the scheme of pay revision is in fact a prescription for a booster element varying from one end of the pre-revised scale to another, while the element of 'Fitment Weightage' of the pension revision scheme is actually a prescription for a booster element uniformly applicable throughout the scale. We have taken out Table 18 from Volume 1 of our report and included here as Table 5.5 to illustrate how grade pay functions as a variable booster element across different stages of pre-revised Scale no.6. Both the pre-revised and revised scales have been shown in a non-rationalised format.

5.13.18 Column 2 Table 5.6 gives the basic pay at different stages in the pre-revised scale while column 5 gives the corresponding basic pay after revision. The basic pension in pre-revised scale for pensioners who retired on or before 31.12.2005 are indicated in column 3 whereas column 4 gives the corresponding revised values achieved through consolidation on 01.01.2006. Column 6 gives the basic pension in the revised scale for pensioners who retired on 01.01.2006 or thereafter.

5.13.19 A stage-wise comparison may be made between the consolidated pension of those who retired before 01.01.2006 (column 4) and the basic pension of those who retired on 31.01.2006 or thereafter (column 6). Table 5.4 shows the discrepancy that exists between the two set of values at different stages except at Stage no. 29 when the two values are the same. The discrepancy is maximum for Stage 1 where it amounts to 23.9 percent and decreases gradually for subsequent stages till stage 29 is reached. Consolidation has been done in terms of Clause 4.1 of Memorandum No.200-F(Pen) dated 25.02.2009 of the Finance Department.

5.13.20 The discrepancy arises from the fact that the element of grade pay used in the construction of revised pay scales implies boosting of the basic pay by variable amount according to the stage in the pre-revised scale, while the fitment weightage referred to in the said Memo acts as a booster element having the same value for all stages.

Table A.3 (Table 18 of Volume 18)

Grade Pay as a variable booster element

Example: Pay Scale No.6 (Rs.4125-9700)

Grade Pay as per CPC formula: 40% of Rs.9700=3880 (Rounded off to Rs.3900)

Stage	Pre-revised **Basic Pay**	Grade Pay as percentage of Basic Pay	**Factor by which unrevised Basic Pay has to be multiplied to get revised Basic Pay x 100**	***Revised Basic Pay***
1	4125	94.06	280.06	11552
2	4275	90.76	276.76	11831
3	4425	87.68	273.68	12110
4	4575	84.81	270.81	12390
5	4750	81.68	267.68	12715
6	4925	78.78	264.78	13040
7	5100	76.07	262.07	13366
8	5275	73.55	259.55	13691
9	5450	71.19	257.19	14017
10	5650	68.67	254.67	14389
11	5850	66.32	252.32	14761
12	6050	64.13	250.13	15133
13	6250	62.06	248.06	15504
14	6450	60.16	246.16	15877
15	6650	58.34	244.34	16249
16	6850	56.64	242.64	16621
17	7050	55.04	241.04	16993
18	7250	53.52	239.52	17365
19	7450	52.08	238.08	17737
20	7675	50.55	236.55	18155
21	7900	49.11	235.11	18574
22	8125	47.75	233.75	18992
23	8350	46.46	232.46	19410
24	8575	45.24	231.24	19829
25	8800	44.09	230.09	20248
26	9025	42.99	228.99	20666
27	9250	41.95	227.95	21085

28	9475	40.94	226.94	21503
29	9750	40.00	226.00	22035

Table A.4 Problem of consolidation of pension of Pre-01.01.2006 pensioners arising out of immiscibility of the concepts of Grade Pay and Booster Element

Stage	Pre-revised Scale No. 6			Revised Scale No. 6		Amount by which Basic Pension in the revised scale exceeds the Consolidated Pension of pre-1.1.2006 Pensioner (in percent) at the same stage
	Basic Pay on 31.12.2005	Basic Pension on 31.12.2005 = 50% of Basic Pay	Pension Consolidated on 1.1.2006 = Basic Pension on 31.12.2005 x 2.26	Basic Pay on 1.1.2006	Basic Pension on 31.1.2006 = 50% of Basic Pay on 1.1.2006	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	4125	2063	4662	11552	5776	23.9
2	4275	2138	4832	11831	5916	22.4
3	4425	2213	5001	12110	6055	21.1
4	4575	2288	5171	12390	6195	19.8
5	4750	2375	5368	12715	6358	18.4
6	4925	2463	5566	13040	6520	17.1
7	5100	2550	5763	13366	6683	16.0
8	5275	2638	5962	13691	6846	14.8
9	5450	2725	6159	14017	7009	13.8
10	5650	2825	6385	14389	7195	12.7
11	5850	2925	6611	14761	7381	11.6
12	6050	3025	6837	15133	7567	10.7
13	6250	3125	7063	15504	7752	9.8
14	6450	3225	7289	15877	7939	8.9
15	6650	3325	7515	16249	8125	8.1
16	6850	3425	7741	16621	8311	7.4
17	7050	3525	7967	16993	8497	6.7
18	7250	3625	8193	17365	8683	6.0
19	7450	3725	8419	17737	8869	5.3
20	7675	3838	8674	18155	9078	4.7
21	7900	3950	8927	18574	9287	4.0
22	8125	4063	9182	18992	9496	3.4
23	8350	4175	9436	19410	9705	2.9
24	8575	4288	9691	19829	9915	2.3
25	8800	4400	9944	20248	10124	1.8
26	9025	4513	10199	20666	10333	1.3
27	9250	4625	10453	21085	10543	0.9
28	9475	4738	10708	21503	10752	0.4
29	9750	4875	11018	22035	11018	Equal

5.13.21 A sizeable section of the pre-1.1.2006 pensioners would be adversely affected by the discriminatory prescription. Even if a difference of 5% is taken as a tolerable limit of the difference (P4~C34), so that C34 can be regarded as nearly equal to P4, the section belonging to Stage 1 to Stage 19 would constitute a group that would be deprived of the benefit which is supposed to emanate from the scheme.

5.13.22 Some relief may be available for a section of this group in accordance with Clause 4.4 of G.O. No.200-F(Pen) dated 25.2.2009 which implies that the minimum value of P3′ corresponding to different stages of the pre-revised scale should in no case be less than the minimum value of P4 in the revised scale. An examination of the Table indicates that this benefit is available only for Stages 1 to 7 of the scale. The reduced value of the differences between P3′ and P4 would then be as follows :

Stage	**Consolidated pension in terms of Clause 4.4 of G.O.No.200-F(Pen) dated 25.2.2009 (P3′)**	**Basic Pension in the revised scale (P4)**	**(P4-P3′) in percent of P3′**
1	5776	5776	0
2	5776	5916	2.4
3	5776	6055	4.8
4	5776	6195	7.3
5	5776	6358	11.4
6	5776	6520	12.9
7	5776	6683	15.7

5.13.23 Once again, if a difference of 5% is taken as a tolerable limit, the section consisting of pensioners belonging to Stage 4 to stage 7 remains deprived of the benefit. In 16 cases out of 29 (Stage 4 to Stage 19) a significant difference between P3′ and P4 would continue to exist despite all efforts and despite the genuine concern implicit in all the relevant

Government Orders for approaching the ideal state of affairs, namely, $P3' = P4$. The consolidation scheme adopted this time has the same pattern as the one presented earlier for consolidation of pension of pre-1.1.1996 pensioners. The reason why no discrepancy of the type noted in the preceding paragraphs arose out of the earlier scheme was that there was a perfect match between the design of the consolidation scheme for pensioners and that of pay revision scheme for serving employees. An inherently deficient scheme cannot perform the same task as was possible for the earlier scheme.

5.13.24 Under the circumstances, a serious thought has to be given as to whether a better alternative would be to start directly from B3 and B4 and move straightway to the fulfillment of the ideal relation

$$P3' = P4.$$

If one can go straight, what is the need for taking a circuitous route, particularly when the intension of the Government to deliver justice has been made abundantly clear on more than one occasion?

5.13.25 An extra amount would be needed to substitute the proposed scheme of calculation of revised pension for the one based on consolidation formula. We assume that there is one pensioner corresponding to each figure in column 2 of Table 5.6 so that the figure represents the last basic pay on the basis of which the basic pension of the pensioner who retired before 01.01.2006 was defined in the pre-revised scale. We also assume that there is one pensioner corresponding to each figure in column 5 of the same Table so that the figure represents the last basic pay on the basis of which the basic pension of the pensioner who retired after 01.01.2006 would be defined in the revised scale. Addition of the figures in Column 4 of the

Table (after replacing the first seven figures by 5776 for reasons stated earlier) gives a total of Rs.2,24,805/- that would be admissible as 'consolidated pension' to the 29 pensioners taken together all of whom retired before 01.01.2006. Addition of the figures in Column 6 of the Table gives a total of Rs.2,47,215/- that would be admissible as basic pension to the 29 pensioners taken together all of whom retire after 01.01.2006. If revised pension of pre-01.01.2006 pensioners has to be calculated on the basis of the basic pay in the revised scale which corresponds to the basic pay in the pre-revised scale on the basis of which the basic pension was initially defined, the total amount admissible as revised pension to the first group of pensions would be the same as the amount admissible as basic pension to the second group of pensioners. This amount is 9.969 percent higher than the amount calculated on the basis of the consolidation formula. The difference is within a limit tolerable enough to justify implementation of the proposed direct method of pension revision in place of the one based on consolidation formula which, as has been pointed out earlier, suffers from inherent deficiencies. No consolidation formula could be devised that can guarantee the equality of C34 and P4 for all stages of pay scale.

5.13.26 Even if the dates of retirement are not so uniformly distributed across the stages of a given scale as presumed in the preceding paragraph, the average value of the difference over the entire scale would be much below the limit of 10 percent as indicated by calculation of averages over groups of 10 stages. Column 7 of Table 5.6 gives the stage-wise difference in percentage between the values of basic pension of post-01.01.2006 pensioners and consolidated pension of pre-01.01.2006 pensioners. The average of the first 10 values (stages 1-10) in Column 7 is 9.58, while for the next group of values (stage 11-20) the average comes out to be 7.92 and 2.17 for stages 20-29. The limiting value of 10 percent for the average over a given pay scale is unlikely to be exceeded if we consider as a whole the

cases of revision of pension of a total population of pensioners who retired before 01.01.2006 and were drawing salary at one stage or another in the same pay scale.

5.14 Parity of retirement benefits of "CPF Pensioners" and "GPF Pensioners"

5.14.1 The logical basis of co-existence of two pension schemes would be their exact equivalence despite the varying character of their component elements. The "CPF Pensioners" would be considered to be at par with the "CPF Pensioners" if the shortfall in basic pension of the former is compensated by additional inflow from some source. The popular belief has been that the amount earned by the "CPF Pensioner" as employer's contribution to provident fund bridges the gap in some magical manner. One way to draw a comparison between the two groups of pensioners is to imagine that the entire lump sum amount earned as gratuity and the component of the provident fund contributed by the employer is invested in interest-generating Government schemes by both the groups as fixed deposits. The two systems are to be regarded as equivalent if the difference in interest income closely approaches the difference in basic pension. Accordingly, the interest income has been worked out for a few representative cases for which data have been made available on the basis of the assumption that interest is earned on fixed deposits at the rate of 9 percent per annum over the years.

5.14.2 We consider the cases of "CPF Pensioners" vis-à-vis "GPF Pensioners" who are retiring at a given point of time with the same basic pay. For the "CPF Pensioner", let G_C be the amount earned as gratuity and F_C the amount earned as employer's contribution to provident fund. Let G_C

be the gratuity admissible to the "GPF Pensioner". The quantity $E_C = (G_C + F_C) - C_G$ in the "excess amount" earned by the "CPF Pensioner". Let I_C denote the monthly interest earned on the "excess amount". The values of basic pension of the "CPF Pensioner" and "GPF Pensioner" are represented by P_C and P_G respectively. The sum of P_C and the interest element I_C is defined as "total income" (T_C) of the "CPF Pensioner", while the total income T_G of the "GPF Pensioner" consists of a single element, namely, P_G. The income differential ΔT is given by $\Delta T = T_C \sim T_G$. The proportion of the interest element I_C in the "total income" of the "CPF Pensioner" expressed in percentage is given by $R = \left(I_C \big/ T_C \right) \times 100$.

5.14.3 Format 1 has been devised for presentation of calculated value of P_C, P_G, I_C, I_C R and ΔT for some representative cases of pre-01.01.86 pensioners for which numerical values of last basic pay, length of service, gratuity paid or admissible, and employer's contribution to provident fund are available. Format 2 has been devised for presentation of similar values for some pensioners who retired between 01.01.86 and 31.12.1995 (i.e. interval 2).

The following abbreviations have been used in the Format:

P1, P2, P3, P4 : Basic Pension admissible during the intervals 1, 2, 3 and 4 respectively;

C12, C13, C14, C23, C24, C34 : Consolidated Pension, the first numerical denoting the interval during which the pensioner retires from service and the second numerical denoting the interval during which pension is consolidated.

Subscript C : Relates to “CPF Pensioner”

Subscript G : Relates to “GPF Pensioner”

The intervals 1, 2, 3 and 4 denote the following periods.

Interval 1 : Before 01.01.1986

Interval 2 : From 01.01.1986 to 31.12.1995

Interval 3 : From 01.01.1996 to 31.12.2005

Interval 4 : From 01.01.2006 onwards

Table 5.7

1. **Format for Comparison of monthly income of "CPF Pensioners" and "GPF Pensioners" who retired before 1.1.1986**

Interval	Income elements	Income elements for "CPF Pensioners"		Proportion of interest element I in total income T		Income elements for "GPF Pensioners"		Income differential $\Delta T = \left(\frac{T_G}{T_C} - 1\right) \times 100$
	Interest on investments $I = (E \times 0.0075)$	I_C						
1 (Before 1.1.1986)	Basic pension P1 during interval 1	$P_C 1$		$R_1 = \frac{I_C}{T_C 1} \times 100$		$P_G 2$		
	Total income = Basic pension P1 plus interest element $T1 = P1 + I$	$T_C 1 = P_C 1 + I_C$				$T_G 1 = P_G 2$		
2 (Between 1.1.1986 and 31.12.1995)	Consolidated pension $C12$ during interval 2	$C_C 12$		$R_2 = \frac{I_C}{T_C 2} \times 100$		$C_G 12$		
	Total income = Consolidated pension $C12$ plus interest element $T2 = C12 + I$	$T_C 2 = C_C 12 + I_C$				$T_G 2 = C_G 12$		
3 (Between 1.1.1996 and 31.12.2005)	Consolidated pension $C13$ during interval 3	$C_C 13$		$R_3 = \frac{I_C}{T_C 3} \times 100$		$C_G 13$		
	Total income T = Consolidated pension $C13$ plus interest element $T3 = C13 + I$	$T_C 3 = C_C 13 + I_C$				$T_G 3 = C_G 13$		
4 (From 1.1.2006 onwards)	Consolidated pension $C14$ during the interval 4	$C_C 14$		$R_4 = \frac{I_C}{T_C 4} \times 100$		$C_G 14$		
	Total income T = Consolidated pension $C14$ plus interest element $T4 = C14 + I$	$T_C 4 = C_C 14 + I_C$				$T_G 4 = C_G 14$		

TABLE 5.8

Comparison in Format 1 of "Total Income" of "CPF Pensioners" and "GPF Pensioners" who retired before 01.01.1986.

Ic =164; B1 = 1150 **A**

I	P_c/T_c	R	P_G/T_G	Δ T
1	312	34.45	504	5.88
	476		504	
2	606	21.30	1067	38.57
	770		1067	
3	2043	7.43	3231	46.40
	2207		3231	
4	4617	3.43	7302	52.73
	4781		7302	

Ic = 227; B1 = 1360 **B**

I	P_c/T_c	R	P_G/T_G	Δ T
1	383	37.21	592	-2.95
	610		592	
2	677	25.11	1155	27.77
	904		1155	
3	2275	9.07	3493	39.61
	2502		3493	
4	5141	4.39	7894	47.03
	5369		7894	

Ic = 99; B1 = 930 **C**

I	P_c/T_c	R	P_G/T_G	Δ T
1	259	27.65	433	20.95
	358		433	
2	553	15.18	918	40.80
	652		918	
3	1870	5.03	2787	41.54
	1969		2787	
4	4226	2.29	6299	45.63
	4325		6299	

Ic = 177; B1 = 1200 **D**

I	P_c/T_c	R	P_G/T_G	Δ T
1	325	35.25	541	7.77
	502		541	
2	619	22.24	1104	38.69
	796		1104	
3	2086	8.19	3341	54.46
	2163		3341	
4	4714	3.62	7550	54.37
	4891		7550	

Ic =121; B1 = 970 **E**

I	P_c/T_c	R	P_G/T_G	Δ T
1	269	31.03	455	16.67
	390		455	
2	563	17.69	964	40.94
	684		964	
3	1903	5.98	2924	44.47
	2024		2924	
4	4301	2.74	6608	49.43
	4422		6608	

Ic = 679; B1 = 2500 **F**

I	P_c/T_c	R	P_G/T_G	Δ T
1	656	50.86	1029	- 22.93
	1335		1029	
2	958	41.48	1750	6.90
	1637		1750	
3	3197	17.52	5265	35.84
	3876		5265	
4	7225	8.59	11899	50.54
	7904		11899	

Ic =104; B1 = 745 **G**

I	P_c/T_c	R	P_G/T_G	Δ T
1	213	32.81	355	11.99
	317		355	
2	467	17.90	753	29.60
	581		753	
3	1586	6.15	2296	35.86
	1690		2296	
4	3584	2.82	5189	40.70
	3688		5189	

Ic = 434; B1 = 2250 **H**

I	P_c/T_c	R	P_G/T_G	Δ T
1	592	42.30	935	- 8.87
	1026		935	
2	981	32.75	1590	1.20
	1325		1590	
3	2978	12.72	4789	40.36
	3412		4789	
4	6730	6.06	10823	51.07
	7164		10823	

Table 5.9

2. Format for Comparison of "Total Income" of "CPF Pensioners" and "GPF Pensioners" who retired between 1.1.1986 and 21.12.1995

Interval	Income elements	Income elements for "CPF Pensioners"		Proportion of interest element I in total income T		Income elements for "GPF Pensioners"		Income differential $\Delta T = \left(\frac{T_G}{T_C} - 1\right) \times 100$
	Interest on investments $I = (E \times 0.0075)$	I_C						
1 (Before 1.1.1986)								
2 (Between 1.1.1986 and 31.12.1995)	Basic pension P2 during interval 2	$P_C 2$		$R_2 = \frac{I_C}{T_C 2} \times 100$		$P_G 2$		
	Total income = Basic pension P2 plus interest income $(T2 = P2 + I)$	$T_C 2 = P_C 2 + I_C$				$T_G 2 = P_G 2$		
3 (Between 1.1.1996 and 31.12.2005)	Consolidated pension $C23$	$C_C 23$		$R_3 = \frac{I_C}{T_C 3} \times 100$		$C_G 23$		
	Total income T = Consolidated pension $C23$ plus interest income $(T3 = C23 + I)$	$T_C 3 = C_C 23 + I_C$				$T_G 3 = C_G 23$		
4 (From 1.1.2006 onwards)	Consolidated pension $C24$ during the interval 4	$C_C 24$		$R_4 = \frac{I_C}{T_C 4} \times 100$		$C_G 24$		
	Total income T = Consolidated pension $C24$ plus interest income $(T4 = C24 + I)$	$T_C 4 = C_C 24 + I_C$				$T_G 4 = C_G 24$		

TABLE 5.10

Comparison in Format 2 of "Total Income" of "CPF Pensioners" and "GPF Pensioners" who retired between 01.01.1996 and 31.12.2005.

Ic =856; B2 = 5400 **1**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	1350	38.80	2291	3.85
	2206		2291	
3	4480	16.04	6078	13.91
	5336		6078	
4	10125	7.80	13736	25.09
	10981		13736	

Ic = 470; B2 = 3210 **2**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	803	36.92	1605	36.92
	1273		1605	
3	2690	14.42	4834	48.28
	3260		4834	
4	6079	7.18	10925	66.82
	6549		10925	

Ic = 901; B2 = 3320 **3**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	830	52.05	1660	- 4.11
	1731		1660	
3	2776	24.50	4997	35.90
	3677		4997	
4	6273	12.56	11293	57.42
	7174		11293	

Ic = 490; B2 = 3430 **4**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	858	36.35	1715	27.23
	1348		1715	
3	2608	15.82	5162	66.62
	3098		5162	
4	6484	7.03	11666	67.28
	6974		11666	

Ic =288; B2 = 3500 **5**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	875	24.76	1750	50.47
	1163		1750	
3	2924	8.97	5265	63.92
	3212		5265	
4	6608	4.18	11890	72.42
	6896		11890	

Ic = 301; B2 = 3130 **6**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	783	27.77	1565	44.37
	1084		1565	
3	2624	10.29	4715	61.97
	2925		4715	
4	5930	4.83	10656	30.95
	6231		10656	

Ic = 475; B2 = 3950 **7**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	988	32.47	1975	35.00
	1463		1975	
3	3296	12.60	5603	48.58
	3771		5603	
4	7449	5.99	12663	59.81
	7924		12663	

Ic = 376; B2 = 3600 **8**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	900	29.47	1800	41.07
	1276		1800	
3	3002	11.13	5353	48.47
	3378		5353	
4	6785	5.25	12098	68.94
	7161		12098	

Ic =855; B2 = 3800 **9**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	950	47.37	1900	5.26
	1805		1900	
3	3169	21.25	5490	36.43
	4024		5490	
4	7162	10.66	12407	54.76
	8017		12407	

Ic = 487; B2 = 4575 **10**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	1144	29.86	2288	40.28
	1631		2288	
3	3807	11.34	6073	41.43
	4290		6073	
4	7882	5.82	13725	64.00
	8369		13725	

5.14.4 Calculation according to the relevant format for a few cases are shown in the appended Tables.

5.14.5 Both sets of Tables show remarkable change in the values of R and ΔT with transition from one interval to the other.

5.14.6 For example in Table 5.8 (A) drawn in Format 1, the values of R and ΔT change in the following manner:

R = 34.45% before the first round of consolidation
= 21.30% after the first round of consolidation
= 7.43% after the second round of consolidation
= 3.55% after the third round of consolidation
ΔT = 5.88% before the first round of consolidation
= 38.57% after the first round of consolidation
= 46.39% after the second round of consolidation
= 55.99% after the third round of consolidation

5.14.7 The income differential ΔT increases sharply with transition from one interval to the next. The increase is related to sharp fall in R, the proportion of interest income I_C in the total income T_C.

There is thus no prospect of bringing T_C at par with T_G.

5.14.8 The trend of sharp decline in the value of ΔT in course of three rounds of pay revision and pension revision implies that the value of $C_C 14\ (\cong P4)$ has to be enhanced by a certain percentage in order to being

about parity between C_C14 and C_G 14. The value of the booster element may be obtained from the following expression for an ideal situation:

$C_c14x+I_c=C_G14$, where x is an unknown factor.

From the expression one gets

$$x=\left(\frac{C_G14-I_C}{C_C14}-1\right)$$

In percent of C_c14

$$x=\left(\frac{C_G14-1}{C_C14}-1\right)\times 100$$

In the case under consideration

$$x=55.99$$

5.14.9 Enhancement of C_c14 ($\underline{\approx}P_c14$) by an amount of 50% as a booster element would ensure near equivalence of C_C14 and C_G14

The enhanced value of P_C4 may be represented as

$$[P_C4]=P_C4\times 1.50$$

P_C4 is presently being calculated at the rate of 25% of basic pay before ; the enhance value $[P_C4]$ would, therefore, be calculated at the rate of 37.5% of B4.

5.14.10 The change in pension rate of "CPF Pensioners" from 25% to 33⅓% of last basic pay as proposed in an earlier section would enhance P_C4 by one-third of the amount. This enhancement may be represented by

$$\{P_C4\}=P_C4\times 133\frac{1}{3}$$

$[P_C4]$ may be obtained from $\{P_C4\}$ by using a multiplication factor *m*

$$[P_C4]=m.\{P_C4\}$$

which means

$$P_C 4 \times 150 = m.P_C 4 \times \frac{400}{3}$$

or

$$m = \frac{3}{400} \times 150 = 1.125$$

The value of $[P_C 4]$ may, therefore, be obtained by enhancing $\{P_C 4\}$by 12.5%. $\{P_C 4\}$ is, however, the value of basic pension in the revised scale calculated at the rate of 33⅓% of last basic pay.

5.14.11 The value of the revised pension of "CPF Pensioners" who retired before 1.1.1996 may be calculated in the following steps.

1. Determination of the value of basic pay B3 in the pre-revised scale corresponding to the consolidated pension $C_C 13'$ and $C_c 23$ (vide Table 5.3) ;
2. Determination of the value of basic pay B4 in the revised scale corresponding to the value of B3 ;
3. 33⅓% of B4 will be the basic pension P4 in the revised scale ;
4. The revised value of pension of pre-1.1.1986 pensioners will be obtained by enhancing P4 by an amount of 12.5% or alternatively by calculating the revised pension at the rate of 37.5 percent of revised basic pay P4.

5.14.12 Different values of *x* are available for a small section of the pre-1.1.1996 pensioners. A separate value for the multiplication factor m for cannot be suggested for this section without analyzing the data for a larger population of pensioners.

5.14.13 **On extending the scope of exercising option to come under DCRB Scheme 1996**

(a) The income gap between the "CPF Pensioners" and the "GPF Pensioners" widens with each round of pay revision and pension consolidation. The way the gap may be bridged has been indicated in different sections of this chapter.

(b) An alterative approach to address the issue would be to find an avenue whereby the scope of exercising option to come under the DCRB Scheme 1996 may be extended to cover all employees who would retire as "CPF Pensioners".

(c) As stipulated in G.O. No.85-Edn(U) dated 31.01.2000, all employees who are recruited to the university service after that date would automatically belong to the category of "GPF Pensioners" when they retire from service. There would no longer be any scope before these employees to enlist themselves as "CPF Pensioners" when they retire.

(d) On the other hand, all those who have been recruited before 31.01.2000 would automatically belong to the category of "CPF Pensioners" when they retire from service. There was no scope before such employees to enlist themselves as "GPF Pensioners" unless otherwise specified.

(e) Clause 3(ii) of G.O. No.85-Edn(U) dated 31.1.2000 reads as follows:

> "The existing employees who are in service on the date immediately before the issue of this memorandum may exercise option to come under the new scheme".

(f) This clause debars the employees who retired before 31.1.2000 from exercising option to come under the DCRB Scheme 1996.

(g) Clause 3 (v) of the same G.O. mentions specifically that employees retired from service prior to 1.1.1996 will also not get the benefit of the scheme. Such employees would continue to be categorized as "CPF Pensioners" on retirement from service.

(h) Following clause 3(ii) and 3(v) of the G.O., the employees who were recruited before 31.1.2000, subject to the condition that they would be entitled to the benefit of Contributory Provident Fund (which means all of them are scheduled to retire as "CPF Pensioners"), into two classes, namely:

(i) those who were in service on the date immediately before the date of issue of the G.O. (i.e. 31.1.2000); and
(ii) those who retired before that date.

(j) By eliminating the class division, it may be possible to find a viable solution to the problem at hand.

5.15 Family pension and revised family pension

5.15.1 The arguments put forward in the preceding paragraphs in connection with determination of the rates of pension and revised pension apply equally well to matters relating to determination of the rates of family pension as well as revised family pension.

5.15.2 It has been the practice so far to maintain the values of family pension and basic pension in the ratio of 3:5. For "GPF Pensioners", for example, family pension has been calculated at the rate of 30 percent of the last basic pay while basic pension has been calculated at the rate of 50 percent of last basic pay. Certain departures have, however, been made in

the case of family pension of the members of the family of "CPF Pensioners". The rates prescribed for "CPF Pensioners" in the lower ranges of pay have been 15 percent and 25 percent for family pension and basic pension respectively. Lower rates for family pension (10 percent and 7½ percent) have, however, been prescribed in the case of pensioners belonging to higher ranges of pay. We are of the opinion that the rates of family pension of the latter group who retired between 01.01.1996 and 31.12.2005 needs to be redefined and be replaced by the value of 15 percent of last basic pay for all pay ranges in order to maintain uniformity and parity with the rates defined for Government pensioners who retired during the same period.

5.15.3 We are of the opinion that the practice of maintaining the relative values of family pension and basic pension in the ratio of 3:5 need to be continued irrespective of pay ranges.

5.15.4 (a) As argued earlier, the value of revised pension would be taken to be equal to the value of basic pension calculated on the basis of the value of basic pay in the revised scale. Such basic pay corresponds to the value of basic pay in the pre-revised scale on the basis of which the pre-revised basic pension was originally defined.

(b) Continuing the arguments further, the revised value of family pension has to stand in the ratio of 3:5 to the value of revised basic pension. The value of the revised basic pension has been taken to be equal to the value of basic pension calculable on basic pay in the revised scale. Such basic pay in the revised scale corresponds to basic pay in the pre-revised scale on the basis of which pre-revised family pension was originally defined.

5.15.5 (a) Family pension for the members of the family of deceased "GPF Pensioners" has to be calculated at the rate of 30 Percent of the basic pay in the revised scale.

(b) Revised family pension for the members of the same group needs to calculated at the rate of 30 percent of the basic pay in the revised scale, such basic pay corresponding to the basic pay in the pre-revised scale on the basic of which corresponding family pension was originally defined.

5.15.6 A case has been presented (vide para 5.12.10 of this chapter) for raising the rate of pension of "CPF Pensioners" from the present value of 25 percent to 33⅓ percent of the last basic pay in the revised pay scale. The changeover implies a change in the ratio expressing the relative values of family pension and basic pay.

5.15.7 A proportional rise in the rate of revised family pension in the case of "CPF Pensioners" is needed to keep the relative values of revised family pension and revised basic pension in the ratio of 3:5.

5.15.8 (a) Accordingly, family pension has to be calculated at the rate of 20 percent (= three fifths of 33⅓ percent) of the last basic pay in the revised scale in the case of the "CPF Pensioners".

(b) In the case of the "CPF Pensioners", revised family pension has to be calculated at the rate of 20 percent of the basic pay in the revised scale corresponding to the basic pay in the pre-revised scale on the basis of which the value of family pension was originally calculated.

5.15.9 A case has also been presented for granting an additional amount equivalent to one-eighth (=12.5%) of the value of revised pension while calculating the pension admissible to the pensioners who retired prior to 01.01.1996 in order to maintain parity between "CPF Pensioners" and "GPF Pensioners".

5.15.10 Accordingly, the revised pension of the "CPF Pensioners" who retired before 01.01.1996 has to be calculated at the rate of 37.5 percent of the revised basic pay (= 33⅓ percent plus ⅛ of 33⅓ percent) corresponding to the pre-revised basic pay on which the basic pension was originally calculated.

5.15.11 To maintain the relative value of the revised family pension and the revised basic pension in the case of the aforesaid group of "CPF Pensioners" in the ratio of 3:5, the revised value of family pension has to be calculated at the rate of 22.5 percent (= $\frac{3}{5}$ of 37.5 percent; alternatively, 20 percent plus one-eighth of 20 percent) of the basic pay in the revised scale corresponding to the basic pay in the pre-revised scale on the basis of which family pension was originally defined.

5.15.12 The following consideration would lead to a simplified procedure for calculation of revised value of family pension as percentage of last basic pay drawn by the concerned employees when the values of basic pay in the given pay scales are known.

1. (a) Let

B1 : Basic pay in the interval 1

B2 : Basic pay in the interval 2 (=revised value of B1 in the interval 2)

B3 : Basic pay in the interval 3 (=revised value of B2 in the interval 3)

B4 : Basic pay in the interval 4 (=revised value of B3 in the interval 4)

F1, F2, F3, F4 : Family pension defined during the intervals 1, 2, 3 and 4 respectively, given that

F1 = 15/10/7 ½ percent of B1

F2 = 15/10/7 ½ percent of B2 (should be equal to the revised value of F1)

F3 = 15 percent of B3 (should be theoretically equal to be revised value of F2)

(b) F1 has been consolidated during interval 2 and interval 3 and thereafter enhanced by 10%. The consolidated value, as argued in the case of C13 and shown in Table 5.3 would be nearly equal to F3 in most cases.

(c) F2 has been consolidated during the interval 3. The consolidated values as argued in the case of C23 and shown in Table 5.4 would be nearly equal to F3 in most cases.

2. A Table showing the corresponding values of B1, B2 and B3 juxtaposed in the same rows can be constructed by combining column 1 and column 3 of Table 5.3 and column 2 and column 4 of Table 5.4 of this chapter. To this may be added a column showing the values of family pension F3 calculated at the prescribed rates and juxtaposed against the corresponding values of B3.
3. In this Table may be included one column representing the values of basic pay B4 in the revised scales which correspond to basic pay B3 in the pre-revised scale (Vide Table 5.11 at the end of this Section) and another column representing the values of family pension F4 calculated at the prescribed rates.

4. (a) The value of revised family pension can, however, be read directly from this Table without taking recourse to any tedious calculations.

(b) Out of the comprehensive Table referred to in the aforesaid para 2, three columns representing the values of B1, B4 and F4 are only needed for showing the calculations for revised family pension in case of pensioners who retired before 01.01.1986 (Interval 1 in the terminology adopted here). F4 in this case is calculated at the rate of 22½ % of B4. The value of F4 corresponding to a given value of B1 can thus be read directly from the Table.

(c) Similarly, three columns representing the values of B2, B4 and F4 are relevant for showing the calculations for revised family pension in the case of pensioners who retired between 01.01.1986 and 31.12.1995 (Interval 2 in the terminology adopted here). F4 in their case would be calculated at the rate of 22½ % of B4. The value of F4 corresponding to a given value of B2 can thus be read directly from the Table.

(d) Three columns representing the values of B3, B4 and F4 are needed to show the calculations for revised family pension in the case of pensioners who retired between 01.01.1996 and 31.12.2005 (Interval 3 in the terminology adopted here). F4 in this case would be calculated at the rate of 20% of B4. The value of F4 corresponding to a given value of B3 can be read directly from the Table.

5. (a) The rates of family pension for the "CPF Pensioners" during the interval 3 continued to be governed by the same

norms as were adopted during the interval 2 for both the "CPF Pensioners" of the universities and the "GPF Pensioners" in the Government. Such norms were, however, abandoned in favour of a scheme based on a uniform rate instead of a multitude of rates based on pay ranges for defining rates of family pension for members of the families of Government pensioners.

(b) A uniform rate of 15% of basic pay for all pay ranges may be obtained by adopting the following measures:

(i) All values of family pension that were calculated during interval 3 at the rate of 10% of last basic pay may be enhanced by 50 percent.

(ii) All values of family pension that were calculated during the interval 3 at the 7½ % of last basic pay may be enhanced by 100 percent.

This procedure will bring uniformity in the rate of family pension between the Government pensioners and university pensioners in so far as such rates are not determined by pay ranges in both cases.

(c) The shortfall in the amount of family pension arising out of adoption of Clause 13 of G.O. No.84-Edn(U) dated 31.01.2000 in the case of university pensioners (vide para 5.11.1 of this chapter) in place of a scheme based on para 4.1 of Memo No.1128-F(Pen) dated 27.10.1998 which is applicable in the case of Government pensioners with effect from 01.04.1997 (vide para 5.11.7 of this chapter) needs to be made up

by paying the difference to the family pensioners related to the concerned university employees who retired on or before 31.12.2005.

TABLE 5.11

TABLE TO FACILITATE CALCULATION OF REVISED PENSION/FAMILY PENSION WITH EFFECT FROM 01.01.2006

How to use the Table

A. Pensioners may be categorized into the following groups according to their respective dates of retirement:

Group	Date of Retirement
1	Before 01.01.1986
2	On or after 01.01.1986, but before 01.01.1996
3	On or after 01.01.1996, but before 01.01.2006
4	On or after 01.01.2006

B. The four columns in each of the following Tables give the values of the last basic pay in a given scale of the four groups of pensioners on their respective dates of retirement, the column number corresponding to the serial number of the respective groups. Each Table describes the state of affairs for a given scale of pay prescribed for the non-teaching employees of the State-aided universities.

C. Figures in columns 2, 3, and 4 represent the revised values of basic pay corresponding to the values of pre-revised basic pay shown as figures in the same row in columns 1, 2, and 3 respectively. Any pair of such values are related to each other by fixation formula applicable during the respective phase of pay revision.

D. For any figure in column 1, 2 or 3 representing the value of last basic pay on the date of retirement, there is a corresponding figure in the same row in column 4. This latter figure has been referred to as equivalent basic pay for the purpose of calculation of revised pension/family pension.

E. When the date of retirement, the scale of pay on which the last basic pay was drawn and the amount of last basic pay are given, the task of calculation of the value of revised pension/family pension is reduced to a simple operation involving determination of the value of equivalent basic pay from the appropriate Table followed by application of appropriate rates of pension/family pension to such value.

[N.B. : Figures in column 4 of Tables 5.11 (A) to 5.11 (J) are the same as those shown in the corresponding column of Tables 7.1 (A) to 7.1(J) respectively of Volume I of this Report]

Continued to next page

TABLE 5.11 (continued from previous page)

Table to facilitate calculation of Revised Pension/Family Pension
with effect from 01.01.2006

Scale 1 **A**

(1)	(2)	(3)	(4)
	880	2850	7500
	898		
	916		
	934	2910	7700
300	952	2970	7800
306	970	3030	8000
312	988	3095	8000
318	1006	3160	8200
324	1024		
332	1042	3225	8400
340	1060	3290	8400
348	1078	3355	8500
356	1096	3420	8700
	1114	3485	8700
364	1132		
374	1153	3550	8900
384	1174	3620	9100
394	1195	3690	9100
	1216	3760	9400
404	1237	3830	9600
414			
424	1258	3900	9600
434	1279	3970	9800
447	1300	4040	9800
460	1325	4110	10000
473	1350	4180	10300
486			
499	1375	4250	10300

Scale 2 **B**

(1)	(2)	(3)	(4)
	950	3000	8000
	970		
	990	3075	8200
	1010	3150	8400
325	1030	3225	8500
335	1050	3300	8700
345	1070		
	1090	3375	8700
355	1110	3450	8900
365	1130	3530	9100
375	1155	3610	9300
385	1180	3690	9300
395	1205	3770	9500
405	1230		
415	1255	3850	9800
428	1280	3930	9800
441	1305	4010	10000
454			
467	1330	4090	10200
480	1355	4170	10200
495	1385	4250	10500
510	1415	4330	10700
525			
	1445	4420	10700
540	1475	4510	11000
555	1505	4600	11200
570	1540	4690	11500
		4780	11800
585	1575	4870	12000
600	1610	4960	12000
		5050	12300
		5140	12300
		5230	12600

Continued to next page

TABLE 5.11 (continued from previous page)

Table to facilitate calculation of Revised Pension/Family Pension

with effect from 01.01.2006

Scale 3 **C**

(1)	(2)	(3)	(4)
	1030	3325	9000
	1050		
	1070		
350	1095	3415	9200
360	1120	3505	9400
370	1145	3595	9600
380	1170		
390	1200	3685	9800
400	1230	3775	10000
410			
425	1260	3875	10200
440	1290	3975	10400
455	1320	4075	10400
470	1350	4175	10600
485			
500	1385	4275	10900
520	1420	4375	11100
540	1455	4475	11100
	1490	4575	11400
560	1525	4700	11600
580	1560	4825	11900
	1600	4950	12200
600	1640	5075	12500
620	1680	5200	12500
640	1720	5325	12800
	1760	5450	13100
660	1800	5575	13400
680	1840	5700	13400
700	1880	5825	13700
	1920		
	1960	5950	14000

Scale 4 **D**

(1)	(2)	(3)	(4)
	1110	3525	9600
	1140		
375	1170	3625	9800
390	1200	3725	10000
405	1230	3825	10200
420	1265	3925	10400
435	1300	4050	10700
450			
465	1335	4175	10900
480	1370	4300	11100
500	1410	4425	11400
520	1450		
540	1490	4550	11600
560	1530	4675	11900
580	1570	4800	12200
600	1610	4925	12400
	1650	5050	12700
625	1700	5175	12700
		5300	13000
650	1750	5425	13300
	1800	5550	13300
675	1850	5700	13600
700	1900	5850	13900
725	1950	6000	14300
	2000	6150	14600
750	2050	6300	15000
775	2100	6450	15300
800	2150	6600	15700
	2200	6750	15700
	2250	6900	16100
	2300	7050	16500

Continued to next page

TABLE 5.11 (continued from previous page)

Table to facilitate calculation of Revised Pension/Family Pension

with effect from 01.01.2006

Scale 5 **E**

(1)	(2)	(3)	(4)
	1210	3850	10700
400	1245		
415			
430	1280	3975	10900
450	1315	4100	11100
470	1350	4225	11400
490	1390	4350	11600
510			
530	1430	4475	11800
	1470	4600	12100
555	1510	4725	12400
	1550	4850	12600
580	1600	4975	12900
605	1650	5100	13200
630	1700	5250	13500
	1750	5400	13800
655	1800	5550	13800
685	1850	5700	14100
	1900	5850	14400
715	1950	6025	14700
745	2010	6200	15100
	2070	6375	15400
775	2130	6500	15800
805	2190	6725	16200
835	2250	6900	16500
	2320	7075	16900
865	2390	7275	17300
900	2460	7475	17800
	2530	7675	18200
	2600	7875	18600
	2670	8075	19100

Scale 6 **F**

(1)	(2)	(3)	(4)
450	1300	4125	11700
475	1345		
500	1390	4275	12100
525	1435	4425	12400
550	1480	4575	12600
	1535	4750	12900
575	1590	4925	13200
600	1645	5100	13700
625	1700	5275	14000
655	1755	5450	14300
	1810	5650	14500
685	1865	5850	14900
715	1920		
	1985	6050	15300
745	2050	6250	15600
775	2115	6450	16000
805	2180	6650	16300
	2245	6850	16700
840	2310	7050	17100
875	2385	7250	17500
910	2460	7450	17900
	2535	7675	18300
955	2610	7900	18700
1000	2685	8125	19200
	2760	8350	19600
	2835	8575	20100
	2910	8800	20600
	2985	9025	21100
	3060	9250	21600

Continued to next page

TABLE 5.11 (continued from previous page)

Table to facilitate calculation of Revised Pension/Family Pension

with effect from 01.01.2006

Scale 7 **G**

(1)	(2)	(3)	(4)

Scale 8 **H**

(1)	(2)	(3)	(4)

500	1400	4525	12600
525			
550	1450		
	1500	4700	13100
580	1560	4875	13400
610	1620	5050	13700
	1680	5225	14000
640	1740	5425	14600
670	1800	5625	14900
	1860	5825	15200
700	1930	6025	15500
735	2000	6225	15900
770	2070	6425	16200
	2140	6625	16600
810	2210	6825	16900
850	2280	7025	17300
	2350	7225	17700
890	2420	7425	18100
930	2490	7650	18500
	2570	7875	19000
970	2650	8100	19400
1010			
1055	2730	8325	19900
1100			
	2810	8550	20300
	2890	8775	20800
	2970	9000	21300
	3050	9225	21800
	3130	9450	22400
	3210	9675	22900
	3290	9925	22900
	3370	10175	23500

550	1500	4800	13400
580	1560		
610	1620	4975	13900
	1680	5150	14200
640	1740	5350	14500
670	1800	5550	14800
700	1860	5750	15400
	1930	5950	15800
735	2000	6150	16100
770	2070	6375	16500
	2140	6600	16800
810	2210	6825	17200
	2280	7050	17600
850	2350	7275	18400
890	2420	7500	18800
	2500	7725	19200
935	2580	7950	19700
980	2660	8175	19700
1025	2740	8425	20100
1070	2820	8675	20600
1115			
1160	2900	8925	21100
	2980	9175	21600
	3060	9425	22100
	3140	9675	22600
	3230	9925	23200
	3320	10175	23700
	3410	10425	24300
	3500	10675	24900
	3590		

Continued to next page

TABLE 5.11 (continued from previous page)

Table to facilitate calculation of Revised Pension/Family Pension with effect from 01.01.2006

Scale 9 **J**

(1)	(2)	(3)	(4)

	1550	5000	14200
600	1620		
	1690	5200	14500
635	1760	5400	14800
670	1830	5600	15400
710	1910	5800	15700
		6000	16000
	1990	6225	16400
750	2070	6450	16700
790	2150	6675	17500
830	2230	6900	17800
	2310	7125	18200
870	2390	7350	18600
915	2470	7575	19100
	2550	7800	19500
960	2630	8025	19900
1005	2710	8275	20400
1050	2790	8525	20900
1100			
1150	2870	8775	21300
1200	2950	9025	21800
1250	3030	9275	22400
	3130	9525	22900
	3230	9775	23400
	3330	10025	23400
	3430	10275	24000
	3530	10525	24600
	3630	10775	25200
	3730	11050	25800
	3830		
		11325	26400

5.16 Additional Pension

5.16.1 On the basis of recommendations of Sixth Central Pay Commission, the Union Government has introduced a scheme of granting additional pension to aged pensioners. The State Government has also introduced a similar scheme on the basis of recommendation of the 5th State

Pay Commission and extended the benefit prescribed therein to its employees/pensioners/family pensioners. The details of the benefit are as follows :

Age of pensioner/family pensioner	**Additional quantum of pension/family pension**
From 80 years to less than 85 years	20% of basic pension/family pension
From 85 years to less than 90 years	30% of basic pension/family pension
From 90 years to less than 95 years	40% of basic pension/family pension
From 95 years to less than 100 years	50% of basic pension/family pension
100 years and above	100% of basic pension/family pension

5.16.2 While prescribing this dispensation, the 6th Central Pay Commission expressed the view that the elder pensioners require a better deal in view of their age-specific needs, especially those relating to health, which invariably multiply with age. While agreeing with this praiseworthy contention, this Committee feels that the envisaged requirements on health ground actually arise much earlier. Furthermore, in spite of tremendous advancement in Medical Sciences one may note that life expectancy of Indians, and for that matter the pensioners of any establishment, has not increased to such an extent that one can expect that a significant percentage of pensioners would continue to live beyond the age of 100 years. The Census Report 2001 reveals that the projected life expectancy in our State during the period 2016-2020 is 69.2 years for the males and 72.1 years for the females. The projected figures for the period 2021-25 on the other hand are 71.0 years for the males and 74.3 years for the females. In view of this position the Committee proposes that this benefit be extended to the employees and pensioners covered by the terms of reference of this Committee in the following modified form:

On attaining the age of	**Additional quantum of pension/ family pension**

75 years	20% of basic pension/family pension
80 years	30% of basic pension/family pension
85 years	40% of basic pension/family pension
90 years	50% of basic pension/family pension
95 years	100% of basic pension/family pension

5.17 Commutation of Pension

5.17.1 Save the suggestion for restoration of commutation value after 12 years, there has been no significant demand from the Associations on this issue. The Sixth Central Pay Commission and Fifth State Pay Commission did not agree to such demands. Both the Commissions have further advised that the commutation table be revised.

5.17.2 This Committee also does not agree to the demand for reduction of restoration period. The Committee recommends that the revised commutation values as prescribed by the State Government in Clause E(ii) of Memo No.201-F(Pen) dated 25.02.2009 for its employees be also adopted for the group of employees who are under reference to this Committee. Such employees will continue to be entitled to commute for a lump sum payment upto 40% of their pension.

5.18 Gratuity Ceiling

5.18.1 The ratio of the values of gratuity ceiling for "CPF Pensioners" and "GPF Pensioners" has evolved through time in the following manner:

From 1.1.1971 to 31.12.1985 … varying from 1: 3.75 to 1: 5.21

From 1.1.1986 to 31.12.1995 … varying from 1: 2.43 to 1: 5.71

From 1.1.1996 to 31.12.2005 … 1 : 2.5

5.18.2 All the university pensioners belonged to the category of "CPF Pensioners" till 31.12.1995. All the Government pensioners, on the other

hand, belonged to the category of "GPF Pensioners" during the period under consideration. Pensioners of both categories started to coexist in the universities since 1.1.1996.

5.18.3 The Associations demanded upward revision of the value of gratuity ceiling to Rs.7,00,000/- in respect of the "GPF pensioners" and to Rs.3,50,000/- in respect of the "CPF Pensioners", which implies adoption of a ratio of 1 : 2 in place of the values that had been prevalent since 1971.

5.18.4 On the basis of the recommendation of the 5th State Pay Commission, the State Government has raised the ceiling for to Rs.6,00,000/- for its own employees who belong to the category of "GPF Pensioners" in our terminology. To maintain parity with the "GPF Pensioners" in the Government, the same ceiling may be prescribed for the university pensioners who are being governed by the DCRB Scheme 1996 and belong to the same category.

5.18.5 The gratuity ceiling for the university pensioners who are being governed by the DCRB Scheme 1986 (i.e. the "CPF Pensioners") may be raised to Rs.2,40,000/- in accordance with the ratio of 1:2:5 adopted earlier for gratuity ceiling of "CPF Pensioners" and "GPF Pensioners".

5.19 Salient Features of the Proposed Pension Scheme

The salient features of the pension scheme that is proposed to be effective from 01.01.2006 are as follows. A summary is provided in Table 5.12 given at the end of the section.

5.19.1 Qualifying service for entitlement to pension
(Vide para 5.8.9)

The qualifying service for entitlement to pension as well as for full pension is redefined in the following manner:

1. For employees governed by the DCRB Scheme 1996:
   (a) Subject to satisfactory service an employee shall be entitled to pension provided the employee concerned has completed at least 10 years of qualifying service.
   (b) Full pension will be admissible for 20 years of qualifying service. When the qualifying service is less than 20 years, the pension will be pro-rata less.
2. For employees governed by the DCRB Scheme 1986 (both Old Scheme and Modified Old Scheme)
   (a) Subject to satisfactory service an employee shall be entitled to pension provided the employee concerned has completed at least 10 years of qualifying service.
   (b) Full pension will be admissible for 15 years of qualifying service. When the qualifying service is less than 15 years, the pension will be pro-rata less.

5.19.2 Rates of pension/family pension
(Vide Section 5.10, Section 5.11, and Section 5.12)

5.19.2.1 The rate of pension for the pensioners who opted for the DCRB Scheme 1996 and retires on or after 01.01.2006 will be 50% of the revised basic pay, subject to a minimum of Rs.3750/- and a maximum of Rs.37,500/-.

5.19.2.2 In case of pensioners who opted for the DCRB Scheme 1996 and retires on or after 01.10.2006, the rate of family pension will be 30% of the revised basic pay, subject to a minimum of Rs.3750/- and a maximum of Rs.22,500/-.

5.19.2.3 The rate of pension for the pensioners who did not opt for the DCRB Scheme 1996 and retires on or after 01.01.2006 will be 33⅓% of the

revised basic pay, subject to a minimum of Rs.2500/- and maximum of Rs.25000/-.

5.1923.4 In the case of pensioners who did not opt for the DCRB Scheme 1996 and retires on or after 01.01.2006, the rate of family pension will be 20% of the revised basic pay, subject to a minimum of Rs.2500/- and maximum of Rs.15000/-.

5.19.3 Pension Revision

5.19.3.1 The value of revised pension would be equal to the value of basic pension calculated on the value of basic pay in the revised scale, such basic pay corresponding to the value of basic pay in the pre-revised scale on the basis of which pre-revised basic pension was initially defined (vide para 5.15.4).

Preference has been indicated for this method of calculation since no consolidation formula could be devised which can guarantee equality of basic pension in the revised scale and pre-revised pension calculated on equivalent basic pay in the pre-revised scale.

5.19.3.2 The revised rate of pension with effect from 01.01.2006 of the pensioners who opted for the DCRB Scheme 1996 and retired before 31.12.2005 would be 50% of the revised basic pay corresponding to the basic pay in the pre-revised scale on the date of retirement, subject a minimum of Rs.3750/- and maximum of Rs.37,500/-.

5.19.3.3 In the case of pensioners who opted for the DCRB Scheme 1996 and retired before 31.12.2005 the revised rate of family pension with

effect from 01.01.2006 will be 30% of the revised pay corresponding to the basic pay in the pre-revised scale on the date of retirement, subject to a minimum of Rs.3750/- and maximum of Rs.22500/- (vide para 5.10.2, para 5.12.10, and para 5.15.5).

5.19.3.4 The revised rate of pension with effect from 01.01.2006 of the pensioners who did not opt for the DCRB Scheme 1996 and retired between 01.01.1996 and 31.12.2005 would be 33⅓% of the revised basic pay corresponding to the basic pay in the pre-revised scale on the date of retirement, subject to a minimum of Rs.2500/- and maximum of Rs.25000/- (vide para 5.12.10).

5.19.3.5 In the case of pensioners who did not opt for the DCRB Scheme 1996 and retired between 01.01.1996 and 31.12.2005, the revised rate of family pension with effect from 01.01.2006 will be 20% of the revised basic pay corresponding to the basic pay in the pre-revised scale on the date of retirement, subject to a minimum of Rs.2500/- and maximum of Rs.15000/- (vide para 5.15.8).

5.19.3.6 The value of the revised pension of the pensioners who retired before 01.01.1996 may be calculated at the rate of 37½ percent (=33⅓% plus one-eighth of 33⅓ percent) of the basic pay in the revised scale corresponding to the basic pay in the pre-revised scale on which basic pension was originally calculated, subject to a minimum of Rs.2813/- and a maximum of Rs.28125/- (vide para 5.14.11 and para 5.15.10).

5.19.3.7 The value of the revised family pension in respect of the pensioners who retired before 01.01.1996 may be calculated at the rate of 22 ½% (=20 percent plus one eighth of 20 percent) of the basic pay in the

revised scale corresponding to the basic pay in the pre-revised scale on which family pension was originally defined, subject to a minimum of Rs.2813/- and a maximum of Rs.16875/- (vide para 5.15.11).

5.19.3.8 The rates of family pension in respect of pensioners who retired between 01.01.1996 and 31.12.2005 needs to be redefined in the light of Memo No.1127-F (Pen) dated 27.12.1998 (which was meant for Government pensioners) by adopting a value of 15% of basic pay for all pay ranges in order to bring uniformity in the rate of family pension between the Government pensioners and the university pensioners, and the shortfall arising out of adoption of Clause 13 of G.O. No.84-Edn(U) dated 31.01.2000 needs to be compensated by paying the difference to the family members related to the deceased university employees who retired before 01.01.2006 (vide para 5.15.12).

5.19.3.9 A review of the situation arising out of definition of the minimum and maximum values of pension/family pension in respect of pensioners who retired before 01.01.2006 on the basis of lowest and highest pays in Government service instead of on the basis of lowest and highest pays in the university service (cf. G.O. No.84-Edn(U) dated 31.01.2000 : Clause 9 of Annexure 1; G.O. No.85-Edn(U) dated 31.01.2000 : Annexure VII) needs to be conducted and the shortfall arising out of the situation needs to be compensated by paying the difference to such pensioners/family pensioners in the universities.

5.19.3.10 An alternative approach to address the issue of widening of income gap between the pensioners who were within the purview of the DCRB Scheme 1986 when they joined university service but subsequently opted for the DCRB Scheme 1996 and those who were debarred from

exercising such option in terms of G.O. No.85-Edn(U) dated 31.01.2000 would be to extend the opportunity of coming under the purview of the DCRB Scheme 1996 to all the pensioners who retired from the service before 31.01.2000 (vide para 5.14.13).

5.19.4 Gratuity Ceiling

The gratuity ceiling for pensioners is redefined in the following manner:

1. The gratuity ceiling will be Rs.6,00,000/- for employees governed by the DCRB Scheme 1996.
2. The gratuity ceiling will be Rs.2,40,000/- for employees governed by the DCRB Scheme 1986.

5.19.5 Additional pension

Additional quantum of pension at the following rates will be admissible to the pensioners/family pensioners who are advanced in years :

On attaining the age of pension/family pension	Additional quantum of
75 years	20% of basic pension/family pension
80 years	30% of basic pension/family pension
85 years	40% of basic pension/family pension
90 years	50% of basic pension/family pension
95 years	100% of basic pension/family pension

5.19.6 Retirement Benefits of the Employees of West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education

The Committee recommends that the modifications made by the State Government in terms of Memo no.200-F (Pen) dated 25.02.2009 and Memo no.201-F (Pen) dated 25.02.2009 be made applicable to the employees of the

West Bengal Council of Higher Secondary Education and the West Bengal Board of Secondary Education (vide para 5.1.4).

A note of dissent given by Jayanta Kr. Dattagupta, Member Secretary, has been enclosed.

Note of dissent given by Jayanta Kr. Dattagupta, Member Secretary on Retirement Benefit

1. I more or less agree with the majority opinion in respect of modification of retirement benefits for the serving university employees. Regarding dispensation suggested for consolidation of pension of existing pensioners I have serious reservation about its feasibility, if not reasonableness. However, my suggestions in respect of Retirement Benefits are being given in a comprehensive manner for the sake of convenience.

2.1. As per provision of para 2(i) of the Notification, this Pay Committee is to consider the pay structure and service conditions of the non-teaching employees of State-aided Universities (as listed in the Notification) as well as the employees of the West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education. In subsequent Government Orders the employees of the West Bengal State Council of Rabindra Open Schooling and West Bengal Board of Madrasah Education have been brought under the purview of this Committee.

2.2. The Government Orders regulating the pensionary benefits of the non-teaching employees of State-aided Universities are equally applicable to the teachers and academic officers as well. In the terms of reference no mention whatsoever has been made to the effect that pensionary benefits of these two groups of employees of the Universities will have to be covered by the recommendations of this Committee. The relevant Government Notification, the Committee feels, should have been explicit in this respect.

2.3. During deliberation and examination of the pensionary benefits the Committee notices that the DCRB Scheme, 1986 or DCRB Scheme, 1999 which are being examined by this Committee are not applicable to the employees of the West Bengal Council of Higher Secondary Education and West Bengal Board of Secondary Education. In respect of the retirement benefits they are governed by provisions of the West Bengal Services (Revision of Death-cum-Retirement) Rules, 1971 as amended from time to time on the basis of recommendations of the subsequent Pay Commissions appointed by the State Government for its employees. The rules have since been amended by the State Government on the basis of the recommendation of the 5th State Pay Commission.

2.4 It is recommended that modifications/revisions of the Pension Rules, 1971 as envisaged in Finance Department Orders No.200-F(Pen) dated 25.2.2009 and No.201-F(Pen) dated 25.2.2009 be made applicable to the employees of these two organizations.

2.5 It is also recommended that the employees of the West Bengal State Council of Rabindra Open Schooling and West Bengal Board of Madrasah Education be also brought under the purview of this modified Rules.

Now, we take up discussion on the benefits available to the employees of the Universities at present.

3.1 Prior to introduction of West Bengal State-aided universities (Death-cum-Retirement Scheme, 1986) there was no uniform retirement benefit scheme for the employees of the State-aided universities.

3.2 In Calcutta University a scheme in the name and style of "Triple Retirement Benefit Scheme" was introduced in 1971 which was effective from 1.4.1970. The components of the scheme were as follows:

(iv) Pension at the rate of 25% of average basic pay for the last 36 months;

(v) Gratuity at the rate of 15 days' pay for each completed year of service subject to a maximum of 15 months' pay, provided that the amount of gratuity admissible shall in no case exceed Rs.9,600/-;

(vi) Contributory provident fund at the rate of 6¼ percent of basic pay.

Some other State-aided universities introduced retirement benefit schemes in similar lines during the period from 1974-1978.

4.3.1 In Jadavpur University there is a provident fund known as "Jadavpur University Provident Fund" for the benefit of the employees of the University. A permanent employee is to subscribe to and shall be entitled to the benefit of the Provident Fund which is vested and maintained by permanent Trustee appointed as per trust deed approved by the Govt. of West Bengal in the year 1956.

Under this scheme an employee is to contribute 8¼% of their basic pay and the university shall make matching contribution.

The University also had had a system of payment of gratuity in addition to provident fund to be sanctioned by the Executive Council to its employees, who have put in at least 15 year's continuous service. The amount of gratuity was calculated by multiplying half the basic pay of the employee drawn by him on the date of retirement by the number of year of

service put in by the employee. In case of death in harness minimum period of service was however six years.

4.3.2 Jadavpur University introduced a pension scheme effective on and from 1st April, 1971 and thereafter up to the date preceding the date which is declared as the "appointed date" under Jadavpur University Act, 1981 [Section 54(5)] were covered by this scheme. The salient features of the scheme are :

v) Minimum qualifying service will be 15 years;
vi) An amount of pension shall be 25% of the average pay of 36 months immediately preceding retirement;
vii) An employee will contribute 6¼ of their Basic Pay and the University will contribute an equal amount to the fund.
viii) The gratuity as per the system prevailing then was without any ceiling limit. It would be calculated by half the basic pay on the date of retirement by the number of years of service put in by the employee.

Let the schemes introduced by the State Government be now discussed.

4.3.3 The State Govt. in the year 1991 in its order No.1250-Edn(u) dated 27.12.1991 introduced a uniform retirement benefit scheme for employees of all the universities. The scheme named as "West Bengal State-aided (Death-cum Retirement Benefit) Scheme, 1986 was effective on and from 1.1.1986. This scheme had as benefits three components viz. pension, gratuity and contributory Provident Fund. This scheme was applicable to the employees who were in service on or after 1st January, 1986. An exception

was however made in respect of employees of Jadavpur University who were appointed prior to issue of the G.O.No.1520-Edn(U) dated 27.12.1991. In the same G.O. it was announced that an order relating to revision of pension of the university employees who retired on or before 31.12.1985 would be issued separately. In accordance with this announcement an order viz. 175-Edn(U) dated 28.3.1994 was issued consolidating the pension of the pre 1.1.1986 retirees, which the pensioners were getting as per their respective university schemes.

4.3.4 In 2000 i.e. following revision of pay scales, the State Govt. in its order No.85-Edn(U) dated 31.1.2000 introduced West Bengal State aided universities (Death-cum-Retirement Benefit Scheme) 1999 replacing the old scheme i.e. D.C.R.B. Scheme, 1986. This scheme is in line with the system prevailing for State Govt. employees. It was stipulated in the order that employees recruited after the issue of the rules i.e. after 31.1.2000 shall automatically come under the new rules as provided in the scheme and the existing employees i.e. who were on service on the date immediately before issue of that memorandum might exercise option to come under the new scheme.

4.3.5 Since the introduction of the D.C.R.B. Scheme 1999 two pension schemes are running side by side in the State-aided universities. The beneficiaries were given option to choose between the two. Existence of two sets of rules makes the task of recommendation a bit complicated. The present benefits/conditions of the two schemes may be summarized in the following manner.

Benefits/Conditions	**D.C.R.B. Scheme, 1999 as modified**	**D.C.R.B. Scheme,1986 and as modified at the time of introduction of D.C.R.B., 1999**

1. Qualifying period of service	10 years	15 years
2. Qualifying service for full pension	33 years	15 years
3. Basic Pension	50% of last Basic pay	25% of last basic pay
4. Employer's contribution to Provident Fund	Nil	8.33% of basic pay
5. Family Pension (on completion of full qualifying service)	30% of last pay drawn	15% of the last pay drawn
6. Retirement gratuity	Rs.2,50,000/-	Rs.1,00,000/-

The Pay Committee, in the circumstances, is required to suggest modifications in respect of both the schemes.

5.1.1 Let us now discuss the issues relating to the age of superannuation and length of qualifying service for full pension in respect of both the prevailing schemes.

5.1.2 The age of superannuation for all university employees is 60 years. None of the Associations who represented before us demanded any change. We also feel that there should be no change in this respect.

Qualifying period

5.1.3 As mentioned earlier the qualifying period for earning full pension is 33 years in respect of the scheme with G.P.F. and 15 years in respect of the scheme with C.P.F. The Pensioners' Associations and Service Associations demanded parity with Central and State Govt. Employees. The 6th Central Pay Commission and 5th State Pay Commission have

recommended dispensation of the system of linkage of full pension with 33 years' of qualifying service and granting of full pension on completion of 20 years' of service. This is in respect of employees under G.P.F. system. Central Govt. and State Govt. accepted the recommendations of the respective Commissions.

In respect of C.P.F. Scheme the period of qualifying service to be eligible for pension and period to be eligible for full pension of 25% are same i.e. 15 years' of service. This stipulation means that some one putting in less than 15 years' of service will not be eligible for any pension which acts harshly on the incumbents. Surprisingly none of the Associations has drawn attention of the Committee to this point. The eligibility period, we feel, should be at par with the G.P.F. scheme.

5.1.4 **Considering all the aspects, it is recommended that full pension be granted after putting in 20 years of qualifying service in respect of the scheme with G.P.F. and after 15 years' service in respect of C.P.F. scheme. The eligibility period be 10 years for both the schemes.**

Quantum of pension

5.2.1 Regarding the scheme with G.P.F. facility there has been no demand for any modification. In respect of the scheme with C.P.F. benefit there had been demand for upward revision. Majority demanded minimum pension under this scheme be raised to 40% of the last pay drawn. One Association demanded this to be raised to 50% of last pay. It has been argued that when pension scheme was introduced in the universities with C.P.F. facility the State Govt. employees were getting 37.5% of last pay

drawn which has subsequently been raised to 50% but no upward revision has been made for the university employees. In this score their demand deserves consideration. In this respect it requires mention that this group of employees got C.P.F. benefit which means one month's pay in every year of qualifying service.

An employee under G.P.F. scheme would get less than 25% of pay as pension if he was to superannuate after 15 years. Let us keep in consideration that members of the teaching faculty as well as members of Administrative Officers are recruited generally at higher age and often do not get the scope to serve the university for 33 years as a result of which they are not eligible for full pension as per G.P.F. scheme.

So benefits of the scheme with CPF is not as bleak as was attempted to be depicted. Moreover, the employees concerned have remained in this scheme by choice and not by default, thus frustrating the State Government's endeavour to bring uniformity in respect of retirement benefits for university employees.

5.2.2 Considering all the aspects it is recommended that for the scheme with G.P.F. benefit pension be 50% of the last pay drawn and in respect of the scheme with CPF facility it be raised to 33% of the last pay drawn. The employees who will retire before completion of 20 years or 15 years, as the case may be, but are eligible for pension after putting in 10 years or more of service may get pension on pro-rata basis.

Minimum and maximum pension/family pension

5.3.1 On the basis of recommendation of 5th State Pay Commission the State Govt. has fixed for its employees who enjoy GPF Scheme the maximum and minimum pension and family pension. The minimum pension / family pension has been fixed as Rs.3300/- being 50% of the minimum pay and similarly maximum pension has been fixed as Rs.35,000/-. The family pension will be @30% of basic pay and maximum family pension shall be Rs. 21,000/-.

5.3.2 As mentioned in an earlier paragraph two schemes - one with CPF benefit and another with GPF facility - are running simultaneously. In respect of the scheme with CPF benefit as prescribed in G.O.No.322-Edn(U) dated 29.3.2001 minimum pension is Rs.650/- and maximum pension is Rs.5600/-. The family pension is of the following order:

1. Not exceeding Rs.4600/- - 15% of the pay subject to a minimum of Rs.650/-
2. Exceeding Rs.4600/- - 10% of the pay subject to a minimum of Rs.650/-
3. Exceeding Rs.8000/- - 7.5% of the pay subject to a minimum of Rs.650/-

The minimum pension/family pension has since been revised to Rs.1000/- in G.O. No.73-Edn(U) dated 2.2.2009. This Committee is constrained to observe that this order has been issued when it is already in session and has not even been favoured with a copy of the said Govt. Order formally.

5.3.3 Considering all the aspects and the relevant factors, it is felt that in respect of G.P.F. scheme the model accepted by the State Govt. for its

employees may be recommended for the employees of the Universities. There should be proportionate increase in respect of CPF scheme revising the quantum of full pension from 25% to 33% of the last pay drawn. In respect of family pension the system of granting differential rate of pension deserves reconsideration. Whatever may be the reason for adoption of this system, it is felt that family pension to all groups of employees should be on uniform rate. The State Government has already adopted the policy of granting family pension at a uniform rate as per G.O. No.1127-F-(Pen) dt. 27.12.1998.

5.3.4 In the report submitted to the State Govt., the Committee recommended a minimum pay of Rs.7500/-. As the pension scheme will be applicable to the teachers as well including the Vice-Chancellors whose Basic Pay has been revised as Rs.75000/-(fixed) the minimum and maximum pension are being proposed taking these amounts into consideration.

5.3.5 In respect of minimum pension/family pension and maximum pension the recommendations are as follows:

i) for GPF scheme (DCRB, 1999) the family pension be 30% of last pay drawn, the minimum pension / family pension be Rs.3,750/- and maximum pension be Rs.37,500/-. Maximum family pension be Rs.22,500/-.

ii) for CPF scheme (DCRB, 1986 as amended) the family pension be 20% of the last pay drawn. The minimum pension/family pension be Rs.2500/- and maximum family pension be Rs.15,000/-. The maximum pension be Rs.25,000/-.

Additional Pension

5.4.1 On the basis of recommendations of sixth Central Pay Commission, Central Govt. has granted additional pension to older pensioners. The State Govt. has also on the basis of recommendation of the 5th State Pay Commission, extended this benefit to its employees/pensioners/family pensioners. The benefit is as follows :

Age of pensioners/family pensioners	Additional quantum of pension/family pension
From 80 yrs. to less than 85 years	20% of basic pension/family pension
From 85 yrs. to less than 90 years	30% of basic pension/family pension
From 90 yrs. to less than 95 years	40% of basic/family pension
From 95 yrs. to less than 100 year	50% of basic/family pension
100 years and above	100% of basic pension/family pension

5.4.2 The 6th Central Pay Commission prescribed this dispensation as the Commission was of the view that older pensioners require a better deal because their needs, especially those relating to health, increase with age. While agreeing with this praiseworthy contention, this Committee feels actual requirement on health ground arises much earlier. Further, in spite of tremendous advancement in medical science, life expectancy of an Indian and for that matter of the pensioners of any establishment has not increased to such an extent that one can expect a handful of pensioners would continue

to live after attaining the age of 100 years. In our State, on the basis of census report, 2001 the projected life expectancy during the period is 69.2 years for males and 72.1 years for females. The projected figures for the period 2021-25 are 71.0 years for the males and 74.3 years for the females. In view of this position it is proposed that this benefit be extended to the employees covered by the terms of reference of this Committee in the following modified form:

On attaining age of		Additional quantum of pension
75 years	- pension	20% of basic pension/family
80 years	- pension	30% of basic pension/family
85 years	- pension	40% of basic pension/family
90 years	- pension	50% of basic pension/family
95 years	- pension	100% of basic pension/family

5.5 Commutation of Pension

5.5.1 Except for the suggestion for restoration of commutation value after 12 years, there has been no significant demand from the Associations on this issue. The Sixth Central Pay Commission and Fifth State Pay Commission did not agree to similar demands. Both the Commissions have further advised that the commutation table be revised.

5.5.2 The demand for reduction of restoration period is not accepted and it is recommended that the formula adopted by the State Govt. for its employees be also adopted for this group of employees. The present rate of commutation of 40% of pension should be as per revised commutation table as adopted by the State Government.

5.6 Retiring / Death Gratuity

5.6.1 The present ceiling of death/retiring gratuity as mentioned earlier is Rs. 2.5 lakh for the employees with GPF benefit and Rs.1.00 lakh for the employees with C.P.F. benefit. The Associations demanded upward revision of the ceiling to Rs.7.00 lakh in respect of scheme with G.P.F and to Rs. 3,50,000/- with C.P.F. The State Govt. has raised on the basis of recommendation of the 5th State Pay Commission the ceiling of gratuity/death gratuity for the employees under its rule making authority to Rs.6.00 lakh only. Though Central Pay Commission recommended a ceiling of Rs.10.00 lakh for Central Government employees. It is felt that for the university employees the principle adopted by the State Government should be followed. Regarding the employees who are under C.P.F scheme **it is required to be kept in mind that under this scheme the employees get one month's pay for every year of his service as employer's share of**

C.P.F. They also become eligible for full pension benefit after putting 15 years of service. So in their case proportionate increase in the ceiling of gratuity will meet the ends of justice.

5.6.2 Considering all the factors an upward revision of the ceiling to Rs.6.00 lakh for the employees under G.P.F. scheme and Rs. 2.4 lakh for the employees under C.P.F. scheme is suggested.

5.6.3 Existing pattern/yardstick for granting gratuity to the nominee or surviving members of the family of an employee who dies while in service may continue.

5.7 **Fitment benefit to the past pensioners**

5.7.1 We have now come to the question of revision /consolidation of pension of old pensioners. It has been noted that modified parity has been made in between pre and post 01.01.96 pensioners. In order to maintain the existing modified parity between the present and future retirees similar fitment benefit as has been recommended and already extended by the State Government to the existing employees of the universities, are required to be given to these group of pensioners also.

5..7.2 We have noted the formulation prescribed by the State Government on the basis of recommendations of 5th State Pay Commission contained in Memorandum No.200-F(Pen) dated 25.02.2009, we would like to follow the provisions of this Memorandum as closely as possible.

5.7.3 As has been mentioned earlier that any recommendation relating to the domain of pension in respect of the employees of the State-aided Universities is not possible in a straight and uniform way due to the

running of the two separate pension schemes in the same establishment. We may consider the issue taking the pensioners in the following groups.

A) Pre 01.01.1986 pensioners i.e. who retired before introduction of the uniform pension scheme by the State Government (covered under 175 Edn(U) dated 28.03.1994).
B) Pensioners who retired prior to 01.01.2006 but were not allowed access to and who did not exercise option to come under DCRB Scheme, 1999.
C) Pensioners who retired prior to 01.01.2006 and were under DCRB Scheme, GPF benefit with1999.

5.7.4 It is to be mentioned here that the maximum pension in respect of the pre-1986 retirees and pre-1.1.2006 retirees not covered by DCRB scheme, 1999 was 25% of the basic pay drawn (last basic pay or average basic pay as changed from time to time) by the concerned employee. This maximum pension of 25% is in existence since the introduction of pension scheme in the universities. At that time, maximum pension for the employees under G.P.F. scheme in other establishments under the control of State Government was 37.5% which has since been raised to 50%. But no change has been made in respect of this group of employees. In paragraph 5.2.2 of this Chapter it has been suggested that maximum pension be 33% of the last pay drawn in respect of the employees enjoying C.P.F. or who have opted to enjoy the benefit of C.P.F. So to keep parity with the present retirees and future retirees i.e. who will retire after 1.1.2006 being in the revised scale, the formulation adopted in 200-F (Pen) dated 25.2.2009 is required to be modified in respect of this group of employees. It is relevant to mention that this group of pensioners were granted a relief of **10%**

consolidated pension with effect from 1.4.1997 in terms of G.O. 494-Edn(U) dated 18.9.2006.

5.7.5 In consideration of all these factors it is recommended that

(A) the pension of existing pre-1.1.1986 pensioners (Group-A) and of existing pre-1.1.2006 pensioners/family pensioners who were not covered under DCRB, 1999 (Group-B) be consolidated with effect from 1.1.2006 by adding together,

(a) The existing pension/family pension;

(b) Dearness pension @ 50% of basic pension/family pension on notional basis;

(c) Dearness relief @ 24% of basic pension/family pension plus 50% of the basic pension/family pension on notional basis.

(d) Fitment weightage of 40% of the existing pension/family pension.

(e) An additional booster of 10% of the consolidated pensioner/family pension reached through aggregating, (a), (b), (c) and (d)

This will be subject to the minimum of Rs.2500/-

And

(B) the pension of the existing pre-1.1.2006 pensioners who get the benefit under DCRB scheme, 1999 (Group 'C') be consolidated by adding together at

(a) The existing pension/family pension,

(b) Dearness relief @24% of basic pension/family pension on notional basis,

(c) Fitment weightage of 40% of the existing pension/family pension.

(d) Fitment weightage of 40% of the existing pension

This will be subject to the minimum of Rs.3750/-.

5.8. Additional Pension

5.8.1 It is also recommended that benefit of additional pension as mentioned in paragraph 6.4.2 of this Chapter be also extended to the existing pensioners/family pensioners.

5.8.2 Let us now examine how far the pension revision of the existing pensioners compares with the pay scale revision of the corresponding group of the serving employees. The question is relevant in view of the fact that the element of 'Grade Pay' entering into the scheme of pay revision is in fact a prescription for a booster element varying from one end of the pre-revised scale to another, while the element of 'Fitment Weightage' of the pension revision scheme is actually a prescription for a booster element uniformly applicable throughout the scale. We have taken out Table 18 from Volume 1 of our report to illustrate how grade pay functions as a variable booster element across different stages of pre-revised Scale No.6.

5.8.3 Column 2 of the aforesaid Table gives the basic pay at different stages in the pre-revised scale while column 5 gives the corresponding basic pay after revision. The basic pension in the pre-revised scale for pensioners who retired on or before 31.12.2005 are indicated in column 3 whereas column 4 gives the corresponding revised values achieved through consolidation on 1.1.2006. Column 6 gives the basic pension in the revised scale for pensioners who retired on 1.1.2006 or thereafter.

5.8.4 A stage-wise comparison may be made between the consolidated pension of those who retired before 1.1.2006 (column 4) and the basic pension of those who retired on 31.01.2006 or thereafter (column 6). The Table shows the discrepancy that exists between the two sets of

values at different stages except at Stage No.29 when the two values are the same. The discrepancy is maximum for Stage 1 where it amounts to 23.9 percent and decreases gradually for subsequent stages till Stage 29 is reached. Consolidation has been done in terms of clause 4.1 of Memorandum No.200-F (Pen) dated 25.02.2009 of the Finance Department.

5.8.5 The discrepancy arises from the fact that the element of grade pay used in the construction of revised pay scales implies boosting of the basic pay by variable amount according to stage in the pre-revised scale, while the fitment weightage referred to in the said Memorandum acts as a booster element having the same value for all stages.

5.8.6 It is therefore, suggested that the above consolidation/fixation of pension in respect of the employees covered by G.P.F. scheme will be subject to the provision that the revised/consolidated pension, in no case, shall be lower than **50% of the entry basic pay, inclusive of band pay and grade pay**, of the scale in the revised pay structure corresponding to the pre-revised pay scale from which the pensioner had retired. Similarly, in respect of the pensioners, who have retired under C.P.F. scheme, the consolidated pension will not be less than **33% of the entry basic pay of the corresponding revised scale**.

This consolidated pension will be inclusive of commuted portion. So the commuted portion will be deducted from the amount while making disbursement.

The interim relief granted on the basis of interim report will be adjusted against the consolidated pension.

6. Date of effect and financial implementation

6.1 Date of effect

It is recommended that the revised scheme for retirement benefits be given effect to from 1.1.2006. It is further recommended that actual payment of pension be made preferably from 1.1.2006 but not from any date later than the date from which actual payment of revised pension has been given to the State Government employees.

6.2 Financial implication

As per information received from the Universities, Board and Council the total member of pensioners is 7857. The average annual expenditure on pension is Rs.104 crore (approximate).

6.2.1 The financial implication for this suggested alternative scheme has been worked out and the projected expenditures would be of the following order:

(a) Arrear pension to pre-2006 pensioners… 50 crore

(b) Additional amount to be paid as
Gratuity, Leave salary, Commutation etc. 120 crore

Total : 170 crore

6.3 The additional annual expenditure for this alternative arrangement will be to the tune of Rs.25 crore.

Table 18 of Volume 1

Grade Pay as a variable booster element

Example: Pay Scale No.6 (Rs.4125-9700)

Grade Pay as per CPC formula: 40% of Rs.9700=3880 (Rounded off to Rs.3900)

Stage	Pre-revised **Basic Pay**	Grade Pay as percentage of Basic Pay	**Factor by which unrevised Basic Pay has to be multiplied to get revised Basic Pay x 100**	***Revised Basic Pay***
1	4125	94.06	280.06	11552
2	4275	90.76	276.76	11831
3	4425	87.68	273.68	12110
4	4575	84.81	270.81	12390
5	4750	81.68	267.68	12715
6	4925	78.78	264.78	13040
7	5100	76.07	262.07	13366
8	5275	73.55	259.55	13691
9	5450	71.19	257.19	14017
10	5650	68.67	254.67	14389
11	5850	66.32	252.32	14761
12	6050	64.13	250.13	15133
13	6250	62.06	248.06	15504
14	6450	60.16	246.16	15877
15	6650	58.34	244.34	16249
16	6850	56.64	242.64	16621
17	7050	55.04	241.04	16993
18	7250	53.52	239.52	17365
19	7450	52.08	238.08	17737
20	7675	50.55	236.55	18155
21	7900	49.11	235.11	18574
22	8125	47.75	233.75	18992
23	8350	46.46	232.46	19410
24	8575	45.24	231.24	19829
25	8800	44.09	230.09	20248
26	9025	42.99	228.99	20666
27	9250	41.95	227.95	21085
28	9475	40.94	226.94	21503
29	9750	40.00	226.00	22035

CHAPTER 6

Pay Structure of the employees of West Bengal Board of Madrasah Education

6.1. In its letter No.184-P(P) dated 7.1.2010, the Finance Department (Audit Branch) has informed State Government's decision for inclusion of the employees of the West Bengal Board of Madrasah Education under the purview of the Pay Committee constituted under Finance Department Resolution No.8349-F dated 10.11.2008. In accordance with this decision the Committee now proceeds to examine the structure of emoluments and other related matters of the employees of the West Bengal Board of Madrasah Education.

6.2. From the report sent by the Board it is found that the origin of the present Board of Madrasah Education is to be traced to Board of Islamic Intermediate and Secondary Education, Dacca, which conducted High Madrasah Examination as far back as 1922 under the University of Dacca. This Board had jurisdiction over Bihar, Assam, Orissa and Bengal. After independence, to administer the Madrasah of West Bengal and to conduct the examination an interim Board named West Bengal Madrasah Examination Board was set up with DPI as its President. In 1964, the Board was renamed as West Bengal Madrasah Education Board. In 1973, the Board was reconstituted. Lately, the Board has been converted to a statutory Institution/Organization through enactment of the West Bengal Madrasah Education Act, 1994 which was given effect to from 1st April, 1995. The West Bengal Board of Madrasah Education, in its present form, is a product of the West Bengal Board of Madrasah Education Act, 1994.

Let us now discuss the functions and activities of the Board.

6.3. Powers and Functions of the Board are defined in Section 20 of the Act. As per provisions of the Act, the Board is required to and is performing the following :

a) Grant recognition to Madrasah and to withdraw such recognition if it thinks necessary;
b) Maintain a register of recognized Madrasah,
c) Provide by regulations, curriculum, syllabus, courses or studies to be followed and books to be studied in recognized Madrasah for examinations instituted by the Board,
d) Preparation, publication or sale of text-books and other books for use in recognized Madrasah,
e) Maintain and publish list of books approval for use in recognized Madrasahs and for examination instituted by the Board and to remove the name of any such book from any such list,
f) “to institute various Madrasah Examination and such similar examinations”,
g) Make regulations regarding the conditions to be fulfilled by the candidates for presenting for examinations instituted by the Board

The Madrasah Board is required to cater to the academic needs of 576 Madrasahs spread over the State. In addition to these Madrasahs there are about 400 Madrasah Siksha Kendras. The Board is also required to cater to the needs of this Kendras.

6.4 From the information provided by the Madrasah Board it is found that upto 2009 the Board conducted four types of Examination viz, High Madrasah Alim, Fazil and Kamil. In 2010 it would not hold Kamil Examination which is equivalent to Bachelor Degree and would be conducted by a University. The number of students enrolled/appeared at different Examinations are as follows:

	2009 Enrolled	Approval	2010 Enrolled
High Madrasah	33013	32587	35433
Alim	4972	4904	5665
Fazil	782	770	1386
Kamil	14	13	Nil

6.5 Let us have look at the staffing pattern that now exists in Madrasah Board. The State Government has sanctioned 54 number of posts of different categories in three Government orders viz 212-Edn(M) dated 2.2.1973, 530 dated 20.3.1980, 947 dated 7.11.1997 & 1456-MD dated 22.10.2009. Nomenclature of some of the posts are as per practice prevalent in the Organisations funded and sponsored by the State Government. The posts and the pay of scales as per ROPA, 1996 attached to tham are enumerated in the Table below. The posts carrying the same scale of pay are clubbed together for the sake of convenience.

Sl. No.	**Name of the post**	**Scale of pay**
1.	Peon, Orderly peon, Durwan, Nightguard, Sweeper	Rs.2600 – 4175
2.	Cash Sarkar, Record Keeper, Daftari	Rs.2850 – 4680
3.	Lower Division Clerk, Store Keeper, Typist	Rs.3350 – 7325
4.	Upper Division Clerk, Confidential Clerk, P.A. to Secretary, Accountant, Head Clerk, Law Assistant, Proof Reader	Rs.4000 – 8850
5.	Programmer No. of post – 1	Rs.4500 – 9700
6.	Office Superintendent No. of post – 2	Rs.4800 – 10925

6.6 The Madrasah School Board is performing the duties in respect of the Madrasah Institutions as are being performed by West Bengal Board of Secondary Education and West Bengal Council of Higher Secondary Education in respect of Junior Schools, High Schools and Higher Secondary Schools. In consideration of the functions required to be performed by the Madrasah Board, it is felt that the staffing pattern, recruitment qualifications and structure of emoluments of the employees of the Madrasah Board should be, in general, similar to those approved for the employees of Board of Secondary Education and Council of Higher Secondary Education with some modifications that may be considered necessary for administering Madrasah Education.

6.7 From the table described in para-5 of this Chapter it may be found that the scales of pay now enjoyed by the employees of Board of Madrasah are as per ROPA, 1998, applicable to the State Government employees. As opined in the previous paragraph, this Pay Committee is of the opinion that after revision of pay scales, the pay structure of this group of employees should be similar to the scales of pay the employees of the Board of Secondary Education and Council of Higher Secondary Education.

6.8 Considering all the aspects the employees of the West Bengal Board of Madrasah Education should be allowed the pay structure recommended by us in Chapter-10 of Volume-I of our report.

6.9 In respect of posts other then officers the existing pay scales may be presumed to be in the following manner.

Sl. No.	**Name of the post**	**Actual Pay Scale on 31.12.2005**	**Presumed existing scale**

1.	Peon, Orderly Peon, Durwan, Nightguard, Sweeper	Rs.2600 – 4175	Rs.2850 – 4400
2.	Cash Sarkar, Record Keeper, Daftari	Rs.2850 – 4680	Rs.3325 -7325
3.	L.D.C., Store Keeper, Typist	Rs.3350 – 7325	Rs.3850 – 8075
4.	U.C.C., Confidential Clerk, P.A. to Secretary, Accountant, Head Clerk, Law Assistant, Proof Reader	Rs.4000 – 8850	Rs.4525 – 10,175
5.	Programmer No. of post – 1	Rs.4500 – 9700	Rs.4800 – 10,925
6.	Office Superintendent No. of post – 2	Rs.4800 – 10925	Rs.4800 – 10,925

It is now recommended that the revised pay scales suggested by this Committee in Chapter-10 of Volume-I of its report. Corresponding to the pay scales as mentioned against column under the head "Presumed existing scale of pay" be the revised pay scales of the employees of the Board of Madrasah Education.

6.10 The posts of Secretary and Finance Officer are not included in Cadre posts of the Board. These officers are appointed from some outside cadres. For other posts our recommendations are as follows :

SL No.	Existing Pay Structure	Revised Pay Structure	
		Pay Band	Grade Pay
1.	Rs.8000-275-13500/-	Rs.15660-40500/- Entry Band Pay : Rs.15660/-	Rs.5400
2.	Rs.10,000-325-15525/-	Rs.15660-40500/- Entry Band Pay : Rs.18600/-	Rs.6600

6.11 In an earlier paragraph we have opined that staff pattern and nomenclature of the post existing in the Board of Madrasah should, in general, be of similar nature prevalent in other similar Boards. This is all the more necessary after introduction of the proposed pay structure. As the employees of this Board have been included within the purview of this Board through Finance (Audit) Department's issued only 01.01.2010, we could not examine all the relevant points necessary to enable us to give a comprehensive opinion. In this report we have given our opinion on pay

scale only. We propose to cover all other relevant points in the Part-II of this Volume which hopefully will be the last or concluding part of our Report.

CHAPTER 7

Financial Implications of Recommendations and Date of Effect

1. This part of the Report incorporates our recommendations on the following items:

(1) Pay structure of the employees of
   (a) West Bengal State Council of Rabindra Open Schooling.
   (b) West Bengal Board of Madrasah Education
(2) Revision of allowances (except D.A., H.R.A. and M.A.) in respect of all the employees under reference to this Committee
(3) Revision of the rates of different components of retirement benefits of all employees under reference to this Committee
(4) Revision of pension/family pension of existing pensioners/family pensioners
(5) Revision of leave salary

2. Date of effect

Our suggestions on the date of effect of the revised pay structures are contained in Chapter 12 of Volume I of the Report. We recommended with supporting arguments that the revised pay structure in respect of all employees under reference to this Committee be implemented with effect from 1.1.2006,

We suggested further that

(1) The revised pay structure for West Bengal State Council of Rabindra Open Schooling and West Bengal Board of Madrasah Education be made effective from 1.1.2006.

(2) The revised rates of different components of retirement benefits be made effective from 1.1.2006.

3. Database for working out the financial implications of the recommendations

The following database has been prepared on the basis of information provided by the Universities, Boards and Councils.

(1)	The numbers of sanctioned posts in the Council of Rabindra Open Schooling	… 19
(2)	The numbers of sanctioned posts in the Board of Madrasah Education	... 54
(3)	The numbers of sanctioned posts of non-teaching employees in the universities	… 14464
(4)	The numbers of sanctioned posts of employees in the Board of Secondary Education and Council of Higher Secondary Education	… 1130
(5)	The number of existing pensioners in the Universities, Board and Council	…. 7857
(6)	The number of retired employees who retired between 1.1.2006 and 31.3..2008	1133
(7)	Average annual expenditure on	

pension .. … Rs.104 crore

4. Financial Implications of the Recommendations

The aforesaid database enables one to workout the financial implications of the recommendations contained in this part of the Report.

The estimated additional expenditure on different items are as follows :

Sl. No.	Item of expenditure	Estimated (in crores)
1.	Arrear salary to the employees of Madrasah Board, Council of Rabindra Open Schooling and expenditure for allowances at enhanced rate	2 crore
2.	Arrear pension to pre-2006 pensioners	100 crore
3.	Additional amount to be paid as Gratuity, Commutation Value, Leave salary etc. to the pensioners who retired from the period from 1.1.2006 to 31.3.2008	120 crore
	Total	222 crore

The additional annual expenditure for this alternative arrangement will be to the tune of Rs.52 crore.

CHAPTER 8

Summary of Recommendations

8.1 This chapter provides a summary of the recommendations of the Committee in respect of determination of the pay structure of West Bengal State Council of Rabindra Open Schooling and West Bengal Board of Madrasah Education, recommendations on allowances, concessions and other benefits, on leave and on the Retiring benefits of the employees under the purview of the Committee

8.2 For the employees of the Council of Rabindra Open Schooling the Committee recommended a pay structure similar to the pay structure recommended by it for the employees of Council of Higher Secondary Education and Board of Secondary Education (para 2.3 and para 2.4).

8.3 Recommended enhancement of the period of admissible maternity leave to 180 days (para 4.4).

8.4 Recommended introduction of Child Care Leave for female employees (para 4.2).

8.5 Recommended accumulation of Earned Leave to 315 days (para 4.4.7).

8.6 Recommended counting of half-pay leave towards encashment of leave salary (para 4.4.4).

8.7 Recommended extension of the benefit of Leave Travel Concession to all the employees under the purview of this Committee on the terms and conditions as are applicable to State Government employees and for a maximum of three times during the entire service period (para 3.13.4).

8.8 Recommended entitlement to full pension after 20 years of service in case of employees under GPF and after 15 years service in case of those under CPF scheme. Qualifying service period for entitlement to pension has been recommended as 10 years for both the schemes (para 5.8.9).

8.9 Recommended the limit of pension as 50% of the basic pay in respect of employees under GPF Scheme and 33⅓% of the Basic Pay in respect of the employees under CPF Scheme (para 5.12.10).

8.10 Recommended minimum pension /family pension as Rs. 3750/- and Rs. 2500/- for employees under GPF Scheme and CPF Scheme respectively (para 5.12.10).

8.11 Recommended maximum pension of Rs. 37,500/- and family pension of Rs. 22,500/- in respect of the employees under GPF Scheme. (para 5.12.10).

8.12 Recommended maximum pension of Rs. 25,000/- and maximum family pension of Rs. 15,000/- for the employees under CPF Scheme (para 5.12.10).

8.13 Recommended raising of ceiling of gratuity to Rs. 6.00 lakh for employees under GPF Scheme and to Rs. 2.40 lakh for employees under CPF Scheme (para 5.18.4 and 5.18.5).

8.14 Recommended for pensioners under GPF Scheme a revised pension amounting to 50% of Basic Pay in the revised pay structure corresponding to the basic pay of the pensioner in the pre-revised scale at the time of retirement (para 5.10).

8.15 Recommended for pensioners under CPF Scheme who retired on or after 1.1.1996, a revised pension amounting to 33⅓% of basic pay in the revised pay structure corresponding to the basic pay of the pensioner in the pre-revised scale at the time of retirement, subject to a maximum of Rs.2500/- and maximum of Rs.25000/- (para 5.10 and para 5.11).

8.16 Recommended for pensioners who retired before 1.1.1996 under CPF Scheme a revised pension amounting to 37.5% of the basic pay in the revised pay structure corresponding to the basic pay of the pensioner in the pre-revised scale at the time of retirement, subject to a minimum of Rs.2813/- and a maximum of Rs.28125/- (para 5.15.10 and para 5.19.3.6).

8.17 Recommended for family pensioners under CPF Scheme in respect of pensioners who retired between 0101.1996 and 31.12.2005 a revised rate of family pension amounting to 20% of the revised basic pay corresponding to the basic pay in the pre-revised scale at the time of retirement, subject to a minimum of Rs.2500/- and maximum of Rs.1500/- (para 5.15.8 and para 5.19.3.6).

8.18 Recommended for family pensioners under CPF Scheme in respect of pensioners retired before 01.01.1996 a revised rate of family pension amounting to 22½% of basic pay in the revised scale corresponding

to basic pay in the pre-revised scale at the time of retirement, subject to a minimum of Rs.2813/- and maximum of Rs.16875/- (para 5.15.11)

8.19 Recommended for family pensioners under CPF Scheme in respect of pensioners retired on 01.01.1996 or thereafter but before 01.01.2006 a pre-revision relief at the rate of 100% where family pension was granted @ 7½% of basic pay and at the rate of 50% where family pension was granted @ 10% of basic pay (para 5.15.12 and para 5.19.3.9).

8.20 Recommended for pensioners who retired before 01.01.2006 and the corresponding family pensioners appropriate pre-revision relief for compensation for shortfall arising out of definition of minimum and maximum pension/family pension on the basis of lowest and highest pay in Government service in place of lowest and highest pay in university service (para 5.19.3.10).

8.21 Recommended for pensioners/family pensioners who are advanced in years an additional quantum of pension at the rate of 20, 30, 40, 50 and 100 percent of pension/family pension in the event of their attaining the age of 75, 80, 85, 90 and 95 years respectively (para 5.16.1 and 5.16.2).

8.22 Recommended revised pay structure for the employees of West Bengal Board of Madrasah Education (para 6.9 and 6.10).

CHAPTER 9
CONCLUSION

In this point of our report we have recommended a pay structure for the non-teaching employees of the West Bengal State Council of Rabindra Open Schooling and West Bengal Board of Madrasah Education keeping in view the pay structure suggested for the employees of West Bengal Board of Secondary Education and the West Bengal Council of Higher Secondary Education in our earlier Report.

As to allowances we have considered the memoranda placed before the Committee by different Associations/Unions/individuals and made our recommendations keeping in view the allowances enjoyed by the employees of the State Government and other statutory organizations.

We have dealt with pensionary benefits and other related matters against the following background:

i) the existing retirement benefits and the problems brought to our notice;
ii) giving a fair deal to all sections of the university employees;
iii) the differences amongst the existing pensionary schemes and the need to introduce uniformity as far as possible.

We are aware that the employees who retired earlier receive pension less than that admissible to employees who will be retiring in future. Hence the scheme demands rationalization and improvisation of the existing pension structure so that parity can be arrived at.

We have made all efforts to bring that parity in our recommendations.

We extend our thanks to all the members of staff working in this office, without whose assistance we could not have prepared this report. We hope their assistants will help us to submit the next part of the Volume in due time.

(Amaljyoti Sengupta)
Chairman

(Rajatkumar Bandyopadhyay)
Member

(Jayanta Kr. Dattagupta)
Member Secretary

Table 5.3

CORRESPONDENCE OF ENHANCED CONSOLIDATED PENSION C13′ TO BASIC PAY B3 AND BASIC PENSION P3

Index

B1: Basic pay in the interval1 at a given stage in a pay scale
B3: Basic pay in the interval3 arrived at through application of fitment formula to B1 in two rounds (B1→B2; B2→B3)

P1: Basic pension initially defined during interval 1 and based on last pay B1 at a given stage

C13: Pension P1 after two rounds of consolidation (P1→C12; C12→C13)

C13′: C13 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 Corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 0.01.1986 and 31.12.1995
Interval 3: Between 01.10.1996 to 31.12.2005

Scale No.1 **A**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
312	731	3095	774
318	737	3160	790
324	750		
332	756	3225	806
340	769	3290	823
348	782	3355	864
356	794	3420	855
364	810	3485	872
374	823	3550	888
384	835	3620	905
394	854	3690	923
404	867	3830	958
414	886		
424	908	3900	975
434	927	3970	993
447	946	4040	1010
460	978	4110	1028
473	1007	4180	1045
486	1032		
499	1057	4250	1063

Scale No.2 **B**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
345	775	3300	825
355	788	3450	863
365	810	3530	883
375	823	3610	903
385	835	3690	930
395	854	3770	943
405	867		
415	886	3850	963
428	915	3930	983
441	940	4010	1003
454	965		
467	994	4090	1023
480	1019	4170	1043
495	1045	4250	1063
510	1074	4330	1083
525	1111		
540	1140	4510	1138
570	1203	4690	1173
585	1235	4870	1218
600	1257	4960	1240

Continued to next page

Table 5.3 (Continued from previous page)

Correspondence of Enhanced Consolidated Pension C13′ to Basic Pay B3 and Basic Pension P3

Index

B1: Basic pay in the interval1 at a given stage in a pay scale

B3: Basic pay in the interval3 arrived at through application of fitment formula to B1 in two rounds (B1→B2; B2→B3)

P1: Basic pension initially defined during interval 1 and based on last pay B1 at a given stage

C13: Pension P1 after two rounds of consolidation (P1→C12; C12→C13)

C13′: C13 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 Corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 0.01.1986 and 31.12.1995
Interval 3: Between 01.10.1996 to 31.12.2005

Scale No.3 **C**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
370	816	3595	899
380	829		
390	848	3685	921
400	861	3775	944
410	880		
425	902	3875	949
440	934	3975	994
455	959	4075	1019
470	994	4175	1044
485	1026		
500	1057	4275	1069
520	1092	4375	1094
540	1136	4475	1119
560	1171	4700	1175
580	1203	4825	1206
600	1257	5075	1269
620	1295	5200	1300
640	1336	5325	1332
660	1374	5575	1394
680	1412	5700	1425
700	1453	5825	1454

Scale No.4 **D**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
405	861	3825	956
420	886	3925	981
435	921	4050	1012
465	978	4175	1044
480	1013	4300	1075
500	1051	4425	1106
520	1086		
540	1136	4550	1138
560	1171	4675	1169
580	1209	4800	1200
600	1257	4925	1231
625	1295	5175	1294
650	1349	5475	1369
675	1399	5700	1425
700	1457	5850	1463
725	1498	6000	1500
750	1551	6300	1575
775	1605	6450	1613
800	1656	6600	1650

Continued to next page

Table 5.3 (Continued from previous page)

Correspondence of Enhanced Consolidated Pension C13′ to Basic Pay B3 and Basic Pension P3

Index

B1: Basic pay in the interval1 at a given stage in a pay scale

B3: Basic pay in the interval3 arrived at through application of fitment formula to B1 in two rounds (B1→B2; B2→B3)

P1: Basic pension initially defined during interval 1 and based on last pay B1 at a given stage

C13: Pension P1 after two rounds of consolidation (P1→C12; C12→C13)

C13′: C13 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 Corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 0.01.1986 and 31.12.1995
Interval 3: Between 01.10.1996 to 31.12.2005

Scale No.5 **E**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
430	908	3975	994
450	946	4100	1025
470	978	4225	1056
490	1026	4350	1088
510	1064		
530	1111	4475	1119
555	1159	4725	1182
580	1203	4975	1244
605	1257	5100	1275
630	1308	5250	1313
655	1355	5550	1388
685	1406	5700	1425
715	1466	6025	1506
745	1526	6200	1550
775	1589	6500	1625
805	1650	6725	1682
835	1717	6900	1725
865	1779	7275	1819
900	1845	7475	1869

Scale No.6 **F**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
500	1032	4275	1069
525	1086	4425	1106
550	1140	4575	1144
575	1190	4925	1231
600	1241	5100	1275
625	1295	5275	1319
655	1349	5450	1363
685	1406	5850	1463
715	1453		
745	1526	6250	1563
775	1589	6450	1613
805	1650	6650	1663
840	1724	7050	1763
875	1792	7250	1813
910	1851	7450	1863
955	1884	7900	1925
1000	1923	8125	2031

Continued to next page

Table 5.3 (Continued from previous page)

Correspondence of Enhanced Consolidated Pension C13′ to Basic Pay B3 and Basic Pension P3

Index

B1: Basic pay in the interval 1 at a given stage in a pay scale

B3: Basic pay in the interval 3 arrived at through application of fitment formula to B1 in two rounds (B1→B2; B2→B3)

P1: Basic pension initially defined during interval 1 and based on last pay B1 at a given stage

C13: Pension P1 after two rounds of consolidation (P1→C12; C12→C13)

C13′: C13 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 Corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 0.01.1986 and 31.12.1995
Interval 3: Between 01.10.1996 to 31.12.2005

Scale No.7 **G**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
640	1314	5425	1406
670	1374	5625	1406
700	1441	6025	1506
735	1498	6225	1556
770	1570	6425	1606
810	1643	6825	1706
850	1730	7025	1756
890	1812	7425	1856
930	1864	7650	1913
970	1904	8100	2025
1010	1937		
1055	1969	8325	2081
1100	2002		

Scale No.8 **H**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
610	1257	4975	1244
640	1314	5350	1338
670	1374	5550	1375
700	1441	5750	1438
735	1498	6150	1538
770	1570	6375	1594
810	1643	6825	1707
850	1730	7275	1819
890	1812	7500	1875
935	1864	7950	1988
980	1907	8175	2044
1025	1943	8425	2106
1070	1979	8675	2161
1115	2019		
1160	2055	8925	2231

Continued to next page

Table 5.3 (Continued from previous page)

Correspondence of Enhanced Consolidated Pension C13′ to Basic Pay B3 and Basic Pension P3

Index

B1: Basic pay in the interval1 at a given stage in a pay scale

B3: Basic pay in the interval3 arrived at through application of fitment formula to B1 in two rounds (B1→B2; B2→B3)

P1: Basic pension initially defined during interval 1 and based on last pay B1 at a given stage

C13: Pension P1 after two rounds of consolidation (P1→C12; C12→C13)

C13′: C13 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 Corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 0.01.1986 and 31.12.1995
Interval 3: Between 01.10.1996 to 31.12.2005

Scale No.9 **J**

B1	C13′	B3	P3
(1)	(2)	(3)	(4)
670	1368	5600	1400
710	1441	5800	1450
750	1520	6450	1613
70	1605	6675	1669
830	1684	6900	1725
870	1768	7350	1838
915	1848	7575	1894
960	1887	8025	2006
1005	1927	8275	2069
1050	1962	8525	2131
1100	2002		
1150	2041	8775	2194
1200	2084	9025	2256
1250	2123	9275	2319

Table 5.4

CORRESPONDENCE OF CONSOLIDATED PENSION C23 AND ENHANCED CONSOLIDATED PENSION C23/ TO BASIC PAY B3 AND BASIC PAY P3

Index

B2: Basic pay in the interval 2 at given stage in a pay scale

B3: Basic pay in the interval 3 arrived at through application of fitment formula to B2

P2: Basic pension initially defined during the interval 2 and based on last pay B2 at a given stage

C23: Consolidated pension defined in the interval 3 corresponding to pension P2

C23/ : C23 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 1.1.1986 & 31.12.1995
Interval 3: Between 1.1.1996 & 31.12.2005

A **B**

Scale No. 1				
B2	**C23**	**C23/**	**B3**	**P3**
880	734	807	2850	713
898	747	822		
916	760	836		
934	772	849	2910	728
952	785	864	2970	743
970	798	878	3030	758
988	811	892	3095	774
1006	825	908	3160	790
1024	837	921		
1042	850	935	3225	806
1060	863	949	3290	823
1078	876	964	3355	839
1096	889	978	3420	855
1114	903	993	3485	871
1132	915	1007		
1153	930	1023	3550	888
1174	945	1040	3620	905
1195	960	1056	3690	923
1216	976	1074	3760	940
1237	991	1090	3830	958
1258	1006	1107	3900	975
1279	1021	1123	3970	993
1300	1030	1133	4040	1010
1325	1354	1159	4110	1028
1350	1072	1179	4180	1045
1375	1090	1199	4250	1063

Scale No. 2				
B2	**C23**	**C23/**	**B3**	**P3**
950	784	862	3000	750
970	798	878		
990	813	894	3075	768
1010	827	910	3150	788
1030	842	926	3225	806
1050	856	942	3300	825
1070	870	957		
1090	885	974	3375	844
1110	899	989	3450	863
1130	914	1005	3530	883
1155	932	1025	3610	903
1180	950	1045	3690	923
1205	967	1064	3770	943
1230	985	1084		
1255	1004	1104	3850	963
1280	1021	1123	3930	983
1305	1040	1144	4010	1003
1330	1059	1165	4090	1023
1355	1076	1184	4170	1043
1385	1096	1206	4250	1063
1415	1120	1232	4330	1083
1445	1140	1254	4420	1105
1475	1163	1279	4510	1128
1505	1184	1302	4600	1150
1540	1209	1330	4690	1173
1575	1234	1357	4870	1218

1610	1259	1385	4960	1240
1645	1284	1412	5050	1263
1680	1307	1438	5140	1285

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Table 5.4 (Continued from previous page)

Correspondence of Consolidated Pension C23 and Enhanced Consolidated Pension C23/ to Basic Pay B3 and Basic Pay P3

Index

B2: Basic pay in the interval 2 at given stage in a pay scale

B3: Basic pay in the interval 3 arrived at through application of fitment formula to B2

P2: Basic pension initially defined during the interval 2 and based on last pay B2 at a given stage

C23: Consolidated pension defined in the interval 3 corresponding to pension P2

C23/ : C23 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 1.1.1986 & 31.12.1995
Interval 3: Between 1.1.1996 & 31.12.2005

C **D**

Scale No. 3				
B2	**C23**	**C23/**	**B3**	**P3**
1030	842	926	3325	831
1050	856	942		
1070	870	957		
1095	888	977	3415	854
1120	906	997	3505	876
1145	924	1016	3595	899
1170	942	1036		
1200	964	1060	3685	921
1230	986	1085	3775	944
1260	1007	1108	3875	969
1290	1028	1131	3975	994
1320	1050	1155	4075	1019
1350	1072	1179	4175	1044
1385	1097	1207	4275	1069
1420	1122	1234	4375	1094
1455	1148	1263	4475	1119
1490	1173	1290	4575	1144
1525	1198	1318	4700	1175
1560	1223	1345	4825	1206
1600	1252	1377	4950	1238
1640	1280	1408	5075	1269
1680	1310	1441	5200	1300
1720	1339	1473	5325	1331
1760	1368	1505	5450	1363

Scale No. 4				
B2	**C23**	**C23/**	**B3**	**P3**
1110	899	989	3525	881
1140	921	1013		
1170	942	1036	3625	906
1200	964	1060	3725	934
1230	986	1085	3825	956
1265	1011	1112	3925	981
1300	1036	1140	4050	1013
1335	1061	1167	4175	1044
1370	1086	1195	4300	1075
1410	1115	1227	4425	1106
1450	1144	1258		
1490	1173	1290	4550	1138
1530	1202	1322	4675	1168
1570	1230	1353	4800	1200
1610	1259	1385	4925	1231
1650	1300	1430	5050	1262
1700	1324	1456	5175	1294
1750	1363	1499	5475	1368
1800	1396	1536	5550	1388
1850	1435	1579	5700	1425
1900	1468	1615	5850	1463
1950	1507	1658	6000	1500
2000	1540	1694	6150	1538
2050	1581	1739	6300	1575

1800	1396	1536	5575	1394
1840	1425	1568	5700	1425
1880	1454	1599	5825	1456
1920	1483	1631		
1960	1520	1672	5950	1488

2100	1615	1777	6450	1613
2150	1655	1821	6600	1650
2200	1689	1858	6750	1688
2250	1730	1903	6900	1725
2300	1764	1940	7050	1763

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Table 5.4 (Continued from previous page)

Correspondence of Consolidated Pension C23 and Enhanced Consolidated Pension C23/ to Basic Pay B3 and Basic Pay P3

Index

B2: Basic pay in the interval 2 at given stage in a pay scale

B3: Basic pay in the interval 3 arrived at through application of fitment formula to B2

P2: Basic pension initially defined during the interval 2 and based on last pay B2 at a given stage

C23: Consolidated pension defined in the interval 3 corresponding to pension P2

C23/ : C23 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 1.1.1986 & 31.12.1995
Interval 3: Between 1.1.1996 & 31.12.2005

E

Scale No. 5				
B2	**C23**	**C23/**	**B3**	**P3**
1210	971	1068	3850	963
1245	997	1096		
1280	1022	1124	3975	994
1315	1047	1152	4100	1025
1350	1072	1179	4225	1056
1390	1101	1211	4350	1088
1430	1130	1243	4475	1119
1470	1158	1274	4600	1150
1510	1187	1306	4725	1181
1550	1216	1338	4850	1213
1600	1252	1377	4975	1244
1650	1288	1417	5100	1275
1700	1324	1456	5250	1313
1750	1363	1499	5400	1350
1800	1396	1536	5550	1388
1850	1428	1571	5700	1425
1900	1468	1615	5850	1463
1950	1507	1658	6025	1506
2010	1551	1706	6200	1550
2070	1595	1755	6375	1594
2130	1640	1804	6500	1625
2190	1685	1854	6725	1681
2250	1730	1903	6900	1725

F

Scale No. 6				
B2	**C23**	**C23/**	**B3**	**P3**
1300	1036	1140	4125	1006
1345	1068	1175		
1390	1101	1211	4275	1069
1435	1132	1246	4425	1106
1480	1165	1282	4575	1144
1535	1180	1326	4750	1188
1590	1245	1369	4925	1231
1645	1285	1413	5100	1275
1700	1324	1456	5275	1319
1755	1365	1502	5450	1363
1810	1406	1547	5650	1413
1865	1437	1581	5850	1463
1920	1483	1631		
1985	1530	1683	6050	1513
2050	1581	1739	6250	1563
2115	1627	1790	6450	1613
2180	1675	1843	6650	1663
2245	1724	1896	6850	1713
2310	1774	1951	7050	1763
2385	1827	2010	7250	1813
2460	1884	2072	7450	1863
2535	1941	2135	7675	1913
2610	1998	2198	7900	1975

2320	1779	1957	7075	1769
2390	1834	2017	7275	1819
2460	1884	2072	7475	1869
2530	1938	2132	7675	1919
2600	1987	2186	7875	1969
2670	2042	2246	8075	2019

2685	2052	2257	8125	2031
2760	2107	2318	8350	2088
2835	2164	2380	8575	2144
2910	2221	2443	8800	2200
2985	2275	2503	9025	2256
3060	2331	2564	9250	2313

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Table 5.4 (Continued from previous page)

Correspondence of Consolidated Pension C23 and Enhanced Consolidated Pension C23/ to Basic Pay B3 and Basic Pay P3

Index

B2: Basic pay in the interval 2 at given stage in a pay scale

B3: Basic pay in the interval 3 arrived at through application of fitment formula to B2

P2: Basic pension initially defined during the interval 2 and based on last pay B2 at a given stage

C23: Consolidated pension defined in the interval 3 corresponding to pension P2

C23/ : C23 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 1.1.1986 & 31.12.1995
Interval 3: Between 1.1.1996 & 31.12.2005

G **H**

Scale No. 7				
B2	**C23**	**C23/**	**B3**	**P3**
1400	1108	1219	4525	1131
1450	1144	1258		
1500	1180	1298	4700	1175
1560	1224	1346	4875	1219
1620	1266	1393	5050	1263
1680	1310	1441	5225	1306
1740	1324	1456	5425	1356
1800	1396	1536	5625	1406
1860	1440	1584	5825	1456
1930	1492	1641	6025	1506
2000	1540	1694	6225	1556
2070	1595	1755	6425	1606
2140	1645	1810	6625	1656
2210	1700	1870	6825	1706
2280	1749	1924	7025	1756
2350	1804	1984	7225	1806
2420	1854	2039	7425	1856
2490	1909	2100	7650	1913
2570	1968	2165	7875	1969
2650	2028	2231	8100	2025
2730	2087	2296	8325	2081
2810	2147	2362	8550	2138
2890	2207	2428	8775	2194
2970	2266	2493	9000	2250

Scale No. 8				
B2	**C23**	**C23/**	**B3**	**P3**
1500	1180	1298	4800	1200
1560	1228	1345		
1620	1266	1393	4975	1244
1680	1310	1441	5150	1288
1740	1324	1456	5350	1333
1800	1396	1536	5550	1363
1860	1440	1584	5750	1438
1930	1492	1641	5950	1488
2000	1540	1694	6150	1538
2070	1595	1755	6375	1594
2140	1645	1810	6600	1650
2210	1700	1870	6825	1706
2280	1749	1924	7050	1763
2350	1804	1984	7275	1819
2420	1854	2039	7500	1875
2500	1913	2104	7725	1931
2580	1973	2170	7950	1988
2660	2033	2236	8175	2044
2740	2092	2301	8425	2106
2820	2152	2367	8675	2169
2900	2211	2432	8925	2231
2980	2271	2498	9175	2294
3060	2331	2564	9425	2356
3140	2390	2629	9675	2419

3050	2326	2559	9225	2306
3130	2385	2624	9450	2363
3210	2445	2690	9675	2419
3290	2505	2756	9925	2481
3370	2564	2820	10175	2544

3230	2459	2705	9925	2481
3320	2524	2776	10175	2544
3410	2594	2853	10425	2606
3500	2658	2924	10675	2669
3590	2728	3001		

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Table 5.4 (Continued from previous page)

Correspondence of Consolidated Pension C23 and Enhanced Consolidated Pension C23/ to Basic Pay B3 and Basic Pay P3

Index

B2: Basic pay in the interval 2 at given stage in a pay scale

B3: Basic pay in the interval 3 arrived at through application of fitment formula to B2

P2: Basic pension initially defined during the interval 2 and based on last pay B2 at a given stage

C23: Consolidated pension defined in the interval 3 corresponding to pension P2

C23/ : C23 enhanced by 10 percent

P3: Basic pension initially defined during the interval 3 and based on last pay B3, when B3 corresponds to B1 through application of fitment formula in two rounds (B1→B2; B2→B3)

Interval 1: Before 01.01.1986
Interval 2: Between 1.1.1986 & 31.12.1995
Interval 3: Between 1.1.1996 & 31.12.2005

J

Scale No. 9				
B2	**C23**	**C23/**	**B3**	**P3**
1550	1216	1338	5000	1250
1620	1265	1392		
1690	1320	1452	5200	1300
1760	1372	1509	5400	1350
1830	1420	1562	5600	1400
1910	1478	1626	5800	1450
1990	1536	1690	6225	1556
2070	1595	1755	6450	1613
2150	1655	1821	6675	1669
2230	1714	1885	6900	1750
2310	1774	1951	7125	1781
2390	1834	2017	7350	1838
2470	1893	2082	7575	1894
2550	1953	2148	7800	1950

2630	2012	2213	8025	2006
2710	2072	2279	8275	2069
2790	2132	2345	8525	2131
2870	2191	2410	8775	2194
2950	2251	2476	9025	2256
3030	2310	2541	9275	2319
3130	2385	2624	9525	2381
3230	2459	2705	9775	2444
3330	2534	2787	10025	2506
3430	2608	2869	10275	2569
3530	2683	2951	10525	2631
3630	2757	3033	10775	2694
3730	2832	3115	11050	2763
3830	2906	3197		

Table 5.7

1. **Format for Comparison of monthly income of "CPF Pensioners" and "GPF Pensioners" who retired before 1.1.1986**

Interval	Income elements	Income elements for "CPF Pensioners"		Proportion of interest element I in total income T		Income elements for "GPF Pensioners"		Income differential $\Delta T = \left(\frac{T_G}{T_C} - 1\right) \times 100$
	Interest on investments $I = (E \times 0.0075)$	I_C						
1 (Before 1.1.1986)	Basic pension P1 during interval 1	$P_C 1$		$R_1 = \frac{I_C}{T_C 1} \times 100$		$P_G 2$		
	Total income = Basic pension P1 plus interest element $T1 = P1 + I$	$T_C 1 = P_C 1 + I_C$				$T_G 1 = P_G 2$		
2 (Between 1.1.1986 and 31.12.1995)	Consolidated pension $C12$ during interval 2	$C_C 12$		$R_2 = \frac{I_C}{T_C 2} \times 100$		$C_G 12$		
	Total income = Consolidated pension $C12$ plus interest element $T2 = C12 + I$	$T_C 2 = C_C 12 + I_C$				$T_G 2 = C_G 12$		
3 (Between 1.1.1996 and 31.12.2005)	Consolidated pension $C13$ during interval 3	$C_C 13$		$R_3 = \frac{I_C}{T_C 3} \times 100$		$C_G 13$		
	Total income T = Consolidated pension $C13$ plus interest element $T3 = C13 + I$	$T_C 3 = C_C 13 + I_C$				$T_G 3 = C_G 13$		
4 (From 1.1.2006 onwards)	Consolidated pension $C14$ during the interval 4	$C_C 14$		$R_4 = \frac{I_C}{T_C 4} \times 100$		$C_G 14$		

	Total income T = Consolidated pension $C14$ plus interest element $T4 = C14 + I$	$T_C 4 = C_C 14 + I_C$				$T_G 4 = C_G 14$		

Table 5.7

2. Format for Comparison of monthly income of "CPF Pensioners" and "GPF Pensioners" who retired between 1.1.1986 and 21.12.1995

Interval	Income elements	Income elements for "CPF Pensioners"		Proportion of interest element I in total income T		Income elements for "GPF Pensioners"		Income differential $\Delta T = \left(\frac{T_G}{T_C} - 1\right) \times 100$
	Interest on investments $I = (E \times 0.0075)$	I_C						
1 (Before 1.1.1986)								
2 (Between 1.1.1986 and 31.12.1995)	Basic pension P2 during interval 2	$P_C 2$		$R_2 = \frac{I_C}{T_C 2} \times 100$		$P_G 2$		
	Total income = Basic pension P2 plus interest income $(T2 = P2 + I)$	$T_C 2 = P_C 2 + I_C$				$T_G 2 = P_G 2$		
3 (Between	Consolidated pension $C23$	$C_C 23$				$C_G 23$		

1.1.1996 and 31.12.2005)	Total income T = Consolidated pension $C23$ plus interest income ($T\ 3\ =\ C\ 23\ +\ I$)	$T_C 3 = C_C 23 + I_C$		$R_3 = \frac{I_C}{T_C 3} \times 100$		$T_G 3 = C_G 23$		
4 (From 1.1.2006 onwards)	Consolidated pension $C24$ during the interval 4	$C_C 24$		$R_4 = \frac{I_C}{T_C 4} \times 100$		$C_G 24$		
	Total income T = Consolidated pension $C24$ plus interest income ($T\ 4\ =\ C\ 24\ +\ I$)	$T_C 4 = C_C 24 + I_C$				$T_G 4 = C_G 24$		

TABLE 5.8

Comparison in Format 1 of "Total Income" of "CPF Pensioners" and "GPF Pensioners" who retired before 01.01.1986.

Ic =164; B1 = 1150 **A**

I	P_c/T_c	R	P_G/T_G	Δ T
1	312	34.45	504	5.88
	476		504	
2	606	21.30	1067	38.57
	770		1067	
3	2043	7.43	3231	46.40
	2207		3231	
4	4617	3.43	7302	52.73
	4781		7302	

Ic = 227; B1 = 1360 **B**

I	P_c/T_c	R	P_G/T_G	Δ T
1	383	37.21	592	-2.95
	610		592	
2	677	25.11	1155	27.77
	904		1155	
3	2275	9.07	3493	39.61
	2502		3493	
4	5141	4.39	7894	47.03
	5369		7894	

Ic = 99; B1 = 930 **C**

I	P_c/T_c	R	P_G/T_G	Δ T
1	259	27.65	433	20.95
	358		433	
2	553	15.18	918	40.80
	652		918	
3	1870	5.03	2787	41.54
	1969		2787	
4	4226	2.29	6299	45.63
	4325		6299	

Ic = 177; B1 = 1200 **D**

I	P_c/T_c	R	P_G/T_G	Δ T
1	325	35.25	541	7.77
	502		541	
2	619	22.24	1104	38.69
	796		1104	
3	2086	8.19	3341	54.46
	2163		3341	
4	4714	3.62	7550	54.37
	4891		7550	

Ic =121; B1 = 970 **E**

I	P_c/T_c	R	P_G/T_G	Δ T
1	269	31.03	455	16.67
	390		455	

Ic = 679; B1 = 2500 **F**

I	P_c/T_c	R	P_G/T_G	Δ T
1	656	50.86	1029	- 22.93
	1335		1029	

2	563	17.69	964	40.94	2	958	41.48	1750	6.90
	684		964			1637		1750	
3	1903	5.98	2924	44.47	3	3197	17.52	5265	35.84
	2024		2924			3876		5265	
4	4301	2.74	6608	49.43	4	7225	8.59	11899	50.54
	4422		6608			7904		11899	

Ic =104; B1 = 745 G

I	P_c/T_c	R	P_G/T_G	Δ T
1	213	32.81	355	11.99
	317		355	
2	467	17.90	753	29.60
	581		753	
3	1586	6.15	2296	35.86
	1690		2296	
4	3584	2.82	5189	40.70
	3688		5189	

Ic = 434; B1 = 2250 H

I	P_c/T_c	R	P_G/T_G	Δ T
1	592	42.30	935	- 8.87
	1026		935	
2	981	32.75	1590	1.20
	1325		1590	
3	2978	12.72	4789	40.36
	3412		4789	
4	6730	6.06	10823	51.07
	7164		10823	

TABLE 5.10

Comparison in Format 2 of "Total Income" of "CPF Pensioners" and "GPF Pensioners" who retired between 01.01.1996 and 31.12.2005.

Ic =856; B2 = 5400 1

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	1350	38.80	2291	3.85
	2206		2291	
3	4480	16.04	6078	13.91
	5336		6078	
4	10125	7.80	13736	25.09
	10981		13736	

Ic = 470; B2 = 3210 2

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	803	36.92	1605	36.92
	1273		1605	
3	2690	14.42	4834	48.28
	3260		4834	
4	6079	7.18	10925	66.82
	6549		10925	

Ic = 901; B2 = 3320 3

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	830	52.05	1660	- 4.11
	1731		1660	
3	2776	24.50	4997	35.90
	3677		4997	
4	6273	12.56	11293	57.42
	7174		11293	

Ic = 490; B2 = 3430 4

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	858	36.35	1715	27.23
	1348		1715	
3	2608	15.82	5162	66.62
	3098		5162	
4	6484	7.03	11666	67.28
	6974		11666	

Ic =288; B2 = 3500 5

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	875	24.76	1750	50.47
	1163		1750	
3	2924	8.97	5265	63.92
	3212		5265	
4	6608	4.18	11890	72.42
	6896		11890	

Ic = 301; B2 = 3130 6

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	783	27.77	1565	44.37
	1084		1565	
3	2624	10.29	4715	61.97
	2925		4715	
4	5930	4.83	10656	30.95
	6231		10656	

Ic = 475; B2 = 3950 **7**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	988	32.47	1975	35.00
	1463		1975	
3	3296	12.60	5603	48.58
	3771		5603	
4	7449	5.99	12663	59.81
	7924		12663	

Ic = 376; B2 = 3600 **8**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	900	29.47	1800	41.07
	1276		1800	
3	3002	11.13	5353	48.47
	3378		5353	
4	6785	5.25	12098	68.94
	7161		12098	

Ic =855; B2 = 3800 **9**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	950	47.37	1900	5.26
	1805		1900	
3	3169	21.25	5490	36.43
	4024		5490	
4	7162	10.66	12407	54.76
	8017		12407	

Ic = 487; B2 = 4575 **10**

I	P_c/T_c	R	P_G/T_G	Δ T
1				
2	1144	29.86	2288	40.28
	1631		2288	
3	3807	11.34	6073	41.43
	4290		6073	
4	7882	5.82	13725	64.00
	8369		13725	

PAY COMMITTEE 2008

REPORT

VOLUME II
Part II

FEBRUARY 2010

Part II
Report of the Pay Committee, Volume II, Part II

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CHAPTER I

Introduction

1.1 The Pay Committee constituted by the Government of West Bengal in terms of Finance Departments Order No.8349-F dated 10.11.2008, submitted to the Government Volume-I of its Report on 17th September,2009. This volume contained recommendation concerning the structure of pay and three major allowances, viz. Dearness Allowance, Compensatory House Rent Allowance and Medical Allowance. On 8th February, 2010 the Committee has submitted Part-I of Volume-II of its Report. This Part contained recommendation on allowances (other than three allowances covered in Volume-I), Pay structure of employees of State Council of Rabindra Open Schooling & West Bengal Board of Madrasah Education and recommendation on issues relating to Retirement Benefits of the employees of the universities and employees of other organizations under the terms of reference of this Committee.

1.2 In the present part i.e. Part-II of Volume-II, we have dwelt with issues related to promotion policy, anomalies in pay scales, individual grievances, accountability & people orientation and avoidance of wasteful expenditures. While dealing the issue of promotion we find that processing of any promotion case the duties & responsibilities of both the feeder post and promotional post are required to be considered. Unfortunately, authorities of majority of the universities did not or could not provide us with the necessary inputs. This Committee attempted to formulate a guideline for assigning duties & responsibilities to different cadres of the non-teaching employees. This has been deliberated in a separate Chapter. The Committee have taken help, advice and suggestions from the academician & administrators in preparing this chart.

1.3 In Part-I of Volume-II, we have submitted our recommendation on retirement benefits. In this part recommendation on some residual aspects are included.

1.4 During deliberation the Committee observed that recruitment and promotion policies adopted by the universities vary from University to University. The pay scales of the employees being identical and service conditions being supposed to be uniform the policies adopted by different universities are expected to be uniform or at least of uniform pattern. This situation prompted the Committee to consider the desirability of a Service Commission of the type of PSC or SSC. This has been dealt with in a separate chapter and recommendations have been given there.

1.5 During interactions the Committee had a feeling that the University Wing of the Higher Education Department sometime could not do justice to the existing system of looking after university affairs by the Secretariat Wing in Higher Education Department of the Government - at least at the

implementation stage. Desirability of placing a Directorate like agency in between Department and University needs consideration. This has been discussed in a separate Chapter in this Part of the Report.

1.6 While scrutinizing the papers/documents provided by the University Authority as well as by Service Associations and some individual university employees the Committee observed that a sizeable number of anomalous position have been created out of the irregular action taken by the universities in violation of Government Orders. As our observations on this issue will be of a voluminous proportion our deliberation on this is being submitted in a separate part, Part-III of Volume-II to keep the present volume within usable limit.

CHAPTER 2

Pay Committee and the matter relating to pensionary benefits of Vice-Chancellors and Pro-Vice Chancellors

One of the tasks assigned to the Pay Committee for non-teaching employees of State-aided universities is to examine issues relating to retirement benefits (vide clause 2(iv) of the Finance Department Resolution No.8349-F dated 10.11.2008). No separate mechanism has been set up for considering the issues relating to retirement benefits of teachers and officers of the universities. G.O. No.1250-Edn(U) dated 27.12.1991 and G.O. No.85-Edn(U) dated 31.01.2000, which incorporate the DCRB Scheme 1986 and DCRB Scheme 1996 respectively, stipulate, however, that such schemes shall apply to teachers, officers and other non-teaching employees of the State-aided universities. While stating that "the question of rationalization, improvement and introduction of uniform retirement benefits of the employees ……. of the State-aided universities has been under consideration of the State Government for some time past", the aforesaid

Orders in their opening paragraphs mention specifically that the term employee "means teachers, officers and other non-teaching employees" of the universities. Under the circumstances, it seems that no separate mechanism has been considered necessary to address the issues relating to pensionary benefits of teachers and officers of the universities. In view of the fact that the respective university Acts regard the Vice-Chancellors and Pro-Vice Chancellors as whole-time officers of the universities, it is imperative to ascertain how far the aforesaid schemes cover the cases of pensionary benefits of Vice-Chancellors and Pro-Vice Chancellors of the universities.

Pension scheme for vice-chancellors and pro-vice-chancellors of universities

(1) The University Acts make a specific reference to the matter pertaining to the salary admissible to the Vice-Chancellors and Pro-Vice-Chancellors of the universities. A rational approach to the issue of determination of rate of pension of Vice-Chancellors and Pro-Vice-Chancellors would be to develop a scheme in conformity with the provisions of the University Acts.

(2) The retirement benefits of the teachers, officers and non-teaching employees of the universities are defined in terms of the DCRB Scheme 1986 and DCRB Scheme 1996. The specific features of the service conditions of Vice-Chancellors and Pro-Vice-Chancellors as laid down in the University Acts do not, however, appear to have been incorporated in these Schemes. Such schemes cannot, therefore, serve as reference points for defining the pension scheme for the Vice-Chancellors and Pro-Vice-Chancellors.

(3) It will be shown in the sequel how an attempt has been made to use the DCRB Scheme 1986 to define a pension scheme for a section of the Vice-Chancellors and Pro-Vice-Chancellors. The need of the hour is to develop a pension scheme on the basis of relevant provisions of University

Acts so as to make it uniformly applicable for all the Vice-Chancellors and Pro-Vice-Chancellors without creating an artificial class distinction among them.

(4) The highest office in the university is held by the Vice-Chancellors. Next to the Vice-Chancellor in rank are the Pro-Vice-Chancellors of the university.

(5) The position of the Vice-Chancellor (and the Pro-Vice Chancellors) stands apart from all other university positions in respect of mode of appointment, service conditions and duties and responsibilities. The parameters defining the service benefits admissible to the Vice-Chancellors (and the Pro-Vice Chancellors) may, therefore, have unique features that are not replicated in other cases.

(6) As stipulated in the University Acts, Vice-Chancellors and Pro-Vice-Chancellors have to be regarded as whole-time officers of the university till they complete their term or attain the age of 65 years, whichever is earlier.

(7) The positions of the Vice-Chancellor and Pro-Vice-Chancellor happen to be the only ones for which it has been stipulated in the University Acts that persons chosen for appointment to such positions may have to be required to assume office after completion of 60 years of age, the normal age of retirement for all other categories of posts in the university.

(8) There is thus no provision in the University Acts to draw a parallel between assumption of office by the Vice-Chancellor (and the Pro-Vice-Chancellor) beyond the age of 60 years and reemployment in all other categories of posts beyond the normal age of retirement in terms of any

Government Order, the act of assumption of office by the Vice-Chancellor being of the nature of accepting a new assignment in contrast to reemployment where one is appointed in exactly the same position as was originally held immediately before retirement.

(9) There is also no provision in the University Acts to make a distinction between the service rendered by Vice-Chancellors who assume office before completion of the age of sixty years, the normal age of retirement for all categories of posts in the universities except the posts of Vice-Chancellor and Pro-Vice-Chancellor, and the service rendered by the Vice-Chancellor and the Pro-Vice-Chancellor who assume office after completion of sixty years of age. The limiting value of sixty years of age has no significance in the context of service conditions of the Vice-Chancellors and Pro-Vice-Chancellors as laid down in the University Acts and hence the aforesaid DCRB Schemes are of no relevance in defining the retirement benefits of Vice-Chancellors and Pro-Vice-Chancellors.

(10) The University Acts do not contemplate any differentiation to be made among the Vice-Chancellors in respect of service benefits admissible to them on the basis of the their date of assuming charge in relation to the age of superannuation for all other university positions where the service conditions for the post of Vice-Chancellor or of the Pro-Vice-Chancellor do not apply.

(11) The first step in the development of a pension scheme for the Vice-Chancellors and Pro-Vice-Chancellors is to make a declaration that the service rendered as Vice-Chancellor and Pro-Vice-Chancellor would be reckonable for pensionary benefits irrespective of the date of assumption of office.

(12) The need for considering the service rendered as Vice-Chancellor to be countable for pension has to a certain extent been recognized at the Government level. Notification No.748-Edn(U) dated 24.08.1999 and No.68-Edn(U) dated 21.01.2000 issued from the Chancellor's Secretariat dealt with the question as to whether the service of a person for the period for which he has worked as Vice-Chancellor or a Pro-Vice-Chancellor of a university, upto the age of 60 years, should be countable for retirement benefits, after taking into consideration such service as Vice-Chancellor upto the age of sixty years and came out with the reply that the pension of "such persons" would be calculated on the basis of last pay drawn upto the age of sixty years, in terms of the DCRB Scheme 1986.

(13) By equating the office of the Vice-Chancellor or of the Pro-Vice-Chancellor with all other positions in the university so as to accommodate the issue of pensionary benefits of the Vice-Chancellors and Pro-Vice-Chancellors in the straitjacket of the DCRB Scheme 1986, the aforesaid notifications made a distinction been the Vice-Chancellors and Pro-Vice-Chancellors who completed 60 years of age while in office and those who assumed office after completion of 60 years of age or completed their term as Vice-Chancellor before attaining that age.

(14) Keeping in view the relevant provisions of the University Acts which form the basis of appointment to the posts of Vice-Chancellor and Pro-Vice-Chancellor, we consider it against the spirit of the University Acts to deprive a person of the benefit of the service rendered as Vice-Chancellor or Pro-Vice Chancellor being counted for pension on the plea that his case cannot be considered in any other manner except by bringing it within the purview of the DCRB Scheme 1986.

(15) Under no circumstances can the DCRB Scheme 1986 take precedence over the provisions of the University Acts. The scheme deals with cases of university employees who retire at the age of sixty. There is nothing in the DCRB Scheme 1986 to address the issue pertaining to retirement benefits of Vice-Chancellors and Pro-Vice-Chancellors who may be required to assume office beyond the age of sixty years and continue as whole-time officers till completion of 65 years of age as laid down in the University Acts, or may have to complete their term as Vice-Chancellor or Pro-Vice Chancellor and return to their previous position before reaching 60 years of age.

(16) An anomalous situation prevails in the matter of determination of pension any benefits of Vice-Chancellor and Pro-Vice Chancellor. By allowing the DCRB Scheme 1986 to take precedence over the University Acts, the aforesaid Notifications have been instrumental in formalizing creation of three broad classes of Vice-Chancellors in so far as their admissibility to pensionary benefits based on counting of the service rendered as Vice-Chancellor or Pro-Vice-Chancellor is concerned :-

(i) Vice-Chancellors who complete their term and return to their previous service before reaching 60 years of age;

(ii) Vice-Chancellors who complete 60 years of age while in office;

(iii) Vice-Chancellors who assume office after they have completed 60 years of age.

If the issue of pension any benefits has to be addressed in terms of the DCRB Scheme 1986, pension has to be calculated on the basis of salary of the Vice-Chancellor in the second case, and on the basis of the last pay drawn in the scale of Professor (assuming that the

Vice-Chancellor was previously holding the post of Professor) in the first and third cases. Such class distinction has not been contemplated under the University Acts and is out of tune with the status accorded to the office of the Vice-Chancellor.

(17) The imbalance needs to be corrected by way of installing a uniform pattern of pensionary benefits for all persons who have functioned as Vice-Chancellor at one stage of their service career or the other, irrespective of whether they completed their term as Vice-Chancellor before attaining sixty years of age or not, or whether they assumed office as Vice-Chancellor after attaining that age or not.

(18) One way of achieving uniformity is to consider the last pay in the scale of the substantive post held previously by the Vice-Chancellor as the basis for calculation of pension after restoration of lapsed increments for the period during while service was rendered as Vice-Chancellor. Implicit in this arrangement is the assumption that the term 'last pay is linked to the time scale of pay of a substantive post and not to the financial benefits relating to a term appointment. A proposal in which there is no reflection of the service rendered as Vice-Chancellor may not, however, be regarded as viable.

(19) The other alternative which ensures uniformity is to perform the calculations on the basis of the salary attached to the post of Vice-Chancellor, not in the spirit of providing subsistence allowance, but as a means of according due recognition of the service rendered as Vice-Chancellor. This may bear some resemblance to the pension schemes for the Members of the Parliament and Members of the Legislative Assembly. The viability of the second alternative rests on the fact that the service rendered

as Vice-Chancellor is reflected in the calculations in all the three cases referred to in para (16) without exception, in sharp contrast to the situation arising out of mechanical application of DCRB Scheme 1986 described earlier.

(20) By invoking the "last pay" concept which is ordinarily associated with the DCRB Scheme 1986, the G.O. No.86-Edn (U) dated 21.01.2000 restricts the scope of application of the formula embodied in the second alternative exclusively to Vice-Chancellors of the second group and leaves those of the first and third groups out of consideration.

(21) The salary payable to the Vice-Chancellor from the university fund for rendering service as a whole-time officer of the university has been laid down in the relevant clause of the University Act (Clause 8(3) of Calcutta University Act 1979, for example). Other service benefits admissible to the Vice-Chancellors need to be worked out in conformity with their rank as defined in the University Acts. The retirement benefits in particular which may be considered admissible to the Vice-Chancellor shall have to be in keeping with the spirit of the University Act.

(22) During the term of his office, a Vice-Chancellor receives salary at a rate that is highest in the university. A rational approach would be to ensure that the rate of pension admissible to a Vice-Chancellor when he lays down office would be consistent with his rank and be the highest in the university. Similarly, the rate of pension admissible to a Pro-Vice-Chancellor on his retirement would be the second highest in the university.

(23) The distinctive nature of the office of the Vice-Chancellor needs to be reflected in the quantum of pension admissible to him on his retirement. It

is, therefore, proposed that the pension of the Vice-Chancellor be calculated at the rate of 55 percent of basic pay prescribed for the post. The same rate may also be made applicable in the case of the Pro-Vice-Chancellor of a university.

(24) With the revision of the basic pay of the Vice-Chancellor and the Pro-Vice-Chancellor who are in service, the basic pension of the retired Vice-Chancellor and the Pro-Vice-Chancellor would be increased proportionately and be calculated at the rate of 55 percent of revised basic pay.

Opinion of Shri R. Bandyopadhyay

The proposition that whatever be the case the Vice-Chancellor/Pro-Vice-Chancellor will enjoy the pension calculated on the basis of the salary drawn as Vice-Chancellor/Pro-Vice-Chancellor is not acceptable.

It will not be prudent to assume that the Vice-Chancellors/Pro-Vice-Chancellors will always be selected from amongst the Faculty Members of the State-aided Universities of West Bengal. Any person employed in an industry may be appointed Vice-Chancellor. If a person serves the university as Vice-Chancellor/Pro-Vice Chancellor without having any experience as a teacher, how his/her past services will be counted towards pensionary benefit requires clarification. The probability cannot be ruled out that a Vice-Chancellor/Pro-Vice-Chancellor of a State-aided University of West Bengal is being appointed from amongst the faculties of the universities of other States, IITs or Central Universities. There are instances of Vice-Chancellor being appointed from Administrative Services even. In that event the proposition will carry no meaning. If any IIT or Central University teacher becomes the Vice-Chancellor/Pro-Vice-Chancellor of any State-aided University of West Bengal and after 4 years he/she returns to his/her parent organization before attaining the age of 60 years the State Government will be not in a position to sanction pension to him. The State Government will be required to take up the matter with the Central Government. Again, one may raise a question as to how the pension will be calculated in respect of a person who assumes the office of the Vice-Chancellor/Pro-Vice-Chancellor at any State-aided University of West Bengal after retiring from an IIT/a Central University. In that event the tenure of the Vice-Chancellor/Pro-Vice-Chancellor has to be treated separately; otherwise, complications will be compounded and the objective of the proposed scheme will be frustrated.

Time may come when any Indian teacher working in a university abroad may be appointed Vice-Chancellor/Pro-Vice-Chancellor at any State-aided University.

If we keep in mind the above observations the other proposition may require some clarifications from the Central Government. If it contravenes any section/clause of the Act/Statutes of the IIT/Central University – the incumbent concerned may face problems after retirement.

Keeping all the above aspects in view the State Government is required to formulate a policy for sanction of pension to the Vice-Chancellors/Pro-Vice-Chancellors.

Opinion/Recommendation of Shri J. K. Dattagupta, Member Secretary on Pension of Vice-Chancellor/Pro-Vice-Chancellor

2.1.1 In Chapter 5 of Volume-II, Part-I of its report the Pay Committee has made recommendations on pensionary benefits for the university employees and employees of other organizations which are under the terms of reference of this Committee. In the recommendations we have suggested the quantum of maximum pension as well as quantum of family pension in respect of the employees of the State-aided universities taking into consideration the pay of the Vice-Chancellors. But in that part of our report we have not suggested any scheme for pensionary benefits for the

Vice-Chancellors and Pro-Vice-Chancellors who hold tenure posts. Our recommendations in this respect are being given in this Chapter of this Part. The President of the Higher Secondary Council and other Educational Boards also hold tenure posts. Our recommendations in respect of them are also being given here.

Pension Scheme for Vice-Chancellor / Pro-Vice Chancellor

2.1.2 At the outset we would like to mention that no definite information as to the pensionary benefits being given to the Vice-Chancellor/Pro-Vice-Chancellor of the Central Universities or of the universities of other States could be obtained. It is, however, been gathered that there are instances of gratuity being granted by some universities in the Central sector.

2.1.3 Government Order. No.68-Edn(U) dated 21.01.2000 stipulates that "the service of a person up to the age of sixty years as a Vice-Chancellor or Pro-Vice-Chancellor of a University appointed on a regular basis shall be countable for determination of retirement benefits of that person who should be otherwise entitled to retirement benefits under the "West Bengal State-aided Universities (Death-cum-Retirement Benefit) Scheme, 1986" after taking into consideration such service as a regular Vice-Chancellor or a regular Pro-Vice-Chancellor up to the age of sixty years provided such service is continuous, beginning from her/his entry into service in such University/College affiliated to such University/State Government establishment/any other organization, as mentioned in the said "Death-cum-Retirement Benefit Scheme, 1986" as amended and that the pension of such person shall be calculated on the basis of the last pay drawn up to the age of sixty years.

2.1.4 As per existing Govt. order someone who assumes the charge of the office of the Vice-Chancellor/Pro-Vice-Chancellor before the age of superannuation (presently 60 years) is eligible to compute his pension on the basis of last pay drawn upto the age of sixty years i.e. when he was Vice-Chancellor/Pro-Vice-Chancellor. Those Vice-Chancellors /Pro-Vice-Chancellor who assume the office after attaining the age of superannuation do not have any reflection in his pensionary benefit for holding that office and those Vice-Chancellors who completes his tenure before attaining the age of sixty years and returns to his substantive post will also have no reflection of his stint as Vice-Chancellor or Pro-Vice-Chancellor in his pensionary benefits. There are thus three classes of Vice-Chancellor marked by a difference in pensionary benefits they earn after superannuation. This Committee feels that this should be addressed.

2.1.5 There may be an interpretation that the G.O. No.68-Edn dated 21.1.2000 was an attempt to define a pension scheme for Vice-Chancellors or Pro-Vice-Chancellors within the ambit of the D.C.R.B. Scheme 1986. A critical look at the instant Government Order will reveal that this Government Order did not prescribe any provision for granting pension to a Vice-Chancellor or Pro-Vice-Chancellor. The question or the problem raised in the Government Order for consideration was whether the service of a person for the period for which he/she has been a Vice-Chancellor or a Pro-Vice-Chancellor – University should be countable for retirement benefits, which that person would be entitled to under DCRB Scheme, 1986. The matter of consideration was pension of a person who at the material time on the date normal superannuation was serving as a Vice-Chancellor/Pro-Vice-Chancellor and not of pension of a Vice-Chancellor/Pro-Vice-Chancellor. The decision of the Government in the name of Chancellor was that the service of a person upto the age of sixty years as Vice-Chancellor/Pro-Vice-

Chancellor shall be countable for determination of pensionary benefits. It was also prescribed that the pension of such a person should be calculated on the basis of the last pay drawn upto the age of sixty years. It is clear that the order was related to such persons who as a matter of incidence was serving as Vice-Chancellor/Pro-Vice-Chancellor and on the date of superannuation not in any way related to the pension of a Vice-Chancellor/Pro-Vice-Chancellor.

Let us now examine the procedure by which a Vice-Chancellor is elected/selected.

2.1.6 Vice-Chancellors are appointed by the Chancellor, i.e. Governor of the State principally by one of the two methods/practices.

A. On the unanimous recommendation of the Court/Senate of the University. If the Court/Senate fails to make any such recommendation, the Vice-Chancellor is appointed by the Chancellor in consultation with the Minister from a panel of three persons to be elected by the Court/Senate in accordance with the system of proportional representation by means of the single transferable proportional vote.

AND

B. In consultation with Minister from a panel of three persons recommended by a Committee consisting three members nominated by the Court.

2.1.7 From the practice adopted in appointing Vice-Chancellor, it is apparent that a Vice-Chancellor is elected - he is not to seek for the situation.

2.1.8 The Pro-Vice-Chancellors are also appointed by the Governor as Chancellor of the University in consultation with the Vice-Chancellor and Minister-in-Charge and also are not required to apply for the situation.

2.1.9 We are of the view that in the given situation the tenure of a Vice-Chancellor/Pro-Vice-Chancellor is an entity clearly separate from his past engagement/s.

2.1.10 The Committee understands in respect of onerous posts like Chairman/Members of Tribunals of permanent nature State Govt. has introduced a form of pension for their tenure as Member/Chairman. There however, is a difference. Chairman/Members of such Tribunals if selected and accepts the engagement before superannuation has to take voluntary retirement and there is no scope to return to his substantive engagement after completion of tenure.

2.1.11 Inspite of the difference the Committee is of the opinion that the Vice-Chancellors/Pro-Vice-Chancellors who assume that office after attaining the age of superannuation who returns to his substantive post after completion of his tenure as Vice-Chancellor/Pro-Vice-Chancellor should get a pension for the period they hold that post in the same analogy.

2.1.12 It is therefore, suggested that a Vice-Chancellor/Pro-Vice-Chancellor be entitled to pension that he has put in at least 2 years as Vice-Chancellor/Pro-Vice-Chancellor. The amount of pension to the Vice-Chancellor may be at the rate of Rs.2000/- per month for each completed year of service, provided that the aggregate amount of pension payable to him as Vice-Chancellor together with amount of any pension including commuted

portion of pension, if any, shall not exceed the maximum limit of pension to be prescribed by the Govt. for the employees of the State-aided universities. The amount of pension for Pro-Vice-Chancellor be Rs.1750/- per month in the same manner.

2.1.13 The pension of the pensioners who retired as Vice-Chancellor/Pro-Vice-Chancellor prior to 1.1.2006 may be consolidated on the basis of dispensation to be adopted for the employees of the Universities. However, the consolidated amount, in respect of the persons who took over charges after attaining the age of superannuation should not be less than 50% of the revised pay of a Vice-Chancellor/Pro-Vice-Chancellor in respect of those who retired availing the scheme with G.P.F. benefit and not less 30% of the revised pay in respect of those who availed the scheme with C.P.F. benefit.

2.2.0 **Pension of President of West Bengal Council of Higher Secondary Education, West Bengal Board of Secondary Education, West Bengal Council of Rabindra Open Schooling and President, West Bengal Board of Madrasah Education.**

2.2.1 The President of West Bengal Council of Higher Secondary Education, President of West Bengal Board of Secondary Education, President of West Bengal Council of Rabindra Open Schooling West Bengal Board of Madrasah are appointed by the State Government in accordance with the provisions of the respective Acts.

2.2.2 The Presidents of each of these organizations are selected by the State Government and are not required to apply for the situation. They are appointed for a fixed tenure which can be extended by the State Government.

2.2.3 They can be appointed before or after superannuation age.

2.2.4 At present there is no provision for granting any pension to the Presidents of this organization.

2.2.5 It is felt feels that in respect of pensionary benefits the Presidents of these three organizations who join there before attaining the age of superannuation should be treated analogously with the Vice-Chancellor/Pro-Vice-Chancellor of the universities.

2.2.6 It is therefore, suggested, that the service of a person upto the age of sixty years as a President appointed on regular basis shall be countable for determination of retirement benefits of that person who would be otherwise entitled to retirement benefits under the pension scheme in vogue in the establishment/s of his previous service like a university/college affiliated to any State-aided university of the State/State Government establishment etc, after taking into consideration such service as a regular President upto the age of sixty years provided such service in the organization/s is continuous beginning from his/her entry into service in such organization/organizations mentioned hereinbefore. The pension of such persons shall be calculated on the basis of last pay drawn upto the age of sixty years.

2.2.7 It is also suggested that persons joining as President after attaining the age of 60 years should also get a pension for the period they hold that post. The pension amount may be Rs1,750/- per month for each completed year of service provided that the aggregate of pension payable to him as President together with the amount of pension, if any, including

commuted pension shall not exceed the maximum pension to be prescribed by the State Government for the cadre/establishment to which he/she belongs.

2.2.8 The pension of the pensioners who retired after serving or while serving as President may be consolidated on the basis of dispensation to be adopted by the State Government. The consolidated amount i.e. the consolidated pension in respect of the persons who took over charge after attaining the age of superannuation should not be less than 50% of the revised pay of a President in respect of those who retired with G.P.F. facility and not less than 30% of revised pay in respect of those who availed the scheme with C.P.F. benefits.

2.3.9 It has been observed that the system of counting of service of a person for the period for which he/she has been Vice-Chancellor/Pro-Vice-Chancellor was introduced in G.O. No.68-Edn(U) dated 21.1.2000 but was given effect to from the 1st day of July, 1993. It is therefore, suggested that the proposed pension scheme for the Presidents of this organization may be given effect to retrospectively from 1.7.1993.

CHAPTER 3

ANOMALIES IN PAY STRUCTURE AND ANOMALIES IN ALLOCATION OF PAY STRUCTURE IN INDIVIDUAL CASES

3.1 As prescribed in paragraph 4 of Finance (Audit) Department Resolution No.8349-F dated 10.11.2008 constituting the Pay Committee and setting the terms of reference, the Pay Committee is required to look into the anomaly which may be in existence in the pay scales and service conditions of employees and suggest measures for removing such anomaly.

3.1.2 The memoranda submitted by Associations, groups of employees or individuals contain accounts of anomalies and irregularities in respect pay structure and related matters. The points raised in the memoranda were further elaborated during oral presentation. The anomalies identified can broadly be categorized or classified in the following manner.

A) Anomaly in allocation of pay scales to different cadres.

B) Anomalies in allocation of pay structures in individual cases.

3.2 Anomaly in allocation of Pay Scales

3.2.1 In para 10.16 of Chapter 10 of Volume I of our report we made a brief reference to the subject while deliberating on revision of pay scales. An examination of the matter in its totality had to wait for additional inputs and interaction with the university authority. The anomaly in allocation of

pay scales to three cadres namely, Assistant Librarian-II, Technical Assistant and Sub-Assistant Engineer was however, too glaring to escape notice. The matter relating to allocation of appropriate pay scales to these employees demanded immediate attention. Accordingly, the Committee in sub-paragraphs 10.16.4. and 10.16.5 of its report recommended that the base level posts of these cadres be borne in Scale No.8 of the proposed set up. It was further recommended that they be placed notionally in the prerevised Scale No.8 with effect from 1.1.1996 and that stage-wise fixation be made in the revised scale on the basis of such notional pay.

3.2.2 The following excerpt from Volume I of our report would appear to be relevant for realization of the implications of our recommendations in their totality :

> "The first attempt at allocation of pay scales to different cadres of the non-teaching category in the State-aided universities in a systematic manner was made early in 1979. A classification of cadres was instituted on the basis of minimum academic qualifications that were considered necessary for allocation of jobs to the respective cadres and each class was allotted a specific pay scale. The three decades that have elapsed since the development of the classificatory scheme have seen many changes in the university set up. The question of quality building and quality enhancement in a globally competitive environment is becoming increasingly important in determining the composition of the work force in the university system and addressing the issue of job responsibility at various levels and the level of skill and basic training that would determine the extent to which

people inducted to the university system would be able to accept such responsibilities".

3.2.3 The task of locating an anomaly in the given pay structure of a cadre and of removing such anomaly through institution of an alternative pay-structure depends in a large measure on the principles of determination of pay structure. The discussion on any 'anomaly' necessarily presupposes the presence of some 'constant' to act as the very basis for making comparison between the contending parties.

Here, for discussing the case of pay-anomaly that 'constant' essentially has to be certain 'determinants' reckoned by the appointing authority for determining a particular scale of pay.

The chief determinants of pay scale of a cadre are the duties and responsibilities assignable to such cadre, which in turn decide the minimum academic qualifications needed for assumption of such duties.

Now we propose to take up the case of library professionals.

3.3 Library Professionals

Library Professionals posted in the libraries of the State-aided universities belong to 6 (six) different levels. The three upper levels are defined by the posts of Librarian/Deputy Librarian and Assistant Librarian which are considered to be part of academic administration and are borne in the same scales of pay as are admissible to the teaching faculty and the university officers. The pay-scales of this group of professionals are

determined by the University Grant Commission and as such are beyond the ambit of discussion of this Committee. The three other levels are represented by the posts of – Superintendent Library services/Assistant Librarian Grade I/Senior Library Assistant and Assistant Librarian Grade II/Junior Library Assistant who are grouped together as non-teaching employees of the universities are non-officer – non-teaching posts. These posts are the subject matter of discussion of this Committee. Details of pay scale and status are given in the following Table.

Name of post	Scale No.	Pay Scale (pre-revised)	Status
Assistant Librarian Grade II/Junior Library Assistant	6	Rs.4,125 – 9,700/-	Base post
Assistant Librarian Grade I/Senior Library Assistant	8	Rs.4,800 – 10,925/-	First level promotional post
Superintendent, Library Services	9	Rs.5,000 – 11,325/-	Second level promotional post

3.3.1 Library Professionals of different universities submitted memoranda either in groups or in individual capacity highlighting the need for upgradation of their pay scales. The Bengal Library Association (Bangiya Granthagar Parishad), the pioneer organization in the area of library movement in this State also submitted a memorandum highlighting the importance of Library and Information Service in the universities for modification in the pay scales of library professional belonging to the three lower levels which the organization considers to be anomalous.

3.3.2 The representatives of Library Professionals as well as different Service Associations all argued that this group of employees deserve better pay structure/emoluments than is available at present. While the professionals suggested upgradation to Scale No.9 (Rs.5000 – 11325/-), the

Service Association suggested a higher initial pay in a lower scale namely Scale No.7 (Rs.4525 – 10,175/-). Majority of the associations have demanded their existing scale of pay to be raised to Rs.5500 -11,325/-. The Bengal Library Association suggested a pay scale of Rs.5000 – 11,275/-. The main reason why a higher scale was proposed by the associations/groups, lies in the fact that a higher scale of pay (Rs.5500 – 11,325/-) has been allocated for similarly placed professionals in the Central Government Organizations/Schools viz, CSIR, ICAR, IIT, Central Universities, National Library and Kendriya Vidyalaya, even though the recruitment qualifications and job responsibilities are of the same order. They also submitted that higher Scales have been prescribed for library professionals posted in the libraries of establishments under the State Government and Librarians of Secondary/Higher Secondary Schools although the recruitment qualifications are the same.

3.3.3 The minimum qualification for appointment to the base level post of library professional is a Bachelor's degree followed by B. Lib Sc./B. Lib I. Sc. The eligibility for admission to the course of B. Lib Sc. is a degree in any stream in some universities an honours degree.

3.3.4 There cannot be a second argument about the importance of library and information service in academic institutes – the more so in a University Higher studies and research activities in the universities are dependent to a large extent upon effective library and information service. Proliferation of published literature in different branches of knowledge on the one hand and developments in communication and information technology on the other have brought in a radical change in the kind of library service that has to be delivered to the academic community. The emerging concepts of library service in the changed context demand a high

level of knowledge and proficiency from the library professionals. Specialised service of high quality that goes exclusively with a University set up calls for a team of qualified, experienced and motivated library professionals.

3.3.5 Considering the job requirements, minimum qualifications stipulated for appointment to the base post and Scale of pay in which similar posts in Central Universities, IITs, Central and State Government Organizations are borne, the Committee is of the view that the library professionals in the universities deserve to be awarded a better pay scale than what was being made available to them. The pre-revised pay scale of Rs. 5000 – 11,275/- might have been the right dispensation for them. However, keeping in view the inter-scale parity, i.e. parity with pay scales of other categories of employees of the State aided university set up as well as inter-sector parity, i.e. parity with pay scales in the State government establishment and establishments where expenditure towards salaries of the employees are borne by the State Government we feel that the logical course would be to assign the pre-revised pay scale of Rs. 4800 – 10,925/- to the base level posts of this category.

3.3.6 We would, therefore, reiterate our earlier recommendation that the base level posts of Library Professionals (Level-6) be placed in Scale No.8 of the University pay structure i.e. pay scale corresponding to pre-revised pay scale of Rs.4800 – 10,925/-. We further reiterate our recommendation that they be placed notionally in the unrevised Scale No.8 with effect from 01.01.1996 and stagewise actual fixation in the revised scale be made accordingly with effect from 01.01.2006.

3.3.7 Regarding promotional pay scales i.e. pay scales to be made available to the incumbents at levels 5 and 6 this Committee in its recommendation on pay structure in corporated in Volume-I of the Report proposed for promotional scales P_1 to P_5. But after considering our proposal the State Government in its wisdom has prescribed a pay structure in G.O. No.9570-F(P) dated 25.11.2009. In the circumstances, our proposal is being made within the parameters of the scales sanctioned by the State Government. The Committee, therefore, recommends the following pay scales for the promotional levels.

3.3.8 The recruitment qualification of Museum Assistant are similar to those of the Library Professionals. Duties and responsibilities of these two groups are also of similar nature in the University set up.

Name of post	Pre 1.1.2000 Pay Scale	Revised Scale
1. Assistant Librarian Grade-I Senior Library Assistant	9	Pay Band Rs.7000-28,300/- with Grade Pay Rs.4,600/-
2. Superintendent Library Service	10	Pay Band Rs.9000-28,300/- with Grade Pay Rs.4,800/-

3.3.9 For the Museum Assistants the Committee recommends dispensations similar to those of the Library Assistants.

3.4 TECHNICAL ASSISTANTS

Technical Assistants in the Universities have been classified into the following three groups

Name of post	Scale No.	Pay Scale (Pre-revised) (Rs.)	Status
Technical Assistant Grade II	6	4,125 – 9,700/-	Base post
Technical	8	4,800 – 10,925/-	First promotional

Assistant Grade I			post
Superintendent Technical	9	5,000 – 11325/-	Second promotional post

3.4.1 Technical Assistants of different universities approached the Committee either in groups or in individual capacity, categorizing their pay scales as anomalous and arguing in favour of upgradation of their pay scales in the memoranda presented before the Pay Committee. Memoranda submitted by the Service Associations of non-teaching employees of the universities also made a brief mention of the need for upward revision of pay scales of this category of employees in their memorandum and of their own plan in this regard.

3.4.2 Representatives of the Technical Assistants pointed out that the posts of Technical Assistants or of similar cadre in Central Universities, IITs, and in the AICTE-approved institutions like Government Colleges, Government Polytechnics etc. are borne in pay scales which are higher than in case of their counterpart in the State-aided universities, although the recruitment qualification and job requirements are more or less the same. They submitted further that the post of Technical Assistant in Indian Association for Cultivation of Science, Indian Statistical Institute, National Sample Survey Organization etc. was borne in the pre-revised pay scale of Rs.5500-9000/-, while the Technical Assistants of AICTE-approved institutions, namely Government Colleges and Polytechnics of State Government were placed in the pre-revised scale of Rs.5500-Rs.8000/-. They complained about the relatively low rate of enhancement of pay scales of Technical/Professional groups compared to that of the general cadres.

3.4.3 The essential qualification prescribed for appointment to the post of Technical Assistant Grade II in State-aided universities is B. Sc. or Diploma in Engineering, the same as the essential qualification for recruitment as Technical Assistant in Government of India organizations or AICTE approved institutions, Government College/Polytechnics.

3.4.4 Technical Assistants are generally responsible for operation, maintenance and upkeep of scientific instruments in teaching and research laboratories. As new areas are emerging with advancement of science and technology and the laboratories are being enriched through acquisition of instruments of increasingly higher level of sophistication, there is an increasing demand for professionally equipped and motivated technical personnel.

3.4.5 Considering the situation in its totality the Committee is of the opinion that the relative position of pay scales allotted so far for this group of employees in the total pay structure of the university employees is somewhat anomalous. Keeping in mind the question of horizontal and vertical parity as well as inter- sector parity we are of the view that the base level posts of this group of employees may be borne in the pre-revised pay scale of Rs.4800-10,925/-.

3.4.6 We hereby reiterate our earlier stand that the post of Technical Assistants at the base level i.e. Technical Assistant Grade II, be allotted the pre-revised pay scale corresponding to Scale no.8 of the university pay structure i.e. the pay scale corresponding to Rs.4800-10,925/-. We further reiterate our earlier recommendation that they be placed notionally in the pre-revised Scale No.8 with effect from

01.01.1996 and stage-wise actual fixation in the revised scale be made accordingly with effect from 01.01.2006.

3.4.7 As explained in para 3.3.7, the Committee recommends the following pay scales for the promotional levels.

SL. No.	Name of post	Pre 1.1.2000 Pay Scale	Revised Pay Scale
1.	**Technical Assistant Grade-I**	**9**	**Pay Band Rs.9000-28,300/- Grade Pay Rs.4,600/-**
2.	**Superintendent Technical Assistant**	**10**	**Pay Band Rs.9000-28300/- Grade Pay Rs.4,800/-**

3.5 Sub-Assistant Engineers

Sub-Assistant Engineers in the universities belong to the following three groups:

Designation	Scale No.	Pay Scale (Rs.) (pre-revised)	Status
Sub-Assistant Engineer Grade III	6	4,125 – 9,700/-	Base post
Sub-Assistant Engineer Grade II	8	4,800 – 10,925/-	First Promotional post
Sub-Assistant Engineer Grade I	9	5,000 – 11,325/-	Second Promotional post

3.5.1 Representatives of Sub-Assistant Engineers of different universities in their written submission emphasized the need for upgradation of their pay scales. They would like to have the base level post to be borne in the pay scale of Rs.5,500 – 11,325/-. The service Associations of the non-teaching employees pleaded for higher initial pay at the time of recruitment at the base level.

3.5.1 The representatives of the Sub-Assistant Engineers submitted that Sub-Assistant Engineers of Central or State Government Organizations and in Central Universities have been allocated much higher pay scale, although the recruitment qualifications are the same in both cases. The prescribed qualification for recruitment to the post of Sub-Assistant Engineer at the base level in the universities as well as in other establishments is Higher Secondary and a Diploma in Engineering in the respective branch.

3.5.2 Duties and responsibilities of Sub-Assistant Engineers of the universities appear to be more or less the same as their counterparts in State Government organizations. This may be evident from the inputs provided by Jadavpur University, whereby duties and responsibilities of Sub-Assistant Engineers include, among other things, preparation of estimates and schedule, dealing with scheduled and non-scheduled items, execution of works, day to day maintenance work, purchase of non-scheduled items.

3.5.3 Attention of the Pay Committee has been drawn to Order No.7283-F dated 19.9.2008 issued by the Finance Department, which stipulates that the Sub Assistant Engineers in Government service would be placed in the Scale of Rs.4,800 – 10,925/- notionally with the effect from 1.1.1996 and with actual effect from 1.1.2008.

3.5.4 Considering all aspect of the matter, the Committee is of the opinion that the Sub-Assistant Engineers of the universities at the base level, namely Sub-Assistant Engineer Grade III, be placed in the same pre-revised scale of pay as has been allocated for their counterparts in State Government Establishment, i.e. Rs.4,800 – 10,925/-

3.5.5 We, therefore, reiterate our earlier recommendation that the base level post of Sub-Assistant Engineer cadre i.e. Sub-Assistant Engineer Grade III may be placed in Scale No.8 of the pre-revised pay structure for the State-aided universities, which means the pay scale corresponding to pre-revised pay scale of Rs.4,800 – 10,925/-. We further recommend that the said employees be placed in the pre-revised scale of Rs.4,800 – 10,925/- notionally with effect from 1.1.1996 and actual stage-wise fitment be made on that basis with effect from 1.1.2006.

3.5.6 As explained in para 2.4.8 the Committee recommend the following scales for promotional levels.

SL No.	**Name of post**	**Pre 1.1.2000 Pay Scale**	**Revised Pay Scale**
1.	**Sub-Assistant Engineer Grade-II**	**9**	**Pay Band with Grade Pay Rs.4600/-**
2.	**Sub-Assistant Engineer Grade-I**	**10**	**Pay Band Rs.4,800/-**

Stenographers/Personal Assistants

3.6 These group of officers of the State-aided universities work in some universities at 3 levels and in some universities at 4 levels. Details of pay scale and status are given in the Table below:

Sl. No.	Name of the post/ Designation	Scale No.	Scale of pay (Pre-revised)	Status
i)	Junior Stenographer	6	4125-9700/-	Base level
ii)	Senior Stenographer	7	4525-10175/-	1st promotional

				level post
iii)	Personal Assistant	8	4800-10925/-	2nd promotional level post
iv)	Personal Secretary	9	5000-11325/-	3rd promotional level post

3.6.1 The Service Association have stated during their submission as well as in the memoranda that in the State Secretariat the Stenographers have a scope to move upto the scale of Rs.8000 - 13500/-. Regarding other aspects they have not suggested anything specific. The Representatives, Stenographers/Personal Assistants of Bidhan Chandra Krishi Viswavidyalaya and Bengal Engineering & Science University submitted memoranda separately. The representatives of Bengal Engineering & Science University, some of whom were optees from Bengal Engineering College, submitted that promotional level pay scales are in the lower side in the universities. The representatives of Bidhan Chandra Krishi Viswavidyalaya in their submission and memorandum compared their career progression with the Assistant Cadres in the universities as well as in the State Government establishment. They also raised the pattern of recruitment procedure and essential recruitment qualifications. In their memorandum they have submitted that "Government Stenographers" are recruited through Public Service Commission and departmentally, ……. But University Stenographers are recruited through open advertisement in daily leading News Papers followed by recruitment procedure in terms of Act & Statute of the University.

3.6.2 To determine the pay structure of a cadre post the main elements generally taken into consideration includes, inter alia, method of recruitment and minimum educational/technical qualification. Let us now have a look at the essential qualification and recruitment procedure adopted

for recruitment of Stenographer Cadre in University and Government level with reference to the comments mentioned in previous paragraph. The technical qualifications are same in both the sectors. However, general qualification in Government Sector is Madhyamik whereas in university sector is Graduate. Then comes the method/procedure of recruitment i.e. how rigorous the procedure is. In university sector, university recruits these officials through advertisement in News Papers followed by examination at the university level.

In Government Sector appointments are made on the basis of results of a competitive examination conducted by the Public Service Commission. Applications for the eligible candidates here also are called through daily News Paper and not departmentally. The recruitment examinations are as follows:

1.	General English	100 Marks
2.	Dictation and Trancription	400 Marks (Dictation are given at the rate 80 w.p.m.)
3.	Typing	100 Marks (typing speed below 30 w.p.m. at the examination will be disqualification)

On the basis of this examination recommendations are made by Public Service Commission for appointment to the available vacancies in order of merit.

Let us now look at the pay scales made available to the Stenographers Cadre in the State Government establishments which are as under :

1.	Base Level	Rs. 4000 – 8850/- (higher initial of Rs.4250/- in the secretariat)
2.	1st Promotional Level Post	Rs. 4800 – 10925/-
3.	2nd Promotional Post	Rs. 6000 – 12000/-

transformation process. We have also noted how two of these posts are to be marked as promotional posts borne in a higher scale in terms of the principle of apportionment.

The petitioner joined the university in a post carrying the designation and scale of pay of erstwhile Bengal Engineering College. He was assigned the university designation and scale of pay at a later date. There were other employees around him who were serving in posts carrying the designation and scale of pay of erstwhile Bengal Engineering College, and who were subsequently assigned designation and scale of pay of the university system. It is natural for him to check whether his colleagues who were similarly placed in respect of pay scales of erstwhile Bengal Engineering College have remained so after assignment of university designation and scale of pay.

The following is a description of the state of affairs in respect of assignment of approved designation and scale of pay in the university system to certain posts of erstwhile Bengal Engineering College :

Posts in erstwhile Bengal Engineering College		**Equivalent posts in the university system**	
Designation	Scale of pay (Rs.)	Designation	Scale of pay (Rs.)
Compositor	980-1755	Junior Compositor	1210-2460
Machineman	980-1755	Junior Machineman	1210-2460
Mechanical Driver	980-1755	Junior Mechanic	1210-2460
Mechanic	980-1755	Junior Mechanic	1210-2460
Fitter	920-1617	Junior Mechanic	1210-2460
Tool Maker	920-1617	Junior Mechanic	1210-2460
Mason	920-1617	Junior Mechanic	1210-2460

The situation has so turned out that not only the colleagues who were formerly placed in the same scale of pay, but also those who were placed in

a lower scale are seen to have been placed in a university scale higher than the one assigned to him.

The Pay Committee feels that the grievance of the petitioner is genuine and needs to be properly addressed. In all fairness he should have been placed in university scale of Rs.1210-2460/-.

The Pay Committee recommends that the petitioner be placed in the pay scale of Rs.1210-2460/- admissible under the university system.

4. The Case of Cyclostyle Operators of Bengal Engineering and Science University

Shri Subir Ghosh joined Bengal Engineering College (A Deemed University) on 03.05.2000 in the post of Junior Cyclostyle Operator borne in the revised scale of Rs.3000-5230/- (Scale no.2) in response to Advertisement no.R/1/2000. The post was created in the university in the year 2006. The minimum qualification prescribed for the post in the said Advertisement was a pass in Madhyamik or its equivalent. This was in contrast to the minimum qualification prescribed by the Government (a pass in Class VIII) for all the State-aided universities.

The university inherited one post of Duplicating Operator borne in the scale of Rs.920-1617/- from erstwhile Bengal Engineering College along with all other non-teaching posts belonging to 120 categories which were created earlier for the College. Transfer of the posts from the Government Institution to a newly created university necessitated assignment of equivalent designation and scale of pay appropriate for the university system. Although the pay scale in the university system closest to the scale of Rs.920-1617/- of erstwhile Bengal Engineering College is Rs.950-1575/- (Scale no.2), the pay scale assigned for the university post of Junior Cyclostyle Operator, G.O. No.3-Edn(U) dated 03.01.2006 provided for an equivalence of the post of Duplicating Operator belonging to the College with Senior Cyclostyle Operator of the university system which is borne in a higher scale, namely Rs.1110-2150/-. The then incumbent to the post of Duplicating Operator would thereby be placed in the scale of Rs.1110-2150/- and be assigned the university designation of Senior Cyclostyle Operator in terms of the said order.

In absence of any order indicating equivalence of Government posts and university posts in respect of designation and scale of pay, there was no scope for him to exercise option for absorption in university service.

Shri Anil Chandra Dey was serving in the post of Duplicating Operator till he retired from service on 31.05.2003.

The university was at liberty to put an advertisement for the vacant with the nomenclature and scale of pay inherited from the College along with the post. The G.O. No.3-Edn(U) dated 03.01.2006 which prescribed the equivalence of the Government post of Duplicating Operator and the university post of Junior/Senior Cyclostyle Operator was not in existence when Shri Dey retired from service. The university was, however, in a position to anticipate that the post inherited from erstwhile Bengal Engineering College would have to be redesignated as Senior Cyclostyle Operator in accordance with scheme of apportionment prescribed under G.O. No.2426 (6)-Edn(U) dated 17.10.1985. The post of Senior Cyclostyle Operator being a promotional post, there was no question of filling up of the post of Duplicating Operator which fell vacant following retirement of Shri Dey from service on 31.05.2003 as there was none at that point of time who completed 9 years of service as Junior Cyclostyle Operator in university service.

The other alternative open before the university was to advertise the vacant post as Junior Cyclostyle Operator, the base post for the cadre, and fill up the post by direct recruitment. The university, however, took recourse to none of these prescribed alternatives.

As reported by the Registrar of the university, some of the Group D employees were promoted in early 2007 to posts of Duplicating Operator, Fitter, Turner and Machineman all of which were borne in the Government scale of Rs.920-1617/-. The nomenclature of the posts originally held by the concerned employees suggests that they were initially employed in

Government service in erstwhile Bengal Engineering College and have since been serving the university in that capacity against posts that came to belong to the university with effect from the date on which the university was created. They are to be regarded as Government employees till they exercise option for absorption in university service.

The posts of Duplicating Operator, Fitter, Turner and other posts of the university to which the Group D Government employees were promoted in early 2007 ceased to belong to the Government after creation of the University. The promotional channel from Group D posts to the aforesaid posts did not exist in the university system at that point of time. The university posts could not be used for accommodating Government employees on the plea that those posts were still bearing the nomenclature applicable for Government posts. The university could have asked the Government to create additional promotional posts in which its own employees could be accommodated. By arranging to block some of the university posts for the exclusive benefit of the Government employees, the message was conveyed as late as 2006 that these posts did not really belong to the university even though all the posts of the erstwhile Bengal Engineering College were transferred to the university vide Notification No.630-Edn(T) issued by the Government on 14.12.1992.

Elevation of the aforesaid Group D Government employees to promotional posts implied movement to the higher scale of pay of Rs.920-1617/-. G.O. No.3-Edn(U) dated 03.01.2006 and G.O. No.117-Edn(U) dated 04.03.2008 which indicated the equivalence of these posts with university posts revealed that all the posts were not similarly placed in respect of scale of pay in the university system. The point may be illustrated by the following Table.

Posts in erstwhile Bengal Engineering College		**Corresponding posts in the university system**	
Nomenclature	Scale of pay (Rs.)	Nomenclature	Scale of pay (Rs.)
Duplicating Operator	920-1617	Senior Cyclostyle Operator	1030-1840
Turner and Fitter	920-1617	Junior Mechanic	1210-2460
Fitter	920-1617	Junior Mechanic	1210-2460
Tool Maker	920-1617	Junior Mechanic	1210-2460
Pattern Maker	920-1617	Junior Mechanic	1210-2460

The posts of erstwhile Bengal Engineering College to which the Government employees were promoted were all borne in the scale of Rs.920-1617/-. The pay scales of the equivalent posts in the university system, however, appeared to be markedly different. That the highest scale in the Cyclostyle Operator cadre is much lower than the lowest scale of the Mechanic cadre was revealed only when the scheme of equivalence was made known. The person who has been promoted to the post of Duplicating Operator is likely to feel aggrieved if the pay scale for the equivalent post in the university system turns out to be much lower than the pay scale prescribed for his colleagues with whom he was similarly placed when they were elevated to their respective promotional posts.

One way to remove the anomaly is to treat the existing incumbent to the post of Duplicating Operator at par with his colleagues who have been assigned the designation of Junior Mechanic. He may be deemed to have been elevated to a position which is equivalent to the post of Junior Mechanic in the university system.

Considering all aspects of the matter, the Pay Committee recommends that Shri Pratap Pramanik, the incumbent to the post of Duplicating Operator or erstwhile Bengal Engineering College, be assigned the designation of

Junior Mechanic and the scale of pay of Rs.1210-2460/- with effect from the date on which he moved to the scale of Rs.920-1617/-, provided he has exercised option to come under university service, and subject to the condition that he will have to perform the same duties as have been assigned to him following his promotion, in addition the normal duties of a Junior Mechanic.

The Pay Committee is of the opinion that there is hardly any need for the post of Duplicating Operator (or Cyclostyle Operator) in the university system at present. The volume of work assignable to a Cyclostyle Operator gives the post the look of a part-time job. Any Senior Peon can be trained up for performing the duties of a Cyclostyle Operator. The university may send proposals to the Government for creation of new posts in place of the posts of Cyclostyle Operator. The university library probably needs a few posts of Library Attendants. Proposal may be sent for redesignation of the Cyclostyle Operator cadre as Library Attendant. If transfer from the Technical pool to the Library pool is considered undesirable, the University may opt for the Laboratory Attendant Cadre, which seems to be understaffed in the university.

The minimum qualification prescribed for the post of Junior Cyclostyle Operator in Advertisement no.R/1/2000 was a pass in Madhyamik or its equivalent. It would be difficult to fit the present incumbent to a post either in the cadre of Library Attendant or Laboratory Attendant. Since the present incumbent is an Honours Graduate and have completed a Diploma course in Information Technology, the best course would be to invoke G.O. No.1423-Edn(U) dated 07.09.1987 and place him in the post of Junior Assistant as a very special case (since the G.O. is applicable exclusively to employees of Calcutta University), provided he

fulfils all the conditions stated in the said G.O. It has been reported by the Registrar of the university that he has been performing different types of clerical work and computer-related jobs since he joined the post.

Considering all aspects of the matter, the Pay Committee recommends that Shri Subir Ghosh, Junior Cyclostyle Operator in the university, be placed in the post of Junior Assistant in terms of G.O. No. 1423-Edn(U) dated 07.09.1987 as a very special case, provided he fulfils all the conditions stated in the said G.O. Provided also that the designation and scale of pay will be purely personal to him, and that the post will revert back to the cadre of Library Attendant or Laboratory Attendant as stated in a previous paragraph.

5. The case of Panchdeo Rangwa, Section Cutter, Bengal Engineering and Science University

The post of Section Cutter which was created in erstwhile Bengal Engineering College was borne in the Government scale of Rs.830-1357/-. The post has been assigned the designation of Laboratory Attendant Grade III and the pay scale of Rs.880-1375/- in the university system in terms of G.O. No.3-Edn(U) dated 03.01.2006.

Earlier, the post of Section Cutter in the universities was incorporated in the Technical Assistant cadre in terms of G.O. No.2426(6)-Edn(U) dated 17.10.1985.

The nature of service one can expect from the Section Cutter does not seem to have been reflected in either of the Government Orders.

The problems of assignment of appropriate designation and scale of pay to this category of post has been taken up in a separate section. The Pay Committee is of the opinion that the Section Cutter cadre should have an independent existence and need not be merged with any other cadre for promotional purposes.

The Pay Committee is also of the opinion that the following scales of pay may be assigned to the Section Cutters, subject to filfilment of the criteria for upward movement by promotion as recommended by the Pay Committee.

Designation	**Promotional level**	**Scale of pay**
Section Cutter Grade III	Base post	Scale no.2
Section Cutter Grade II	First promotional post	Scale no.3
Section Cutter Grade I	Second promotional post	Scale no.4

Shri Panchdeo Rangwa joined Bengal Engineering College as Section Cutter in the year 1975. He has established himself as a Master Section Cutter in all these years

and fulfilled all the criteria to move to the second promotional post as visualized by the Pay Committee. He is known for his high quality work in all the universities of the neighbourhood.

After a careful consideration of the matter, the Pay Committee recommends that Shri Panchdeo Rangwa be assigned the designation of Section Cutter Grade I and placed in the scale of Rs.1210-2460/- in conformity with the scheme proposed here in a separate section.

6. Memorandum Submitted by Shri Sibu Das, Shri Mithilesh Kumar Roy and Shri Ashoke Halder, Junior Driver, Bengal Engineering and Science University

The Junior Drivers Bengal Engineer and Science University complained of anomaly in pay scale and status assigned to the posts held by them.

The petitioners have drawn attention to G.O. No.406-Edn(U) dated 21.05.1999 wherein the post of Driver created in erstwhile Bengal Engineer College and borne in the Government pay scale of Rs.980-1755/- was

redesignated as Junior Driver in the university pay scales of Rs.1110-2150 (Scale no.4)

They have also drawn attention to G.O. No.117-Edn(U) dated 04.03.2008 wherein the posts of Fitter, Tool Maker, Pattern Maker and Turner-cum-Fitter, created in erstwhile Bengal Engineer College and borne in the Government scale of Rs.920-1617/-, were redesignated as Junior Mechanic in the university pay scale of Rs.1210-2460/- (Scale no.5)

The anomaly consists in the fact that the employees who were initially placed in a higher Government scale have been assigned a lower scale in the university system.

The anomaly may be removed and parity may be brought about by way of placing the Drivers of the erstwhile Bengal Engineer College in the scale of Rs.1210-2460/-, the same scale as has been granted to employees who were serving in posts borne in the Government scale of Rs.920-1617/-, lower than the scale of Rs.980-1755/- as was admissible to Drivers of erstwhile Bengal Engineer College. This arrangement shall be regarded as a very special case, considering the fact that the university scale of pay of Rs.1210-2460/- is a promotional scale and is linked to the post of Senior Driver, and that such scale shall apply exclusively in those cases where the concerned employees were appointed as Driver in erstwhile Bengal Engineer College. Those who started their service career in the university shall have to be assigned the designation of Junior Driver and the scale of pay of Rs.1110-2150/-.

Considering all aspects of the matter, the Pay Committee recommends that the employees who were appointed as Driver in the Government scale

of Rs.980-1755/- in erstwhile Bengal Engineer College be assigned the designation of Senior Driver and the scale of pay of Rs.1210-2460/- with effect from the date on which they have been absorbed in university service, subject to the condition stated in the following.

Drivers of erstwhile Bengal Engineer College who have been admitted to the scale of Rs.1210-2460/- shall be deemed to have moved to the first higher scale under Career Advancement Scheme. They will be eligible to move to the second higher scale under the scheme on completion of 16 years of service and to the third higher scale on completion of 25 years of service.

7. Anomaly in assignment of nomenclature and scale of pay to posts of erstwhile Bengal Engineering College which have been transferred to the Deemed University

Bengal Engineering College, Shibpur, a State Government institution, was declared as a Deemed University in terms of Notification No.F.9-6/90 – U.3 dated 20.02.92 issued by the Ministry of Human Resource Development, Government of India, and was awarded the status of an autonomous institution through a Society vide Notification No.630-Edn (T) dated 14.12.92 issued by the Government of West Bengal. The latter Notification provided for transfer of all posts created in erstwhile Bengal Engineering College by the Government to the Society.

The transfer of non-teaching posts of 120 categories originally sanctioned by the Government for erstwhile Bengal Engineering College

to the Deemed University in terms of G.O. No. 630-Edn (T) dated 14.12.92 involved assignment of appropriate designation and scale of pay consonant with the approved nomenclature and scales of pay for non-teaching posts of the State-aided universities. Tables showing equivalence in designation and scales of pay of the posts of erstwhile Bengal Engineering College with those of the State-aided universities were published as Annexures to G.O. Nos. 406-Edn (U) dated 21.05.1999, 3-Edn (U) dated 03.01.2006 and 117-Edn (U) dated 04.03.2008. The equivalence may be established by spotting the pay scale in the university system closest to the pay scale attached to a post under consideration in erstwhile Bengal Engineering College, subject to the condition that the nomenclature in the two systems refer to the same cadre and rank with duties and responsibilities that appear to be closely similar.

A scrutiny of the Tables revealed a few cases where the recommended equivalence appears to be anomalous. A brief description of such cases is given in the following.

(a) The name of the university post corresponding to the post of Office Superintendent belonging to erstwhile Bengal Engineering College is Junior Superintendent. The post of Junior Superintendent in the universities is borne in the scale of Rs.1500-3320/-. The university pay scale closest to the scale of Rs.1390-2970/- for Office Superintendent of erstwhile Bengal Engineering College is Rs.1400-3130/-, the pay scale attached to the post of Senior Assistant in the universities. Considering the rank of the posts under consideration, the appropriate equivalent of Office Superintendent in Government Service is Junior Superintendent

in university service, rather than Senior Assistant though the post of Junior Superintendent is borne in a scale higher than the scale closest to that of Office Superintendent. G.O. No.117-Edn (U) dated 04.03.2008 recommends a still higher pay scale of Rs.1550-3530/- and the designation of Senior Superintendent corresponding to such scale. The existing incumbent to the post of Office Superintendent gets an extra benefit in the form of advancement by one scale by such dispensation. This is a departure from the principle adopted for demonstration of equivalence in all other cases. The university may provide a clarification in this matter.

(b) Advancement by one additional scale over what is actually due as per norm has been recommended in the following cases. An additional complication has crept in due to substitution of the name of Junior Mechanic for the posts of Wireman and Mason when the appropriate names would have been Junior Electrician and Junior Mason respectively vide G.O. No.2426 (6) dated 17.10.85.

Name of the post in erstwhile Bengal Engineering College and the scale of pay attached to the post	Nomenclature and scale of pay of post in the university system corresponding to the post in Column 1	
	As recommended in G.O. No.117-Edn (U) dated 04.03.2008	As reviewed by the Pay Committee in terms of the uniform principle applicable to all the 120 cases
Wireman 920-1617	Junior Mechanic 1210-2460	Junior Electrician 1110-2150
Mason 920-1617	Junior Mechanic 1210-2460	Junior Mason 1110-2150
Principle's Orderly 830-1357	Senior Peon 950-1375	Junior Peon 880-1375
Mate 830-1357	Senior Durwan 950-2460	Junior Durwan 880-1375
Duftry 830-1357	Senior Peon 950-2460	Junior Peon 880-1375

Store Helper 920-1617	Helper Grade I 1030-1840	Helper Grade II 950-1375

What steps does the university contemplate for removal of the anomalies?

(c) The post of Steno-Typist Grade I borne in the scale of Rs.1260-2610/- in erstwhile Bengal Engineering College has been redesignated as Senior Stenographer in the university system while the post of Stenographer borne in the same scale (namely, Rs.1260-2610/-) in the college has been redesignated as Junior Stenographer in the university system.

Is there any valid ground for making such discrimination? The appropriate designation for both the cases would have been Junior Stenographer.

The university may provide clarification in this matter.

2. Corrections to be incorporated in the statement given as Enclosure to G.O. No.117-Edu (U) dated 04.03.2009

i) (Serial no.31) The designation of the post in the university system corresponding to the post of 'Compositor' in Bengal Engineering College should be 'Junior Compositor', and not 'Compositor' as shown in the statement. A post bearing the name of 'Compositor' does not exist in the university.

ii) (Serial no.47) The designation of the post in the university system corresponding to the post of 'Machineman' in Bengal Engineering College should be 'Junior Machineman', and not 'Machineman' as shown in the statement. A post bearing the name of 'Machineman' does not exist in the university.

Have you intimated the Government accordingly?

3. Junior Stenographer

Vide Serial no.16 of your statement. Minimum academic qualification has been stated as

"HS (10+2) or its equivalent. Good knowledge of Stenography and Computer process.

Ability to take dictation at a speed of 80 w.p.m. and type at 30 w.p.m."

Have you noted that the minimum qualification for recruitment to the post of Junior Stenographer as prescribed under G.O. No.711 (6) – Edn dated 24.04.1979 is

"Graduate with proficiency in stenography"?

4. Computer Operator (Scale no.5)

Vide Serial no.24 of your statement. Minimum academic qualification has been stated as

"Passed Madhyamik or equivalent with typing speed of 30 words per min. and 80 works per min. in shorthand"

Is there anything wrong here?

Why do you need such a post? What are the duties and responsibilities of a Computer Operator?

5. Steno-Typist (Scale no.5)

Vide Serial no.25 of your statement. The post was originally borne in the scale of Rs.1040-1920/-. Under essential qualification you have written

"To discuss".

What does it mean? There are two persons already in position. How have they been appointed?

Elsewhere (under promotional avenues) you have written

"This post need to be rationalized".

Need to be rationalized, alright, but when, and how?

The nomenclature of the pot creates the impression that it may belong to the Stenographer Cadre. Minimum qualification and pay

scale prescribed for the post, however, point to its affinity with Assistant-cum-Typist cadre.

The post of Steno-Typist borne in the scale of Rs.1040-1920/- in Bengal Engineering College should have been redesignated as Junior Assistant-cum-Typist in the scale of Rs.1210-2460/-.

Assignment of university Scale no.5 to the post implies its inclusion in the list of posts for which the relaxation clause in terms of G.O. No.417-Edn(U) dated 25.07.2008 needs to be invoked, whatever be the nomenclature of the post. How would you account for the fact that there is no mention of the post of Steno-Typist in the list appended to the aforesaid G.O.?

6. Section Holder

Item no.46 of your statement refers to the post of Section Holder. The post is borne is Scale no.8, and not in Scale no.7 as you have indicated.

The name of the feeder post from which promotion is made has been stated as "Compositor". The promotional avenue is

Junior Compositor → Senior Compositor → Section Holder
(Scale no.5) (Scale no.7) (Scale no.8)

You have stated that there is one sanctioned post of Section Holder in the university. You have also stated that the post has been obtained through apportionment. For 1 post of Section Holder there

should have been 3 posts of Junior Compositor and 3 posts of Senior Compositor. Where are those posts?

7. Matron

The post of Matron in Bengal Engineering College was borne in the scale of Rs.1040-1920/-. In analogy with other posts of the same scale, the post of Matron has been redesignated as Matron in the university service in the scale of Rs.1210-2460/-. The post of Matron in the university service is in fact a promotional post (Junior Peon → Senior Peon → Matron) borne in the scale of Rs.1030-1840/-. The higher scale was probably recommended to accommodate the existing incumbent to the post. The scale of Rs.1210-2460/- shall have to be treated as purely personal to the existing incumbent. On her retirement, the post of Matron should be treated as a promotional post within the purview of G.O. No.2426 (6)-Edn (U) dated 17.04.85 and borne in the scale of Rs.1030-1840/-. Will the university take the initiative to apprise the Government accordingly and be guided by a revised order?

8. Duplicating Operator

There is hardly any need for the post of Duplicating Operator in the university system at present.

The Library of Bengal Engineering and Science University probably needs a few posts of Library Attendants.

Proposals may be sent to the Government for redesignation of the cadre as Library Attendant;

If transfer from the Technical Pool to the Library Pool is considered undesirable, the university may opt for the Laboratory Attendant Cadre, which seems to be under staffed in the university.

The minimum qualification prescribed for the post of Junior Cyclostyle Operator in Advertisement no.R/1/2000 was a pass in Madhyamik or its equivalent. It would be difficult to fit the present incumbent to a post either in the cadre of Library Attendant or Laboratory Attendant. The best course would be to invoke G.O. No.1423-Edn (U) dated 07.09.87 and place him in the post of Junior Assistant as a very special case (since the G.O. is applicable exclusively to employees of Calcutta University), provided he fulfils all the conditions stated in the said G.O.

The designation and scale of pay will, however, be purely personal to the incumbent. On his retirement from service, the post will revert back to the cadre of Library Attendant or Laboratory Attendant as stated in the preceding paragraph.

9. Cash Assistant

Four separate cadres, namely, Assistant, Assistant-cum-Typist, Cash Assistant and Stenographer as have been defined in G.O. No.2426 (6) – Edn (U) dated 17.10.85 have been merged into one single cadre of

Assistant in Bengal Engineering and Science University, presumably for the purpose of expanding the scope of upward movement by promotion.

While the merger of the posts belonging to the cadres of Assistant, Assistant-cum-Typist and Storekeeper seems to be justified form the viewpoint of duties and responsibilities assignable to such cadres, the need for maintaining the cadre of Cash Assistant for administrative convenience and for avoiding practical problems cannot be overemphasized.

Posts in erstwhile Bengal Engineering College – designation, scale of pay, and no. of posts			Corresponding posts in the university system as recommended by the Government	G.O. No. and serial no. in the list annexed to the G.O.
Chief Cashier	1260-2610	1	Junior Superintendent	117/47
Cashier	1260-2610	1	Senior Assistant	117/23
Store Accountant	1260-2610	1	Senior Assistant	117/14
Additional Accountant	1260-2610	1	Senior Assistant	
Cash Clerk	1040-1920	1	Junior Assistant	117/18
Assistant Cashier	1040-1920	1	Junior Assistant	117/19
Cashier	1040-1920	2	Junior Assistant	117/21

The same set of posts of erstwhile Bengal Engineering College would have sufficed to put in place the cadre of Cash Assistant in the university system by adopting an alternative scheme of redesignation as the following Table will demonstrate.

Posts in erstwhile Bengal Engineering College	Corresponding posts in the

Designation	Scale of Pay	No. of posts	university system in an alternative scheme of redesignation and pay scale	
Chief Cashier	1260-2610	1	Cashier (Same scale of pay as Junior Superintendent)	1500-3320
Cashier Store Accountant Additional Accountant	1260-2610	3	Assistant Cashier (Same scale of pay as Senior Assistant)	1400-3130
Cash Clerk Assistant Cashier Cashier	1040-1920	4	Cash Assistant (Same scale of pay as Junior Assistant)	1210-2460

The posts are apportioned in the ratio prescribed in G.O. No.2426 (6) – Edn (U) dated 17.10.85.

It is suggested that the Government be requested to approve the proposed scheme for creation of the cadre of Cash Assistant in place of the earlier schemes prescribed through the relevant G.O.s.

Is there anything wrong with this proposal?

10. On redesignation of the post of Instrument Mechanic

The post of Instrument Mechanic in erstwhile Bengal Engineering College was borne in the scale of Rs.1140-2160/-.

According to the First Bye-Laws of the Deemed University as adopted in 1993-94, the following recruitment qualifications were applicable for the post of Instrument Mechanic:

(c) Passed Madhyamik or its equivalent;

(b) ITI Trade Certificate or Junior Diploma in Engineering under State Council of Engineering and Technical Education, in the relevant trade or its equivalent.

The post of Instrument Mechanic has been redesignated as Junior Mechanic in the scale of Rs.1210-2460/- in terms of G.O. No.117-Edn (U) dated 04.03.2008. A comparison with cases of redesignation of other posts of erstwhile Bengal Engineering College which were initially borne in the scale of Rs.1140-2160/- indicates the need for a review of the situation.

The following Table describes the prescribed correspondence between three posts in Bengal Engineering College and posts in the university system.

G.O. No. with date	Serial No. in the list annexed to G.O.	Nomenclature of post of Bengal Engineering College with scale of pay	Nomenclature of corresponding post in the university system with scale of pay
3-Edn(U) dt.3.1.2006	26	Draughtsman (1140-2160)	Junior Draughtsman (1300-2835)
117-Edn (U) dt.4.3.2008	28	Instrument Mechanic (1140-2160)	Junior Mechanic (1210-2460)
117-Edn (U) dt.4.3.2008	8	Workshop Instructor (1140-2160)	Technical Assistant Grade II (1300-2835)

The recruitment qualification for all the three posts of erstwhile Bengal Engineering College appears to be id

A preliminary scrutiny of the reports submitted by the universities incorporating the particulars of their employees and also of the memoranda submitted by service associations, groups and individuals gave the Pay Committee an idea of the stand taken by the university in respect of implementation of G.O. No.2426(6)-Edn(U) dated 17.10.1985. Further details on departure from the norms prescribed by the Government came to light during interaction with the representatives of Associations and groups. A few instances of non-compliance of order was brought to the notice of the Government between June 2009 and March 2010, with a request to take appropriate action. The Government in its turn sought clarification from the respective universities. The communications sent to the Government in this regard are given in Chapter 2 of Part III of this Report.

On the basis of the information received through various documents that were placed at its disposal, the Pay Committee prepared a report listing the instances of departure from the norms prescribed by the Government for the universities. Each of the concerned universities were provided with relevant portions of the report and were asked to elaborate how they would propose to take corrective measures and proceed towards the path of compliance of Government Order. The notes sent to the universities are reproduced in Chapter 2 of Part III of this Report. The Registrars of the concerned universities were invited to have dialogue with the Pay Committee on the matter whereupon they admitted that the situation arose out of non-compliance of Government Order and corrective action has become an urgent necessity, which they promised to initiate by way of placing proposals elaborating the course of action before the respective university authority. The Pay Committee emphasized the point that non-compliance of Government Order acts against the interest of the employees. Bending of Government rules on the pretext of providing extra advantage to certain employees, knowingly or unknowingly, actually distorts the service record in such a way as to render it unfit for consideration during release of pensionary benefits.

At the request of the Chairman of the Pay Committee, Prof. Subimal Sen, Chairman of West Bengal State Council of Hither Education, convened a meeting of the Council on 10th June 2010 to consider certain issues relating to non-teaching employees of the universities. Vice-Chancellors of all the State-aided universities are members of the Council.

The matter relating to non-compliance of Government rules pertaining to service conditions of non-teaching employees of the universities came up for discussion before the Council. It was agreed upon that corrective action targeted to put an end to the situation was an urgent necessity. The Pay Committee looks to the Vice-Chancellors to play a leadership role in the struggle against the tendency to regard the autonomous status of the universities as a licence for unilateral action in matters having financial implications.

As pointed out earlier, the detailed notes describing instances of bending of Government rules in different universities are reproduced in Chapter 2 of Part III of this Report. The cases cited in the said notes may be classified into the following categories for convenience of description :

1. Blocking of promotional avenue due to retention of old nomenclature.
2. Promotional posts assuming the look of base posts due to retention of old nomenclature.
3. Creation of additional promotional channels by the universities without Government Order.
4. Omission of promotional channel by the universities without Government Order.
5. Placement in a lower scale without Government Order.
6. Placement in a higher scale without Government Order.
7. Use of apportionment formula different from that prescribed by Government

The following is a description of cases of violation of Government order according to the aforesaid scheme of classification.

Block of promotional avenue due to retention of old nomenclature

(Scale nos. in the following relate to the pre-revised pay structure)

University	*Posts in the old system*		**Posts in the rationalized system**		
	Nomenclature and pay scale	**Promotional stage**	**Nomenclature and pay scale**	**Promotional stage**	
Burdwan	Pump Man		Helper Grade	Base post	Blocking of movement to the

University	(Scale no.1)		III (Scale no.1)		post of Helper Grade II in the first promotional scale and Helper Grade I in the second promotional scale
Bidhan Chandra Krishi Viswavidyalaya	Junior Animal Keeper		Laboratory Attendant Grade III (Scale no.1)	Base post	Blocking of movement to the post of Laboratory Attendant Grade I in the second promotional scale
	Senior Animal Keeper		Laboratory Attendant Grade II (Scale no.2)	First promotional post	
Jadavpur University	Waiter (Scale no.1)		Junior Peon (Scale no.1)	Base post	Blocking of movement to the post of Senior Peon in the first promotional scale, Record Supplier in the second promotional level and Record Keeper in the third promotional scale.
	Dark Room Processing Assistant (Scale no.5)		Junior Machanic (Scale no.5)	Base post	Blocking of movement to the post of Senior Mechanic in the first promotional scale and Senior Mechanic Grade I in the second promotional scale.
Kalyani University	Stretcher Bearer (Scale no.1)		Laboratory Attendant Grade III (Scale no.1)	Base post	Blocking of movement to the post of Laboratory Attendant Grade II in the first promotional scale and Laboratory Attendant Grade I in the second promotional scale.
	Specimen Collector (Scale no.4)		Laboratory Attendant Grade III (Scale no.1)	Base post	As above
	Wireman (Scale no.4)		Junior Electrician (Scale no.4)	Base post	Blocking of movement to the post of Senior Electrician in the first promotional scale
North Bengal University	Animal Catcher (Scale no.1)		Laboratory Attendant Grade III	Base post	Blocking of movement to the post of Laboratory Attendant Grade II in the first promotional scale and laboratory Attendant Grade I in the second promotional scale.
	Carpenter Helper (Scale no.1)		Laboratory Attendant Grade III	Base post	As above.

University	**Posts in the old system**		**Posts in the rationalized system**		
	Nomenclature and pay scale	**Promotional stage**	**Nomenclature and pay scale**	**Promotional stage**	
Uttar Banga Krishi Viswavidyalay	Junior Animal Keeper (Scale no.1)		Laboratory Attendant Grade III (Scale no.1)	Base post	Blocking of movement to the post of Laboratory Attendant Grade I in the second promotional scale.
	Senior Animal Keeper (Scale no.2)		Laboratory Attendant Grade II (Scale no.2)	First promotional post	

University of Calcutta	Guest House Attendant (Scale no.1)		Junior Peon (Scale no.1)	Base post	Blocking of movement to the post of Laboratory Attendant Grade I in the second promotional scale.
	Junior Plumbing Helper (Scale no.1) Senior Plumbing Helper (Scale no.2)		Helper Grade III (Scale no.1) Helper Grade II (Scale no.2)	Base post First promotional post	Blocking of movement to the post of Helper Grade I (Scale no.3) at the second promotional level.
	Junior Electric Helper (Scale no.1) Senior Electric Helper (Scale no.2)		Helper Grade III (Scale no.1) Helper Grade II (Scale no.2)	Base post First promotional post	Designations not part of the rationalized nomenclature approved by the Government.
	Assistant Superintendent (Hostel) Scale no.5)		Junior Assistant (Scale no.5)	Base post	Blocking of movement to the post of Senior Assistant (Scale no.7) at the first promotional level, Junior Superintendent (Scale no.8) at the second promotional level, Senior Superintendent (Scale no.9) at the third promotional level.
	Junior Technical Assistant Grade II (Scale no.6)		Technical Assistant Grade II (Scale no.6)	Base post	Blocking of promotional avenue to the posts of Technical Assistant Grade I (Scale no.8) at the first promotional level and Superintendent Technical (Scale no.9) at the second promotional level.

Promotional posts having the appearance of base posts

University	Old system		Rationalized system	
	Nomenclature and scale of pay	**Promotional stage**	**Nomenclature and scale of pay**	**Promotional stage**
Burdwan	Hostel Attendant (Scale no.2)	Base post	Senior Peon (Scale no.2)	First promotional scale
	Workshop Mate (Scale no.2)	Base post	Workshop Attendant Grade II (Scale no.2)	First promotional scale
	Electric Helper (Scale no.3)	Base post	Helper Grade I	Second promotional scale

	Helper to Machineman (Scale no.3)	Base post	Helper Grade I	Second promotional scale
	Field Assistant (Scale no.4)	Base post	Laboratory Attendant Grade I (Scale no.3)	Second promotional scale (plus an additional higher scale)
	L.T. Wireman (Scale no.5)	Base post	Senior Electrician (Scale no.5)	First promotional scale
	Electrician (Scale no.5)	Base post	Senior Electrician (Scale no.5)	First promotional scale
	Proof Reader (Scale no.7)	Base post	Senior Proof Reader (Scale no.7)	First promotional scale
	Mono Operator (Scale no.7)	Base post	Senior Mono Operator (Scale no.7)	First promotional scale
	Technician-Telephone (Scale no.8)	Base post	Supervisor –Telephone (Scale no.8)	Second promotional scale
	Museum Assistant (Scale no.9)	Base post	Assistant Curator (Scale no.9)	Second promotional scale
Bidhan Chandra Krishi Viswavidyalaya	Pump Operator (Scale no.3)	Base post	Helper Grade I (Scale no.3)	Second promotional scale
	Dresser-Junior (Scale no.3)	Base post	Helper Grade I (Scale no.3)	Second promotional scale
	Printer (Scale no.3)	Base post	Helper Grade I (Scale no.3)	Second promotional scale
	Mate (Scale no.3)	Base post	Workshop Attendant Grade I (Scale no.3)	Second promotional scale
	Superintendent (W/W) (Scale no.9)	Base post	Senior Superintendent (Scale no.9)	Third promotional scale
Jadavpur University	Skilled Helper (Scale no.2)	Base post	Helper Grade II	First promotional scale
	Skilled Helper Grade I (Scale no.3)	Base post	Helper Grade I	Second promotional scale
	Store Attendant (Scale no.2)	Base post	Senior Peon (Scale no.2)	First promotional scale
	Estate Attendant (Scale no.2)	Base post	Senior Peon (Scale no.2)	First promotional scale
	Sorter-cum-Store (Scale no.4)	Base post	Record Keeper (Scale no.1)	Third promotional scale

University	**Old system**		**Rationalized system**	
	Nomenclature and scale of pay	**Promotional stage**	**Nomenclature and scale of pay**	**Promotional stage**
Kalyani University	Painter (Scale no.3)	Base post	Helper Grade I (Scale no.3)	Second promotional scale

	Pump Operator (Scale no.3)	Base post	Helper Grade I (Scale no.3)	Second promotional scale
	Junior Gas Plant Operator (Scale no.3)	Base post	Helper Grade I (Scale no.3)	Second promotional scale
	Junior Dresser (Scale no.3)	Base post	Helper Grade I (Scale no.3)	Second promotional scale
	Junior Technical Assistant (Scale no.8)	Base post	Technical Assistant Grade I (Scale no.8)	First promotional scale
	Superintendent (W/W) (Scale no.9)	Base post	Senior Superintendent (Scale no.9)	Third promotional scale
	Mate (Scale no.3)	Base post	Workshop Attendant Grade I (Scale no.3)	Second promotional scale
North Bengal University	Assistant Secretary, Sports Board (Scale no.8)	Base post	Junior Superintendent (Scale no.8)	Second promotional scale
	Sanitary Inspector (Scale no.7)	Base post	Senior Assistant (Scale no.7)	First promotional scale
Uttar Banga Krishi Viswavidyalay	Accountant Grade I (Scale no.9)	Base post	Senior Superintendent (Scale no.9)	Third level promotional post

Placement in a scale of pay higher than the one approved by the Government

University	**Nomenclature and scale of**	**Posts in the rationalized system**	**Assignment of scale of pay**	

	pay in the old system	Nomenclature and scale of pay	Promotional stage	Scale of pay prescribed by Government	Scale of pay assigned by the universities	Comments
Burdwan University	-	Senior Binder (Scale no.5)	First promotional post	Scale no.5	Scale no.7	-
	Statistician (Scale no.7)	Technical Assistant Grade III (Scale no.6)	Base post	Scale no.6	Scale no.7	Blocking of promotional avenue due to retention of old nomenclature
Bidhan Chandra Krishi Viswavidyalaya	Junior Specimen Collector (Scale no.3)	Laboratory Attendant Grade III (Scale no.1)	Base post	Scale no.1	Scale no.3	Promotional post treated like a base post due to retention of old nomenclature
	Senior Specimen Collector (Scale no.4)	Laboratory Attendant Grade II (Scale no.2)	First promotional post	Scale no.2	Scale no.4	-
	-	Senior Stenographer (Scale no.7)	First promotional post	Scale no.7	Scale no.8	-
	-	Junior Computer (Scale no.5)	Base post	Scale no.5	Scale no.6	-
	-	Senior Computer (Scale no.7)	First promotional post	Scale no.7	Scale no.8	-
Jadavpur University	-	Matron (Scale no3)	Second promotional post	Scale no.3	Scale no.5	-
	-	Assistant Caretaker (Scale no.6)	Base post	Scale no.6	Scale no.7	-
	-	Assistant Cashier (Scale no.7)	First promotional post	Scale no.7	Scale no.8	-
Kalyani University	Estate Assistant (Scale no.4)	Record Supplier (Scale no.3)	Second promotional post	Scale no.3	Scale no.4	Promotional post treated as base post due to retention of old nomenclature
	Junior Gas Plant Operator (Scale no.4)	Helper Grade I (Scale no.3)	Second promotional post	Scale no.3	Scale no.4	As above.

University	Nomenclature and scale of pay in the old system	Posts in the rationalized system		Assignment of scale of pay		Comments
		Nomenclature and scale of pay	Promotional stage	Scale of pay prescribed by Government	Scale of pay assigned by the universities	

Uttar Banga Krishi Viswavidyalay	-	Junior Cyclostyle Operator (Scale no.2)	Base post	Scale no.2	Scale no.3	-
	-	Matron (Scale no.3)	Second promotional post	Scale no.3	Scale no.5	Promotional post regarded as a base post
	-	Senior Stenographer (Scale no.7) Personal Assistant (Scale no.8)	First promotional post Second promotional post	Scale no.7 Scale no.8	Scale no.8 Scale no.9	As above As above
	-	Assistant Farm Manager (Scale no.8)	First promotional post	Scale no.8	Scale no.9	Promotional post regarded as base post

Placement in a scale of pay lower than the one approved by the Government

University	**Nomenclature and scale of pay in the old system**	**Posts in the rationalized system**		**Assignment of scale of pay**		Comments
		Nomenclature and scale of pay	**Promotional stage**	**Scale of pay prescribed by Government**	**Scale of pay assigned by universities**	
Burdwan University	H.T. Wireman (Scale no.5)	Technical Assistant	Base post	Scale no.6	Scale no.5	Promotional avenue blocked

		Grade II (Scale no.6)				due to retention of old nomenclature
Jadavpur University	-	Junior Binder (Scale no.4)	Base post	Scale no.4	Scale no.3	-
	-	Junior Physical Instructor (Scale no.6) Senior Physical Instructor (Scale no.8)	Base post First promotional post	Scale no.6 Scale no.8	Scale no.5 Scale no.7	
	Assistant Photographer (Scale no.5)	Technical Assistant Grade II (Scale no.6)	Base post	Scale no.6	Scale no.5	Promotional avenue blocked due to retention of old nomenclature
Kalyani University	-	Junior Driver (Scale no.4) Senior Driver (Scale no.5)	Base post First promotional post	Scale no.4 Scale no.5	Scale no.3 Scale no.4	-
North Bengal University	-	Section Holder (Scale no.8)	Second promotional post	Scale no.8	Scale no.7	
	Field Assistant (Scale no.5)	Agricultural Overseer Grade II (Scale no.6)	Base post	Scale no.6	Scale no.5	Blocking of promotional avenue due to retention of old nomenclature
Uttar Banga Krishi Viswavidyalay	Section Fitter (Scale no.6)	Section Mechanic Grade II (Scale no.7)	First promotional post	Scale no.7	Scale no.6	-
University of Calcutta	-	Junior Lino Attendant (Scale no.3) Senior Lino Attendant (Scale no.4)	Base post First promotional post	Scale no.3 Scale no.4	Scale no.2 Scale no.3	- -
	Junior Duftry (Scale no.3	-	-	-	-	Non-existent post
	Senior Duftry (Binder) (Scale no.3)	Junior Binder (Scale no.4)	Base post	Scale no.4	Scale no.3	Blocking of movement to the post of Senior Binder (Scale no.5) at the first promotional level.

Creation of additional promotional channels without Government sanction

University	Old system		Rationalized system		Comments
	Nomenclature and pay scale	**Promotional state**	**Nomenclature and pay scale**	**Promotional state**	
Bidhan Chandra Krishi Viswavidyalaya	-	-	Senior Cyclostyle Operator Grade I (Scale no.4)	Additional pro-national channel created by the university without Government concurrence	Approved promotional levels are Junior Cyclostyle Operator (Scale no.2) base level and Senior Cyclostyle Operator (Scale no.3) at the first promotional level.

	-	-	Senior Head Darwan (Scale no.4)	As above	Approved channels are Junior Darwan (Scale no.1) at the base level, Senior Darwan (Scale no.2) at the first promotional level and Head Darwan (Scale no.3) at the second promotional level.
	-	-	Senior Laboratory Attendant (Scale no.4)	As above	Approved channels are Laboratory Attendant Grade III (Scale no.1) at the base level, Laboratory Attendant Grade II (Scale no.2) at the first promotional level and Laboratory Attendant Grade I (Scale no.3) at the second promotional level.
	-	-	Senior Driver Grade I (Scale no.6)	As above	Approved channels are Junior Driver (Scale no.4) at the base level and Senior Driver (Scale no.5) at the first promotional level.
	-	-	Head Binder (Scale no.6)	As above	Approved channels are Junior Binder (Scale no.4) at the base level and Senior Binder (Scale no.5) at the first promotional level.
	-	-	Head Carpenter (Scale no.6)	As above	Approved channels are Junior Carpenter (Scale no.4) at the base level and Senior Carpenter (Scale no.5) at the first promotional level.
	-	-	Head Electrician (Scale no.6)	As above	Approved channels are Junior Electrician (Scale no.4) at the base level and Senior Electrician (Scale no.5) at the first promotional level.
	-	-	Senior Tractor Driver Grade I (Scale no.6)	As above	Approved channels are Junior Tractor Driver (Scale no.4) at the base level and Senior Tractor Driver (Scale no.5) at the first promotional level.
			Chief Computer (Scale no.9)	As above	Approved channels are Junior Computer (Scale no.5) at the base level and Senior Computer (Scale no.7) at the first promotional level.
	Junior Pump Operator (Scale no.3)	Treated as base post	Helper Grade I	Second promotional post	Promotional post has the appearance of base post due to retention of old nomenclature
	Senior Pump Operator (Scale no.4)	Treated as first promotional post	-	Additional promotional level created by the university without the concurrence of the Government	Approved channels are Helper Grade III (Scale no.1) at the base level, Helper Grade II (Scale no.2) at the first promotional level and Helper Grade I (Scale no.3) at the second promotional level.

University	Old system		Rationalized system		Comments
	Nomenclature and pay scale	Promotional state	Nomenclature and pay scale	Promotional state	
Kalyani University	Senior Pump Operator (Scale no.4)	Treated as first promotional post	-	Additional promotional level created by the university without the concurrence of the Government	Approved channels are Helper Grade III (Scale no.1) at the base level, Helper Grade II (Scale no.2) at the first promotional level and Helper Grade I (Scale no.3) at the second promotional level.

Jadavpur University	-	-	Head Sweeper (Scale no.3)	As above	Approved channels are Junior Sweeper (Scale no.1) at the base level and Senior Sweeper (Scale no.2) at the first promotional level.
	-	-	Senior Driver Grade I (Scale no.6)	As above	Approved channels are Junior Driver (Scale no.4) at the base level and Senior Driver (Scale no.5) at the first promotional level.
	-	-	Senior Cash Sarkar (Scale no.5)	As above	Approved channels are Junior Peon (Scale no.1) at the base level, Senior Peon (Scale no.2) at the first promotional level, Junior Cash Sarkar (Scale no.3) at the second promotional level, and Senior Cash Sarkar (Scale no.4) at the third promotional level.
	-	-	Senior Draftsman Grade I (Scale no.8)	As above	Approved channels are Junior Draftsman (Scale no.5) at the base level and Senior Draftsman (Scale no.7) at the first promotional level.
Uttar Banga Krishi Viswavidyalay	-	-	Head Carpenter (Scale no.6)	As above	Approved channels are Junior Carpenter (Scale no.4) at the base level and Senior Carpenter (Scale no.5) at the first promotional level.
	-	-	Senior Driver Grade I (Scale no.6)	As above	Approved channels are Junior Driver (Scale no.4) at the base level and Senior Driver (Scale no.5) at the first promotional level.
	Junior Pump Operator (Scale no.3) Senior Pump Operator (Scale no.4)	Treated as base post Treated as first level promotional post	Helper Grade I (Scale no.3) -	Second promotional level Additional promotional channel created by the university without Government concurrence	Approved channels are Helper Grade III (Scale no.1) at the base level, Helper Grade II (Scale no.2) at the first promotional level, Helper Grade I (Scale no.3) at the second promotional level.
University of Calcutta	-	-	Senior Plant Collector (Scale no.7)	-	Sanctioned post of Plant Collector is borne in Scale no.5.

Omission of promotional channel without Government sanction

University	**Cadre**	**Prescribed stages in the promotional route**	**Promotional stage omitted by the**	**Comments**

			university	
Jadavpur University	Mechanic	Base level : Junior Mechanic promotional levels First level : Senior Mechanic Second level : Senior Mechanic Grade I	Second promotional level (Senior Mechanic Grade I)	Curtailment of promotional opportunity
	Laboratory Attendant	Base level : Laboratory Attendant Grade III Promotional levels : First level : Laboratory Attendant Grade III Second level : Laboratory Attendant Grade I	Base level (Laboratory Attendant Grade III)	Direct recruitment has been made in promotional post.
	Peon	Base level : Promotional levels : First level : Senior Peon Second level : Record Supplier Third level : Record Keeper	Third promotional level (Record Keeper)	Curtailment of promotional opportunity

Recommendations of the Pay Committee on measures to be adopted for removal of the efforts of departure from prescribed norms

Appropriate administrative measures would have to be taken to get rid of the situation arising out of non-compliance of G.O. No.2426(6)-Edn(U) dated 17.10.1985. The

primary task before the universities is to ensure that the service record each individual employee is conformable with the relevant Government orders.

The Pay Committee has set out some guidelines which would enable the universities to decide upon the appropriate course of action. The recommendations given below are being provided with a view to facilitating adoption of a uniform course of action in all the universities.

The cases of departure from prescribed norms as enlisted herein came to the notice of the Pay Committee in course of examination of documents submitted by the universities and the employees. It was not within the purview of the Pay Committee to adopt an investigative approach. The list provided in this chapter can under no circumstances be considered as exhaustive. The Pay Committee requests the universities to identity all the remaining cases of departure from norms which have escaped general notice so far. A clean record is the guarantee for protection of the long-term interests of the employees.

MEASURES TO BE ADOPTED FOR REMOVAL OF THE EFFECT OF RETENTION OF OLD NOMENCLATURE OF POSTS WHEREBY PROMOTIONAL POSTS ARE GIVEN THE LOOK OF BASE POSTS

Retention of old nomenclature of posts of non-teaching employees of the State-aided universities lends the promotional posts the appearance of base posts and facilities direct recruitment to promotional posts.

The following measures are to be adopted for removal of the effects of retention of the old nomenclature.

1. (a) If a post for which the old nomenclature has been retained belongs to the first promotional level in terms of the rationalized nomenclature adopted in G.O. No.2426(6)-Edn(U) dated 17.10.1985 and assumes the appearance of a base level post, a person appointed to such a post shall be deemed to have moved to the first promotional post on the date of appointment. He will be entitled to move to the second promotional post on completion of 14 years of continuous satisfactory service and to the third promotional post on completion of a further period of 5 years of continuous satisfactory service.

(b) If the first promotional post under reference is borne in the first higher scale, the concerned incumbent will be deemed to have moved to the first higher scale under Career Advancement Scheme with effect from the date of appointment to the post. He will be eligible to move to the second higher scale under the scheme on completion of 16 years of satisfactory service in the first higher scale provided he has not already moved to that scale by promotion. The incumbent will also be eligible to move to the third higher scale under Career Advancement Scheme on completion of 9 years of satisfactory service in the second higher scale, provided he has not already moved to a promotional post borne in the third higher scale or any scale above the third higher scale.

(c) If the promotional post under reference is borne in the second higher scale, the incumbent will be deemed to have moved to the second higher scale under Career Advancement Scheme on the date of appointment to the post by direct recruitment. He will be eligible to move to the third higher scale under the scheme on completion of 25 years of service in the second higher scale provided he has not already moved to the third scale or any scale above the third higher scale by promotion.

2. (a) If the post for which the old nomenclature has been retained belongs to the second promotional level in terms of the rationalized nomenclature, the person appointed to such a post shall be deemed to have moved to the second promotional post on the date of his appointment. He will be entitled to move to the third promotional scale, if any, on completion of 16 years of satisfactory service in the post in which he has been recruited.

(b) If the post under reference is borne in the second higher scale, the incumbent will be deemed to have moved to the second higher scale, the incumbent will be deemed to have moved to the higher scale under Career Advancement Scheme with effect from the date of recruitment to the post. He will be eligible to move to the third higher scale on completion of 25 years of service in the second higher scale if he has not already moved to the third higher scale, or any scale above the third higher scale, by promotion.

(c) If the second level promotional post in which appointment has been made by direct recruitment is borne in the third higher scale, or a scale above the third higher scale, the incumbent will be deemed to have moved to the third higher scale under Career Advancement Scheme on the date of appointment to the post. He will not be eligible to move further under the scheme.

3. (a) If the post for which the old nomenclature has been retained belongs to the third promotional level in terms of G.O. No.2426(6)-Edn(U) dated 17.10.1985, the person appointed to such a post by direct recruitment will be deemed to have moved to the third promotional post on the date of his appointment. He will not be entitled to move further by promotion.

(b) If the post in which the incumbent has been appointed is borne in the third higher scale, he will be deemed to have moved to the third higher scale under Career Advancement Scheme with effect from the date of his appointment. He will not be eligible to move further under the scheme.

MEASURES TO BE ADOPTED FOR REMOVAL OF THE EFFECT OF RETENTION OF OLD NOMENCLATURE WHICH LED TO BLOCKING OF PROMOTIONAL AVENUE

One of the consequences of retention of old nomenclature is creation of blockage in the promotional route, particularly when the post is borne in the scale prescribed for the base level post.

In all cases where retention of old nomenclature has resulted in blocking of the promotional route, the following measures are to be adopted for clearing the blockage.

Rationalized nomenclature shall have to be adopted for all posts of non-teaching employees of the universities, including those posts for which retention of old nomenclature has resulted in curtailment of promotional opportunities. Care should be taken to ensure that the rationalized nomenclature be assigned to such posts with effect from the date of appointment of the present incumbent to these posts.

Adoption of rationalized nomenclature brings about a rise in the total number of sanctioned posts in the respective cadres which necessitates reapportionment of available posts.

Benefits of promotion and Career Advancement shall be extended to the aforesaid employees in terms of the relevant Government Orders with retrospective effect. If they have become eligible for promotion during the time that has elapsed since the date of joining the base post, they shall be considered for movement to the first promotional post, provided they have become entitled to the first movement in terms of the prescribed eligibility period, and also for movement to the second promotional scale if they have become entitled to such movement in terms of the prescribed eligibility period.

Any makeshift arrangement made by the university for career progression of such employees while retaining the old nomenclature shall be scrapped forthwith and fresh arrangements shall be made in terms of the relevant Government Order.

MEASURES TO BE ADOPTED FOR REMOVAL OF THE EFFECT OF ASSIGNMENT OF PAY SCALES DIFFERENT FROM THOSE APPROVED BY THE GOVERNMENT

There are cases in which the pay scales assigned by the universities to certain posts are different from those prescribed by the Government.

Such universities will be required to make necessary corrections in conformity with relevant Government Orders.

1. In many cases the pay scales assigned by the universities are higher than the pay scales recommended by the Government. Persons appointed to such posts are drawing salary in scales higher than the pay scales as are admissible to them in terms of the relevant Government Order.

The following measures are recommended for regularization of the matter arising out of payment of excess salary in scales higher than the prescribed scales. Introduction of rationalized nomenclature of posts is mandatory before adoption of such measures.

If pay is being drawn in a scale higher than the scale prescribed for the post bearing appropriate nationalized designation, the incumbent shall be brought within the purview of the pay scale prescribed for the post held by him and be allowed to draw salary in the prescribed scale, subject to the condition that the basic pay in the said higher scale which was assigned by the university in violation of the Government Order shall be fitted into prescribed lower scale with immediate effect, so that the basic pay at the

given stage in the prescribed lower scale is either equal to or immediately below the amount being drawn as pay in the higher scale.

If the amount paid towards salaries of the incumbent from the date of his appointment to the post to the date of his fitment of his basic pay in the prescribed scale in a manner described in the preceding paragraph exceeds the amount actually payable in the prescribed scale during the same period, the excess amount drawn by the university in the process shall be returned to the Government exchequer.

In cases where pay scales higher than the prescribed scales have been assigned by the university to posts belonging to two or more successive levels in a promotional route, steps are to be taken to regularize the matter for each level in a manner described in the preceding paragraph.

2. There are cases in which the pay scale assigned by the university is lower than the scale prescribed by the Government. Persons appointed to such posts are drawing salary in scales lower than the scales prescribed for the posts held by them.

The following measures are recommended for regularization of the matter arising out of payment of salary in scales lower than the prescribed scales. Introduction of rationalized nomenclature of posts is mandatory before adoption of such measures.

If pay is being drawn in a scale lower than the scale prescribed for the post of appropriate designation in terms of the relevant Government Order, the incumbent shall be brought within the purview of the approved higher scale and be allowed to draw salary in the prescribed higher scale, subject to

the condition that the stage at which the initial basic pay will be fixed in the approved higher scale shall be the same as the stage in the lower scale in which pay is being drawn at present.

In cases where scales lower than the approved scales have been assigned by the university for posts belonging to two or more successive levels in a promotional route, steps are to be taken to regularize the matter at each level as detailed in the preceding paragraph.

When the university has assigned a pay scale next below the prescribed scale for the base post, movement under Career Advancement Scheme on completion of 10(ten) years of service in the base post would mean movement to the approved scale for the base post, despite the fact that the incumbent has become entitled to the scale next above the approved scale for the base post. It is recommended that the incumbent shall be placed in the scale next above the base post will effect from the date of completion of 10 years of service in the base post.

When the university has assigned pay scales next below the prescribed scales for both the base post and the first promotional post, movement to the first promotional post borne in the first higher scale would mean actual movement to the prescribed scale for the base post, although the incumbent is entitled to move to the promotional scale next above the prescribed scale for the base pot. It is commended that the incumbent be placed in the first promotional post actually borne in the next above the prescribed scale for the base post with effect from the date on which the aforesaid promotion was granted.

18.08.1990. Under Clause 18 of the said order, it was stipulated that every movement under Career Advancement Scheme would be subject to fulfillment of usual norms of promotion.

2. The meaning of the expression "usual norms of promotion" as may be applicable to the non-teaching employees of the universities was not provided in this order.

3. Earlier, G.O. No.2426(6)-Edn(U) dated 17.10.1985 provided a comprehensive description of the promotional avenues of non-teaching employees of the universities. The said order merely mentioned that "the eligibility for promotion shall be determined strictly on seniority-cum-efficiency", without including the definitions for the terms "seniority" and "efficiency". It was not clear whether fulfillment of the eligibility criteria was adequate for entitlement to promotion or to selection to promotional post. The expression "norms of promotion" was not used at that time.

4. Under the circumstances, the universities had their own way of implementing the aforesaid Government Orders.

5. The expression "usual norms of promotion" appears in para (2) of Finance Department Memo No.6075-F dated 21.06.1990 which related to implementation of a Career Advancement Scheme for Government employees. There was no reference to the meaning of the expression in the latter order as well.

6. The expression "norms of promotion" appears once again in para 2 of Finance Department Memo No.3015-F dated 13.03.2001 which related to implementation of modified Career Advancement Scheme for Government employees. The said Memo stipulated that every movement under the

scheme would be "subject to fulfilment of norms of promotion as prescribed in Finance Department Memo No.10620-F dated 19.12.2000.

7. Finance Department Memo No.10620-F dated 19.12.2000 prescribes the following criteria for promotion of Government employees :

> (1) Attendance, integrity, performance, efficiency and seniority would constitute the "norms" for promotion.
>
> (2) 70% marks in attendance and integrity clearance from the controlling authority would be considered as eligibility criteria for consideration of promotion (emphasis ours).
>
> (3) Selection for promotion would be made on the basis of the following marks :

Attendance	:	25 marks
Performance	:	50 marks
Efficiency and accountability	:	25 marks

> (4) Of the total marks relating to attendance, performance and efficiency, scoring of 60% marks would be regarded as qualifying marks for promotion (emphasis ours).
>
> (5) Promotion will be awarded according to seniority among those who will obtain qualifying marks.

8. Memo No.10620-F dated 19.12.2000 implies that a Government employee will be considered to have fulfilled the "norms" of promotion

(a) When he has fulfilled the eligibility criteria for consideration of promotion in the first instance;

(b) When he has obtained the qualifying marks for promotion.

9. There is no corresponding Government order prescribing the criteria for promotion of non-teaching employees of the universities.

10. Under the circumstances, the Pay Committee recommends that the following criteria be adopted for promotion of non-teaching employees of the universities.

i) Attendance, integrity, participation in training programmes/refresher courses/orientation courses, performance in the present assignment, efficiency, and performance in the tests conducted by the University Service Commission to judge the suitability of the candidate for appointment to the promotional post, would constitute the "norms for promotion."

ii) Completion of the prescribed eligibility period for promotion, attainment of a minimum of 75% marks in attendance and integrity clearance from the controlling authority, participation in a minimum of two orientation courses/refresher courses and the prescribed number of training programmes would constitute the eligibility criteria for consideration of promotion.

iii) Selection for promotion will be made on the basis of the following marks :

(a) Attendance	:15 marks
(b) Mid-term evaluation	:15 marks
(c)Appraisal of performance and efficiency	:30 marks
(d) Written Tests and interview	:40 marks

The modus operandi for mid-term evaluation, written test and interview will be worked by the proposed University Service Commission.

iv) Of the total marks relating to attendance, mid-term-evaluation performance, efficiency, written tests and interview, scoring of 65% marks would be regarded as qualifying marks for promotion. A merit lit will be drawn up on the basis of the marks scored.

v) Promotion will be awarded in order of merit according to the aforesaid merit list.

A revised career advancement scheme for non-teaching employees of the universities

1. (a) A career advancement scheme for the State Government employees was introduced in terms of Finance Department Memo No.6075-F dated 21.06.1990 in conformity with the commitment of the State Government to improve (a) the standard of administration and (b) the career prospects of the State Government employees at all levels as announced in the Government policy statement dated December 30, 1989.

(b) A similar scheme for the non-teaching employees of the State-aided universities was introduced in terms of G.O. No.1083(8)-Edn(U) dated 18.08.1990.

(c) The Career Advancement Scheme for the State Government employees as presented in Finance Department Memo No.6075-F

dated 21.06.1990 was subsequently modified and the modifications were incorporated in Memo No.3015-F dated 13.03.2001.

(d) The Pay Committee proposes the following modification of the existing Career Advancement Scheme for the non-teaching employees of the State-aided universities in similar lines.

2. Modification of the existing Career Advancement Scheme

2.1 The general patter

The non-teaching employees of the universities in the revised pay scale nos. 1 to 10 will be eligible (a) to move to their respective first higher scales as shown in column 2 of Table 1 in completion of eight years of continuous and satisfactory service in their respective revised scales and their corresponding unrevised scales taken together; (b) and to move to the second higher scale as shown in column 3 of Table 1 on completion of further eight years of continuous and satisfactory service in the respective first higher scale and the corresponding unrevised scales taken together; (c) and also to move to the third higher scale as shown in column 4 of Table on completion of further nine years of continuous and satisfactory service in the respective second higher scale and the corresponding unrevised scale taken together.

Table 1. Career Advancement from the basic scale to the first higher scale; from the first higher scale to the second higher scale; and from the second higher scale to the third higher scale

Basic Scale	First higher scale	Second higher scale	Third higher scale
Scale no.1	Scale no.2	Scale no.3	Scale no.4
Scale no.2	Scale no.3	Scale no.4	Scale no.5
Scale no.3	Scale no.4	Scale no.5	Scale no.6
Scale no.4	Scale no.5	Scale no.6	Scale no.7
Scale no.5	Scale no.6	Scale no.7	Scale no.8
Scale no.6	Scale no.7	Scale no.8	Scale no.9
Scale no.7	Scale no.8	Scale no.9	Scale no.10
Scale no.8	Scale no.9	Scale no.10	Scale no.P2
Scale no.9	Scale no.10	Scale no.P2	Scale no.P3
Scale no.10	Scale no.P2	Scale no.P3	Scale no.P4

2.2 Employees who have moved to the first higher scale after 10 years of service under the existing Scheme

(a) A non-teaching employees of the university who has already moved to the first higher scale after ten years of service under the existing Career Advancement Scheme will be deemed to have got the benefit of movement to the first higher scale under the revised Career Advancement Scheme.

(b) On completion of a total service of sixteen years without any further promotion or movement to higher scale the concerned employee will get advancement to the second higher scale under the revised Career Advancement Scheme.

(c) On completion of a total service of twenty five years without any further promotion or movement to higher scale the concerned employee will get advancement to the third higher scale under the revised Career Advancement Scheme.

2.3 Employees who have moved to the second higher scale under the existing scheme

(a) A non-teaching employee of the university who has already moved to the second higher scale after twenty yeas of service under the existing Career Advancement Scheme will be deemed to have got the benefit of movement to second higher scale under the revised Career Advancement Scheme.

(b) On completion of a total service of twenty years without any further promotion or movement to higher scale the concerned employee will get advancement to the third higher scale under the revised Career Advancement Scheme.

2.4 Employees who have completed service of eight years or more without promotion

(a) A non-teaching employee of the university who has completed service of eight years or more without any promotion will move to the first higher scale under the revised Career Advancement Scheme.

(b) On completion of a total service of sixteen years without promotion to a post borne in a scale higher than the first higher scale the concerned employee will get advancement to the second higher scale.

(c) On completion of a total service of twenty five years without promotion to a post borne in a scale higher than the second higher scale the concerned employee will be eligible to get advancement to the third higher scale.

2.5 Employees who have moved to the first higher scale by promotion before completion of eight years of service

(a) A non-teaching employee of the university who has moved to the first higher scale by promotion before completion of eight years of service will be eligible for movement to the second higher scale under Career Advancement Scheme on completion of sixteen years of service provided he has not moved further than the first higher scale by promotion in the meantime.

(b) The concerned employee will move to the third higher scale on completion of twenty five years of service provided there has been no movement further than the second higher scale by promotion in the meantime.

2.6 Employees who have moved to the second higher scale before completion of sixteen years of service

(a) A non-teaching employee of the university who has moved to second higher scale by promotion or under Career Advancement Scheme before completion of sixteen years of service will be eligible for movement to the third higher scale on completion of twenty five years of service provide he has not moved further than the second higher scale by promotion in the meantime.

(b) A non-teaching employee of the university who has moved to the third higher scale by promotion or under Career Advancement Scheme before completion of twenty five years of service will not be eligible for any further movement under the scheme.

Movement under Career Advancement Scheme is not promotion

Certain points were raised in connection with implementation of Career Advancement Scheme for State Government employees published under Finance Department Memo No.6075-F dated 21.06.1990. The following clarification was provided in Memo No.6075-F dated 25.06.1991 on one of these points :

Point raised	Clarification
"Whether the facility of movement to next higher scale and/or second higher scale on completion of 10/20 years of service will be treated as promotion."	"Such movement is not a case of promotion but will be treated as promotion only for the purpose of fixation of pay."

Career Advancement Scheme for State Government employees, therefore, has the following characteristics :

1. A movement to a higher scale under Career Advancement Scheme is not a case of promotion.

2. Fixation of pay in the case of movement under Career Advancement Scheme will be guided by the same formula as applies in the case of promotion.

In view of the fact that the expression "promotion under Career Advancement Scheme" has almost acquired the status of a household phrase in the university circle, the Pay Committee recommends that the actual state of affairs be clarified by inserting the following in appropriate places in the forthcoming Government orders.

"1. A movement to a higher scale under Career Advancement Scheme is not a case of promotion.

2. Movement under Career Advancement Scheme does not involve any change in duties and responsibilities.

3. Fixation of pay in the case of movement under Career Advancement Scheme will, however, be guided by the same formula as applies in the case of promotion."

Fixation of pay in cases of career progression where movement under career advancement scheme is involved at one stage or the other

1. <u>Movement to the next higher scale under CAS</u>

Fixation of initial basic pay on movement under Career Advancement Scheme involves the following steps :

1) The starting point is the basic pay in the lower scale at the stage at which movement to the next higher scale is due under the scheme.

2) The amount of basic pay in the lower scale at the incremental stage next above the stage at which the aforesaid movement is due is noted.

3) The figure in the higher scale which is equal to or just above the aforesaid amount of basic pay in the lower scale gives the initial basic pay in the higher scale.

2. Movement to the first higher scale under CAS followed by promotion

2.1 Movement to the first higher scale under CAS, followed by promotion to a post borne in the same scale

One additional increment in the first higher scale will be admissible from the date of promotion to an employee who has earlier moved to the first higher scale under Career Advancement Scheme and has subsequently been promoted to a higher post borne in the same first higher scale (c.f. Finance Department Memo No.7377-F dated 28.07.1999).

2.2 Movement to the first higher scale under CAS, followed by promotion to a higher post borne in a scale above the first higher scale

An employee who has moved to the first higher scale under Career Advancement Scheme and has subsequently been promoted to a higher post borne in a scale above the first higher scale will have his initial basic pay fixed in the promotional scale in the following manner :

(a) The starting point is the basic pay in the first higher scale at the stage at which promotion to a higher post is due.

(b) The amount of basic pay in the first higher scale at the stage next above the stage at which the aforesaid promotion is due has to be noted.

(c) The figure in the promotional scale which is equal to or just above the aforesaid amount of basic pay gives the initial basic pay in the promotional scale.

3. Movement to the second higher scale under CAS followed by promotion

3.1 Movement to the second higher scale under CAS, followed by promotion to a post borne in the same scale or the first higher scale

No additional increment in the second higher scale will be admissible to an employee who has moved to the second higher scale under Career Advancement Scheme and has subsequently moved to a promotional post borne in the same second higher scale or the first higher scale.

3.2 Movement to the second higher scale under CAS, followed by promotion to a post borne in a scale above the second higher scale

An employee who has moved to the second higher scale under Career Advancement Scheme and has subsequently been promoted to a higher post borne in a scale above the second higher scale will have his initial basic pay fixed in the promotional scale in the following manner :

(a) The starting point is the basic pay in the second higher scale at the stage at which movement to a higher post by promotion is due.

(b) The amount of basic pay in the second higher scale at the stage next above the stage at which the aforesaid movement is due has to be noted.

(c) The figure in the promotional scale which is equal to or just above the aforesaid amount of basic pay gives the initial basic pay in the promotional scale.

4. Movement to the third higher scale under CAS followed by promotion

4.1 Movement to the third higher scale under CAS, followed by promotion to a post borne in the same scale or a lower scale

No additional increment in the third higher scale will be admissible to an employee who has moved to the third higher scale under Career Advancement Scheme and has subsequently been promoted to a higher post borne in the same third higher scale or lower scale.

4.2 Movement to the third higher scale under CAS, followed by promotion to a post borne in a scale above the third higher scale

An employee who has moved to the third higher scale under Career Advancement Scheme and has subsequently been promoted to a post borne in a scale above the third higher scale will have his initial basic pay fixed in the promotional scale in the following manner :

(a) The starting point is the basic pay in the third higher scale at the stage at which movement to a higher post by promotion has been due.

(b) The amount of basic pay in the third higher scale at the stage next above the stage at which the aforesaid movement is due has to be noted.

(c) The figure in the promotional scale which is equal to or just above the aforesaid amount of basic pay gives the initial basic pay in the promotional scale.

OPINION OF RAJATKUMAR BANDYOPADHYAY, MEMBER AND JAYANTA KUMAR DATTAGUPTA, MEMBER SECRETARY

Career Progression of employees: Promotion & Career Advancement

5.1 The Committee deliberated on the promotion policy in a number of seating. There has been unanimity in respect of broader outlines but in respect of some critical areas we felt to converse our opinion. Hence, a separate opinion is being given. To facilitate comprehension of our opinion we presenting the scheme in a self contained manner instead of highlighting the differences.

5.1.2 The terms of reference as stipulated in clause 2 (ii) of the Finance Department Resolution No.8349-F dated 10th November, 2008 requires this Pay Committee to examine, inter alia, "the existing promotion policies and related issues and suggest changes which may be desirable and feasible after taking into consideration the norms of efficiency/ productivity, wherever relevant, and having regard to the need for improving people orientation, social accountability and the efficiency of the administration". This Committee needs to suggest changes, if required, in the existing promotion policies keeping in view the promotion policies adopted by the State Government and other statutory bodies.

5.1.3 The words ‘desirable’ and ‘feasible’ are significant. Sometimes some changes may appear to be ‘desirable’ but as we are supposed to consider the inter-sector and inter cadre relativity ‘desirable’ changes may pose to be not ‘feasible’. At the same time a fiscal space needs to be provided to the State Government in view of financial constraints. While dealing with this issue, this Committee is required to keep it in mind.

5.1.4 We agree with the view of the Pay Committee, 1996 in general that “in human resource management promotion acts as monetary and psycho-social incentive for deserving employees and is expected to lead to higher productivity in the organization”. ‘Higher productivity’ indicates generation of intellectual resources. However, since the non-teaching employees of the universities and the employees of Higher Secondary Council and such other Boards are in the terms of reference of this Committee, we propose to deal with the promotional issues separately.

5.2 Career Advancement in State-Aided Universities

5.2.1 As evident in the comprehensive promotion process initiated in terms of G.O. No.2426(6)-Edn (U) dated 17.10.1985 there is scope for promotion for almost all categories of university employees.

5.2.2. To ensure promotion to all categories of university employees rationalized nomenclatures of different positions were suggested by the State Government. The concerned G.O. included a chart showing the base posts and their promotional avenues.

5.2.3 The Committee notes with concern that the suggestions were accepted by different universities in a piecemeal way, thus creating different

types of problems. Because of non-compliance of the Government Order No.2426(6)-Edn dated 17.10.1985 the prospect of promotion of different sections of the non-teaching employees of the universities have been adversely affected. The Committee has deliberated on this issue in a separate chapter.

5.2.4 The Committee has noted further that in G.O. No. 2426(6)-Edn(U) dated 17.10.1985 it was categorically stated that "after allowing a period of adjustment, the entire position shall be reviewed by the State Government and a uniform promotion policy for non-teaching employees of all the State-aided universities shall be formulated after a period of three years". The available documents/records reveal that neither the University Authorities nor the State Government did care to have a look at this point. Interestingly, the Service Associations also kept mum over this issue for more than two decades. The Executive Councils/Syndicate took decisions on the basis of their own interpretation and the university administration had no way but to execute the same in accordance with the statutory provisions.

5.2.5 The Committee has noted that the State Government in its order No.342-Edn(U)/1U-6/99 dated 3rd May, 1999 had to lay down some conditions for giving the benefit of revised scales of pay. The relevant portion of the G.O. reads as follows:

> "Some universities have not yet implemented the promotional policy and rationalized designation in terms of G.O. No. 2426(6)-Edn(U) dated 17.10.1985. The universities should strictly implement the above Government Order before introduction of revised scales of pay. The benefit of revised scales of pay shall be made applicable only after the

designations have been rationalized and promotion policy implemented as per provisions contained in the Government Order as mentioned in this paragraph after rectifying any defect made in violation of the provisions of the West Bengal University (Control of Expenditure) Act, 1976."

5.2.6 It has been observed that the revised pay scales had been introduced but the conditions stipulated were not fulfilled. The Committee is of the opinion that a firm stand should have been taken by the State Government to ensure transparency, uniformity and fiscal & administrative discipline with a view to safeguarding the interest of the employees and upholding the objective of the universities as well.

5.2.7 In view of the above different Service Associations have requested the Committee to suggest some measures so that 'the relevant G.O. in this respect is strictly followed'.

5.2.8 At present the eligibility period of the first promotion is 9 years from the date of first appointment. That for the second promotion is 7 years from the date of promotion in the first promotional post and for the third promotion eligibility period is 5 years from the date of second promotion.

5.2.9 Some Service Associations are in favour of the existing promotion policy with the modification that the eligibility period should be 7 years, 5 years and 3 years in stead of 9 years, 7 years and 5 years respectively.

5.2.10 Some Service Associations have suggested that promotion/upgradation "be done for almost all categories of staff on completion of 8-7-5 years respectively (where it is factual) beyond the normal promotion, which may be done simultaneously, against the resultant vacancy without considering any ratio" "as per policy of three assured upgradation".

5.2.11 Some have proposed to introduce assured three-tier promotion policy at the interval of 8 years, 5 years and 3 years. They are of the opinion that CAS system be done away with.

5.2.12 The Committee notes that in the non-teaching set up of the university there is a command system in its administrative structure and so the promotion policy in respect of the non-teaching employees is bound to differ from that of the university faculty members.

5.2.13 Considering all the aspects as stated above the Committee we now propose to deliberate on the aspect of recommendations in respect of promotion of the non-teaching employees of the State-aided universities.

5.2.14 The existing promotion facilities are available in terms of Government Orders No.2426(6)-Edn(U) dated 17.10.1985 and No.1423-Edn(U) dated 7.9.1987 – the latter being applicable to Calcutta University only. According to the Government Order the eligibility of promotion is to be determined on seniority-cum efficiency principle. We tried to assess the procedure being practiced by the universities to determine the efficiency aspect. From the information received from the universities it transpires no standard practice is being followed by the universities. While in Calcutta

University and Jadavpur University along with consideration of attendance record and performance record (general observation for the period under review), a written/oral test is taken to assess the efficiency aspect and in other universities there is no such arrangement. Calcutta University also 'as reported' does not take any test/examination for the 1st level promotion. It seems that accountability/integrity aspect does not figure at the time of extending promotional benefit. The availability of post and seniority, as it appears, are the only factors. The State Government tried to initiate a process for formulation of a scheme of uniform promotional facilities for the non-teaching employees but when it is being translated into action the facilities made available to the employees vary from university to university. The Committee feels that even after accepting the uniqueness of the universities as well as of the statutory nature of the universities there should be a standard guideline for giving promotion to the employees. According to these general guidelines the individual universities may adopt its procedures taking into account the provisions of its Act & Statute. This, the Committee feels, is necessary to bring in an uniformity in the promotional prospect of the non-teaching employees of all the State-aided universities. This Committee recommends a guideline on this aspect for consideration of the State Government as described in annexure –

5.2.15 In respect of functional promotion from the feeder post to promotional post, one would logically presume, that the promotion would mean assuming of higher responsibility. Fulfillment of this condition demands a well defined "duties and responsibilities" of the posts at different levels. This Committee requested the universities to indicate the duties and responsibilities of the non-teaching employees categorywise/ designationwise. Only Jadavpur University and Bengal Engineering and Science University, Shibpur could provide the Committee with an idea of

the duties and responsibilities prescribed for their employees. Other universities did not or could not provide the Committee with any idea about the duties their employees are called upon to perform. The Committee had to note with dismay the comment from one major university in this regard. The comment is "The employees perform the duties and responsibilities as may be assigned to them by their immediate superior from time to time". As pointed out earlier a promotion should mean assumption of higher responsibility. So giving promotion without assigning higher duties will be a promotion for promotion's sake. It may be that a post and its immediate higher promotional level post have some overlapping duties. But in some respect the higher post should have higher specific responsibilities. In the absence of a codified system of assigning duties and responsibilities to the posts formulation of a promotional policy is likely to be inherently defective. So the Committee considers it imperative to identify the promotional posts on the basis of higher responsibilities. The Committee, therefore, attempted to identify the duties and responsibilities of the non-teaching posts of the universities taking help and advice from some of the concerned faculty members. This has been described in separately in this Part.

5.2.16 In this Chapter we are dealing with the question of efficiency also. While considering the question of promotion the efficiency of the incumbent comes into question. To make the administration efficient, accountable and people oriented the employees require training at induction as well as at other stages. There seldom exist a system/methodology to apprise an employee what is expected of him or what he is expected to do at the time of induction or when he is elevated to a higher post. This aspect has been dealt with in the paragraph that follows.

TRAINING AND EFFICIENCY

5.3.1 In para 5.2.1.4 of this chapter while dealing with the subject we had mentioned that there is no uniform parameter/system existing in the universities for assessing efficiency/merit of the staff members concerned. We are of the opinion that promotion should be linked with training.. In the Government sector there is a provision for submission of report for which marks are being allotted against attendance, performance, efficiency, accountability etc. In addition to above, it is felt, there should be a provision for compulsory training for the university employees.

5.3.2 In the university system there are different types of management viz personnel management, finance management, examination management, library management, student management etc. Besides this there is a necessity of records management, museum management, sports management etc. And so, different types of training are required to be given to different categories of employees. As for example, improvement of writing skill requires special type of training courses whereas the technical staff require area-specific training programmes which will enable them to handle and to maintain the more advanced and sophisticated instruments/equipment kept/installed in laboratories/workshops. Management of finance, library and examination demand specific type of training. Field workers, security staff, conservancy staff, gardeners and such other groups of employees also need job-related training which will make them more efficient and up-to-date.

5.3.3 The Committee has noted that in view of the necessity of staff development in the universities the University Grants Commission has set up Administrative Staff Training Centres at Jadavpur University and the University of Calcutta under the Plan Programme. The university authorities are required to give due honour to such a decision of the UGC.

All State-aided universities have to depute their employees for attending training courses organized by these Centres.

The Committee has also noted that in Jadavpur University participation certificates are given to the employees concerned.

5.3.4 Keeping all the above aspects in view we recommend that the university employees have to undergo need-specific training at induction level and each promotional level as well. If any employee fails to attend at least one training programme at each level he/she will not be considered for promotion to the next higher position.

5.3.5 The promotion is required to be given on seniority-cum-efficiency basis. Initial seniority of an employee is decided on the basis of date of joining or when appointment is made on the basis of combined examination on the basis of merit, for determination or assessment of efficiency no procedure or methodology has been suggested in the Government Order. We are of the opinion that a standard procedure should be adopted. A format in this regard is suggested for consideration of the State Government and is given below :

Recommended Format

i) Attendance, integrity, participation in training programmes/refresher courses/orientation courses, performance in the present assignment, efficiency, and performance in the tests conducted by the University Service Commission to judge the suitability of the candidate for

appointment to the promotional post, would constitute the "norms for promotion",

ii) Completion of the prescribed eligibility period for promotion, attainment of a minimum of 75% marks in attendance and integrity clearance from the controlling authority, participation in a minimum of two orientation courses/refresher courses and the prescribed number of training programmes would constitute the eligibility criteria for consideration of promotion.

iii) Selection for promotion will be made on the basis of the following marks.

(a) Attendance	:	15 marks
(b) Mid-term evaluation	:	15 marks
(c) Appraisal of performance and efficiency	:	30 marks
(d) Written Tests and interview	:	40 marks

The modus operandi for mid-term evaluation, written test and interview will be worked by the proposed University Service Commission.

iv) Of the total marks relating to attendance, mid-term-evaluation performance, efficiency, written tests and interview, scoring of 60% marks would be regarded as qualifying marks for promotion.

v) Promotion will be given in terms of seniority from amongst those who have obtained minimum qualifying marks.

On eligibility period & ratio of posts

5.4.1 This Committee deliberated on eligibility period of promotion and ratio of posts at different promotional levels. We have taken into consideration the demands placed by the Service Associations as also the view point of the University Authorities during deliberations with the Registrars of the universities. It has been represented that the eligibility period of five years sometimes come in the way of filling up of the third promotional post. Regarding ratio of posts at different levels no change has been suggested. Considering all these aspects this Committee recommends the following eligibility criteria and ratio of posts at different levels :

A : Eligibility period for promotion

i) The eligibility period for the first promotion shall be 7 (seven) years' service from the date of appointment.

ii) The eligibility period for second promotion shall be 7 (seven) years' service from the date of promotion in the first promotional post.

iii) The eligibility period for the third promotion shall be 5 (five) years' service from the date of promotion in the 2nd promotional scale or 12 (twelve) years' service from the date of promotion in the 1st promotional post of which 3 (three) years' service must be in the 2nd promotional level.

B: Ratio of posts

Regarding ratio of posts this Committee recommends continuation of the existing facility which is quoted below for convenience

along with some modifications in respect of cadres of Stenographers/Personal Assistants.

The ratio of the number of non-teaching employees between the base post, first promotional post, second promotional post and the third promotional post for different categories of employees shall be as below:

(a) for categories of posts where there is one promotional channel the number of posts at the base level and the promotional level shall be in the ratio of 6.5:6.5 (i.e. 1:1);
(b) for categories of posts where there are two promotional channel the number of posts at the base level, the first promotional level and the second promotional level shall be in the ratio of 6.5:6.5:2;
(c) for categories of posts where there are three promotional channel, the number of posts at the base level, the first promotional level, the second promotional level and the third promotional level shall be in the ration of 6.5:6.5:2:1.

C: Ratio of posts of Stenographers/Personal Assistants

For Stenographers/Personal Assistants, distribution of posts of the cadre has been discussed in the Chapter on anomaly. For recapitulation that is stated here again. The ratio of posts are recommended to be as follows.

Junior Stenographer: Senior Stenographer: Personal Assistant: Personal Secretary:: 4:3:1.5:1.5.

Special provision for promotion to the post of Junior Assistant

5.4.2 Promotional posts have been detailed through charts, as has been mentioned earlier, in Government Order No.2426(6)-Edn(U) dated 17.10.1985 for all the universities with certain modification in respect of Calcutta University in G.O. No.1423-Edn(U) dated 7.9.1987. In this order a promotional avenue for a group of employees termed as Lower Sub-ordinate staff was provided. According to this provision the Lower Sub-ordinate staff (employees belonging to grade No.9 to 6: presently scale No.1 to 4) who will pass the School Final or its equivalent examination while in service will be eligible for promotion to the post of Jr. Assistant after 2 years from the date of passing the examination and on completion of a minimum period of 6 years service subject to availability of vacancies. It was also provided in that order that ratio as mentioned in G.O. No.2426 dated 17.10.1985 will not apply in implementation of this facility. This facility is unique for Calcutta University. Similarly placed employees of other universities do not enjoy this facility. We considers this arrangement to be anomalous and discriminatory. Further, this facility or promotion is to be made available only when a Lower Sub-ordinate staff pass the School Final or equivalent examination while in service. This facility, as per provision of the G.O., is not to be made available when someone enters the service with the qualification of School Final pass or higher. As per ruling of Supreme Court possessing of higher qualification can not debar someone from candidature. So in the universities there would be a good number of employees in this category who at the time of entering into the service itself were in possession of an academic qualification of School Final pass or more. So technically speaking, this order is not applicable to such employees. We have been given to understand that the facility is being extended to the persons who were in possession of a qualification of School Final pass or more at the time

of entry. It has also been found that in Calcutta University such employees get promotion to the posts of Junior Assistant than to Senior Assistant or Superintendent though there is no such provision in the instant Government Order.

5.4.3 After due deliberations we are of the opinion that this facility should be uniformly applicable to the employees of all the universities and should be modified so that the employees in scales No.1–4 having in possession of a minimum qualification of School Final pass or who attain this qualifications during his service period may get this facility. We recommend that 10% of the posts of Junior Assistant be filled up through promotion from the employees in scale No.1–4 having a minimum qualification of Madhyamik/School Final and having minimum service of 6 (six) years. This promotion may be effected through a limited departmental examination conducted by the Service Commission proposed by this Committee in Chapter- 8 of this part. Pending decision on and establishment of the Commission, the university authority may make its own arrangement for holding this examination in a transparent way.

5.5 Fixation of pay at the time of promotion

Prior to the present revision of pay structure, the employees at the time of promotion used to get their pay fixed at the stage next above the pay notionally arrived at by increasing his pay in the lower scale by one increment. With introduction of Band Pay and Grade Pay system that procedure requires change. In line with the recommendation of 6th Central Pay Commission and 5th State Pay Commission, the State Government prescribed in para 9 of G.O. No.10570-F(P) dated 25.11.2009 the formula of fixation of pay on promotion for the employees under purview of this

Committee. This has been done on the face of the observation made by this Commission in this regard in sub-paragraphs 10.8.9 to 10.8.13 of Volume of our Report. It is therefore considered that any further observation in this regard will be infractuous. Hence no observation/ recommendation in this regard is being made.

5.6 Career Advancement scheme

5.6.1 In the University set up Career Advancement Scheme was introduced in Higher Education Department G.O. No.1083(8)-Edn(U) dated 18.8.1990. As per this order the non-teaching employees in pay scales 1 to 8 will move to their next higher scales on completion of 10 (ten) years of continuous and satisfactory service. The employees are entitled to move further i.e. to the next above the first higher scale on completion of further 10 (ten) years of continuous and satisfactory service in the 1st higher scale. This was introduced in line with Career Advancement Scheme then introduced by the State Government for its employees. But the original CAS scheme has been modified by the State Government. The Service Associations in their memoranda and also at the time of oral submission demanded parity with the State Government employees.

5.6.2 After consideration of all the aspects we are of the opinion that this facilities for financial advancement should be available to the non-teaching employees of the universities of these categories thrice in his service career after 8,16 & 25 years of continuous and satisfactory services respectively.

5.6.3 In respect of movement to higher scales on promotion or under CAS., the Pay Committee suggested a set of pay scales P_1, P_5 in its

recommendation for pay structure made in Chapter-10 of Volume I of its report. However, Government, in its own wisdom, has since prescribed a revised structure in G.O. No.10570(F)P dated 25.11.2009. In the changed situation our recommendation/suggestion are being made within the parameter of the pay structure prescribed by the Government.

5.6.4 It is therefore, recommended that employees first appointed to any post in the revised scales of pay of 1 to 8 may be allowed to his respective higher scale on completion of 8 (eight) years' of service to the next above the higher scale. After further 8 (eight) years' of service and to the next above the 2nd higher scale after further 9 (nine) years' of service. This however, will be available when normal promotion cannot be given to the concerned employee. In respect of employees appointed in Scale no. 8, the scale above second higher scale will be scale in the Pay Band Rs. 15,600/- - 39,100/- with Grade Pay of Rs. 5,400/- as mentioned in Part B of Finance (Audit) Department Order No.10570(F) dated 25.11.2009.

5.6.5 For the employees first appointed in scale No.9, it is recommended that there should be three advancement after 8, 16 and 28 years' of service. It is further recommended in respect of these employees that the pay scale "next above" the first higher scale is to be taken as Pay Band Rs.15,600 – 39,100/- with Grade Pay of Rs.5,400/- and the next above the 2nd higher scale be taken as Band Pay of Rs.15,600-39,100/- with Grade Pay Rs.6,600/- as mentioned in Annexure-I, Part B of Finance Department (Audit) G.O. No.10570(F)P dated 25.11.2009.

5.7 Promotion/CAS For Hostel/Mess employees

5.7.1 This group of employees is now treated as a part of the regular establishment of the universities. But from view point of the duties or work these employees are distinctly different from the Peons/Guards/Attendants working in the office or in the laboratories. It is felt that the distinct character of this group should be maintained. So any careers progression, financial or functional, should be restricted within the sphere of Hostel/Mess. For these employees this Committee recommends financial advancement under CAS scheme after 8 (eight), 16 (sixteen) and twenty five years of continuous and satisfactory service. The University Authority may consider arranging some elementary training in hospitality and hotel management for this group of employees which may be a precondition for financial upliftment through CAS.

5.7.2 Regarding norms for awarding CAS benefit and fixation of pay we recommend adoption of provisions suggested for the non-teaching employees.

5.8 West Bengal Council of Higher Secondary Education and other organizations

5.8.1 The Committee finds that of these organizations only in respect of West Bengal Council of Higher Secondary Education there is a Government Order on promotion policy. In other organisations promotions are being given on the basis of availability of promotional posts sanctioned by the State Government.

5.8.2 Council for Higher Secondary Education

5.8.2 The State Government in School Education Department (Higher Secondary Branch) in G.O. No.96 SE(HS)/3S-01/04 dated 9.8.2005

introduced a promotion policy for the employees (excluding officers) of the Council. In essence the policy is similar to the policy prescribed by the State Government for the non-teaching employees of the State–aided universities in Higher Education Department Order No.2426(6) dated 17.10.1985. Pros and cons of that order have been discussed in paragraph 3 of this Chapter. Only difference is that there is no facility for third level promotion in the Council set up except for qualified Assistants who have opening up to the level of Deputy Secretary.

5.8.3 The eligibility period and ratio of posts at different levels have been prescribed in the Government Order introducing the promotion policy. The eligibility for 1st level promotion is 9 (nine) years' continuous service from the date of appointment and for 2nd promotion 7 (seven) years' from the date of promotion in the 1st promotional post. The Service Association of this organization in their written submission as well as during their oral submission did not suggest any major change except for the absence or lack of promotional facilities for Telephone Operator. The promotion is required to be given on seniority-cum-efficiency basis. Initial seniority of an employee is decided on the basis of date of joining or when appointment is made on the basis of combined examination on the basis of merit, for determination or assessment of efficiency no procedure or methodology has been suggested in the Government Order. We are of the opinion that a standard procedure should be adopted. A format in this regard is suggested for consideration of the State Government and is given below :

5.8.4 The Committee deliberated on the present dispensation regarding eligibility period and ratio of posts and is in favour of a minor change in eligibility period. Our recommendation in this regard as stated hereunder.

Eligibility period for promotion

It is recommended that :

i) The eligibility period for the first promotion shall be 7 (seven) years' continuous and satisfactory service from the date of appointment/joining.

ii) The eligibility period for second promotion shall be 7 (seven) years' continuous and satisfactory service from the date of promotion to in the first promotion post.

Ratio of posts

Regarding ratio of posts we recommend the following formulation with an additional suggestion in respect of single level post.

a) for categories of posts where there is one promotional channel the number of posts at the base level and the promotional level shall be in the ration of 6.5:6.5 i.e. 1:1.

i.e. Base post :: 6.5:6.5 (i.e. 1:1).

b) for categories of posts where there are two promotional levels, the number of posts at the base level and the first promotional level and the 2nd promotional level post shall be in the ratio of 6.5:6.5:2.

i.e. Base post : 1st promotional post : 2nd promotional post :: 6.5:6.5:2.

Single level post

On being allowed to move to 1st higher scale he/she should be designated as senior and to 2nd higher scale as Supervisor, may be in the following pattern.

Telephone Operator → Senior Telephone Operator → Supervisor Telephones.

5.9 Promotion and CAS for officers

5.9.1 In the promotional policy nothing has been mentioned about promotion or movement through CAS for the officers. We are given to understand that 50% of posts of Assistant Secretaries are filled up by promotion from Superintendents having post-graduate/graduate qualification. The rest 50% is filled up by direct recruitment. Same is the method for filling up of the posts of Deputy Secretary. We are in favour of continuation of this process. The Officers Association in their submission drew attention of the Committee to the position that the minimum eligibility criteria both in respect of academic and experience are the same for direct recruitments to the posts of Assistant Secretary and Deputy Secretary. We would suggest enhancement of experience criteria for recruitment of Deputy Secretaries. As for Career Advancement Scheme the Committee would suggest that a direct recruit Assistant Secretary be allowed 3 (three) advancements through promotion and CAS taken together. As for the eligibility period for CAS we would recommend movements after 6 years, 16 years and 28 years. The direct recruit Deputy Secretary should get two career advancement through CAS.

It is therefore, recommended that the a direct recruitment Assistant Secretary who do not get a promotion within eight years of service

will be eligible to move to the scale next above after 8 years continuous and satisfactory service, after 16 years of service to the pay scale next above the 1st higher scale and after 28 years to the scale next above the 2nd higher scale. The scale next above the 2nd higher scale, in this case will be Band Pay Rs.15,600-39,100/- with an enchanced Grade Pay of Rs.8,700/- in the same Pay Band.

In respect a direct recruit Deputy Secretary it is recommended that after 8 years of continuous of service he will be eligible for movement to 1st higher scale (Band Pay Rs.15,600-39,100/- and Grade Pay Rs.7,600/-) and after further 8 years of continuous service i.e. to the next above the 1st higher scale. In this case the scale next above the 1st higher scale will be Pay Band of Rs.15,600-39,100/- with a Grade Pay of Rs.8,700/-.

5.10 CAS for employees other than officers

The modified career advancement scheme with the provisions of financial career progression after 8, 16 and 25 years of service has been introduced here. We do not suggest any change in the existing pattern in respect of these employees.

5.11 Board of Secondary Education

5.11.1 Promotion in this organisation are being given depending upon the availability of sanctioned posts. From the data on sanctioned posts made available by the Board it is found that no pattern in ratio of posts as existing in the Council or Universities has been followed here. Number of posts are as sanction could be obtained on the basis of projected workload. For example the numbers of sanctioned posts in Assistant Grade level and Senior

Assistant level are 232 and 107. The 1:1 ratio has not been adopted. We are of the opinion thatpromotional policy in respect of the Board employees upto the level of Office Superintendent should be same or similar to the policy adopted for the employees of the West Bengal Council of Higher Secondary Education. The Service Associations viz Employees Association and Paschim Banga Madhya Siksha Parshad Karmachari Samity who submitted a joint memorandum demanded introduction of the similar promotion policy. Considering all factors the Committee recommends that Promotion Policy introduced in G.O. No.96-SE(HS) dated 9.8.2005 for the employees of the Council be also introduced in the Board of Secondary Education with the changes as suggested in paragraph 12.3 of this Chapter in respect of employees of the Council.

5.11.2 We also recommend that to initiate the process the existing posts upto the level of Superintendent be apportioned in the ratio 6.5:6.5:2 and necessary sanction for creation of posts at different levels be accorded.

CHAPTER 6

DUTIES AND RESPONSIBILITIES ASSIGNABLE TO DIFFERENT NON-TEACHING POSTS OF THE UNIVERSITY

1) The term promotion denotes appointment to posts with higher responsibilities. Hither responsibility should be reflected in the nature of the assigned tasks. Creation of promotional posts implies existence of a system in which levels of responsibility are defined in concrete terms.

2) G.O. No.2426(6)-Edn(U) dated 17.10.1985 dealt with all matters relating to promotion of non-teaching employees of the State-aided universities in a comprehensive manner. This was the first time a uniform system was introduced for all the universities, replacing the diverse systems that were prevailing in different universities till the issue of the said order.

3) As pointed out earlier, unless the duties and responsibilities carried by a promotional post are defined in concrete terms, the ground is not cleared for a rational basis for working out the modus operandi for appointment to the post by promotion. In absence of a clear definition of duties and responsibilities attached to promotional posts the rational basis would be lost and an element of arbitrariness would dominate the scene.

4) A comprehensive job manual is a prerequisite for substantiating the promotional scheme elaborated in G.O. No.2426(6)-Edn(U) dated 17.10.1985 and for maintaining a uniform patter in all universities in all matters relating to implementation of the promotional scheme. The level of performance in the present assignment as well as the level of preparedness for undertaking the tasks assignable at the next stage need to be taken into

account while deciding upon the suitability of candidates for promotion. Rational judgement in matters relating to implementation of the promotional scheme is facilitated by a clear description of job requirements.

5) Only one university has a job manual for its own employees. Others are very well managing without such a document. According to some duties and responsibilities are to be assigned as per nomenclature of the post. In one university the employees are required to perform only those duties that are assigned by the superior officer. Details are not provided in either of the cases. The need of the hour is to have a uniform pattern for all the universities. This may be achieved by adopting a common job manual for all the universities.

6) An employee may have to undertake any task as may be assigned to him/her by the appropriate authority in case of necessity, in addition to those that are prescribed in the duty chart for the post in which he/she is serving.

7) An employee serving in a promotional post may have to undertake any task prescribed for respective lower level posts in case of necessity, as may be directed by the appropriate authority, in addition to the tasks prescribed in the duty chart for the promotional post in which he/she is serving.

8) The Pay Committee expresses its sincere gratitude to all the faculty members and officers of different universities who give valuable advice in developing the comprehensive job manual. .

9) Detailed description of duties and responsibilities assignable to different posts is provided in Annexure A of this part of the Report.

CHAPTER 7

ON CREATION OF SEPARATE DIRECTORATE FOR UNIVERSITY EDUCATION

This Committee has given its observation on the anomalies arising out of non-compliance of Government order in Chapter 4 of this Part. We are of the opinion that the creation of University Service Commission will reduce the possibility of furtherance of such anomalies. In Chapter 8 of this Part we shall discuss in detail about the necessity of such a Commission and draw an outline of its ambit in brief.

The Committee observes that only creation of a Commission will not serve the purpose. A close monitoring is necessary as regards compliance of administrative and financial norms/rules by the universities. We have mentioned several times in our report about the inaction and helplessness of the Government nominees on different statutory bodies of the universities.

The Committee has noted that the notice of the meetings of such committees and the resolutions taken there at are being sent to the officers concerned as a routine affair and the files gather dust in some dark corner of the room, as it is almost impossible for the University Branch of the Higher Education Department to go through the agenda papers and the resolutions taken by the Executive Council/Syndicate of all the State-aided universities in a systematic way and to take appropriate action accordingly.

The Committee is given to understand that in the Secretariat set up, the Assistants and officials up to the level of Registrar are from the common pool of the Secretariat and officers from the level of Assistant Secretary and above come from WBSS, WBCS (Ex.) and IAS. All the posts are transferable and seldom anybody gets the opportunity to expertise in the

university system and its intricacies. Hence the necessity for a set up meant exclusively for the university affairs. This is also necessary for the sake of continuity in the policy matters.

It will not be out of place to mention that in our earlier report (Vol. 1, 8.13) we emphasized the necessity of bringing all the State –aided Universities under one umbrella, that is, the Higher Education Department.

Hence the Committee feels that like the Directorate of School Education/College Education a separate Directorate may be created to deal with the affairs of all the State-aided universities including BCKV, UBKV, Health University, University of Fisheries etc. The Directorate may have two wings : Administrative and Academic. The Directorate will monitor and facilitate the programmes undertaken by the universities at the Government level and at the same time it will ensure that all financial and administrative norms are properly observed so that no anomalies may crop up in future. This Directorate shall act as bridge between the universities and the Secretariat of the Higher Education Department. The Secretariat, however, will continue to be the policy-making authority.

In view of the above this Committee recommends the creation of the Directorate for University Education.

C H A P T E R 8

ON CREATION OF UNIVERSITY SERVICE COMMISSION

While studying the statements submitted by different universities this Committee has identified a good number of cases where Government orders have been violated or flouted. On the one hand the State Government has been trying to bring uniformity in pay structure, promotion policy, nomenclature of posts etc. in respect of non-teaching employees since 1979, the universities on the other hand have failed to reciprocate the same with their wisdom or goodwill. We have discussed this matter in detail in chapter _____. It is disappointing to note that all such acts of violation have got the nod of the Executive Council or such other bodies of the universities.

The Committee has observed that the Government nominees on the committees concerned also could not do justice to the responsibility vested in them while discharging their duties.

The Government officers have expressed their helplessness in this respect as the decisions are being taken by the highest policy - making body of the university – comprising amongst others highly qualified faculty members – under the chairmanship of the Vice-Chancellor. They have also submitted that they are often cowed down if they raise their voice against such wrongdoings.

The Committee has discussed this issue in detail with the major Service Associations and we have been advised by some of them for setting up of an independent body like Public Service Commission which will deal with all matters relating to recruitment of non-teaching staff and their promotion to higher positions in terms of the Government orders concerned.

They may also look after the career progression of the non-teaching employees of the universities under CAS. The proposed Commission may keep vigil on whether the 100-point roster is being followed properly. The Committee in its earlier Report (Volume 1, 8.8) highlighted the necessity of such a Commission.

In view of the above this Committee recommends the creation of a Commission, namely, the University Service Commission for the non-teaching employees of the universities.

CHAPTER 9

UNIFORM TRANSFER POLICY FOR THE NON-TEACHING EMPLOYEES OF THE STATE-AIDED UNIVERSITIES

In Volume-I of our report we discussed in detail about the approach of the Pay Committee towards an Academic Administration. Therein we had highlighted the objective of a university, its research programmes, its role in the developmental process and its outreach activities. We had mentioned that the university system demands an administration with a difference, an academic administration, which is marked by its organic growth and not by mechanical expansion. A university should be vibrant with its urge for creation and dissemination of knowledge for the uplift of the society in general. To make it happen a university requires trained and motivated employees taking active part in facilitating the academic programmes. To ensure this vibrance with a view to creating an ambience conducive to the objective of a university the professional skill of the employees needs to be upgraded and at the same time a sense of involvement has to be created by giving training, holding workshops, seminars etc.. The employees should be made aware of the necessity of the academic programmes undertaken by the university so that a felt urge is generated within themselves.

If an employee remains in the same department/section/unit for a pretty long period he or she may feel monotony and their activities may become mechanical and stereotyped. Moreover, when any employee gets promotion to a higher position but remains posted in the same department/section/unit it may be difficult for him/her to take new initiative with the same set of staff. Besides, as promotion indicates higher responsibility, it may be difficult for the head of office/department to get

him/her involved in activities with greater responsibilities in the same department/section/unit. Hence the Pay Committee thinks it imperative to formulate a transparent and uniform transfer policy for the non-teaching employees of the universities.

The 5th Pay Commission, West Bengal in its report (Volume-I, Part-II) has emphasized the necessity of a well thought-out transfer policy. It has observed that "the State Government does not have any transfer policy as such, though some of the individual Departments to have their own transfer policies". They have noted that there is reluctance on the part of the transferable employees. They have further noted that there are reasons behind such reluctance, as they have to move from one station to another, which creates problems as regards accommodation, education of their wards etc. But in the university system-mostly-the employees do not have to face the problems as the Government servants do.

In view of the above and after a careful study of the job responsibilities etc. the following transfer policy is being recommended.

A. <u>For Non-Technical Staff</u> :

i) One who has put in 5 years service in a department/section/unit may be transferred for better utilization of his/her skill/experience.

ii) If any employee gets promotion he is required to be transferred to another department/section/unit, as the case may be, so that he/she may deal with new set of staff members, where he/she will feel more comfortable.

iii) One-forth staff members of a department/section/unit may be transferred at a time.

iv) Security personnel, Conservancy staff, Malis/Gardeners etc. are required to do their duties as per roster prepared by the administration.

B. For Technical Staff :

(i) Same system may be followed as stated at (i) under A above.

(ii) If the head of department/section-in-charge justifies with reasons, then alone the technical staff concerned may be retained in the same department till the specific programme is over.

C. For Library professionals :

(i) Same system may be followed as stated at (i) under B above.

(ii) Same system may be followed as stated at (ii) under B above. However, in respect of transfer of Library professionals Chief Librarian/ Librarian should be consulted.

D. For Hostel-Mess Employees :

i) One who has put in 5 years service in a hostel may be transferred to another hostel for better utilization of his/her skill.

ii) Transfer will be confined within the Hostels of the university concerned.

- The administration may transfer any employee on medical ground provided he/she produces necessary certificates in respect of his/her ailment.

- Besides above inter-changeability of table/desk/jobs in any department/section/unit has to be done to make the employees concerned conversant with all types of job so that no member of the university community faces any problem.
- Transfer may be made once a year according to the convenience of the university concerned.
- If required, an employee may be deputed to another department/section/unit for a particular purpose provided that the period of deputation should not ordinarily exceed 6 months.

However, for administrative exigency any employee at any time may have to be transferred to any department/section/unit.

CHAPTER 10

ON UNIVERSITY PRESS AND ITS STAFF PATTERN

10.1 In a University academic publications are of immense importance. The Committee has noted that with the fast change in technologies the nature of printing and publications has already gone through a radical change and it is apprehended that in future we may experience further developments in this sector. Hence the Committee thinks that there should be flexibility in the Press Administration which demands the nomenclatures and duties of the press personnel to be redefined.

10.2 It is felt that a university press requires to have a kind of autonomy within the university structure to accommodate academic needs.

10.3 It is noted that a University Press has two functions :

a) Job printing of forms, answer books, question papers etc.

b) Printing of academic publications.

10.4 In this connection this Committee considers it prudent that a university where a printing press exists should have a publication wing under the leadership of a Publication Officer. An Advisory Committee constituted by the university may guide the wing in an effective way. Similarly, a Press Advisory Committee needs to be constituted by the university under the supervision of the Registrar so that these two wings may work in a coordinated way.

10.5 Keeping all the above aspects in view and in consideration of the fact that promotion indicates higher responsibilities this Committee recommends the following structure with detailed job description of the press personnel along with their requisite qualifications. Pay structures of such personnel have also been suggested against each post.

The following Posts may be considered for running a University Press with Offset Machine Printing Facilities

Sl.No.	Posts	Responsibilities	Pay Band	Qualification
O1	PRESS MANAGER **1st Promotion** Sr Press Manager **2nd Promotion** Chief Press Manager	• To look after overall Press Administration/ to observe press regulations/copyright matters/contracts/distribution of royalty. • Any other duty to be assigned to him by the controlling officer, which is related to the work nature of the post • He will be under the direct control of the Registrar or Deputy Registrar • The university should set up one Advisory Committee to help in running the university press properly where the Press Manager will act at the Convener of the Committee	Rs.15-600/- - Rs. 39,100/-	Essential: Degree in Printing Technology from a recognized Institute approved by the All India Council for Technical Education with 5 yrs. Experience in Printing trade as a supervisor or equivalent cadre in the reputed Govt. or non-government printing organization. Experience of work in a publishing house or a press producing academic books
02.	ASSISTANT PRESS MANAGER **1st Promotion** Sr Asst. Press Manager **2nd Promotion** Deputy Press Manager	• To look after overall press administration on behalf of the Press Manager as and when required/to look after selection and purchase of paper/cost estimation/disposal of waste • Any other duty to be assigned to him by the by the Press Manager, which is related to the work nature of the post	Rs.9,000/- - Rs. 28,300/-	Essential: Diploma in Printing Technology from a recognized Institute approved by the All India Council for Technical Education with 2 yrs. Experience in Printing trade as a supervisory or equivalent cadre in the reputed Govt. or non-Govt. printing organization Desirable : Experience of work in a publishing house or a press producing academic books

Pre-Press Section				
	Type Setter **1st Promotion:** Senior Type Setter **2nd Promotion** Graphic Designer	• To compose matter and page make up/to operate computer graphics(Scanning ,Trimming, Colour Separating and graphic related job) and any other job related with this position • In addition to above-graphic design work and any other job related with this position • In addition to above-visuals planning and any other job related with this position	Rs.3,850/- - Rs. 8,075/- Rs.4,800/- - Rs.10,925/- Rs.5,000/- - Rs. 11,325/-	Essential Qualification: Madhyamik or equivalent plus Technical Qualification/Training in the concerned trade minimum of one year duration from a recognized institute along with three years experience in the Pre-Press work at any reputed printing Desirable: Diploma in Printing Technology, from a recognized institution approved by the All India Council for Technical Education with one year experience in the relevant field.
03.	PROOF READER **1st Promotion:** Proof Reader-Cum-Copy Editor **2nd Promotion:** Proof Reader-Cum-Document &Book Designer	• Proof reading • Proof reading and copy editing • Proof reading, copy editing and book designing	Rs.3,850/- - Rs. 8,075/- Rs.4,800/- Rs. 10,925/- Rs.5,000/- - Rs. 11,325/-	Essential : Higher Secondary or equivalent plus Technical Qualification/Training in the concerned trade from the recognized institutes of at least one year duration along with three years experience in proof reading
04.	PLATE MAKER **1st Promotion:** Sr Plate Maker **2nd Promotion:** Master Plate Planner	• Plate making (manual) and related job • In addition to above - optimization of plate making/operating image setter/plate setter and related job • In addition to above -planning of plate making and related calculation	Rs.3,850/- - Rs. 8,075/- Rs.4,800/- Rs. 10,925/- Rs.5,000/- - Rs. 11,325/-	Essential Qualification: Madhyamik or equivalent plus Technical Qualification/Training in the concerned trade minimum of one year duration from a recognized institute along with three years experience in the Pre-Press work at any reputed printing Organization Desirable: Diploma in Printing Technology, from a recognized institution approved by the All India Council for Technical Education with one year experience in the relevant field.

Press Section and Post-Press Section				
05.	MACHINE MAN **1st Promotion** Sr. Machine Man **2nd Promotion** Section Holder	• To look after the production from the machine. He will be responsible for operating machines and its normal maintenance • In addition to above – job distribution and other related jobs. • In addition to above – supervision and quality control. Any other duty may be assigned to them by the Press Manager or Asstt. Press Manager.	Rs.3,850/- - Rs. 8,075/- Rs.4,800/- Rs. 10,925/- Rs.5,000/- - Rs. 11,325/-	Essential Qualification: Madhyamik or equivalent plus Technical Qualification/Training in the concerned trade minimum of one year duration from a recognized institute along with three years experience in the same type of job at any reputed printing Organization Desirable: Diploma in Printing Technology, from a recognized institution approved by the All India Council for Technical Education with one year experience in the relevant field.
06.	BINDER (Industrial) **1st Promotion:** Sr. Binder **2nd Promotion:** Section Holder	• Paper cutting, folding, perforating, stitching, numbering, all kinds of binding and to operate the binding and cutting machine. • In addition to above -to keep pace with the production required to comply the job requirement. • Any other duty may be assigned to them by the Press Manager or Asstt. Press Manager.	Rs.3,850/- - Rs. 8,075/- Rs.4,800/- Rs. 10,925/- Rs.5,000/- - Rs. 11,325	Essential Qualification: Madhyamik or equivalent plus Technical Qualification/Training in the concerned trade of one year duration at least from recognized institute along with three years experience in the Pre-press at reputed printing organization Desirable: Diploma in Printing Technology from a recognized institution approved by the All India Council for Technical Education with one year experience in the relevant field.
7.	PRESS ATTENDANT **1st Promotion** Sr. Press Attendant / CAS **2nd Promotion** Through CAS	• To help in paper cutting, folding perforating, stitching, numbering, all kinds of binding and in operating the binding and cutting machine. • In addition to above – to keep pace with the production required to comply the job requirement. • Any other duty may be assigned to them by the Press Manager or Asstt. Press Manager or Section Holder	Rs.2850/- - Rs. 4400/- Rs.3325/- - Rs. 6325/- Rs.3525/- - Rs. 7,050/-	Class VIII Pass + Certificate from recognized institution in relevant field with five years experience in binding job

CHAPTER 11
SPECIAL RECOMMENDATIONS

A. On contractual appointment in state-aided universities

While having discussion with the Service Associations our attention has been drawn to contractual appointments in a few universities, particularly those newly created. They have stated that in absence of sanctioned posts the university authorities are constrained to give appointments on casual or contractual basis. As a result, the question of absorption arises, thus creating a chance of complication in future. Moreover, there is no mechanism for selection of such casual/contractual staff. No advertisement is being made for such appointments. Such lack of transparency is bound to raise questions in the community.

The Committee is of the opinion that at the time of creation of any university it would be necessary to create a reasonable number of base posts pertaining to general and finance management. Keeping in view the promotional G.O. No.2426 (6)-Edn(U) dated 17.10.1985 a **one time direct appointment** may be made to the posts of Junior Superintendent/Senior Superintendent and Cashier which are supposed to be promotional posts. The persons thus appointed must possess at least 8/10 years experience in their respective areas. With the retirement of the incumbents concerned vacancies will occur at the base level.

If for reasons whatsoever any contractual appointment has to be made, the modus operandi for such appointments should be identical to that in respect of regular appointments.

Service conditions, such as, salary, entitlement of leave and other benefits for such appointees should be at par with the contractual appointees at the Government Sector.

It is further recommended that the contractual staff – appointed by the University following the modus operandi meant for regular appointments – be absorbed against regular vacancies. Age restriction shall not be applicable to such appointees.

If necessary, Acts and Statutes of the universities may be amended accordingly.

B. Financial Assistance in case of accidental death while on duty

It has been brought to the notice of the Committee that there are instances of cases of accidental death while on official duty. For this the dependants of the deceased does not get any special financial assistance in the from of compensation from the employer organization. The Committee is aware that there is provision of employment and additional gratuity etc. in cases of death in harness. It is fact that there should be provision for compensation for accidental death of an employee. The employees of Council of Higher Secondary Education and Board of Secondary Education are often required to visit remote areas of the State with confidential papers. We refrain from elaborating the hazards involved in such visits in some areas of the State. The Committee is given to understand that there is a provision for financial compensation in case of death on election duty. The Committee is of the opinion there should be some form of provision of such compensation.

It is, therefore, recommend that State Government consider making a provision of compensation in the case of accidental death of an employee.

CHAPTER 12

FINANCIAL IMPLICATIONS

12.1 In Chapter 10 of Volume I and in Chapter 7 of Part II of Volume II of our report we have indicated the overall financial involvement in implementation of our recommendations.

12.2 In this Part, i.e. Part II of Volume II we have dealt with the following issues :

(a) Pension Scheme for Vice-Chancellor /Pro-Vice-Chancellor and Presidents.

(b) Career Progression of employees under the purview of this Committee.

12.3 The financial aspect in respect of career progression of employees had been, more or less, taken care of in the report given as Volume I. However, some minor edition is being made here.

The financial implication per annum may be as follows:

i)	Pension for Vice-Chancellors/ Pro-Vice-Chancellors and Presidents.	…	Rs.35 lakh
ii)	Career Progression of about 15,000 employees	…	Rs.25 lakh
	Total	…	Rs.60 lakh

CHAPTER 13

SUMMARY OF RECOMMENDATION

1 Recommendation provision of pension for the Vice Chancellors / Pro-Vice-Chancellors and Presidents -

Chapter 2

2 Recommendaed allocation of scale no. - 8 for the base posts of Asst, Librarian Grade – II, Technical Assistants, Sub. Asst. Engineers and Caretaker –

Chapter - 3, Paragraph 3.3.5, 3.5.5, 3.6.7 & 3.7.6

3 Recommended allocation of scale no. 7 for the base level post of Stenographers / Personal Assistants Cadres and allocation of scale no.6 for the base level post of Pharmacist. -

Chapter – 3, Para.- 3.6.7 & 4.2

4. Recommended removal of a anomalous position in respect of pay fixation in the Council of Higher Secondary Education.

Chapter- 3, Para – 4.5

5. Recommended removal of anomaly in allocation of pay scales in respect individual cases.-

Chapter – 3, Part – B (Serials 1 to 6)

6. Recommended action for removal of anomalies in the nomenclature and scale of pay to some posts of erstwhile Bengal Engineering College. -

Chapter -3, Part B, Serials 7 & 8

7. Recommended a set-up and staff pattern of Press in a University.

Chapter – 10

8. Recommended steps by the State Government and the Universities for removal of anomalies arising out of non-compliance of Government Order by the University. -

Chapter 4

9. Recommended some modification in promotion policy and change in the Career Advancement Scheme for the employees under the purview of this Committee. -

Chapter – 5

10. Recommended a job description for the non-teaching employees of the State-aided Universities.-

Chapter – 6

11. Recommended creation of a separate Directorate of University Education. -

Chapter -7

12. Recommended formation of a University Service Commission for the non-teaching employees of the State-aided universities. -

Chapter – 8

13. Recommended a uniform transfer policy -

Chapter – 9

14. Recommended a procedure for contractual appointment in universities -

Chapter – 11 Part A

15. Recommended provision of compensation in case of accidental death while on duty -

Chapter – 11 Part B

CHAPTER 14

CONCLUSION

14.1 In this part of our report we have given our recommendation on the anomalies in pay structures in respect of some cadres and also in respect of some individual cases, on the career progression of the employees under the purview of this Committee, anomalies arising out of non-compliance of Government Orders and framing of a uniform transfer policy. We have also dealt with the question of creation of Service Commission for the non-teaching employees of the State-aided universities and creation of a separate Directorate of University Education. Some other issues have also been considered.

14.2 One of the major work we have taken up in this issue was an attempt to identify the duties and responsibilities of the non-teaching employees i.e. job description on a cadre at all its levels. We considered this to be an initiative which in the course of time may be developed by the State Government in consultation with the universities.

14.3 During the course of our deliberations to firm up our views we have interacted with and taken advice and help from academicians and administrators of different universities at different stages. We take this opportunity to express our heartfelt thanks to all of them. We convey our deep regard and thanks to Prof. Subimal Sen, Chairman, West Bengal State Council of Higher Education for the help extended by him from time to time. We are also thankful to the Vice-Chancellors of the State-aided universities who attended the meeting held under the aegis of the State Council of Higher Education.

14.3 We extend our thanks to all the members of the staff working in this office who extended their wholehearted support in preparing this part of the report.

(Amaljyoti Sengupta**)**
Chairman

(RajatkumarBandyopadhyay**)**
Member

(Jayanta Kumar Dattagupta**)**
Member Secretary

CHAIRMAN'S RECOMMENDATION ON ASSIGNMENT OF PAY SCALES TO PROMOTIONAL POSTS

The Chairman is of the view that assignment of pay scales to promotional posts belonging to cadres borne in Scale Nos.5,6,7 and 8 needs to be based

(3) on the general pattern adopted in G.O. No.711(6)-Edn(U) dated 24.07.1979 and G.O. No.2426(6)-Edn(U) dated 17.10.1985 and prevailing during the last three decades wherein the first level, second level and third level promotional posts have ordinarily been allotted second higher scale with respect to the pay scale for the base level post, and first higher scale with respect to the first level and second level promotional posts respectively; and

(4) on the rationalized scheme of revised pay structure recommended in Volume I of the Report.

Accordingly, the Chairman recommends that the first level, second level and third level promotional posts be assigned pay scales as shown in the following Table.

<table>
<tr><th rowspan="2">Cadre</th><th colspan="4">Recommended Scale of pay</th></tr>
<tr><th>Base level post</th><th>First level promotional post</th><th>Second level promotional post</th><th>Third level promotional post</th></tr>
<tr><td>Pharmacist</td><td>Scale no.6</td><td>Scale no.8</td><td>-</td><td>-</td></tr>
<tr><td>Stenographer/ Personal Assistant</td><td>Scale no.7</td><td>Scale no.9</td><td>Scale no.10</td><td>Scale no.P2</td></tr>
<tr><td>Technical Assistant</td><td rowspan="4">Scale no.8</td><td rowspan="4">Scale no.10</td><td rowspan="4">Scale no.P2</td><td rowspan="4">-</td></tr>
<tr><td>Sub-Assistant Engineer</td></tr>
<tr><td>Sub-Assistant Librarian (Library Assistant)</td></tr>
<tr><td>Museum Assistant</td></tr>
<tr><td>Caretaker</td><td>Scale no.8</td><td>Scale no.10</td><td>-</td><td>-</td></tr>
</table>

PAY COMMITTEE
2008

REPORT

VOLUME II
Part II
Annexure to Chapter 6

February 2010

APPENDIX TO CHAPTER 6

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Duties and responsibilities assignable to non-teaching employees of the universities in their respective posts

Cadre	Level	Designation [Rationalized as per G.O. No.2426 (6)-Edn(U) dated 17.10.1985]	Page
Durwan	Base Post	**Junior Durwan**	*
	First level Promotional Post	**Senior Durwan**	*
	Second level Promotional Post	**Head Durwan**	*
Field Worker	Base Post	**Field Worker Grade III**	A8
	First level Promotional Post	**Field Worker Grade II**	A9-A10
	Second level Promotional Post	**Field Worker Grade I**	A25
Helper	Base Post	**Helper Grade III**	A11
	First level Promotional Post	**Helper Grade II**	A12-A13
	Second level Promotional Post	**Helper Grade I**	A14-A15
Laboratory Attendant	Base Post	**Laboratory Attendant Grade III**	A-16-A18
	First level Promotional Post	**Laboratory Attendant Grade I**	A19-A21
	Second level Promotional Post	**Laboratory Attendant Grade I**	A22
Library Attendant	Base Post	**Junior Library Attendant**	A26-A27
	First level Promotional Post	**Senior Library Attendant**	A28-A29
	Second level Promotional Post	**Sorter**	*
Mali	Base Post	**Junior Mali**	A30-A31
	First level Promotional Post	**Senior Mali**	A32-A33
	Second level Promotional Post	**Head Mali**	A34
Museum Attendant	Base Post	**Museum Attendant Grade III**	*
	First level Promotional Post	**Museum Attendant Grade I**	*
	Second level Promotional Post	**Museum Attendant Grade I**	*
Peon	Base Post	**Junior Peon**	A35-A37
	First level Promotional Post	**Senior Peon**	A38-A41
	Second level Promotional Post	**Record Supplier**	*
		Junior Cash Sarkar	*
		Matron	*
	Third level Promotional Post	**Record Keeper**	*
		Senior Cash Sarkar	*
	First level Promotional Post	**Senior Press Attendant**	
Sweeper	Base Post	**Junior Sweeper**	A41/1
	First level Promotional Post	**Senior Sweeper**	A41/2

Cadre	Level	Designation [Rationalized as per G.O. No.2426 (6)-Edn(U) dated 17.10.1985]	Page
Workshop Attendant	**Base Post**	**Workshop Attendant Grade III**	A42-A44
	First level Promotional Post	**Workshop Attendant Grade II**	A45-A47
	Second level Promotional Post	**Workshop Attendant Grade I**	A48
Lift Operator	Base Post	**Junior Lift Operator**	*
	First level Promotional Post	**Senior Lift Operator**	*
Binder	Base Post	**Junior Binder**	*
	First level Promotional Post	**Senior Binder**	*
Carpenter	Base Post	**Junior Carpenter**	*
	First level Promotional Post	**Senior Carpenter**	*
Driver	Base Post	**Junior Driver**	*
	First level Promotional Post	**Senior Driver**	*
Electrician	Base Post	**Junior Electrician**	A49-A50
	First level Promotional Post	**Senior Electrician**	*
Plumber	Base Post	**Junior Plumber**	A51
	First level Promotional Post	**Senior Plumber**	*
Card Punch Operator	Base Post	**Junior Card Punch Operator**	*
	First level Promotional Post	**Senior Card Punch Operator**	*
Mechanic	Base Post	**Junior Mechanic**	A52-A53
	First level Promotional Post	**Senior Mechanic Grade II**	A54-A55
	Second level Promotional Post	**Senior Mechanic Grade I**	A56-A57
Pharmacist	Base Post	**Junior Pharmacist**	A57/1-A57/2
	First level Promotional Post	**Senior Pharmacist**	A57/3
Telephone Operator	Base Post	**Junior Telephone Operator**	*
	First level Promotional Post	**Senior Telephone Operator**	*
	Second level Promotional Post	**Supervisor, Telephone**	*
Assistant	Base Post	**Junior Assistant**	A58-A64
	First level Promotional Post	**Senior Assistant**	A65-A71
	Second level Promotional Post	**Junior Superintendent**	A74-A78
	Third level Promotional Post	**Senior Superintendent**	A79-A86
Assistant-cum-Typist	Base Post	**Junior Assistant-cum-Typist**	*
	First level Promotional Post	**Senior Assistant-cum-Typist**	*
	Second level Promotional Post	**Junior Superintendent**	*
	Third level Promotional Post	**Senior Superintendent**	*

Cadre	Level	Designation [Rationalized as per G.O. No.2426 (6)-Edn(U) dated 17.10.1985]	Page
Cash Assistant	Base Post	**Cash Assistant**	A87
	First level Promotional Post	**Assistant Cashier**	A88
	Second level Promotional Post	**Cashier**	A89-A90
	Third level Promotional Post	**Chief Cashier**	A91-A92
Steward	Base Post	**Steward**	*
	First level Promotional Post	**Senior Steward**	*
Storekeeper	Base Post	**Junior Storekeeper**	
	First level Promotional Post	**Senior Storekeeper**	
	Second level Promotional Post	**Junior Superintendent (Store)**	
	Third level Promotional Post	**Senior Superintendent (Store)**	
Agricultural Overseer	Base Post	**Agricultural Overseer Grade III**	A93
	First level Promotional Post	**Agricultural Overseer Grade II**	A94
		Assistant Farm Manager	
	Second level Promotional Post	**Agricultural Overseer Grade I**	A95-A96
		Junior Extension Journalist	*
Caretaker	Base Post	**Assistant Caretaker**	A103-A105
	First level Promotional Post	**Caretaker**	A106-A108
Draftsman	Base Post	**Junior Draftsman**	*
	First level Promotional Post	**Senior Draftsman**	*
Technical Assistant	Base Post	**Technical Assistant Grade II**	A124-A126
	First level Promotional Post	**Technical Assistant Grade I**	A127-A129
	Second level Promotional Post	**Superintendent (Technical)**	A130-A132
Sub-Assistant Engineer	Base Post	**Sub-Assistant Engineer Grade III**	*
	First level Promotional Post	**Sub-Assistant Engineer Grade II**	*
	Second level Promotional Post	**Sub-Assistant Engineer Grade I**	*
Museum Assistant	Base Post	**Junior Museum Assistant**	*
	First level Promotional Post	**Senior Museum Assistant**	*
	Second level Promotional Post	**Assistant Curator**	*
Sub-Assistant Librarian	Base post	**Sub-Assistant Librarian Grade II**	A133-A135
	First level promotional post	**Sub-Assistant Librarian Grade I**	A136-A139
	Second level promotional post	**Superintendent Library Service**	A140-A142

Cadre	Level	Designation [Rationalized as per G.O. No.2426 (6)-Edn(U) dated 17.10.1985]	Page
Personal Assistant	Base Post	**Personal Assistant (Junior)**	A111-1112
	First level Promotional Post	**Personal Assistant (Senior)**	A113-A117
	Second level Promotional Post	**Personal Secretary (Junior)**	A118-A120
	Third level Promotional Post	**Personal Secretary (Senior)**	A121-A123
Physical Instructor	Base Post	**Junior Physical Instructor**	*
	First level Promotional Post	**Senior Physical Instructor**	*

* Description of duties and responsibilities for these posts could not be added due to constraints of time.

On merger of cadres

In view of relatively small volume of work assignable to the incumbents, certain cadres need to be suitably merged with others as stated in the following :

1. The Cyclostyle Operator cadre may be merged with the Peon cadre. The merger will necessitate redesignation of the existing post of Junior Cyclostyle Operator as Senior Peon and of Senior Cyclostyle Operator as Record Supplier. The task of operating cyclostyle machines, if such machines are still being used in the universities, shall henceforth be assigned to a few selected Senior Peons, who may be trained up for the purpose.

2. A common cadre bearing the designation of Peon with a common set of duties may be created through merger of the Farash cadre with the Peon cadre. The posts of Junior Farash and Senior Farash shall be redesignated as Junior Peon and Senior Peon respectively.

3. A common cadre bearing the designation of Assistant with a common set of duties may be created through merger of the Storekeeper cadre and the Assistant cadre so that storekeeping is regarded as an integral component of the duty chart for the Assistant cadre. Details are provided in the section titled “On storekeeping in the universities”.

Section Cutter as a separate cadre

The post of Section Cutter has been redesignated as Technical Assistant Grade II borne in Scale no.6 in terms of G.O. No.2426(6)-Edn(U) dated 17.10.1985. One has to be a graduate or a diploma holder in Engineering in order to be able to be recruited to the post of Technical Assistant Grade II. In absence of any specific reference to the duties and responsibilities of Section Cutters it would not be immediately possible to ascertain whether those are proportionate to the recruitment qualifications for Technical Assistant Grade II.

The primary task of a Section Cutter is to obtain slices about 0.35 mm in thickness out of rocks and other geological materials and mount such slices on glass slides so as to give thin sections for microscopic study. Section cutting is a task which necessitates attainment of a certain level of skill rather than any specific academic qualification.

There is no provision for formal training in section cutting in the Industrial Training Institutes. The requisite skill has, in fact, to be acquired through practice over a certain period. One need not be a graduate or a diploma holder in Engineering in order to acquire the skill needed for section cutting. Minimum qualification for recruitment to the post of Section Cutter may, therefore, be a pass in the annual examination of Class VIII as in the case of Laboratory Attendants. The cadre of Section Cutter needs to be delinked from the cadre of Technical Assistant.

The promotional route of Section Cutters may be described as follows:

Section Cutter Grade III (Base Post)	→	Section Cutter Grade II (First promotional post)	→	Section Cutter Grade I (Second promotional post)

The minimum number of thin sections of standard size that is expected to be delivered in a month by the Section Cutter may be 300. An additional output of 100 thin sections of medium and large size per month is expected of Section Cutters of higher rank. Ability to produce thin slices having an area of more than 25 mm x 25 mm or equivalent would be regarded as the basis for elevation to the first promotional post. Ability to produce thin slices having an area of more than 50 mm x 50 mm or equivalent

may be considered as the basis for elevation to the second promotional post. Such slices have to be of uniform thickness throughout the area they occupy. A large thin section of uniform thickness is to be regarded as a high quality work. The following scales of pay may be assigned to the Section Cutters at different levels.

Designation	Status	Scale of pay
Section Cutter Grade III	Base level post	2
Section Cutter Grade II	First promotional post	3
Section Cutter Grade I	Second promotional post	4

Since the criteria for movement to promotional posts are defined in clear terms, the Section Cutter cadre need not be merged with any other cadre (Laboratory Attendant, for example) for promotional purposes, even though there is not more than one or two sanctioned posts of Section Cutter in a university. The Pay Committee recommends that the Section Cutter cadre may be granted a separate identity.

The Pay Committee also recommends that persons who have already been appointed as Technical Assistants and assigned the duties of Section Cutter may continue to perform such duties besides those that are assigned to Technical Assistants.

Base level post

Field Worker
Grade III

1) To perform all tasks relating to spading, ploughing, puddling, laddering, and preparation of beds in the nursery and the main fields;

2) To perform all tasks relating to sowing, planting, and transplanting;

3) To perform all tasks relating to weeding, manuring, spraying and rearing;

4) To perform all tasks relating to harvesting which would include cutting, washing, drying, bundling, carrying, threshing, winnowing, storing etc. and seed preservation;

5) To adopt manual methods for watering the plants and beds in traditional manual methods when and where application of mechanical devices are not possible or available;

6) To apply fertilizers, pesticides and insecticide in time and in requisite quantity as may be instructed by the controlling officer or a person deputed by him;

7) To erect and maintain live and/or barbed wire contour fencing;

8) To keep round-the-clock watch in the farm area whenever necessary;

9) To act as a cattle-keeper whenever necessary.

First promotional level post

Field Worker Grade II

1) To perform all tasks relating to cutting, budding, grafting and rooting;
2) To perform all tasks relating to gardening in farm house premises;
3) To be responsible for general upkeep of the farm house;
4) To conduct earth work relating to
   (a) land conservation and leveling;
   (b) construction and maintenance of bund (‘Aal’) and avenue-passage;
   (c) excavation of new tanks; re-excavation of old tanks and excavation of channels;

5) To provide service as may be required as a member of a team led by a Field Worker Grade I when work is being done in the experimental field; to be responsible for a high level of maintenance of the experiment;

6) To provide service as may be required as a member of a team led by a Field Worker Grade I when data obtained through biometric observations are being recorded during field experimentation;

7) To be responsible for general upkeep of farm implements;

8) To perform all tasks undertaken in experimental fields including planting, harvesting, threshing, cleaning, measuring, weighing etc.;

9) To provide service as may be required as a member of a team led by a Field Worker Grade I when work has been undertaken under seed production programmes;

10) To provide service as may be required as a member of a team led by a Field Worker Grade I when work is being conducted in trial plots;

11) To provide service as may be required as a member of a team led by a Field Worker Grade I in connection with proper maintenance of orchards and setting up of farm area.

Base post

Helper
Grade III

1) To provide service as may be required when repair work or regular maintenance work is being conducted in the power supply line or water supply line by way of

(a) putting up of scaffolding;
(b) transporting ladders, bamboo poles, ropes etc. from the store to the worksite and back;
(c) passing over appropriate tools and repair materials to the exact spot where repair work is being conducted;

2) To carry load from one place to another, either individually or in a group, using tackles, pulleys etc. whenever necessary; to receive training for the purpose;

3) To ensure maintenance of a high level of efficiency of the machines, installed in the workshops and laboratories by way of undertaking thorough cleaning of such machines and proper lubrication of the relevant parts at the end of the day's work;

4) To undertake thorough cleaning of vehicles of all sorts as a part of the programme of day to day maintenance;

5) To provide service as may be required when a deflated tyre of a car is being replaced or steps are being taken during the journey to remove minor faults;

First level promotional post

Helper Grade II

1) To provide service as may be required when various machines are being operated in the workshops and laboratories to perform specific jobs;

2) To receive training as may be required in order to be able to act as a facilitator when machines are being operated in the workshops and laboratories to perform specific jobs;

3) To provide service as may be required as members of various teams engaged in

(1) operating machines in the workshops and laboratories for performance of various jobs;
(2) repair work of various kinds, including repair in the power supply line, the water supply line, the buildings and of the furniture;

4) To prepare mixtures as are required to be used at the worksite out of components made available from the stored and in proportions as are consonant with the nature of the work;

5) To familiarize oneself with the tools that are being put into operation in connection with maintenance work done on power supply lines and water supply lines; to learn the use of such tools if the nature of the job so demands; to ensure that there is no

confusion in producing the right tools when asked for; to be conversant with the sequencing of stages in each job so as to keep the next tool ready well before it is asked for; to ensure that no tool is left behind at the worksite at the conclusion of the repairing job;

6) To familiarize oneself with the spares and accessories as well as chemical preparations that are to be kept ready before proceeding to undertake repairing jobs of diverse types; to ensure that there is no confusion in producing the right material when asked for;

Second level promotional post

Helper
Grade I

1) To receive training as may be required for operating pumps of various kinds, including those used for drawing water from deep tubewells or for lifting water to rooftop tanks;

2) To operate pumps used for drawing water from deep tubewells according to a schedule prepared by the Caretaker or a person authorized by the Registrar;

3) To operate pumps used for lifting water from underground reservoirs to roof top tanks according to a schedule prepare by the Caretaker or a person authorized by the Registrar;

4) To provide service as may be required when various machines are being operated in the workshops and laboratories to perform specific jobs;

5) To receive training as may be required in order to be able to act as a facilitator when machines are being operated in the workshops and laboratories to perform specific jobs;

6) To provide service as may be required as members of various teams engaged in

(1) operating machines in the workshops and laboratories for performance of various jobs;
(2) repair work of various kinds, including repair in the power supply line, the water supply line, the buildings and of the furniture;

7) To familiarize oneself with the tools that are being put into operation in connection with maintenance work done on power supply lines and water supply lines; to learn the use of such tools if the nature of the job so demands; to ensure that there is no confusion in producing the right tools when asked for; to be conversant with the sequencing of stages in each job so as to keep the next tool ready well before it is asked for; to ensure that no tool is left behind at the worksite at the conclusion of the repairing job;

8) To familiarize oneself with the spares and accessories as well as chemical preparations that are to be kept ready before proceeding to undertake repairing jobs of diverse types; to ensure that there is no confusion in producing the right material when asked for;

Base Post

Laboratory Attendant
(Grade III)

1) To keep the work tables in teaching and research laboratories free from dirt and dust; to ensure that the floors of the teaching and research laboratories are free from dirt and litters and have been wiped clean; to ensure that the walls and roofs of the teaching and research laboratories are swept clear of cobwebs;

2) To ensure that all the litter bins/refuse bins in the laboratories have been emptied and put in their proper places before the beginning of the day's work;

3) To check the switchboards in the laboratories for proper functioning of switches and play points; to take immediate action in case any defect is noticed in the switchboards; to ensure that the blades of ceiling fans and exhaust fans in the laboratories are wiped clean at regular intervals; to ensure that all the lights and fans in the laboratories are in order and the burnt out lamps have been removed before the beginning of the day's work;

4) To remove the litter and wipe off the spillover from the work table and the laboratory floor which are generated when work is in progress in the laboratory;

5) To check the water taps in the laboratories and to ensure that they are in order before the beginning of the day's work; to take immediate action if any defect is noticed in the water taps or in the water supply line;

6) To clean the exterior of cupboards/cabinets/almirahs meant for storage of instruments/chemicals/glassware;

7) To provide service as may be required when the Technical Assistants are taking out instruments from storage cabinets and putting them in their proper place on the work table and also in returning them to their storage space at the end of the day's work;

8) To keep the dust covers of instruments/equipment that are fixed to the work table clean on a regular basis; to replace the dust cover after using the instrument;

9) To provide service as may be required when the Technical Assistants are engaged in

(1) cleaning the exterior of the equipment/instruments;
(2) cleaning the interior of the equipment/instruments;
(3) general upkeep of the instruments;
(4) relocating laboratory furniture and instruments;
(5) cleaning laboratory glassware;
(6) ascertaining whether laboratory instruments used for generating scientific data and for preparation of samples for analysis are in working order;
(7) locating defects that have developed in scientific instruments and making attempts to put the instruments back into operation;
(8) maintaining an inventory of spares and accessories;
(9) maintaining an inventory of laboratory glassware and chemicals;
(10) installation of new equipment/instruments in the laboratories.

10. To provide service as may be required when

(1) Technical Assistants operate an experimental setup involving relatively simple instruments;
(2) efforts are being made to ensure that appropriate safety measures are being adopted by everyone during classwork;
(3) instruction sheets pertaining the different experiments are distributed among the students participating in classwork;
(4) intervention of Technical Assistants become imperative during classwork in order to ensure that the instruments are being handled in proper manner;
(5) efforts are being made to ensure that appropriate safety measures are being adopted by everyone during classwork;
(6) Technical Assistants are trying to locate flaws in the instruments that are being used in the teaching laboratories, and taking appropriate corrective measures;

(7) Technical Assistants are demonstrating the method of operating instruments before the students in the teaching laboratories;

(8) Technical Assistants take action for regular upkeep of the instruments being used in the teaching laboratories;

(9) advance preparations are being made for installation of new instruments in teaching laboratories;

First level promotional post

Laboratory Attendant (Grade II)

1) To be responsible for opening and closing of doors and windows of laboratories; to ensure that the doors and windows of the laboratories are securely locked while leaving the laboratories at the end of the day's work; to bring to the notice of the authorities any attempt to tamper the locks of the laboratories; to ensure that the doors and windows of the laboratories do not slam shut when strong winds blow; to ensure that all the defective locks and bolts as well as broken glass panes are replaced as soon as the defects are detected; to arrange for oiling of the hinges of doors and windows in case there is jamming at the hinges;

2) To ensure that all the chemicals needed for use are in their proper place in the shelves and in adequate quantity before the beginning of the day's work; to replenish the chemicals in the phials kept in the open shelves at the end of the day's work, or as and

when needed; to ensure that all the phials and boxes containing chemicals are properly labelled and arranged in proper order; to keep the laboratory shelves perpetually free from junk;

3) To be conversant with the location of the first aid box and check the contents before the beginning of day's work; to ensure refilling in case of shortage of any item; to be conversant with the use of the first aid box;

4) To be conversant with the safety measures that need to be adopted when an experiment is running in the laboratory; to be present in the laboratory when work is going in full swing to check whether safety measures are being adopted throughout the laboratory and also to meet emergent needs;

5) To ensure that the cupboards/almirahs/cabinets meants for storage of instruments; chemicals/glassware are properly locked before leaving the laboratory;

6) To take appropriate preventive action against attack from rats, cockroaches and similar other pests; to check for termite attack within the laboratory and initiate action towards anti-termite treatment on a regular basis;

7) To switch on the machines/equipment on entering the laboratory and switch them off before leaving the laboratory as may be instructed by the concerned faculty members;

8) To ensure that there is no breakage in the cord connecting an instrument with electrical mains; to ensure prompt replacement of defective cords.

9. To provide service as may be required when

(1) the method of operating relatively advanced level instruments are being demonstrated before research scholars and senior-level students;

(2) research scholars and senior-level students have been given access to relatively advanced level instruments and faculty members and Technical Assistants are present to ensure correct handling and hassle-free operation;

(3) machines and instruments are being operated for processing or preparation of samples;

(4) machines and instruments are being operated for generation of scientific data;

(5) an advanced level instrument is being made ready for use by faculty members and research scholars;

(6) experiments using advanced level instruments are being set up in the laboratory;

(7) Technical Assistants are keeping record of the experimental data being generated by advanced level instruments;

(8) sustained effort is being made by Technical Assistants to develop skill and efficiency of high level so that the samples prepared and data generated are of high standard;

(9) the instruments are being used to provide the laboratories with samples and standards of required specification;

(10) Technical Assistants are making arrangements for building up a stock of spares for advanced level instruments and for safe custody of the same;

(11) the Technical Assistants are helping the faculty members to make advance preparations for installation of new advanced level instruments;

(12) action has been initiated by Technical Assistants to maintain the ambience of the instrument rooms at a level as prescribed by the manufacturer in order to present damage to the instruments arising out of lacuna in this regard;

(13) action is being taken to make the instrument room secure against bursting of water pipes, fire hazard, toxic chemical generation and radiation hazard;

(14) Technical Assistants are participating in the programmes of being conversant with the plan of the university to acquire new advanced level instruments;

(15) Technical Assistants have undertaken the task of cleaning the internal components of advanced level instruments;

(16) Technical Assistants are participating in the programmes of fabrication of equipment.

Second level promotional post

Laboratory Attendant (Grade I)

To provide service as may by required when

(1) instruments of high level of sophistication are being put into operation;

(2) Technical Superintendent sets up experiments using sophisticated instruments;

(3) Arrangements are being made for building a stock of spares for sophisticated instruments and for safe custody of the same;

(4) arrangements are being made for preparing an inventory of all laboratory instruments in the advanced level research laboratories;

(5) arrangements are being made for raising the level of output from available instruments;

(6) a programme is being developed to gain access to sophisticated instruments in other universities and research organizations;

(7) arrangements are made for making the Technical Superintendents conversant with the technique of cleaning of internal components of sophisticated instruments which is a pre-requisite for generation of data of high quality.

ON THE PROMOTIONAL AVENUE FOR LIBRARY ATTENDANTS AND SORTERS

The promotional avenue for Library Attendants has been prescribed in G.O. No.2426(6)-Edn(U) dated 17.10.86 in the following manner :

Junior Library Attendant	→	Senior Library Attendant	→	Sorter
Scale no.1		Scale no.2		Scale no.3
(Base Post)		1st promotional post		2nd promotional post

G.O. No.1423-Edn(U) dated 07.09.1987 stipulates the following modifications for Calcutta University:

(a) Junior Library Attendant Scale no.1 (Base post)	→	Senior Library Attendant Scale no.2 (Promotional post)
(b) Junior Sorter Scale no.3 (Base post)	→	Senior Sorter Scale no.4 (Promotional post)

The following qualifications were prescribed for recruitment to the post of Junior Sorter in Calcutta University:

"Class VIII standard and 16 years experience as Library Attendant"

This latter G.O. introduced a differential system for recruitment to the post of Sorter : in Calcutta University, appointment has to be made through direct recruitment, whereas in other universities, appointment has to be made through promotion. There is nothing special in the recruitment qualifications for direct appointment to the post of

Sorter (=Junior Sorter) in Calcutta University : 16 years' experience as Library Attendant is a prerequisite for appointment to the post of Sorter by promotion in universities other than the University of Calcutta.

Another point of difference is the introduction of a promotional avenue for the Sorters of Calcutta University. A Junior Sorter in Scale no.3 in Calcutta University may move to the post of Senior Sorter borne in Scale no.4 by promotion. This facility is, however, not available to Sorters of other universities.

There is no logical basis for the discriminatory treatment. We propose that the following arrangement be uniformly applicable for all universities, including the university of Calcutta:

Junior Library Attendant (Scale no.1) Base post	→	Senior Library Attendant (Scale no.2) 1st promotional post	→	Junior Sorter (Scale no.3) 2nd promotional post	→	Senior Sorter (Scale no.4) 3rd promotional post

Whether the three-stage or the four-stage promotional avenue for the Library Attendants would be appropriate from the viewpoint of their duties and responsibilities remains to be worked out.

An alternative arrangement could have been the adoption of the scheme recommended for Calcutta University for all the universities.

Considering the recruitment qualifications for the post of Sorter in Calcutta University as stated in G.O. No.1423-Edn(U) dated 07.09.87, one cannot adduce any technical ground for separating the cadre of Library Attendant from the cadre of Sorter: both of them, in fact, define one single cadre based on a homogeneous set of duties and responsibilities.

It may be argued that splitting of one single cadre characterized by a homogeneous set of duties and responsibilities may be desirable on grounds of quality improvement. The argument could have a force if all categories of posts are brought under the purview of a single scheme designed for quality improvement instead of restricting its application to an isolated case.

Second promotional level post

Field Worker
Grade I

1) To be responsible for leading a team of workers for providing service as may be required when work is being done in the experimental field and to follow instructions for maintaining high standards of experiments that are being conducted there;

2) To make an inventory of the farm house implements; to provide service when arrangements are being made for acquisition of new farm house implements;

3) To be responsible for leading a team of workers for providing service as may be required when biometric observations are being made during field experimentation; to be responsible for carrying out the instructions from the superiors in this regard;

4) To be responsible for leading a team of workers for providing service as may be required when work is being done under seed production programmes; to be responsible for carrying out the instructions from the superiors in this regard;

5) To be responsible for leading a team of workers for providing service as may be required when work is being conducted in trial plots; to be responsible for carrying out the instructions from the superiors in this regard;

6) To be responsible for carrying out instructions from the superiors regarding maintenance of the ponds and water bodies within the farm area;

7) To be responsible leading a team of workers for providing service as may be required for proper maintenance of existing orchards and for setting up of new orchards.

Base Post

Duties and Responsibilities of
Junior Library Attendant

1) To wipe off dust and grime form books and journals; to keep the library stacks and the computers perpetually free from dust; to use machines for the purpose as and when needed;

2) To open the doors of the library rooms in time and to switch on the lights, fans and air-conditioners as per instruction of the controlling officer; to switch off the same and close the doors of the rooms at the end of the day's work; to check the switchboards and electrical fittings for proper functioning; to ensure prompt removal of any defect that may appear in the system;

3) To arrange for safekeeping of such articles belonging to members visiting the library as are required to be deposited at the gate as per rules before entering the library;

4) To be conversant with such files and registers as are related to library service, their nomenclature and their usual location in the cabinets/stack/tables;

5) To provide service as may be required when Sub-Assistant Librarians are receiving books and journals from the vendor and examining the file containing price proof of purchased books and conversion rates; also when they are processing papers in the file for preparing bills for payment against orders executed by the vendors;

6) To provide service as may be required when

(a) entries are being made in the accession register;

(b) barcode is being generated and the same is being affixed on the books;

(c) torn or damaged cards in the catalogue cabinets or the shelf list cards are being replaced;

(d) book cards, catalogue cards and shelf list cards are being prepared and such cards are being filed in the appropriate cabinets;

(e) journals and book jackets are being displayed in the display board;

(f) spine labels, date slips and book pockets (along with book cards) are being affixed on the books and the books are being placed in the shelf as per call number;

(g) publications received in the stack are arranged according to the standard bibliographic method;

(h) books are being transferred from the shelf to the issue counter and vice versa at the time of issue and returns of books;

(i) books are being issued at the issue counter or are being received at the receiving counter;

(j) Ph. D./D. Sc./D. Litt. theses are being collected following the award of the degree; inventory of such theses is being prepared; such theses are being arranged in the shelf;

(k) steps are being taken to manage the affairs of the unit where a collection is being maintained for the prospective candidates for various competitive examinations;

(l) entries are being made in the membership cards and membership register and arrangements are being made for distribution of the cards.

Promotional Post

Duties and Responsibilities of Senior Library Attendant

1) To regard all photocopying work as a part of the task of providing library service to the members; to ensure safe transit of books from the library counter to the photocopy service provider and back when such service is outsourced by the university;

2) To provide service as may be required when

(a) orders are being placed for acquisition of books, journals and other reading materials;

(b) entries in the accession register and catalogue cards are being checked for any omission or modification;

(c) arrangements are being made for issuing duplicate membership cards in the event of loss of the original cards;

(d) arrangements are being made to issue clearance certificate for outgoing members;

(e) arrangements are being made to place orders for journals against advance payment;

(f) arrangements are being made to ensure retention of books in the research cubicles for prolonged use;

(g) steps are being taken to develop and manage inter-library loan service;

(h) organization of books in the shelves is being checked as a part of a regular programme, particularly when the shelves are being made accessible to certain sections of users;

(i) the database is being searched for availability of particular titles and for locating such titles;

3) To keep track of papers and files pertaining to different aspects of library service and to provide service as may be required for keeping them in order so that these may be spotted readily whenever it becomes necessary to consult the documents to initiate specific action, particularly in respect of

(a) compilation of directory of web resources on different subjects;

(b) preparation of current contents by scanning of contents pages of journals available in LAN;

(c) placing orders for journals;

(d) providing service pertaining to citation of articles in international journals;

(e) record of facilities available from other libraries;

(f) record of any other service that may be extended to the users.

Base level post

Junior Mali

1. To clear bushes around the buildings, on either side of roads and pathways and in vacant plots;

2. To be responsible for keeping the campus free from bushes, undergrowth and weeds round the year;

3. To dress the ground in plots selected for turning then into lawns and parks;

4. To dress the ground in plots meant for use as playgrounds;

5. To prepare the ground along selected strips for planting of decorative shrubs;

6. To prepare the ground for raising medicinal plants, rare plants and ornamental plants;

7. To prepare the ground for setting up of floriculture gardens;

8. To be responsible for watering of gardens, lawns, parks and playgrounds;

9. To work in a team led by a Senior Mali and consisting of Junior and Senior Malis that may be assigned the task of conducting chemical treatment for eradication of weeds and of planting grass of appropriate variety (as may be instructed by a horticulturist) in selected plots, in order to turn the plots into lawns and parks.

10. To work in a team led by a Head Mali and consisting of Head Mali and Junior and Senior Malis that may be assigned the task of conducting chemical treatments for eradication of weeds and plant grass of appropriate variety in selected plots in order to turn the plots into playgrounds.

First promotional level post

Senior Mali

1. To lead a team consisting of Senior and Junior Malis to undertake the task of conducting chemical treatment for eradication of weeds, and for planting grass of appropriate variety (as may be instructed by a horticulturist) in selected plots in order to turn the plots into gardens, lawns and parks;

2. To work in a team led by a Head Mali and consisting of the Head Mali and Junior and Senior Malis to undertake the task of conducing chemical treatments for eradication of weeds and for planting grass of appropriate variety in selected plots in order to turn the plots into playgrounds;

3. To plant and grow decorative shrubs along the strips selected and prepared for the purpose; to grow hedges and roadside plants on either side of pathways; to keep the shrubs trimmed and pruned as per design round the year;

4. To plant creepers at selected spots; to trim the creepers at regular intervals;

5. To work in a team with a Head Mali as the leader for developing a time schedule for watering, application of fertilizers and pesticides, and for pruning and trimming of plants and grass and for acting according to such schedule;

6. To work in a team with a Head Mali as the leader for raising medicinal plants, rare plants, and bonshai plants ornamental plants and orchids in plots selected and prepared for the purpose;

7. To work in a team with a Head Mali as the leader for maintaining greenhouse chambers and floriculture gardens;

8. To work in a team with a Head Mali as the leader for undertaking plant propagation work for varietal development.

Second promotional level post

Head Mali

1. To be responsible for overall maintenance of gardens, lawns, parks and playgrounds; to take particular care about watering, application of fertilizers and pesticides, pruning and trimming;

2. To lead a team with Senior Malis as members for developing a time schedule for watering, application of fertilizers and pesticides, and for pruning and trimming of plants and grass and for acting according to such schedule;

3. To lead a team consisting of a Head Mali and Junior and Senior Malis to undertake the task of making chemical treatments for eradication of weeds and for planting grass of appropriate variety in selected plots in order to turn the plots into playgrounds; to be responsible for maintaining the quality of the playground;

4. To develop improved variety of plants through grafting;

5. To lead a team with Senior Malis as members for raising medicinal plants, rare plants and bonshai plants, ornamental plants and orchids in plots selected and prepared for the purpose;

6. To lead a team with Senior Malis as members for maintaining greenhouse chambers and floriculture gardens;

7. To lead a team with Senior Malis as members for undertaking plant propagation work for varietal development.

Base level post

Junior Peon

Duties assignable in the academic departments/administrative offices

1) To open the class rooms at least a quarter of an hour before commencement of classes and to clear the dirt and dust from the form the chairs an tables and wipe them clean; to get the floors of the classrooms free from dirt and dust and wiped clean before the classes start; to close the classrooms immediately after the classes are over or as may be instructed by the Head of the Department, after checking that all the lights and fans have been switched off and all the doors and windows have been securely closed;

2) To clean the blackboards in the classrooms as soon as a period is over and the teacher leaves the classroom; to get a supply of chalk and duster for the teacher who comes next;

3) To keep track of arrangements being made for replacement of defective switches, plug points and burnt out lamps and also for removal of defects in ceiling fans;

4) To get the projection system of the class-rooms checked for proper functioning at regular intervals; to keep the component elements of system free from dust on a regular basis;

5) To open the doors and windows of office rooms (and any other rooms as may be instructed by the head of the Department/office); to get the floors of such rooms wiped clean before work starts in the office; also to get the walls and roof free from cobwebs;

6) To wipe the tables, chairs and other office furniture, and computers and other equipment of the office rooms (and any other rooms as may be instructed by the Head of the Department/office) clean before work starts in the office;

7) To keep watch on the general upkeep of the departments; to get the corridors and staircases free from dirt and dust and wiped clean at the early hours of the day;

8) To provide service to the members of the staff engaged in running the office of the Head of the Department/Controlling officer by way of taking care

(1) to dust the files and registers and other documents lying on the table or in the cabinets and to arrange the documents in proper order;

(2) to procure office stationery and make petty purchases for the office from local shops;

(3) to get Xerox copies of official documents and office equipment;

(4) to relocate the office furniture;

(5) to sort the incoming mail and put them in the mailbox of the respective faculty members or hand over directly to the members of the staff.

Examination related duties

1) To keep watch on and to effect movement of files containing resolutions pertaining to examinations adopted in the meetings of relevant statutory bodies and office orders issued in conformity with such resolutions between relevant departments/offices/sections;

2) To delivery meeting notices and letters intimating assignment of work pertaining to examinations after recording such delivery in the transit register;

3) To provide service when called upon by relevant departments/sections to put examination-related files and papers in order;

4) To retrieve particular papers and files when called upon to do so;

5) To provide service towards putting the examination hall in order; to make seating arrangement for candidates as per instructions; to carry blank answerscripts and other examination materials to the examination hall; to check the lamps and the fans for roper functioning; to ensure supply of drinking water in the examination hall; to be present in the examination hall to meet any exigency; to arrange the answerscripts in proper order and put them in packets along with the papers and stationery needed by the examiners as per instructions; to seal the packets containing the answerscripts; to deliver the sealed packets as per instruction and record such delivery in the transit register.

First level promotional post

Senior Peon

Duties relating to meetings of statutory bodies

1) To deliver notices of meetings of statutory bodies along with agenda papers to the respective members after recording such delivery in the transit register; to use the postal service whenever so directed;

2) To provide service to the Chairman/Secretary of the respective statutory bodies by way of tracing out, if necessary, and arranging all papers and documents relevant to, the day's meeting in proper order; to carry all such papers to the venue of the meeting;

3) To set the venue of the meetings of the statutory bodies in order; to check the arrangement of tables and chairs and take corrective measures as may be necessary; to

wipe the tables and chairs clean before the meetings; to check the lamps, ceiling fans, AC machines for proper functioning before the meetings start; to take corrective measures as may be necessary; to check the toilets for cleanliness and to ensure that the systems installed therein are functioning properly; to take corrective measures as may be necessary to get tea and other items that are to be offered to the members during the meetings and to do the service as per instructions; to set the venue in order after the meeting is over;

4) To circulate papers among the members during the meeting when an item is being placed on table for consideration;

5) To collect all papers lying on the table at the close of the meeting and arrange them as per instructions; to carry all the files and documents back to the chamber of the Chairman/Secretary.

Duties relating to facilitation of research

1) To help the faculty members acting as project investigators in setting their office rooms/chambers in order by way of taking care

(1) to dust the tables, chairs, book cabinets and other furniture, books and papers;
(2) to get the papers, documents and office stationery properly arranged on the desk;
(3) to arrange files and various documents in the cabinets in proper order;
(4) to retrieve papers, files, or documents from the stach or the cabinet when asked to do so;
(5) to get the floors and walls cleaned on daily basis;
(6) to make arrangements for prompt removal of defects in the water supply line and the power supply line;
(7) to procure stationery and other materials needed for project related work from local shops;

(8) to get Xerox copies of project-related documents and articles;

(9) to collect reading materials from libraries both within and outside the university;

(10) to make arrangements for mailing of important documents in a manner as may be indicated by the project investigator;

(11) to get the project-related cheques credited to the respective bank accounts of the projects; to get the passbooks of the projects updated at regular intervals.

Duties relating to organization of seminars/symposia/workshops

1) To provide service to the Head of the Department and the faculty members entrusted with the task of organizing seminars/symposia/workshops by way of taking care

(1) to keep track of the movement of papers relating to sanction of fund needed for organizing the event;

(2) to mail the letters pertaining to the event in a manner as may be indicated by the organizers of the event;

(3) to ascertain whether all the incoming letters have been properly placed in the file and replies have been sent;

(4) to deliver letters to the agencies that would be entrusted with the task of arranging accommodation and transport of the invitees and keep track of subsequent developments as may be indicated by the organizers of the event;

(5) to keep track of the arrangements being made by the decorators, sound system suppliers and catering agencies in connection with the event and to report accordingly to the appropriate authority;

(6) to get the projection system checked for proper functioning well in advance of the appointed date; to keep track of the arrangements being made for removal of any defect that may have been detected;

(7) to be present in the venue of the seminar/symposium/workshop to meet any exigencies that may arise;

(8) to rearrange the furniture in the hall for the purpose of holding the seminar, if necessary; to restore the furniture to their original position at the end of the event;

(9) to wipe the tables and chairs in the hall clean in the early hours of the day when the seminar is going to be held;

(10) to get the floor of the hall freed from dirt and dust and wiped clean in the early hours of the day of the seminar;

(11) to check the lamps and fans (and AC machines, if any) as well as the projection system for proper functioning and report to the authority;

(12) to keep track of all the cash memos/money receipts etc. as expenditure is being incurred out of the fund provided for organization of the event and to ensure that all such documents are placed in the custody of a person authorized for the purpose.

Base level post

Workshop Attendant
Grade III

1) To keep the work benches in the workshops free from dirt and dust; to ensure that the floors of workshops are free from dirt and litters; to ensure that the walls and roofs of the workshops are swept clear of cobwebs;

2) To ensure that all the litter bins/refuse bins in the workshops have been emptied and put in their proper places before beginning of the day's work;

3) To check the switchboards in the workshops for proper functioning of switches and plug points; to take immediate action in case any defect is noticed in the switchboards; to ensure that the blades of ceiling fans and exhaust fans in the workshops are wiped clean at regular intervals; to ensure that all the lights and fans in the workshops are in order and burnt out lamps have been removed before the beginning of the day's work;

4) To check the electrical connections of the machines, and to report to Superintendent (Technical) in case of any fault;

5) To remove the litter and wipe off the spillover from the workbenches and the workshop floor which are generated when work is in progress in the workshop;

6) To check the water taps in the workshop and to ensure that they are in order before the beginning of the day's work; to take immediate remedial action if any defect is noticed in the water taps or in the water supply line;

7) To clean the exterior of the cupboards, cabinets, almirahs and other furniture meant for storage of machine parts, tools, stationery etc.;

8) To provide service as may be needed when tools etc. are being taken out of their storage spaces and are put in their proper place in the work bench and are also returned to their storage space at the end of the day's work;

9) To provide service as may be required when Technical Assistants/Mechanics are engaged in

(a) cleaning the exterior of the machines;
(b) cleaning the interior of the machines;
(c) general upkeep of the machines;
(d) oiling and putting grease in the machines;
(e) ascertaining whether the machines used for setting up of experiments or for particular jobs are in working order;
(f) locating defects that have developed in machines and making attempts to put the machines back into operation;
(g) maintaining an inventory of spares and accessories;
(h) installation of new machines in the workshops.

10) To provide service as may be required when

(a) Technical Assistants/Mechanics operate an experimental set-up using simple machines;
(b) efforts are being made to ensure that appropriate satefy measures are being adopted by everyone during classwork;
(c) intervention of Technical Assistants/Mechanics become imperative during classwork in order to ensure that the machines and tools are being handled in proper manner;

(d) efforts are being made to ensure that appropriate safety measures are being adopted by everyone during classwork;

(e) Technical Assistants/Mechanics are trying to locate flaws in the machines that are being used during classwork and taking appropriate corrective measures;

(f) Technical Assistants/Mechanics are demonstrating the method of operating machines and using tools before the students during classwork;

(g) Technical Assistants/Mechanics are taking action for regular upkeep of the machines;

(h) advance preparations are being made for installation of new machines in the workshops.

First promotional level post

Workshop Attendant
Grade II

1) To be responsible for opening and closing of doors and windows of the workshops; to ensure that the doors and windows of the laboratories are securely locked while leaving the workshop at the end of the day's work; to bring to the notice of the authorities any attempt to tamper the locks of the workshop;

2) To check the motors and power transmission elements such as pulleys, belts, line shafts and other accessories for proper functioning before the beginning of day's work;

3) To ensure that all kinds of oil, grease and chemicals needed for use are in their proper place and in adequate quantity before the beginning of the day's work;

4) To be conversant with the location of the first aid box and check the contents before the beginning of the day's work; to ensure refilling in case of shortage of any item; to be conversant with the use of the first aid box;

5) To be conversant with the safety measures that are required to be adopted when an experiment is being conducted or a job is being done in the workshop; to be present in the workshop when work is going in full swing to check whether safety measures are being adopted throughout the workshop and also to meet emergency needs;

6) To take appropriate action against pests;

7) To switch on the machines/equipment on entering the workshop and switch then off before leaving the workshop as may be instructed by the concerned faculty members;

8) To provide service as may be required when

(a) the methods of operating relatively advanced level machines are being demonstrated before research scholars and senior-level students;
(b) research scholars and senior-level students have been given access to relatively advanced level machines, and faculty members and Technical Assistants/Mechanics are present to ensure correct handling and hassle-free operation;
(c) machines are being operated for processing or preparation of samples;
(d) machines are being operated for generation of scientific data;
(e) an advanced level machine is being made ready for use by faculty members and research scholars;
(f) arrangements are being made for keeping record of the experimental data that are being generated by advanced level machines;
(g) sustained efforts are being made to develop skill and efficiency of high level so that samples prepared, jobs done, and data generated are of high standard;
(h) the machines are being used to provide the laboratories with samples and standards of required specification;
(i) arrangements are being made for building up a stock of spares for advanced level machines and for safe custody of the same;
(j) assistance is being provided to faculty members to make advance preparations for installation of new advanced level instruments;
(k) Technical Assistants/Machines are participating in the programme of being conversant with the plan of the university to acquire new advanced level instruments;
(l) Technical Assistants/Mechanics have undertaken the task of cleaning and oiling of internal components of machines;
(m) Technical Assistants/Mechanics are participating in the programmes pertaining to fabrication work.

Second promotional level post

Workshop Attendant
Grade I

1) To demonstrate the procedure for making jobs before a class;

2) To be conversant with safety features to machines in the shop and to provide guidance to junior colleagues (Workshop Attendant Grade II);

3) To provide service as may be required when

(a) machines of high level of sophistication or heavy duty machines are being put into operation;

(b) experiments using sophisticated/heavy duty machines are set up;

(c) arrangements are being made for building a stock of spares for sophisticated/heavy duty machines and for safe custody of the same;

(d) arrangements are being made for raising the level and quality of output from machines;

(e) a programme is being developed to gain access to sophisticated/heavy duty machines in other universities/research organizations;

(f) arrangements are being made for making the Technical Superintendents/Senior Mechanics conversant with the technique of cleaning the internal components of sophisticated machines which is a pre-requisite for generation of data of high quality.

Base post

Junior Electrician

- To provide service as may be required for proper maintenance of the power supply network that has been in place since its installation or subsequent overhauling;

- To identify the causes of failure when power supply is interrupted over stretches of various sizes ranging from single rooms to a complex of rooms, encompassing the entire building or a building complex;

- To ascertain whether the interruption in power supply has been due to failure at more than one point; also to ascertain whether the failure may be linked to use of materials that are not of appropriate quality and specification; to check all the points in the proper sequence and set the programme for corrective action; to requisition additional tools and materials that would be needed for such action;

- To replace all the defective parts (cables, fittings etc.) that have proved to may contributed to failure and interruption in power supply, taking care to ensure that materials of appropriate quality and specifications are being used; to ensure that there is no scope for any gap creeping in at the junctions, instead of resorting to makeshift arrangements;

- To inspect all the switchboards of classrooms and laboratories as a matter of routine and check all the fittings therein for proper functioning;

- To check all the starter switches; particularly those in research laboratories, for proper functioning as a matter of routine at regular intervals;

- To provide service as may be required when power supply lines are being extended to the newly constructed laboratories; when additions and alterations are made in the electric installations of the research laboratories; when the power supply system in the research laboratories is being thoroughly overhauled;

- To locate faults in the simple electrical appliances and gadgets used in the laboratories and take appropriate action towards removal of such defects;

Base post

Junior Plumber

- To provide service as may be required for proper maintenance of the water supply network in the campus that has been in place since installation or subsequent overhauling;

- To provide service as may be required for proper maintenance of the pipelines which form part of the rainwater disposal system and waste water disposal system of the buildings;

- To substitute new fittings for sections of the water supply network which have worn out due to ageing, rusting, or otherwise, or have become clogged due to incrustation on the inner wall or when a design change has been involved;

- To repair or replace all fittings (including water and waste pipes) as may be necessary, taking care to make all junctions leakage-free.

Base Post

Junior Mechanic

1) To be conversant with the mode of operation of relatively simple machines and light-duty machines and of the strategy of maintenance of such machines; to receive training in advance towards these ends;

2) To undertake relatively simple jobs and operate simple machines to start with and gradually develop the ability to handle machines of increasing complexity and to perform relatively complex jobs;

3) To strive continuously to achieve high level of perfection in the execution of assigned jobs;

4) To carry out high level precision jobs which are required to be executed through application of relatively simple machines;

5) To take every step to ensure smooth functioning of simple machines and light-duty machines, including regular cleaning and lubrication of component parts;

6) To participate in fabrication jobs which involve operation of relatively simple machines;

7) To undertake servicing of simple machines and light duty machines by way of dismantling and reassembling their component parts;

8) To locate the defective components of simple machines and light-duty machines and to ensure removal of such defects;

9) To seek the help of senior colleagues of the same cadre in the matter of familiarizing oneself with the functioning of simple instruments and to develop skill of the highest order;

10) To seek the help of senior colleagues of the same cadre in the matter of receiving training and preparing themselves for handling relatively advanced level and medium-duty machines;

11) To participate in discussion with senior colleagues about the strategy to be adopted to ensure that the machines placed under the charge of different categories of Mechanics are run satisfactorily; to identify the difficulties and take proper action for keeping the machines operative;

12) To participate in the programmes designed for raising the efficiency level of Junior Mechanics;

13) To participate in programmes designed for achievement of self-sufficiency in the matter of repairing of simple machines and light-duty machines.

First level promotional post

Senior Mechanic (Grade II)

1) To be conversant with the mode of operation of relatively advanced level machines and medium-duty machines and of the strategy of maintenance of such machines; to receive training well in advance towards these ends;

2) To operate relatively advanced level machines and medium duty machines and perform jobs of appropriate level of complexity;

3) To carry out precision jobs as are required to be performed through application of relatively advanced level machines and medium-duty machines;

4) To take every step to ensure smooth functioning of advanced level machines and medium-duty machines including regular cleaning and lubrication of component parts;

5) To undertake relatively advanced level jobs and operate advanced level machines and medium-duty machines; to proceed towards demonstrating the ability to handle sophisticated and heavy duty machines;

6) To demonstrate the ability to achieve perfection and develop skill of the highest order while performing the assigned jobs;

7) To carry out fabrication jobs which require operation of advanced level machines and medium-duty machines;

8) To undertake servicing of advanced level machines and medium duty machines by way of dismantling and reassembling their component parts;

9) To locate the defective components in advanced level machines and medium-duty machines and to ensure removal of such defects;

10) To seek help from senior colleagues of the same cadre in the matter of familiarizing oneself with the functioning of sophisticated machines and heavy-duty machines and of developing skill of the highest order;

11) To participate in the discussion with senior and junior colleagues of the same cadre about the steps to be taken to ensure that the machines placed under the charge of different categories of Machines are run satisfactorily; to identify the difficulties and take proper action for keeping the machines operative;

12) To participate in programmes designed for raising the efficiency level of the Senior Mechanics;

13) To participate in programmes designed for achievement of self-sufficiency in the matter of repairing of advanced level machines and medium-duty machines.

Second level promotional post

Senior Mechanic (Grade I)

1) To be conversant with the mode of operation of sophisticated and heavy duty machines and of the strategy of maintenance of such machines; to receive training well in advance towards these ends;

2) To operate relatively complex and sophisticated machines as well as heavy duty machines and perform jobs of highest complexity;

3) To carry out high-level precision jobs which are required to be obtained through application of sophisticated or heavy-duty machines;

4) To take every step to ensure smooth functioning of sophisticated and heavy-duty machines including regular cleaning and lubrication of component parts;

5) To carry out fabrication jobs which require operation of sophisticated and heavy-duty machines;

6) To undertake servicing of sophisticated and heavy-duty machines by way of dismantling and reassembling their component parts;

7) To locate the defective components of sophisticated machines and heavy-duty machines and to ensure removal of such defects;

8) To help the junior colleagues of the same cadre to familiarize themselves with the functioning of advanced level machines and to develop skill of the highest order;

9) To help the junior colleagues (Junior Mechanic) to receive training and to prepare themselves for handling relatively advanced level and medium-duty machines;

10) To help the junior colleagues (Senior Mechanic-Grade II) to receive training and prepare themselves for accepting the responsibility of handling sophisticated and heavy-duty machines;

11) To initiate discussion with the junior colleagues about the steps to be taken to ensure that the machines placed under the charge of different categories of Mechanics are run satisfactorily; to identify the difficulties and take proper action for keeping the machines operative;

12) To participate in the programmes designed for raising the efficiency level of Senior Mechanics;

13) To participate in programmes designed for achievement of self-sufficiency in the matter of repairing of machines, subject to development of a teamwork under the leadership of the concerned faculty members and depending on the facilities installed in the university, and in anticipation of support obtainable from sister organizations.

Base Post

Junior Assistant

Duties relating to holding of meetings of statutory bodies :

1) To collect materials (documents, papers, files, reports) as would be necessary for preparation of agenda notes on matters scheduled to be taken up in the meetings of the statutory bodies of the university; to prepare an index for the materials so obtained in a manner as may be directed by the Head of the office or a person authorized by him;

2) To participate in the task of preparation of agenda notes to the extent as may be requested by the senior members of team which has been entrusted with the task;

3) To assist the senior members of the team that has been entrusted with the task of taking notes on the proceedings of the meetings of statutory bodies of the university; also to assist them in keeping record of the resolutions adopted in such meetings;

4) To assist the senior members of the team that has been entrusted with the task of communicating the decisions of the statutory bodies of the university to relevant units/sections/departments and of obtaining feedback regarding implementation of such resolutions; to keep record of the communications in a systematic manner;

Duties related to admission of students :

5) To open an admission file with the copy of the advertisement inviting applications from candidates seeking admission to different courses of study; to ensure that application forms are available in sufficient numbers in the issue counter or may be downloaded from the university website; to receive the applications and arrange them serially as directed by the controlling officer; to prepare a summary statement out of the information provided in the applications in a prescribed proforma as may be instructed by the controlling officer; to arrange for onward transmission of the file as instructed for checking and further action;

6) To receive the list of candidates admitted to different courses of study and to enter the names and university roll numbers of such candidates in the class registers; to send the class registers to respective departments;

Duties relating to hostel administration :

7) To make proper entries in different columns of the Hostel Admission Register on the basis of the information provided in the hostel allotment memo issued by the relevant authority and in the applications for admission to hostels; to prepare a summary sheet in which the names are arranged in alphabetical order and the blood group of the admitted student, the names, addresses and telephone nos. of the parents and local guardians have been entered for reference in case of emergency;

8) To keep all the documents pertaining to hostel admission in the file and arrange in serial order after assigning index numbers to the documents for ready reference; to enter the index numbers in the Hostel Admission Register;

9) To keep record of all movements within the hostel complex subsequent to admission in the aforesaid Register;

Duties relating to preparation and distribution of I-Cards :

10) To act in terms of the procedure adopted by the authority for providing the students, research scholars, non-teaching employees, officers, teachers and any other member of the university community as may be directed by the authority, with valid identity cards; to be responsible for maintaining proper records of the same as per instructions;

Examination-related duties :

11) To make arrangements for holding the meetings of the Boards of Studies as directed by the controlling officer or a person authorized by him;

12) To make arrangements for holding the meetings of the Boards of Examiners as directed by the controlling officer or a person authorized by him;

13) To send appointment letters in the prescribed proforma to paper setters and examiners along with the requisite stationery;

14) To send appointment letters in the prescribed proforma to the members of the Boards of Moderators;

15) To announce the examination schedule as instructed by the controlling officer or a person authorized by him;

16) To issue admit cards to candidates that have been permitted to appear in the examinations;

Duties related to administration of academic departments :

17) To place the notices and circulars received in the Department including messages received over the telephone/on the email before the Head of the Department for instructions regarding circulation of the same;

18) To make arrangements for circulation of notices of the meetings of Departmental Committee/Board of Studies/Board of Examiners among the internal and external members;

19) To make arrangements for holding the aforesaid meetings as instructed by the Head of the Department;

20) To invite quotations, prepare comparative statements, fill in the order forms, prepare bills for payment and seek the approval of appropriate authority as per rules in connection with acquisition of materials or services out of the university fund in a manner as may be directed by the Head of the Department;

21) To maintain the leave record of the teachers and non-teaching employees of the Department and send such record to the appropriate authority along with applications for leave and leave sanction memos with the approval of the Head of the Department;

22) To take note of materials and services (including clearing of floor, chairs and tables) needed for classwork and make advance preparations for acquisition of materials and arrangement of services and to ensure that such materials and services are available at the time of classwork;

23) To compile the attendance record of students at the end of the academic session;

24) To provide service as may be required by the Head of Department and other faculty members to organize seminars/symposia/workshop in the Department;

25) To keep a record of the ongoing research programmes in a manner as may be instructed by the Head of the Department;

26) To provide service as may be required by the Head of the Department while running the postgraduate examinations right up to the stage of publication of results;

27) To provide service as may be required by the Head of the Department to prepare a departmental profile for incorporation in the Annual Report of the university and in the university website as also in the convocation address of the Vice-Chancellor;

Duties relating to mailbox service :

28) To keep record of the incoming and outgoing mail in a manner as may prescribed under the rules;

29) To sort the incoming mail according to office/section/unit/department to which they are addressed and to make arrangements for sending the mail to the proper addressee;

30) To make arrangement for speedy onward transmission of the outgoing mail in a manner as prescribed under the rules;

Duties relating to maintenance of leave account :

31) To maintain a record of leave applications and leave sanction memo pertaining to a given unit/section/department under the supervision of the controlling officer in a manner as may be prescribed by the appropriate authority; to ensure movement of the

documents at regular intervals along with a summarized leave statement based on records as directed by the appropriate authority;

Duties relating to financial operations involving the university fund:

[Note : The team engaged in drawing bills in different sections, units or departments should be different from the team checking the bills for payment. There should be no common member between the two at a point of time.]

32) To arrange the subvouchers in proper order that are meant to be submitted along with the statement of expenditure when such expenditure is scheduled to be incurred out of the university fund; to prepare a consolidated statement in a prescribed format on the basis of such papers; to make entries in the stock register wherever applicable; to make entries in the bill form on the basis of the statement and the supporting vouchers; to ensure onward transmission of the bill as directed;

33) To invite quotations for acquisition of material or for any service; to prepare a comparative statement on the basis of such quotations; to seek the instruction of the controlling officer about selection of the party with which order has to be placed; to prepare the order form on the basis of quotations and comparative statement, indicating the budget head of the university fund out of which the proposed expenditure has to be incurred; to ensure onward movement of the order as per rule;

34) To prepare bills for payment in the prescribed form against expenditure proposed to be incurred from the university fund on the basis of the approved order, challan, and invoice, and make necessary entries in the stock register; to ensure onward movement of the bills as directed;

35) To prepare bills for advance payment from the university fund against proforma invoice on the basis of quotations, comparative statement and proforma invoice; to ensure onward movement of the bills as directed; to ensure further that this should be coupled with a bill for adjustment of advance payment against proforma invoice after service has been rendered against this order, this time the bill being accompanied by challan, money receipt, invoice and certificate of entry in the stock register;

Duties related to disbursement of salaries :

36) To draw bills in prescribed bill forms to prefer claims for payment of salaries of teachers, officers and non-teaching employees of the university; to send the bills as directed for further processing;

37) To receive the salary bills and make entries in the salary register as per statement provided in the salary bills; to send the bills to appropriate section for deduction towards Provident Fund, Income Tax and any other relevant items;

First level promotional post

Senior Assistant

Duties relating to implementation of research support strategy :

1) To meet the teachers in their respective Departments according to a schedule prepared in advance and

a) to enquire about their plan for submission of new research proposals to the funding agencies for financial support and about the assistance needed by them in this respect; to keep in view the target of having one programme per teacher at any point of time;

b) to remind them of the deadline for submission of new research proposals and for submission of interim reports/final progress report relating to their ongoing research programmes;

c) to apprise them of the university's arrangement for collection of such research proposals and progress reports from the project investigators and for sending them to the funding agencies;

d) to apprise them of the assistance that would be available from the university administration towards implementation of ongoing research programmes;

e) to enquire about the administrative support needed by them towards implementation of ongoing research programmes;

f) to remind them of the deadline for submission of utilization certificate;

g) to apprise them of the necessity of planning the expenditure in such way that the entire sanctioned amount is spent within the scheduled time.

2) To keep brief notes on all such meets and place such notes before the controlling officer for further instructions; to make advance plans for future meets;

3) To visit the Departments and assist the Project Investigators to maintain the project accounts in a proper manner by way of keeping the papers, files and registers pertaining to expenditure incurred out of the project fund in proper order in terms of the relevant financial rules of the university;

4) To arrange the subvouchers in proper order that are meant to be submitted along with the statement of expenditure when the expenditure is to be incurred out of the project fund; to prepare a consolidated statement in the prescribed form on the basis of such papers; to make entries in the stock register wherever applicable; to make entries in the bill form on the basis of the statement and the supporting vouchers; to ensure onward transmission of the bill as directed;

5) To assist the Project Investigator in inviting quotations; to prepare a comparative statement on the basis of such quotations; to indicate the party with which order has to be placed, giving reasons; to fill the order form on the basis of quotations and the comparative statement indicating the budget head of the projects; to ensure onward movement the order as instructed;

6) To prepare bills for payment in the prescribed form on the basis of the approved order, challan and invoice against expenditure incurred out of the project fund after an order has been duly approved and make necessary entries in the stock register; to ensure onward movement of the bill as directed;

7) To prepare bills for payment against proforma invoice on the basis of quotations, comparative statement and proforma invoice; to ensure onward movement of the bills as directed; to ensure further that this should be coupled with a bill for adjustment of advance payment against proforma invoice after service has been rendered against this order, this time the bill being accompanied by challan, money receipt, invoice and certificate of entry in the stock register;

8) To take appropriate action to keep the books of accounts relating to research programmes in proper order;

Information Office-related duties :

9) To develop a teamwork with other members of the unit operating in the Information office;

10) To do necessary homework before taking charge of the information counter;

11) To be actively engaged as a member of the team operating in the Information Office in the task of development of the information bank and of a strategy for effective functioning of the unit;

Duties related to admission of students :

12) To prepare the draft of the advertisement inviting applications from candidates seeking admission to different courses of study; to place the draft advertisement before the controlling officer for approval; to take appropriate action to get the advertisement published in newspapers; to send a copy of the advertisement to the appropriate unit for follow-up action;

13) To place the admission file containing the applications received from candidates seeking admission and the summary statement duly certified at the appropriate level before the relevant selection committees as may be instructed by the controlling officer;

14) To seek instructions from appropriate authority for implementation of the strategy of filling up of vacant seats in different courses of study and act accordingly; to assign university roll numbers to the admitted candidates;

15) To collect applications in the prescribed forms for enlistment in the university Register and assignment of university registration number from candidates who are being admitted to the university courses but are not yet registered in the university and place all such applications before the controlling officer along with a summary statement in a prescribed form for instruction;

Examination-related duties :

16) To prepare a report on the eligibility of candidates to appear in the examination on the basis of attendance record and other data as prescribed under the rules; to assign university roll numbers to candidates who have been considered eligible to appear in the

examination; to enter their names in admit cards; to send the admit cards to respective departments for distribution among the candidates;

17) To make necessary arrangements for holding of examinations in the halls selected to serve as the venue of examinations as may be instructed by the controlling officer;

18) To record the signatures of the examinees present in the examination hall on the attendance sheet provided for the purpose after necessary checking as may be directed by the controlling officers; to prepare the absentee list;

19) To collect the answerscripts from the examination hall and make necessary arrangements for sending the answerscripts to the respective examiners as may be directed by the controlling officer;

20) To send reminders to examiners if the examined answerscripts and the marks are not received as per schedule;

21) To receive the markslips in sealed cover and send the same to the tabulators as may be directed by the controlling officer;

Duties related to maintenance of service books :

22) To make relevant entries in the service books as directed and as may be in accordance with the supporting documents; to ensure that such documents are kept along with the service books; to get the entries checked at the appropriate level at regular intervals;

23) To keep a check list to ensure that all relevant entries have been made in the service books;

24) To update the duplicate copy which has to be in the custody of the concerned member of the staff;

Duties relating to maintenance of leave account :

25) To tally the entries in the leave statements received from different units/sections/departments against the respective leave records;

26) To make entries in the service books on the basis of certified leave statements; to put the leave records in the respective personal files;

Duties related to payment of salaries :

27) To receive the salary bills along with the salary register and making necessary entries showing the amounts to be deducted towards Provident Fund, Income Tax and any other item as may be applicable; to enter the deducted amounts in the Provident Fund Register and Income Tax Register and such other register as may be necessary;

Duties related to preparation of Provident Fund statement :

28) To prepare statements in prescribed proforma showing calculation of the amounts deposited annually against individual Provident Fund Accounts and the interest credited thereto after consulting the relevant salary registers and provident fund registers;

29) To prepare as directed consolidated statements showing the total amount due to be deposited with the Government towards provident fund and income tax and any other item after consulting the relevant registers;

Duties relating to holding of elections to statutory bodies :

30) To provide service as may be required as a member of a team when preparations are being made for conduct of election to statutory bodies of the university.

Duties relating to preparation of Annual Budget

31) To prepare statements on

a) actual receipts and expenditure

i) during the financial year preceding the current financial year;

ii) During the current financial year;

b) estimated receipts and expenditure during the next financial year relating to

a. award of research scholarships financed by the central funding agencies and the State Government;

b. implementation of programmes of infrastructure developments for teaching and research;

c. implementation of research projects financed by central funding agencies and the State Govermnment;

d. implementation of industrially financed consulting projects;

by way of collection of relevant inromation from various sources and of ground data from books of accounts;

32) To prepare detailed statements on actual receipts and expenditure under different heads of accounts against allocatin of State fund for eache unit /section/office/Department.

a) during the financial year preceding the current financial year; and

b) during the current financial year;

and also on estimated receipts and expenditure during the next financial year;

Duties and responsibilities Common to Junior Superintendents and Senior Superintendents

1) To be responsible for proper functioning of the Section(s)/Unit(s) placed under her/his charge;

2) To maintain a list of activities assigned to the Section(s)/Unit(s) placed under her/his charge with a note to the controlling officer;

3) To be responsible for overall planning of work of the Section(s)/Unit(s) concerned and for devising appropriate strategy for implementation of the plan; to discuss the plan and the strategy with the controlling officer;

4) To ascertain the total volume of work to be performed by the Section/Unit within a particular period of time; to ensure even and optimum distribution of work among the team members so that no one is sitting idle or is overburdened at any point of time during duty hours; to seek the concurrence of the controlling officer in respect of the scheme;

5) To ensure proper allocation of jobs among the team members according to ability and orientation;

6) To identify the factors in a general way that stand in the way of proper execution of jobs and introduce remedial measures in consultation with the controlling officer; to identify the factors that facilitate proper execution of jobs;

7) To give practical demonstration of how improvement can be brought about in the execution of a particular work both in respect of quality and speed;

8) To consider suggestions from the team members in respect of improved functioning of the Section/Unit.

Second level promotional post

Junior Superintendent

Duties relating to organization of seminars/symposia/workshops :

1) To prepare brief notes on the applications received from the Departments organizing seminars/symposia/workshops for financial support from the university fund and place the matter before the controlling officer; to convey the decision of the appropriate authority to the organizers;

Duties relating to holding of meetings of statutory bodies :

2) To function as senior members of a team that is entrusted with the task of preparing agenda notes on matters scheduled to be taken up in the meetings of the statutory bodies on the basis of relevants document and as per instructions received from the controlling officer;

3) To ensure that the agenda papers are sent to the members of the respective statutory bodies in time along with meeting notices as instructed by the controlling officer;

4) To take notes of the proceedings of meetings of statutory bodies as instructed by the controlling officer;

5) To keep a systematic record of the resolutions adopted by the statutory bodies on items taken up for consideration; to ensure that the resolutions adopted in the meetings of the statutory bodies are placed before the same bodies in their next meetings for confirmation;

6) To ensure development of a scheme for preservation of agenda papers on matters placed before the meetings of statutory bodies and the resolutions adopted thereon in serial order in an easily retrievable form with a proper index; to act according to the scheme;

7) To be responsible for communicating the decisions of the statutory bodies to the relevant units/sections/departments who are required to act in terms of such decisions; to obtain feedback regarding implementation of the said resolutions;

Duties related to maintenance of service books :

8) To ensure that a service book is opened for each member of the staff; to check the entries made therein against relevant documents on a regular basis and to certify that all such entries are in order and in agreement with documentary record;

9) To ensure that the procedure for making entries in the service books is clearly defined and properly recorded in the office file for ready reference;

10) To devise a check list to ensure that all the relevant entries have been made in the place specified for the purpose, including date of birth, date of joining office, pay fixation records, data relating to promotion/CAS etc. also to ensure that the supporting documents are filed in a proper manner;

11) To make a list of supporting documents and records (order for appointment/promotion/career progression by CAS, pay fixation memos, age proof, leave record etc.) that are needed for proper maintenance of service books and urge the controlling officer to take up the issue of ensuring automatic flow of such documents and records to the service book section/unit with the appropriate authority;

Duties related to maintenance of leave account :

12) To conduct final checking of the leave statements and leave records received from different units/sections/departments and to certify as to the correctness of the statement;

Admission-related duties :

13) To check the entries in the summary statement accompanying the admission file against the information provided by the candidates and certify as to the correctness of such entries;

14) To work out the strategy of filling up of vacant seats on the basis of the recommendations of the selection committee after ensuring strict adherence to provisions of the reservation policy as directed by the controlling officer;

Duties relating to hostel administration :

15) To certify that the entries in the Hostel Admission Register are in order and are in agreement with the documents kept in the file; to check the summary sheet thoroughly for agreement with the documents;

16) To examine the existing designs of the forms and registers that are used for recording admission to hostels for any lacuna and suggest measures for improvement for consideration of appropriate authority;

Duties relating to preparation and distribution of I-cards :

17) To examine the blank forms for identity cards issuable to the students, research scholars, non-teaching employees, officers and teachers of the university and design a new version of the same after incorporating necessary changes for consideration of the appropriate authority; also to examine the details of the procedure currently being adopted for providing the members of the university community with valid identity cards and suggest changes that may be desirable for consideration of the appropriate authority; to act in terms of the instructions received from the controlling officer in this regard;

Duties relating to financial operations involving the university fund:

18) To check all entries and documents pertaining to a bill which has been drawn on the basis of a statement of expenditure and supporting subvouchers and to certify as to the correctness of all entries; to certify that the bill has been drawn in terms of the relevant university rules and proper entries have been made in the stock register; to certify that money is available from the university fund, making reference to the appropriate budget head; to seek instruction from the controlling officer and pay order;

19) To check all entries in the bills for payment drawn on the basis of the approved order, challan and invoice (or, proforma invoice, as the case may be), as also the entries in the stock register, and certify that the bills have been drawn as per rules; also to certify that the money is available from the university fund; to seek instruction from the controlling officer for further action and payment order;

Duties relating to maintenance of Account Books :

20) To be responsible for making relevant entries in the ledgers that are maintained for keeping continuous record of the amounts earmarked for expenditure under respective heads of accounts, the amounts withdrawn from time to time against bills cleared for payment and the balance available for further utilization on the same accounts; to ensure that each withdrawal is recorded on the top sheet of the bill in a manner prescribed under the rules;

Duties related to payment of salaries :

21) To check and cross-check the entries in respect of deduction towards provident fund, income tax, professional tax etc. in the relevant salary registers, provident fund registers, income tax registers and similar other registers and to certify as to the correctness of such entries; to place the salary bills before the controlling officer for payment order;

Duties relating to preparation of Annual Accounts :

22) To provide necessary assistance as a member of a team engaged in the task of preparation of Annual Accounts of the university as may be directed by the controlling officer.

Duties related to receipt of donations and contribution in the university

23) To maintains a record of donations, contributions and gifts received in the university; also to maintain a record of acceptance of offers from the donors and of the terms and conditions associated with such offers by the Executive Council / Syndicate; t maintain a

record of the action taken by the university administration following acceptance of such offers.

Third level promotional post

Senior Superintendent

Duties relating to implementation of research-support strategy

[Note : (a) The leading component of the university strategy is to regard creation of an ambience that promotes nurturing of research as the prime task of the university;

(b) As a first step towards development of a research support system the university administration has to initiate the process of preparing an exhaustive list of the tasks that need to be undertaken in a proactive manner to facilitate research in the university;

(c) The overriding consideration behind development of the research support system is to ensure that the teachers and research scholars who are engaged in implementation of time-bound research programmes need not fritter away their energy or waste their time by way of getting involved in project-related administrative jobs, but leave that part to be taken care of by the university administration so that they can devote their entire time exclusively to problem-solving tasks arising out of the research programmes;]

1) To tap all possible sources for collection of information on agencies from which research fund is available, terms and conditions to be fulfilled for securing financial support for research programmes; modalities for submission of research proposals and other details and develop a comprehensive databank out of systematization of such information; to put all such details in the university website;

2) To take leading part in a unit as a member of a team which meets individual teachers for interaction on all matters relating to research programmes;

3) To prepare a directory of research programmes in which the names of project investigators and co-investigators, titles of the research programmes, names of the funding agencies, extent of financial support provided by the funding agencies, duration of the project and other details are entered;

4) To work out programmes for interaction with the project investigators and research scholars in consultation with the controlling officer;

5) To introduce the members of the team who are scheduled to be involved in the interaction programmes with the teachers on project-related service;

6) To accompany the other members of team from time to time during the interaction programmes to provide guidance and to ensure that the interaction is proceeding in a proper manner;

7) To meet the Deans of the Faculties and the Heads of the Academic Departments and seek their suggestions and advice regarding measures to be taken for strengthening of

the research-support system, to present before them an overview regarding institutional support towards implementation of research programmes;

8) To prepare a brief review report on the basis of interaction programmes already conducted and to work out further details of the action plan;

9) To evolve a mechanism for maintaining liaison with the funding agencies;

10) To arrange travel tickets and accommodation for participation in programmes of project defence;

11) To take leading part in a unit as a member of a team which assists the Project Investigators in keeping the papers, files and registers pertaining to expenditure incurred out of the project fund in proper order; also to assist the project investigators in preparing the bills for payment;

12) To accompany the other members of the team from time to time when they are involved in accounting works related to research programmes to provide guidance and to ensure that all such works are proceeding in a proper manner;

13) To check all entries in a bill which has been drawn on the basis of a statement of expenditure and supporting subvouchers and to certify as to the correctness of all entries; to make necessary corrections whenever necessary; to certify that the bill has been drawn in terms of the relevant university rules and proper entries have been made in the stock register; to seek further instructions from the controlling officer;

14) To check the entries in an order form against the accompanying quotations and comparative statement and to certify that the order is being placed in terms of the relevant rules of the university; to seek further instructions from the controlling officer;

15) To check the bills for payment drawn on the basis of the approved order, challan and invoice as also the entries in the stock register and certify that the bills have been drawn in terms of the relevant rules; to seek further instructions from the controlling officer;

[Note : Since the financial rules require that the process of claiming payment through a bill should be entirely separated from the process of certifying the bill for payment, there should be two separate teams, under two different controlling officers to deal with the process of management of project fund with no common member between the two teams. The duties of the first team have been enumerated in the above paragraphs; the duties of the second team are given below.]

16) To ensure final checking of all entries and documents pertaining to a bill which has been drawn on the basis of a statement of expenditure and supporting subvouchers and to certify finally as to the correctness of all entries; to certify finally that the bill has been drawn in terms of the relevant university rules and proper entries have been made in the stock register; to certify that fund is available for payment; to seek instruction from the controlling officer for further action and payment order;

17) To ensure final checking of the entries in the bills for payment drawn on the basis of approved order, challan, and invoice (or proforma invoice, as the case may be) as also the entries in the stock register and certify finally that the bills have been drawn as per rules; also to certify that fund is available for payment of the bills; to seek instruction from the controlling officer for further action and payment order;

Examination-related duties :

18) To ensure that proper arrangements have been made for holding the meetings of the Boards of Studies and to receive copies of resolutions of such meetings for further action;

19) To ensure that proper arrangements have been made for holding the meetings of the Boards of Examiners and receive copies of resolutions of such meetings for further action;

20) To ensure that appointment letters have been issued to all the paper setters and examiners on time as instructed by the controlling officer;

21) To ensure that appointment letters have been issued to all the members of the Boards of Moderators on time as instructed by the controlling officer;

22) To ensure that the examination schedules have been announced in time as instructed by the controlling officer;

23) To seek attendance record and other data as are needed for issuing permission as per rules to candidates intending to appear in the examination; to finalize the list of candidates that have been considered eligible to appear the examination; to ensure that examination roll numbers are assigned to such candidates; to ensure that their names and roll numbers are entered in the admit cards;

24) To ensure that admit cards have been issued in time to all the candidates who have been permitted to appear in the relevant examinations and report to the controlling officer accordingly;

25) To receive question papers in sealed covers from the paper setters and make arrangements for examination of such papers by the respective moderators/Boards of Moderators in the confidential section of the university;

26) To receive the moderated question papers in sealed covers and make arrangements for printing of such papers in consultation with the controlling officer, taking care to ensure that the confidentiality of the question papers is maintained at every stage till the question papers are distributed among the examinees on the appointed date and time in the examination hall;

27) To ensure that appropriate arrangements have been made to get the blank answer books printed and dispatched to the examination centers in time and report to be controlling officer accordingly;

28) To receive tabulation books from the tabulators along with the summary statement provided in the prescribed proforma by the tabulators and seek instructions from the controlling officer about the steps to be taken for publication of results;

29) To take steps for publication of results as directed by the controlling officer;

Information office-related duties :

30) To be responsible for proper functioning of the Information Office; to train up the members of the unit who have been assigned duties in the information office so that they can serve effectively at the information counter; to develop a teamwork with other members of the unit operating in the Information office; to ensure that the members of the unit do the necessary homework before taking charge of the information counter;

31) To prepare a list of standard subjects on which information is frequently sought from university officials; to feed as much information as possible into the computer in an easily retrievable form and develop an information bank; to tie up the information bank with university website;

32) To check the correctness of the entries in the information bank; to update the information bank on a regular basis;

33) To maintain link with other sections or units which would act as source of information and to be proactive in collecting such information;

Duties related to preparation of provident fund statement :

34) To check the statement showing calculations for the amounts deposited in individual provident fund accounts and the interest earned thereon and certify as to the correctness of the calculations; to provide the account holders with certified copies of the respective statements;

35) To check the Provident Fund Registers, Income Tax Registers and similar other registers and to initiate the process of preparation of consolidated statements showing the total amount due to be deposited with the Government towards provident fund, income tax and any other item;

Duties relating to preparation of Annual Accounts :

36) To take necessary action towards developing a teamwork for preparation of Annual Accounts of the university and also participate in the process as the leading member in a member as may be directed by the controlling officer;

Duties related to bank reconciliation :

37) To reconcile the statements issued by the bank in respect of presentation of cheques issued by the university for encashment with the record maintained in the ledgers and other documents pertaining to maintenance of university accounts in a manner as prescribed under the rules;

Duties related to holding of elections to Statutory Bodies :

38) To provide service as may be required when preparations are made for printing forms and papers as may be necessary for inviting nominations of candidates for election, including nomination papers and notices of withdrawal of candidature, ballot papers, letters of intimation and envelops for return of ballot papers and other necessary papers for conduct of elections to the statutory bodies of the university; to provide service as may be required by the Returning Officer to conduct the elections;

Duties related to preparation of Annual Budged

39) To supervise the work relating to preparation of statements on

a) actual receipts and expenditure

i) during the financial year preceding the current financial year;

ii) during the current financial year;

b) estimated receipts and expenditure during the next financial year relating to

a. award of research scholarship financed by the central funding agencies and State Government
b. implementation of research programmes of infrastructure development for teaching and research;
c. implementation of research projects financial by central funding agencies and State Government;

d. implementation of industry financed consulting projects
by way of collection of information from various sources and of grand data from books of accounts;

40) To supervise the work and act as the loader of the team engagd in preparation of detailed statements on actual receipts and expenditure under different heads of account agains allocation of State fund for each unit / section / office/ department

a) during the financial year preceding the current financial year; and
b) during the current financial year;

and also on estimated receipts and expenditure during the nest financial year; to check the entries against the record provided in the books of accounts; to compile the sectional statements into a comprehensive statement;

41) To word out the cost of implementation of different programmes at the present level of operation, keeping the view the price escalation over the last one year; also to make an estimate of the additional investment needed for quality enhancement; to justify the additional investment on the basis of revise of the programme details by the appropriate authority;

Base post

Cash Assistant

1) To receive instructions from the controlling officer regarding the procedure to be followed while receiving money at the cash collection counter and also to be conversant with the prescribed rules in this regard; to be conversant with the various heads on which receipt of money in the university fund is permissible under the rules;

2) To receive all amounts payable to the university under various heads as prescribed under the rules at the cash collection counters and issue certificate of receipt in a

prescribed form; to make entries in the relevant collection registers in a manner as laid down in the rules and instructed by the controlling officer;

3) To ensure that the entries in the cash collection registers are in agreement with those in the receipt forms; to count the total amount collected at the counter and tally with the figure obtained through totaling of the amounts entered is the collection register and recorded in the receipt forms;

4) To hand over the amount collected at the counter along with the collection registers and the receipts issued against the collection to the person authorized to receive all such materials as prescribed under the rules and to obtain a receipt thereof; to arrange for safe custody of the same;

5) To make relevant entries in blank cheque forms as prescribed under the rules in accordance with the corresponding entries in the bills which have been passed for payment; to record the cheque number and the date of issue on the top-sheet of the bill and in the cheque register.

First promotional post

Assistant Cashier

1) To receive the cash collected at the cash collection counters along with the relevant documents pertaining to such collection after verifying the amount shown in the collection register against the actual amount received; to check the individual entries in the collection registers against the figures entered in the corresponding receipt forms and to certify as to the correctness of all such entries; to issue a certificate of receipt in a form as prescribed under the rules;

2) To arrange for safe custody of the cash collected at the counters till arrangements are made to transfer the money to the bank account;

3) To make entries in the books of accounts under appropriate heads about the daily collection on the basis of information provided by the collection registers in a manner as prescribed under the rules;

4) To make arrangements for disbursement of salary cheques of non-teaching employees in a manner as may be directed by the controlling officer;

5) To make arrangements for disbursement of cheques payable to contractors, suppliers, students, research scholars and external agencies in a manner as may be directed by the controlling officer.

Second Promotional Post

Cashier

1) To receive all the cheques as are released by the State Government along with accompanying memo against the allocations for non-plan and plan expenditure of the university; to make necessary entries in the collection register maintained for the purpose; to hand over the money along with the collection register and the memo giving details about the amount released to the person authorized to receive such documents as per rules and obtain a receipt thereof;

2) To receive all amounts as are released by

(a) the University Grants Commission against allocation for plan expenditure of the university;

(b) the University Grants Commission against allocation for implementation of CAS, DSA and DRS programmes;

(c) the Department of Science and Technology against the allocation for implementation of DST-FIST programmes;

(d) any other funding agency, national and international, against the allocation for implementation of specific projects for infrastructure development and furtherance of research;

(e) the central funding agencies against allocation for implementation of individual research projects;

(f) the State Government and the central funding agencies against allocation for maintenance of research scholarships.

To make necessary entries in the relevant collection registers as provided under the rules; to hand over the money along with the collection registers and the office memos from the respective funding agencies to the person authorized to receive such documents under the rules and obtain a receipt thereof;

3) To keep the controlling officer posted about details of the amounts received from various sources in a manner as prescribed under the rules;

4) To keep all the relevant units/sections/departments posted about updated information on inflow into the university fund under various heads of accounts;

5) To make arrangements for disbursement of salary cheques of teachers and officers and keep records thereof in a manner as may be directed by the controlling officer;

6) To ensure that the entries in the cheques forms are in agreement with those in the corresponding bills which have been passed for payment; to ensure that the entries made in the cheque register are in agreement with corresponding entries in the bills; to ensure further that the cheque number has been recorded correctly in the cheque register and the ledger;

7) To keep a systematic record of all receipt vouchers, payment vouchers and related documents arranged serially and chronologically;

8) To deliver all vouchers and related documents to Annual Accounts Section / Ledger Section.

Third Promotional Post

Chief Cashier

1) To be responsible for keeping a comprehensive record of all the money as are released by

(a) the State Government against allocation for non-plan and plan expenditure;

(b) the University Grants Commission against allocation for plan expenditure, and for implementation of CAS, DSA and DRS programmes;

(c) the Department of Science and Technology against allocation for implementation of DST-FIST programmes;

(d) any other funding agency, national and international, against allocation for specific projects for infrastructure development and furtherance of research;

(e) the central funding agencies against allocation for implementation of individual research projects;

(f) the State Government and the central funding agencies against allocation for maintenance of research scholarships;

To make entries in the books of accounts under appropriate heads after cross-checking the entries in the office memo, cheque form and the collection registers; to ensure that the amount so received is promptly credited to the bank account of the university;

2) To apprise the units/sections/entrusted with the task of processing of bills for payment about receipt of such amounts in the university fund as have been allocated under different heads of accounts, with a request to provide a feedback about the entries that have to be made by the respective units/sections in the relevant ledgers and books of accounts;

3) To ensure that no amount is withdrawn from the university fund unless such withdrawal is demanded through a bill that has been duly certified to have been drawn in a manner as prescribed under the rules;

4) To ensure that any amount received in cash in the collection counters is promptly credited to the bank account of the university in a manner as prescribed under the rules;

5) To be responsible for the safe custody of any cash that has been withdrawn from the back account for disbursement or has not yet been credited to the bank account following receipt of such cash at the collection counters;

6) To be responsible for making arrangements for disbursement of cheques towards payment of bills in a manner as may be prescribed under the rules; to ensure that the acknowledgement of receipt of cheques by the payees is properly recorded on a document as prescribed under the rules;

7) To make a estimate of the amount to be withdrawn in cash from the back account which would be needed for immediate disbursement in cash against bills that have been cleared for payment and the requisition for which has been placed by the concerned units/sections; to withdraw the amount from the bank and to keep record thereof in a manner as prescribed under the rules; to hand over the cash to the units/officials entrusted with the task of disbursement in cash against bills that have been cleared for payment after keeping an appropriate record as prescribed under the rules; to receive the undisbursed cash, if any, from such units/officials along with the statement of disbursement of the cash, after keeping an appropriate record as prescribed under the rules.

Base level post

Agricultural Overseer
Grade III

1) To work out for day-to-day plans of field work in consultation with the senior colleagues (Agricultural Overseer Grade II);

2) To work out the total mandays required for hectare-wise production of different crops from the stage of ploughing to preparation (processing) for marketing in consultation with the senior colleagues (Agricultural Overseer Grade II);

3) To be responsible for calling the muster roll as per schedule;

4) To maintain cultivation registers and other relevant registers pertaining to the area of operation of the farm in consultation with the senior colleagues (Agricultural Overseer Grade II);

5) To maintain of farm accounts and farm records on weekly basis in consultation with senior colleagues (Agricultural Overseer Grade II);

6) To collect and disseminate information on crop prospective, pest incidence, crop coverage and input position in consultation with senior colleagues (Agricultural Overseer Grade II);

7) To prepare and submit weekly report of the work done in the farm in consultation with senior colleagues (Agricultural Overseer Grade II).

First promotional level post

Agricultural Overseer
Grade II

1) To advise and to provide necessary suggestions to junior colleagues (Agricultural Overseer Grade III) in the matter of day-to-day planning of field work;

2) To be responsible for proper supervision of field work; to identify lacuna and to take corrective measures in consultation with senior colleagues (Agricultural Overseer Grade I);

3) To advise and to provide necessary suggestions to junior colleagues (Agricultural Overseer Grade III) in the matter of calculation of hectare-wise production of different crops from the stage of ploughing to processing for marketing; to compare the anticipated figures with actual figures; to account for the fall in actual production or excess production, as the case may be;

4) To advise and provide necessary suggestions to junior colleagues (Agricultural Overseer Grade III) in the matter of maintenance of cultivation registers and other registers pertaining to the area of operation of the farm;

5) To advise and provide necessary suggestions to junior colleagues (Agricultural Overseer Grade III) in the matter of maintenance of farm accounts and farm records;

6) To advise and provide necessary suggestions to junior colleagues (Agricultural Overseer Grade III) in the matter of collection and dissemination of information on crop prospectives, pest incidence, crop coverage and input position;

7) To advise and provide necessary suggestions to junior colleagues (Agricultural Overseer Grade III) in the matter of preparation and submission of weekly report of the work done in the farm.

Second promotional level post

Agricultural Overseer
Grade I

1) To be conversant with the overall plan of field work in the university farm;

2) To fit the day-to-day plans/weekly plans of field work into the overall plan of field work;

3) To provide technical inputs to Field Workers when work in being conducted in trial plots;

4) To provide technical inputs to Field Workers when work is being conducted under seed production programmes;

5) To provide technical inputs to Field Workers when data arising out of biometric studies are being collected during field experimentation;

6) To provide technical inputs to Field Workers when work is being done for upkeep of orchards written the farm area;

7) To provide technical inputs to Field Workers when work is being conducted in experimental fields;

8) To scrutinize the weekly reports of the work done in the farm before onward transmission to higher authority;

9) To prepare annual/half yearly progress report of the farm as may be instructed by the Controlling Officer in consultation with the junior colleagues;

10) To prepare farm inventory proposals and budget estimates in consultation with the junior colleagues.

On Storekeeping in the University

Besides land and buildings, the assets of a university include all the articles and materials that are acquired from time to time for academic and administrative purposes. The university has a set procedure for making such articles available to their prospective users. Any material acquired in the university needs first of all to be registered as a university property. The practice adopted so far has been to entrust the task of observing all the formalities related to acquisition and maintenance of university stores to a category of employees to which the name Storekeeper has been applied.

The following nomenclature and promotional avenue have been prescribed for this category of employees :

Junior Storekeeper	→	Senior Storekeeper	→	Junior Superintendent (Store)	→	Senior Superintendent (Store)
(Scale no.5)		(Scale no.7)		(Scale no.8)		(Scale no.9)
Base post		First promotional post		Second promotional post		Third promotional post

Duties assignable to the Storekeepers are of such nature as to preclude the possibility of placing them in the same category as those who have to work eight hours a day to perform their duties. By all appearances, therefore, storekeeping is of the nature of a part-time job.

Also, career progression in terms of the three-stage promotional scheme is not warranted by the total aggregate of tasks that the storekeepers are needed to perform. There is no scope for classifying the tasks into four groups arranged in a succession so that each group is marked by “responsibilities of greater importance” in relation to the preceding group.

The difficulties may be avoided if the cadres of Storekeeper and Assistant are merged into a single category so that the identity of the Storekeeper as a separate entity is lost and storekeeping is regarded us an integral component of the duty of the Assistants (A post bearing the designation ‘Technical Assistant-cum-Storekeeper’ did, in fact, exist in Calcutta University prior to rationalization of designation in 1985); also, career

progression of all the incumbents affected by merger would be covered by one and the same logical pattern.

Duties and responsibilities relating to acquisition and maintenance of stores are detailed in the following paragraphs.

Duties relating of acquisition and maintenance of stores
(to be assigned to Senior Assistants)

1. To maintain stock registers in prescribed proforma for the respective stores of the university departments and keep record therein of all acquisitions which constitute the departmental stock and for which expenditure is met from a departmental budget head and the Head of the Department is authorized to issue firm order as per rules;

2. To maintain stock registers in prescribed proforma for research projects and keep record therein of all acquisitions which constitute the project stock and for which expenditure is met from appropriate budget heads of research projects and the Project Investigator is authorized to issue firm order as per rules;

3. To obtain certificates from persons authorized by the controlling officer in respect of conformity of the quality and quantity of the articles supplied by the vendor with the specifications recorded in the firm order before accepting such articles in the departmental stores;

4. To check for any breakage, damage, short supply or any departure from the agreements entered upon during issue of firm order before accepting any article in the university stores and report to controlling officer for necessary instructions;

5. To report to the controlling officer that the articles supplied by the vendor have been checked as per instructions for conformity with the requirements as stipulated in the firm order and seek instructions regarding acceptance of the articles in the departmental stores;

6. To record the acceptance of the articles supplied by the vendor in the departmental stores by making necessary entries in the appropriate stock register in the prescribed format and to imprint the certificate of such entries in the body of challan/invoice as per rules on receipt of clearance from the controlling officer in respect of acceptance of articles supplied by the vendors in the departmental stores;

7. To maintain departmental stock registers in the prescribed format for furniture and to keep record therein of all the furniture acquired in the offices/departments/laboratories of the departmental by direct purchase; to ensure that identification marks are put on each piece of furniture according to a scheme prescribed by the authorities and also to ensure that such identification marks are recorded in the stock register; to keep a location-wise record of different items of furniture within the confines of the respective office/department in a manner as may be decided upon by the authority; also to keep record of all furniture received in the departmental stores by transfer from the central stores;

8. To maintain departmental stock registers for consumables and to keep therein an item-wise record of all the consumables that are acquired either centrally or in the departments or laboratories or the university press by direct purchase or by transfer from the central stores;

9. To maintain departmental stock registers for general service machines (e.g. pump, air conditioner, ceiling fan, computers etc.) that have been acquired in the Department/office either by direct purchase or by transfer from the central stores; to ensure that each of the items bear appropriate identifying mark as per prescribed scheme;

10. To maintain departmental stock registers for scientific instruments in a prescribed format and to keep therein the record of acquisition of all scientific instruments in the department by direct purchase; to ensure that each of the items bear appropriate identifying mark as per prescribed scheme;

11. To provide service to enable the Project Investigators to maintain stock registers wherein relevant entries are to be made in respect of acquisition of scientific instruments out of the fund provided under centrally financed research projects; it being understood

that maintenance of a parallel record in the Departmental stock register for scientific instruments would be mandatory;

12. To maintain departmental stock registers for spares and accessories and to keep record therein of acquisition of spares and accessories of scientific instruments and equipment;

13. To ensure transfer of a part of the departmental stock of scientific instruments to the classroom after observing necessary formalities as may be prescribed, where proper arrangements have been made for safe custody of such instruments as may be certified by the controlling officer;

14. To ensure transfer of a part of the stock of consumables from the Departmental stores to the classroom stock after observing necessary formalities as may be prescribed where proper arrangements have been made for safe custody of such materials as may be certified by the controlling officer;

15. To keep track of the stock position in respect of consumables on a regular basis and to place indent for fresh supply in time to avoid disruption of work in the classrooms and laboratories;

16. To maintain an issue register for non-consumables in a prescribed format and keep record therein of transfer of scientific instruments to individual teachers, research scholars and students, either for a brief period or for a period of longer duration, subject to observance of necessary formalities as may be prescribed;

17. To maintain an issue register for consumables in a prescribed format and keep record therein of all consumables issued out of stores and to update the stock position at the same time;

18. To make arrangements for repair and maintenance of instruments kept in the storeroom for safe custody;

19. To make entries as may be prescribed under the rules in the relevant stock register in compliance with the order issued by the appropriate authority for writing off of any item from the university stores.

Duties relating to acquisition and maintenance of stores
(to be assigned to Senior Superintendents)

20. To maintain stock registers in the prescribed proforma for the central stores of the university and keep record therein of all acquisitions which constitute the central stock and for which expenditure is met from a central budget head of the university and the firm order is issued by the Registrar as per rules;

21. To obtain certificates from persons authorized by the controlling officer in respect of conformity of the quality and quantity of the articles supplied by the vendor with the specifications recorded in the purchase documents before accepting such articles in the central stores;

22. To report to the controlling officer that the articles supplied by the vendor have been checked as per instructions for conformity with the requirements stipulated in the firm order and seek instructions regarding acceptance of the articles in the central stores;

23. To record the acceptance of articles supplied by the vendors in the central stores by making necessary entries in the appropriate stock register in the prescribed format and to imprint the certificate of such entries in the body of the challan/invoice as per rules on receipt of clearance from the controlling officer in respect of acceptance of articles supplied by the vendors in the central stores; to arrange for safe custody of the articles received in the central stores;

24. To maintain central stock registers in the prescribed format for furniture and keep record therein of all the furniture that have been acquired in the central stores and of their subsequent transfer to different offices and departments; to ensure that identification marks are placed on each piece of furniture according to a scheme prescribed by the authorities and also to ensure that the identification marks are recorded in the stock

register; to keep a location-wise record of different items of furniture in a manner as may be decided upon by the authority;

25. To maintain central stock registers for general service machines (e.g. pump, air conditioner, ceiling fan, computers etc.) that have been acquired in the central stores; to ensure that each of the items bear appropriate identifying marks as per prescribed scheme;

26. To maintain a central stock register for machines (e.g. lathe machines, vehicles, tractors, power tillers, offset printing machines etc.) in a prescribed format and to keep therein the record of acquisition of all machines in the central stores and their subsequent transfer to the respective office, department, or workshop;

27. To maintain a central stock register for scientific instruments and to keep a comprehensive record therein of the scientific instruments acquired in the university stores through different Departments in a manner as may be prescribed by the appropriate authority.

Base Post

Assistant Caretaker

1) To be conversant with the water supply network of the campus and the location of the control points; to maintain or updated map of the distribution system;

2) To be conversant with the power supply network of the campus and the location of the control points; to maintain an updated map of the distribution system;

3) To maintain a stock of spares needed for urgent repair in the water supply lines and power supply lines;

4) To ensure that the tools required for conducting repair works in the water supply lines and power supply lines are available with the work staff;

5) To collect report from the cleaning staff on a regular basis and to inspect personally from time to time to ensure that all the fittings in the toilets are in place and functioning properly; to ensure prompt removal of defective fittings;

6) To fix one or more temporary resting places for old, broken and worn out materials, including old equipment, furniture, glassware etc. that have become unfit for further use and hence have been written off from the stock book as per rules; to make

arrangements for prompt removal of such materials from the work places and also for their early disposal in a manner prescribed under the rules;

7) To keep the controlling officer informed of the situation pertaining to junk clearance and garbage removal at regular intervals and to ensure that no complaint in this respect is heard from the university community or from visitors from outside;

8) To ensure that garbage bins/waste bins are placed at suitable places within the building and to ensure that they are properly used; also to ensure that they are cleared at regular intervals;

9) To check the water supply lines and power supply lines at crucial points at regular intervals in order to take up repair work before a major breakdown takes place;

10) To undertake repair work in the water supply lines and power supply lines as soon as faults are detected or are reported;

11) To ensure that the classrooms are swept clear of dirt, dust or litter before the classes start; to check or to collect reports from the departmental authority as to whether the tables and chairs of the classrooms have been wiped clean before the classes start;

12) To make arrangements for cleaning of overhead water tanks and underground water reservoirs at regular intervals; to ensure that the lids are securely fitted to the underground reservoirs and overhead tanks;

13) To ensure that all the nooks and corners both within and outside the academic and administrative buildings as well as the entrance lobbies, staircases and corridors are kept free from accumulation of garbage and junk material; to ensure prompt removal of waste material from such spots;

14) To select suitable locations for temporary dumping of garbage lifted from different parts of the academic and administrative buildings and to ensure prompt clearance of such material by the municipal garbage removal system;

15) To prevent throwing of garbage out of the rooms through the windows;

16) To take note of the cracks appearing in the walls and roofs; to estimate the extent of damage and to take prompt corrective action;

17) To place the security staff on duty at the entrance of the academic and administrative buildings to check the entry of persons in a manner as may be instructed by the relevant authority;

18) To develop a system of collection of gate pass from persons intending to take out any item of university property on the approval of appropriate authority;

19) To ensure that the security staff on duty at the gate or on roving duty demand valid documents revealing their identity from labours/staff members of the contractors who have been engaged by the University Engineer for installation, construction and maintenance works and to check for any pilferage;

20) To ensure that the security staff on duty at the gate or on roving duty demand identity card as may be instructed by the controlling officer;

21) To make arrangement for parking of cars within the campus.

Promotional Post

Caretaker

1) To work out a comprehensive strategy for maintenance of water supply network and place the same before the controlling officer for scrutiny and order for implementation;

2) To work out a comprehensive strategy for maintenance of power supply network and place the same before the controlling officer for scrutiny and order for implementation;

3) To be conversant with the load distribution pattern of the buildings, the extent of balancing of load and the transformer capacity in relation to total load; to collect data from different departments about the plan for acquisition of new equipment in the laboratories and the prospective increase in load consequent upon such acquisition; to apprise the authority about the need for increasing the transformer capacity to take care of the additional load;

4) To ensure that all the toilets of the academic and administrative buildings are thoroughly cleaned and the entrance lobbies corridors and staircases are swept clear of dust, dirt and litter and wiped clean everyday in the early hours of the morning well in advance of the time when activity starts in full swing; to make provision for a second round of wiping of entrance lobby, corridors and staircases whenever necessary;

5) To ensure that the teams engaged in cleaning the entrance lobby, corridors, staircases and toilets are provided with masks, hand gloves, aprons, all sorts of gear, traditional and modern (e.g. vacuum cleaner, motorized wiper etc.), and chemicals needed for the work; to ensure that the teams are trained properly in the use of the materials made available to them; to ensure strict adherence to instructions in this regard;

6) To ascertain the possibility of portions of parapet or sunshades getting coming down or rainwater pipes getting loose from the hooks in order that appropriate action may be taken to ward off any accident;

7) To place fire extinguishers at vulnerable points and instruct as many people as possible in the use of fire extinguishers; to ensure regular maintenance of the equipments;

8) To ensure that the buildings have adequate fire fighting arrangement; to ensure proper maintenance and check the fire fighting devices for proper functioning;

9) To prevent the building from termite attack, also to devise and implement a strategy for eradication of other pests;

10) To take preventive action against possible breakdown of water supply system and power supply system and also possible blockage of waste lines and rainwater pipes;

11) To apprise the higher authority about the inconveniences arising out of design defects in the layout of the buildings and supply lines, defects in the selection of materials used as fittings, defects in the procedure adopted for garbage removal and junk removal and so on and suggest appropriate measures for removal; to adopt corrective measures as instructed;

12) To take note of the saplings growing on the walls and roof of the buildings and to take immediate action for their removal;

13) To develop a comprehensive scheme for repair and maintenance of buildings used as living quarters by teachers, officers and non-teaching employees of the university, including the water supply and power supply systems of such buildings;

14) To develop a comprehensive scheme for repair and maintenance of buildings used as halls and hostels for students and research scholars, including the water supply and power supply systems of such buildings;

15) To make arrangements with the respective wing of the civil administration to keep away the drug-peddlers and drug-pushers;

16) To develop schemes for bringing the surroundings of buildings under a comprehensive beautification programme for consideration of appropriate authority;

17) To ensure that the playgrounds of the university are kept properly levelled and pruned and the grass covers are maintained as per standard; to ensure that all the water drains out of the ground after the rains;

18) To ensure that some members of the security staff are put on roving duty to apprehend intruders and mischief makers moving about within and outside the buildings;

19) To ensure that the members of the security staff placed put on roving duty take care of any eventualities in respect of safety and security of research scholars and faculty members who have to work in the laboratories till late hours of the evening;

On Stenographers and Personal Assistants

The following nomenclature and promotional avenue have been prescribed for the posts of Stenographers and Personal Assistants:

Junior Stenographer →	Senior Stenographer →	Personal Assistant →	Personal Secretary
(Base Post)	(First level promotional post)	(Second level promotional post)	(Third level promotional post)
Scale no.6	Scale no.7	Scale no.8	Scale no.9

The recruitment qualification for the base post has been stipulated as Graduate with knowledge in Stenography.

We recommend the following changes in nomenclature, pay scale and recruitment qualification:

1) Change in nomenclature

Existing nomenclature	Proposed nomenclature	Status
Junior Stenographer	Personal Assistant (Junior)	Base post
Senior Stenographer	Personal Assistant (Senior)	First level promotional post
Personal Assistant	Personal Secretary (Junior)	Second level promotional post
Personal Secretary	Personal Secretary (Senior)	Third level promotional post

2) Change in pay scale

Status	Existing Scale of Pay	Proposed Scale of Pay
Base post	Scale no.6	Scale no.7
First level promotional post	Scale no.7	Scale no.9
Second level promotional post	Scale no.8	Scale no. 10
Third level promotional post	Scale no.9	Scale no. P2

3) Change in recruitment qualification

Existing	Proposed
Graduate with knowledge in Stenography	Graduate with knowledge in Stenography; Proficiency in English composition; Proficiency in Spoken English

The existing nomenclature and scale of pay fit in with the concept of stenographer being one who takes dictation, types out letters and receives phone calls. A Personal Assistant, on the contrary, is one who manages the affairs of an office in its entirety; taking dictation, typing out letters, and receiving phone calls are only incidental to his total duty. A Personal Assistant maintains link between the office and the rest of the University as well as the outside world. The role of a Stenographer is rather passive; a Personal Assistant has the scope of being proactive in order to ensure proper functioning of the office. Among the non-teaching employees of the university, Personal Assistants and Personal Secretaries are required to be most knowledgeable in matters relating to aims and objectives, development strategy and quality building initiative of the university. They may have to look into total management of the office, maintain a reference list for publication of all sorts that may be needed by the Heads of the office which preparing their speeches.

Base Post

Personal Assistant (Junior)

1) To manage all the affairs of the office in which the service of the Personal Assistant has been placed; to provide support and assistance to the Head of the office and to do everything to ensure smooth functioning of the office;

2) To check the daily mail addressed to the Head of the office; to place all the incoming letters dealing with official matters before the Head of the office along with brief notes, wherever necessary, for his directive;

3) To prepare draft replies to the aforesaid letters when instructed to do so after consulting relevant documents, if necessary;

4) To file the incoming letters and their replies in a readily retrievable form;

5) To draft a report on any matter for which leading points have been provided by the Head of the office;

6) To organize and maintain the appointment diary of the Head of the office; to fix and coordinate appointments on his behalf, keeping in view his prior commitments and convenience; to keep note of the itinerary of the Head of the office;

7) To maintain the monthly planner of the office;

8) To take dictation from the Head of the office and reproduce the matter in printed from;

9) To attend to all issues pertaining to any official visit of the Head of the office, either within the country or abroad, including elaboration and finalization of travel plan, booking of travel documents and accommodation, arrangement for passport and visa, foreign currency and release of sanction letter from appropriate authority as well as the file containing the official papers he may be required to carry also to get his address ready in a form as may be desired by him which he may be required to deliver during the visit;

10) To be conversant with the method of using fax and e-mail facilities, while receiving or sending message on behalf of the Head of office;

11) To receive telephonic message on behalf of the Head of the office; to screen such calls and to prevent unwanted calls from reaching the Head of the office; to take particular care in attending to important phone calls, especially when the Head is away from the office;

12) To keep the Head of the office posted with facts and figures after consulting the relevant documents, files and records concerning matters on which opinion may be sought from the office;

13) To keep track of the development programmes currently being implemented in the university;

14) To collect relevant references (files, reports, books etc.) for the Head of the office when he is engaged in preparing reports concerning some aspects of implementation of development programmes;

15) To maintain a collection of copies of relevant Rule Books and Directories and Government Publications for ready reference;

First level promotional post

Personal Assistant (Senior)

1) To prepare notes on the action to be initiated by the office pursuant to adoption of resolutions by the statutory bodies for consideration of the Head of the Office; also to prepare a draft plan for execution of the work as may be needed by the Head of the Office;

2) To prepare agenda notes on the basis of relevant documents and papers for the meetings (except meetings of Statutory Bodies) that are scheduled to be held in the office, or under the chairmanship of the Head of the Office (or when the Head of the Office acts as the Secretary/Convener of a Committee constituted by a Statutory Body), on issues pertaining to members of the university community, and arrange to circulate meeting notices and agenda papers among the members; to keep record of proceedings of such meetings and of resolutions adopted therein; to develop and implement programmes of follow-up action;

3) To be responsible for maintaining the secrecy of confidential documents on issues pertaining to members or segments of the university community; to take appropriate measures for filing and processing of confidential documents;

4) To attend to all issues including hospitality, local transport and secretarial assistance to be provided to the Members of various Selection Committees who are on visit to the university;

5) To prepare agenda notes on issues pertaining to members or segments of the academic community that have been referred to the office and are proposed to be placed before the appropriate statutory bodies for consideration; to arrange to forward the aforesaid notes to the office of Registrar along with copies of supporting documents; to receive the resolutions adopted by the relevant statutory body based on consideration of the agenda items placed before them and to follow the instructions given to the office as contained in the resolutions; to maintain a file incorporating the agenda item, copies of supporting documents, and copy of the resolution adopted on the item separately for each issue;

6) To prepare notes on the basis of analysis of the latest examination results and a comparative study of examination results of successive years, conducted in a manner as may be indicated by the Head of the Office; also to indicate the extent to which the performance record may be regarded as an index of quality building in the university and be used for identification of areas of strength and of weakness which may be needed for charting future course of action;

7) To obtain reports on the impact of administrative measures adopted so far in respect of expediting the process of admission to the Ph. D. programmes and also towards early publication of the results of adjudication of Ph. D. dissertations on the research ambience of the university; to put on record the opinions expressed in respect of ways of addressing the residual problems;

8) To examine the records available from the Placement Department in conjunction with comments, observations and suggestions received from relevant sources on the placement strategy adopted by the university and prepare a note as may be needed by the Head of the Office to initiate a proposal for raising the level of placement initiative and of employability of the candidates;

9) To examine the record of non-teaching posts of all categories that have been sanctioned by the State Government and created by the Executive Council/Syndicate of the University, stating the nomenclature and recommended pay scales, along with supporting documents like sanction memos received from the Government and record of creation of posts as incorporated in the resolutions of the Executive Council/Syndicate; also to examine the record of compliance of Government Order in respect of redesignation of posts through adoption of rationalized nomenclature and of reapportionment of the sanctioned posts among the promotional stages in a manner as has been stipulated under the Government Order, along with supporting documents in the form of resolution adopted by the Executive Council/Syndicate in compliance of the Government Order; to prepare a status report as may be needed by the Head of the Office for charting future course of action;

10) To examine the record of posts of teachers and officers of all categories that have been sanctioned by the State Government and created by the Executive Council/Syndicate of the University, stating the nomenclature and recommended pay scales, along with supporting documents like sanction memos received from the Government and record of creation of posts as incorporated in the resolutions of the Executive Council/Syndicate; to prepare a status report as may be needed by the Head of the Office for charting future course of action;

11) To keep record of the measures being adopted for proper distribution of workforce and maintenance of evenness in workload based on the duties and responsibilities attached to different posts and sanctioned strength in each category; to prepare a status report as may be needed by the Head of the Office to initiate appropriate action in this regard;

12) To seek status report from different units/sections/departments on utilization of fund received from central agencies for implementation of various schemes and projects; on timely submission of utilization certificates and of requisition for next instalment of grant; to derive a comprehensive pattern of fund utilization on the basis of the status report;

13) To examine the record of donations, contributions and gifts received in the university, and also the record of acceptance of the offer from the donors and of the terms and conditions associated with such offers by the Executive Council/Syndicate, and of the action taken by the university administration following acceptance of the said offers; to prepare a status report on the basis of such records for ready reference; to update the report as and when instructed by the Head of the Office;

14) To examine the proposals received from prospective donors in conjunction with academic and administrative implications of the offers as well as legal implications of the terms and conditions attached to such offers, and to view the offer in the light of past experience as incorporated in the Status Report, and prepare a comprehensive note as may be needed by the Head of the Office to initiate action on the matter;

15) To examine the reports obtained from the university laboratories about

(a) the strategy being adopted for regular upkeep of advanced level and sophisticated scientific instruments, consistent with the principle of keeping them operative for a prolonged period;
(b) estimated cost of keeping the instruments in running condition, including expenditure on consumables, spares and accessories, as well as repair and maintenance;
(c) the extent to which financial support would be available from central funding agencies to meet the cost;
(d) the extent to which support is expected from the university fund;

and prepare a status report as may be needed by the Head of the Office to initiate appropriate action in this regard;

16) To assist the controlling officer in locating the areas in which it becomes imperative to provide additional input from university's own resources over and above the grants received from the State Government and the central funding agencies in order to maintain the level of academic standards and to ensure quality enhancement; also in identifying the sources from which the additional input is derived; to assist the Head of the Office in proposing a comprehensive policy of resource generation and resource transfer;

17) To keep record of the decisions taken in the meetings of the statutory bodies for constitution of committees with specific terms of reference; to keep track of the committee meets, the orders issued by the respective statutory bodies on the basis of the committee reports and the reports of compliance or otherwise of such orders;

18) To keep track of the developments subsequent to signing of memorandums of understanding between the university and other universities/research organizations/industrial establishments and obtain reports thereon; to prepare a status report as may be needed by the Head of the Office to initiate appropriate action in the matter;

19) To receive files through transit register containing matters pertaining to members of the university community, which need to be placed before the Head of the Office after checking the notes entered by relevant sections, the supporting documents and extracts from rule books, and return the same through the transit register after obtaining the opinion of the Head of the Office who is authorized under the rules to put final seal of approval;

20) To be conversant with the existing literature on quality building, quality enhancement, and quality assurance in the university; to procure such literature for the office as instructed by the Head of the Office; to prepare critical notes on various items relating to the issue; to prepare status report on the functioning of Internal Quality Assurance Unit and to keep track of the initiative being taken by the university towards quality building and development of a strategy in this regard; to make comprehensive exercise in this regard and keep the materials ready for use in discussion on the subject in any forum;

Second level promotional post

Personal Secretary (Junior)

1) To develop awareness about the initiative to be taken by the office to interact with Government agencies, including State Government and Union Government and the Central Funding Agencies including University Grants Commission, Department of

Science and Technology and the like; to work out an appropriate strategy for effective interaction;

2) To be active round the year for preparation of database concerning various aspects of functioning of the university which would be kept ready for enabling the university to provide Government agencies with instant information and report when asked for;

3) To use the database to highlight the advances made by the university in different areas of activity and also to apprise the university authority about the need for strengthening certain areas which appear to be relatively weak for the present;

4) To make a list of frequently asked questions that are put to the university by Government agencies for a prompt reply and update such list at regular intervals; to work out replies for ready reference after consulting the university database;

5) To examine each case where the information provided to the Government agencies have proved to be inadequate or unsatisfactory and to take immediate corrective action after re-examination of all the relevant documents;

6) To tally the data provided by different units/sections/departments against each other and to draw the attention of the concerned units/sections/departments when there are reasons to doubt the correctness or authenticity of the data provided by them;

7) To make adequate preparations to be conversant with replies to all possible queries as may be kept ready by the office when information is sought by the Government agencies through verbal communication;

8) To maintain liaison with concerned offices of the Government agencies and seek information needed by the university administration;

9) To visit the websites of Government agencies for collection of information relevant to development of the university; to bring all such matters to the notice of the Head of the office after adding a note, whenever necessary;

10) To be conversant with achievements of the university in different areas of activity, outstanding problems and the strategy being adopted by the university to surge forward;

11) To develop the ability to explore all possible sources for collection of materials needed for preparation of documents elaborating the stand, outlook and initiative of the university on subjects that are required to be presented by the Head of the Office on behalf of the university before expert teams appointed by the concerned Government agencies, and also before representatives of non-Government agencies when linkage with such agencies is considered beneficial for the university; to be involved in the preparation of write-ups on behalf of the Head of the office and working out the details of the scheme of presentation;

12) (a) To prepare agenda notes on items pertaining to interaction of the university with Government agencies that have been referred to the office and are proposed to be placed before the appropriate statutory bodies for consideration;

(b) To arrange to forward the aforesaid notes to the office of the Registrar along with copies of the supporting documents;

(c) To receive the resolutions adopted by the relevant statutory body based on consideration of the agenda items placed before them and to follow the instructions given to the office as contained in the resolutions;

(d) To maintain a file incorporating the agenda items, copies of supporting documents, and copy of the resolution adopted on the item separately for each issue;

(e) To prepare notes on the action to be initiated by the office pursuant to adoption of resolution by statutory bodies for consideration of the Head of the office; to work out detailed plans for execution of the work;

(f) To prepare agenda papers for the meetings on issues pertaining to interaction of the university with Government agencies which are scheduled to be held in the office, or under the chairmanship of the Head of the office, and arrange to

circulate meeting notices and agenda papers among the members; to keep record of the proceedings of such meetings and resolutions adopted therein; to develop and implement programmes of follow-up action;

(g) To be conversant with the commitment of the university to provide various Government agencies with information about different aspects of functioning of the university, very often on an urgent basis, and to prepare documents well in advance to meet such commitment;

(h) To attend to all issues (including hospitality, local transport and secretarial assistance) pertaining to visit to the university of officials from Government organizations and members of the expert teams constituted by such organizations.

Third level promotional post

Personal Secretary (Senior)

1) To be conversant with the research profile of the university, based on information received from the Academic and Administrative Departments and Deans of the Faculties, and to prepare notes on topics related to the subject as and when instructed by Head of the office;

2) To provide service as may be required by the Head of the Office to ascertain the role of the university administration in evolving appropriate strategy for facilitating research in the university;

3) To provide service as may be required by the Head of the Office to collect data on research profiles of leading universities of the world for comparative study that may be relevant for evolving a strategy for capacity building and quality enhancement in the university; to prepare notes thereon as instructed by the Head of the office;

4) To provide service by way of developing a teamwork as may be required the Head of the Office to organize the activities of the office towards fulfillment of the goals

and objectives of the university; to be conversant with such goals and objectives in order to prepare oneself for the task;

5) To provide service as may be required by the Head of the office to initiate the process of development of a strategy for participation in the programmes adopted by the university towards fulfilment of its objectives;

6) To collect information on the situation developing throughout the world in the domain of university education and research and of the measures being taken for quality enhancement in those universities by referring to relevant articles, news items and columns in journals and magazines and through internet surfing, and through interaction with faculty members who maintain contact with their counterparts in universities in India and abroad; to prepare notes thereon as may be instructed by the Head of the office;

7) To provide service as may be required by the Head of the office to analyse the situation currently prevailing in the domain of university education and research and to impress upon everyone about the need for review of its programme of development;

8) To prepare notes on behalf of the Head of the office on the necessity of initiating the process of development of a consortium approach towards sharing of physical resources (e.g., scientific instruments, library service) available in different universities and research institutes in the country after seeking opinion from the faculty members, research scholars and officers of the university; to work out the terms and conditions which would be beneficial for all the partners of the resource-sharing programme;

9) To prepare notes as instructed by the Head of the Office on the necessity of adopting a policy of furtherance of institutional support towards increasing involvement in collaborative programmes; to keep a record of the programmes that are currently being undertaken in collaboration with industry or universities and research institutions in India and abroad; to request the university authority to apprise the university community about the benefits derived from the collaborative programmes; to be responsible for maintaining liaison with the existing and potential partners of collaborative programmes.

10) To attend to all issues including hospitality, local transport and secretarial assistance pertaining to visits to the university of the dignitaries representing other universities and research organizations either from within the country or abroad.

11) To and prepare a status report as may be needed by the Head of the Office for charting future course of action based on the research profile of the university and the data available from record of

(a) research proposals forwarded to the central funding agencies for financial support;
(b) letters received from the funding agencies conveying the sanction of grants towards financial support of research projects;
(c) utilization certificates forwarded to the funding agencies on completion of the approved projects;

12) To obtain reports on the impact of administrative measures adopted so far to facilitate the process of implementation of research projects and also to facilitate organization of seminars/symposia/workshops on the research ambience of the university, considering both the qualitative and quantitative aspects of research output; to analyze the reports and highlight the emerging trends.

Base Post

Technical Assistant
GRADE II

1) To set up experiments using relatively simple instruments, either in the field or in the laboratory, as may be designed by the faculty members;
2) To keep record of the experimental data generated in course of ongoing experiments using simple instruments as may be instructed by the concerned Faculty Member;
3) To systematize experimental data as may be instructed by the concerned Faculty Members;
4) To receive training at regular intervals in order to be conversant with the mode of functioning of instruments of increasing complexity as may be instructed by the appropriate authority;
5) To strive continuously to develop the ability to handle advanced level instruments with proper care and precaution and to acquire the skill to generate data of high quality;
6) To work in teaching laboratories under the guidance of concerned faculty members;
7) To make arrangements for keeping the instruments used in the teaching laboratories in working condition;
8) To ensure that all the instruments scheduled to be used in the teaching laboratories are functioning properly before the beginning of classwork;
9) To make arrangements for printing of instruction sheets designed by the concerned Faculty Members that are scheduled to be used in the teaching laboratories and provide each student participating in the classwork with a copy of the same; to maintain a stock of such sheets on a regular basis;
10) To remain attentive when classwork is in progress in the teaching laboratories and to intervene, when necessary, in order to ensure that the instruments are being handled properly and the instructions provided in the instruction sheets are being duly attended to;

11) To be conversant with the safety measures that have to be adopted in the teaching laboratories and to ensure that necessary precautions are being taken by everyone when the classwork is in progress;

12) To develop the ability to locate flaws in the instruments used in the teaching laboratories;

13) To note the defects in the existing laboratory setup, if any, and apprise the concerned Faculty Members about the same;

14) To detect faults that crop up while the instruments are in operation in the laboratory classes and to take appropriate corrective measures on the spot as far as practicable under intimation to the Faculty Member conducting the class;

15) To demonstrate the method of operating instruments before the junior level students in the teaching laboratories when they feel any difficulty in this regard, as may be instructed by the Faculty Member conducting the class;

16) To arrange for regular upkeep of instruments used in the teaching laboratories;

17) To take measures in consultation with the Faculty Member conducting the class to encourage the students to do their practical work on their own, without seeking help from others, except in case of emergency;

18) To participate in programmes developed by concerned Faculty Members and Technical Superintendents for being conversant with the plan of the university to acquire new instruments in the coming days, particularly the instruments that are needed in the teaching laboratories;

19) To assist the concerned Faculty Members in making advance preparations for installation of new instruments in a laboratory, particularly those instruments that are needed in teaching laboratories;

20) To participate in the programme of collection of data from all possible sources about the positive and negative features of different brands of an instrument available in the market, when such programmes are developed by the concerned Faculty Members and Technical Superintendents for facilitating selection of the right brand at the time of acquisition of the instruments, particularly those instruments that are needed in the teaching laboratories for junior students;

21) To participate in the programmes of conducting a thorough search for skilled personnel of appropriate credentials who have proved to be qualified to undertake repair and servicing of laboratory instruments or components thereof, particularly those that are needed in the teaching laboratories;

22) To participate in the programmes of conducting thorough search for persons with expertise to set the instruments and machines in the teaching laboratories in order, when service is no longer available from the local agents of the manufacturing firms as they have gone out of business.

First promotional level post

Technical Assistant
Grade I

1) To be conversant with the techniques of handling of advanced level instruments; to extend the service of such instruments to advanced level students in the teaching laboratories;

2) To demonstrate the method of operating relatively advanced-level instruments before research scholars and students when they are given access to such instruments and to be present in the laboratory to ensure correct handling and hassle-free operation;

3) To keep a particular advanced-level instrument ready for use when the Faculty Members and Research Scholars intend to operate the instrument on their own; to attend the Faculty Members and Research Scholars when such instruments are in operation;

4) To strive continuously for development of skill and efficiency of increasingly higher level in order to receive appropriate training and to qualify for undertaking the task of operating instruments of increasing complexity;

5) To set up experiments using advanced level instruments, either in the field or in the laboratory, as may be designed by Faculty Members as Project Investigators;

6) To keep record of the experimental data generated in course of using advanced-level instruments as may be instructed by the concerned Faculty Members;

7) To systematize experimental data as may be instructed by the concerned Faculty Members;

8) To receive training at regular intervals in order to be conversant with the mode of functioning of the instruments and also with the strategy of maintenance of the instruments, particularly the sophisticated instruments, when sufficient maturity has been attained in course of handling advanced level instruments;

9) To develop skill and efficiency of a high level through sustained effort while working with Faculty Members and Research Scholars so that samples prepared and data generated are of such standard as may be incorporated in doctoral dissertations and in international publications;

10) To be conversant with various techniques of preparation of samples for analytic work; to prepare samples for analytic work in the laboratories;

11) To work continuously for acquisition of skill of increasingly higher level which is imperative for production of high quality samples and of data of greater accuracy;

12) To be conversant with various methods of preparation of standards needed for analytic work;

13) To provide the laboratories with samples and standards of required specification;

14) To maintain an inventory of all laboratory materials, including the instruments, in the advanced-level teaching laboratories and research laboratories;

15) To make arrangements for building up a stock of spares for advanced-level instruments under the guidance of the concerned Faculty Members; to make an inventory of spares and arrange for safe custody of the same;

16) To assist the concerned Faculty Members in making advance preparations for installation of new instruments the laboratories, particularly the advanced-level instruments that are needed by senior students and Research Scholars;

17) To maintain the ambience of the instrument rooms as prescribed by the manufacturer in order to prevent damage to the instruments arising out of lacuna in this regard;

18) To secure the instrument room against bursting of water pipes, fire hazard, toxic chemical generation and radiation hazard;

19) To arrange for proper placement of work tables and equipment in the laboratory room and to see that service lines are not blocked by work tables;

20) To participate in the programme of being conversant with the plan of the university to acquire new instruments in the coming days, particularly the advanced-level instruments that are needed by senior level students and Research Scholars;

21) To participate in the programme of collection of data from all possible sources about the positive and negative features of different brands of an instrument available in the market, including after-sale service and availability of spares, when such programmes are developed by the concerned Faculty Members and Technical Superintendents for facilitating selection of the right brand at the time of acquisition of the instruments, particularly those advanced level instruments that are needed by the senior level students and Research Scholars;

22) To participate in the programme of conducting a through search for skilled personnel of appropriate credentials who have proved to be qualified to undertake repair and servicing of laboratory instruments or components thereof, particularly those advanced-level instruments that are needed by senior students and Research Scholars;

23) To participate in the programme of conducting a thorough search for persons with expertise to set the instruments and machines of the laboratories in order, particularly those that are needed by senior students and Research Scholars, when service is no longer available from the local agents of the manufacturing firms as they have gone out of business;

24) To be conversant with and undertake the task of cleaning of internal components of advanced-level instruments; to undertake the task of cleaning the internal

components of sophisticated instruments under the guidance of the concerned Faculty Member and Technical Superintendent;

25) To participate in the programme to fabrication of equipment.

Second promotional level post

Technical Superintendent

1) To check the experimental setup evolved by Technical Assistants (Grade II and Grade I) as per design provided by Faculty Members; to identify the lacunae and suggest measures for improvement;
2) To ensure that the instruments that have been placed in charge of Technical Assistants are run satisfactorily; to identify the lacunae in this regard, identify the difficulties and take proper action;
3) To make surprise check and give proper advice in case of any deficiency on the part of Technical Assistants;
4) To develop programmes for raising the efficiency level of Technical Assistants in consultation with the Faculty Members;
5) To examine the quality of data generated and of samples prepared by the Technical Assistants as per instructions provided by the concerned Faculty Members at regular intervals and suggest measures for improvement;
6) To be conversant with the mode of functioning of the sophisticated scientific instruments and of the strategy of maintenance of such instruments and to receive training towards this end;
7) To be the first to familiarize oneself with instruments of high level of sophistication;
8) To develop teamwork under the leadership of concerned Faculty Member for operation of instruments of high level of sophistication;
9) To set up experiments as may be designed by Faculty Members, using sophisticated instruments, either in the field or in the laboratory;
10) To generate data from experiments involving sophisticated instruments as may be instructed by the concerned Faculty Members;

11) To make arrangements for building up a stock of spares for sophisticated instruments under the guidance of concerned Faculty Members; to make an inventory of spares and arrange for safe custody of the same;

12) To maintain an inventory of all laboratory materials in the advanced level research laboratories;

13) To maintain log-books for sophisticated instruments;

14) To ensure that all entries in the log books are made in a proper manner; To get the entries in the log-books checked by the appropriate authority at regular intervals;

15) To develop teamwork for raising the level of output from available instruments through experimentation under the leadership of Faculty Members;

16) To maintain an inventory of sophisticated instruments available in leading universities and research organizations of the country and to develop a programme for gaining access to those instruments in consultation with Faculty Members for consideration of the university authority.

17) To categorize instruments into a number of convenient groups according to increasing complexity and assign the task of operating each group to the Technical Assistants according to their level of maturity, keeping the most complex for self, to start with, under the guidance of the concerned Faculty Members;

18) To develop a teamwork under the guidance of the concerned faculty members for being conversant with the plan of the university for acquisition of new instruments in the coming days, including the plan for removal of obsolescence;

19) To develop teamwork for preparation of data bank for instruments of different make and gather first-hand experience in handling such instruments where such instruments are already installed and make a comparative study on the basis of ease of operation, frequency of troubleshooting, the quality of after-sales service, availability of spare parts and such other criteria;

20) To develop teamwork under the leadership of concerned Faculty Members for collection of data from all possible sources about the positive and negative features of different brands of an instrument released by different manufacturers well in advance to facilitate selection of the right brand when the university intends to acquire such instruments at a later date;

21) To develop teamwork under the leadership of the concerned Faculty Members to conduct a thorough search for skilled personnel of appropriate credentials who

have proved to be qualified to undertake repair and servicing of laboratory instruments or components thereof at short notice and to make arrangements for enlisting their service, except in cases where intervention of the service personnel of the manufacturing firm or their authorized agents is mandatory;

22) To maintain within a comprehensive information network the names of agencies that are properly equipped to undertake repair work in instruments of different levels of sophistication;

23) To develop teamwork under the leadership of concerned Faculty Members to conduct a thorough search for persons or agencies with expertise for setting the instruments and the machines of the laboratories in order when service is no longer available from the local agents of the manufacturing firms as they have gone out of business, and to make arrangements for enlisting their service;

24) To develop teamwork under the leadership of concerned Faculty Members for fabrication of equipment;

25) To be conversant with the technique of cleaning the internal components of sophisticated instruments which may be a pre-requisite for generation of data of higher quality out of the instruments;

26) To receive samples for treatment in connection with execution of testing and consultancy jobs undertaken by the university and transfer them in consultation with the concerned Faculty Member to the Technical Assistants who are properly equipped to handle the instruments needed for treatment of the samples.

Base Post

Sub-Assistant Librarian Cadre

1. The Pay Committee regards the terms "Assistant Librarian Grade II" and "Assistant Librarian Grade I" as anomalous and utterly confusing in view of the fact that the designation Assistant Librarian has been assigned to a post in the officer cadre. The question remains as to that name should be given to the cadre to which these posts belong.

2. The Pay Committee recommends that these terms be replaced by "Sub-Assistant Liberian Grade II" and "Sub-Assistant Liberian Grade I" respectively. They are to be

referred as belonging to the "Sub-Assistant Liberian" cadre. The universities are already having posts with analogous designations of "Sub-Assistant Engineer Grade III" "Sub-Assistant Engineer Grade II" and "Sub-Assistant Engineer Grade I". They may be referred to as belonging to the Sub-Assistant Engineer cadre.

Base Post

Sub-Assistant Librarian
Grade II
(abbreviated SAL II)

(1) To receive books from vendors against approved order after checking;

(2) To check the price proof of the purchased books and to check the conversion rates;

(3) To prepare the bills for payment against orders executed by the vendors or publishers;

(4) To make proper entries in the accession register; to enter the accession number in the vendor bill and the book;

(5) To receive journals from the vendors against approved order; to check the journal invoices in respect of price proof, remittance proof etc. and the conversion rate as prescribed by Reserved Bank of India on the date of remittance; to record receipt of journals in the appropriate register;

(6) To keep proper record of books received through exchange or donation;

(7) To prepare an up-to-date list of subscribed journals in printed and electronic versions and give it a wide circulation at regular interval; to display current journals in the display board; to maintain the records of printed journals manually as well as in the online database;

(8) To classify new arrivals in consultation with SAL I using the appropriate library classification scheme;

(9) To prepare book card, shelf list card and to file catalogue and shelf list cards in appropriate cabinets;

(10) To develop Online Public Access Catalogue by entering the bibliographic details in a worksheet of the appropriate software; to check the acquisition database for data transfer;

(11) To replace the torn or damaged cards in catalogue cabinets and to replace shelf list cards whenever necessary; to update the database on a regular basis;

(12) To generate the barcode and get the same affixed on the book;

(13) To ensure arrangement of all publications received in the stack according to the standard bibliographic method;

(14) To maintain a membership record after taking into consideration the cases of addition, deletion and renewal in the membership list; to make entries in membership cards and membership register as per instructions received from the Librarian or any person authorized by him;

(15) To transfer books from the shelf to the issue counter and vice versa at the time of issue and return of books with the help of Library Attendants;

(16) To issue books to the users against valid documents and to file such documents in an appropriate manner, after making relevant entries in the issue register, whenever necessary; to keep appropriate record when books issued to the users are received back in the counter and provide the user with a proper receipt;

(17) To ensure proper recording of inward and outward movement of books when the library system is computerized; to be up-to-date in sending reminders when return of books is overdue; to assure their return or replacement;

(18) To assist users in online and offline searching of documents and in collecting relevant materials through internet search;

(19) To prepare reference lists on particular topics as requested by the users;

(20) To collect copies of Ph.D/D.Sc./D. Litt. theses following the award of the degree by the University; to prepare an inventory of doctoral theses received in the library following the standard bibliographic procedure;

(21) To display the list of doctoral dissertations acquired in the library along with abstracts on the University Website;

(22) To look after the unit that is set up for maintaining a comprehensive collection of books that are required to be consulted by the students of the university intending to appear in various competitive examination;

(23) To maintain a collection of question papers set in various competitive examinations during the last several years;

(24) To import data from other libraries in the centralized database;

(25) To assist the Librarian in managing the library network;

(26) To make arrangements for digitization of selected documents;

(27) To maintain the backup of all library database on a regular basis;

(28) To make arrangements for management of the hardcopy of selected documents;

(29) To provide users with printout or soft copy of selected digitized documents;

(30) To upload necessary information for preparation of institutional data repository;

(31) To provide password and member’s ID to each faculty member;

(32) To manage the electronic document delivery service;

(33) To maintain CD archives, database of different category and electronic version of theses and dissertations.

First Promotional Level Post

Sub-Assistant Librarian
Grade I
(abbreviated SAL I)

(1) To initiate the junior colleagues (SAL II) in the library work at the operational level;

(2) To place orders for acquisition of books, journals, and other reading materials, keeping in view the fund position;

(3) To take up matters relating to non-receipt of books as reported by junior colleagues (SAL II) and take proper action in this regard;

(4) To take up matters relating to deviation from discount rate agreed between by the university and the publishers/vendors;

(5) To maintain grant-wise balance sheet on a regular basis;

(6) To prepare subject-wise list of articles published in journals and make such list available to the prospective users;

(7) To maintain the manual and online versions of publishers' data base;

(8) To address all problems pertaining to procurement of books in the Departmental Libraries;

(9) To interact with Departmental Libraries in all matters relating to acquisition and cataloguing of books;

(10) To create awareness about the range of services that may be provided by the university library;

(11) To participate in the process of implementation of programmes undertaken to extend the scope of library;

(12) To develop ways and means of getting hold of publications before they go out of print;

(13) To help junior colleagues in classification of books using standard library classification scheme and following bibliographic standards, rules and procedure;

(14) To help junior colleagues in assignment of class numbers and preparation of catalogue cards;

(15) To assign subject heading by following Library of Congress Subject Heading List;

(16) To check the entries in the accession register and catalogue cards as well as the corresponding database for any omission or modification;

(17) To edit the entries in the online database;

(18) To search the database for availability of books and for tracing the location of the books;

(19) To make regular check of the membership record for any omission or modification; to issue duplicate cards in the event of loss of membership cards; to calculate the amount payable as fine towards overdue charges;

(20) To make arrangements for issue of clearance certificate for outgoing members;

(21) To engage in procurement of online journal database and online book database and to enter into settlement with vendors at the time of invoice processing;

(22) To be conversant with the requirements of journals in the academic departments and to make appropriate arrangements for making the journal service as comprehensive as possible;

(23) To place orders for journals and to make arrangement for advance payment; to ensure prompt detection of cases of non-receipt of journals despite advance payment and record the claim for the same;

(24) To check organization of books in the shelves at regular intervals, particularly when the shelves are make accessible to certain sections of users;

(25) To ensure retention of books in the research cubicles for prolonged use;

(26) To prepare current contents by scanning of contents pages of journals available in Local Area Network;

(27) To arrange to provide Current Awareness Service including a list of new arrivals from acquisition database on a regular basis;

(28) To develop and maintain a system of online dissemination of information relating to library service; to organize library resources for early access;

(29) To develop and manage the interlibrary loan service;

(30) To ensure continuous updation of web-based information sources;

(31) To organize information for institutional digital repository;

(32) To compile a directory of web resources on different subjects;

(33) To maintain and organize all relevant web based information with the help of appropriate digital library software;

(34) To keep track of the facilities that are extended by other libraries by downloading their bibliographical data and by other means and make them available to users in the university;

(35) To provide services pertaining to citation of articles in international journals;

(36) To keep all journal links alive through regular monitoring and regular communication with the publishers;

(37) To keep the university informed about free e-documents available in relevant files;

(38) To build, manage and regularly update the library portal;

(39) To design electronic forms for in-house operation; to update library policy and procedure manual.

Second Promotional Level Post

Superintendent (Library Service)

(1) To assist the different units of the university library, including the decentralized system of departmental libraries, wherever it exists, in managing their affairs;

(2) To bring to the notice of the Librarian all the problematic issues relating to functioning of the different units of the university library, including the departmental libraries;

(3) To suggest measures for improvement in the functioning of different units of the library, including the departmental libraries, to the librarian;

(4) To prepare and maintain statistical records of all kinds and generate reports on the functioning of different sections for consideration of appropriate authority;

(5) To evolve a rational policy of acquisition of books, journals and non-book materials;

(6) To make an estimate of additional inflow of fund to the library system that would be needed for supporting competitive research in the university;

(7) To invite suggestions round the year from the faculty, research scholars and students regarding acquisition of books and journals in the library;

(8) To keep track of book reviews appearing in journals and websites for facilitating selection of books for the library;

(9) To keep track of the announcements made by publishing houses and learned societies about their forthcoming publications;

(10) To invite expert opinion justifying acquisition of particular books;

(11) To prepare a comprehensive list of books that are needed to be acquired in the library on the basis of suggestions and opinions received from various sources and arrange them in order of priority as far as practicable;

(12) To make the best use of the library fund and strive to acquire as many titles as possible; to seek avenues for making other titles accessible to the prospective users through interlibrary loan facilities and other means;

(13) To keep track of the purchase list of other universities as far as practicable;

(14) To maintain liaison with the service provider to address problems developing in the computerized system and for updation of the system; to manage automation of library technical services;

(15) To be proactive in the matter of acquisition of books in the library;

(16) To ensure consistency and uniformity in cataloguing work by way of checking the catalogue and shelf list cards on a regular basis;

(17) To arrange for maintenance of online Public Access Catalogue on a regular basis;

(18) To select books for use of candidates for various competitive examinations;

(19) To make arrangements for stock verification in the libraries on a regular basis;

(20) To supervise the ongoing activities in different sections and departments;

(21) To make arrangements for updating of library rules as well as the library manual;

(22) To keep the spirit of teamwork alive among all categories of library staff and also to ensure effective coordination between the managerial staff and the library professionals;

(23) To supervise the training programme conducted under the UGC Project titled 'Earn when you learn' and similar other projects;

(24) To supervise the task of management of library network;

(25) To supervise the programme of management of e-resources in the library portal;

(26) To supervise the task of framework creation for the digital library;

(27) To maintain a comprehensive list of research journals of international standard in all the subjects relevant to the respective universities, published in English, or in any language other then English;

(28) To maintain an up-to-date record of the titles of journals out of the aforesaid comprehensive list that are accessible to the users, either in print or in electronic version, in the university's own collection, or by exchange or otherwise;

(29) To maintain a comprehensive list of Abstract Journals published throughout the would;

(30) To maintain an up-to-date record of the titles of Abstract Journals that are accessible to the users in the university through acquisition by subscription or through exchange/interlibrary loan service, or otherwise;

(31) To strive for access to an increasing number of research journals through resource sharing with other universities and research organizations;

(32) To make arrangements for proper functioning of the reprography unit;

(33) To make arrangements for proper management of translation service, if there is any;

(34) To receive rare books by purchase, gift or donation;

(35) To make arrangements for proper accessioning and cataloguing of rare books;

(36) To arrange for preservation and conservation of different collections in a proper manner;

(37) To make arrangements for dusting of books on a regular basis;

(38) To supervise the task of procurement, repair and maintenance of the furniture, stationery and electrical installations;

(39) To supervise the task of management of water supply and sanitary system.

Posts in the Press Establishment

In view of the fact that there has been a radial change in printing technology, the following posts of the Press establishment which were included in G.O. No.2426(6)-Edn(U) dated 17.10.1985 but have since become redundant, are not included in the aforesaid list

Category of post	**Name of base and promotional post**
Press attendant	Junior Press Attendant Senior Press Attendant
Die Stamper	Junior Die Stamper Senior Die Stamper
Fly Boy	Junior Fly Boy Senior Fly Boy
Lino/Mono Attendant	Junior Line/Mono Attendant Senior Lino/Mono Attendant
Proof Pressman	Junior Proof Pressman Senior Proof Pressman
Compositor/Distributor	Junior Compositor/Distributor Senior Compositor/Distributor Section Holder

Machineman	Junior Machineman Senior Machineman Overseer, Machine Section Foreman
Monocaster	Junior Monocaster Senior Monocaster
Thomson Operator	Junior Thomson Operator Senior Thomson Operator
Lino Operator	Junior Lino Operator Senior Lino Operator Section Holder
Mono Operator	Junior Mono Operator Senior Mono Operator Section Holder

The Pay Committee has provided a list of posts that would be needed to run a press establishment with the adoption of modern technology and has given a description of duties and responsibilities assignable to each of the posts in a separate chapter.

PAY COMMITTEE
2008

REPORT

VOLUME III
Part I

FEBRUARY 2010

Report of the Pay Committee, Volume II, Part III

C O N T E N T S

Part III

Chapter	Topic	Page Nos.
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3	Conclusion	187-187

CHAPTER 1

INTRODUCTION

1.1 In Part II of Volume II we have stated that during deliberations the Committee has observed that a sizeable number of anomalous positions have been created out of the irregular action taken by different universities. We have also proposed to incorporate those cases in a separate Part. This has been for dual reasons – one is to keep the previous Part i.e. Part II of Volume II within reasonable limit (Volume-wise) and second is to facilitate examination/scrutiny of the cases by the appropriate authorities of the State Government. The matter has been deliberated upon in Chapter II of this Part.

1.2 Within the covers of this part we are also incorporating copies of some of the letters that the Committee has written to different authorities of the State Government drawing their attention to the regularities that have attracted attention of the Committee.

CHAPTER 2

DESCRIPTION OF CASES OF VIOLATION OF GOVERNMENT ORDER PERTAINING TO SERVICE CONDITIONS AND COMMENTS THEREON

2.1 In Chapter 4 of Part-II of Volume II of our report we have taken a synoptic view of anomalies arising out of non-compliance of Government Orders. Here, in this Chapter, the data-base on which we deliberated on the issue is described.

2.2 The Pay Committee requested the universities to provide the Committee a statement on status of the existing non-teaching employees as per proforma devised by the Committee. On receipt of the necessary inputs from the universities, the Committee has prepared notes in respect of each and every university. The Committee held discussions with the Registrars of the universities to share with them our views. We have prepared a synopsis of the anomalies and our comments on them. Our notes along with the synopsis which was also included in Chapter 4 of Part-II Volume II of our report are incorporated in this Chapter.

The Committee, as has been reported earlier, also have drawn attention of the Government Authorities to some cases of anomalies of critical nature. The concerned correspondences are also incorporated in this Chapter.

JADAVPUR UNIVERSITY

Scale no.1

4. As per the statement submitted by the University, the total number of sanctioned posts in the cadre of 'Peon' is 263. We are excluding one post of 'Waiter' (Scale no.1, item 8), 2 posts of 'Estate Assistant' (Scale no.2, item 4), 3 posts of 'Cash Sarkar' (Scale no.4, item 1; Scale no.5, item 15), and 4 posts of 'Store Attendant' (Scale no.2, item 3 and Scale no.3, item 9) which have been shown under separate cadres.

These posts have been apportioned by the University in the following manner :-

i)	'Peon' borne in Scale no.1	: 114 posts
ii)	'Senior Peon' borne in Scale no.2	: 114 posts
iii)	'Record Supplier' borne in Scale no.3	: 35 posts

This is in agreement with the formula prescribed for two-level promotion.

The reason why the University has left the third promotional level (represented by the post of 'Record Supplier' borne in Scale no.4) out of consideration has not been clarified.

If all the promotional levels as prescribed in the G.O. are taken into consideration, the 263 posts would have been apportioned in the following manner: -

i) 'Peon' borne in Scale no.1 : 107 posts

ii) 'Senior Peon' borne in Scale no.2 : 107 posts

iii) 'Record Supplier'/ 'Junior Cash Sarkar'/'Matron' in Scale no.3 : 33 posts

iv) 'Record Keeper'/'Senior Cash Sarkar' : 16 posts

The reason why movement to the third promotional level has been blocked has not been stated by the University.

4. The rationalized nomenclature for 'Helper' (Scale no.1) is 'Helper Grade III. The rationalized nomenclature for 'Skilled Helper' borne in Scale no.3 is 'Helper Grade I.

The University has devised its own nomenclature for posts of this cadre as a substitute for the rationalized nomenclature, namely, 'Helper'. 'Skilled Helper' and 'Skilled Helper Grade I' in place of 'Helper Grade III', 'Helper Grade II' and 'Helper Grade I' respectively. While the position of the second set of posts in the promotional route is defined distinctly in terms of the Government Order, the same cannot be said about the first set. The nomenclature devised by the University suggests that option is kept open for regarding the post of 'Skilled Helper' borne in Scale no.2 as a base post and the post of 'Skilled Helper Grade I' as the corresponding first promotional post. The name 'Skilled Helper Grade I' is not even a part of the old nomenclature, nor of the rationalized nomenclature.

The reason for sticking to old nomenclature is required to be stated.

8. The rationalized nomenclature for 'Waiter' is 'Peon'(=Junior Peon'). The reason for sticking to old nomenclature resulting to blocking the promotional prospects of incumbents to this post needs to be stated.

Scale no.2

1. (a) The statement shows 77 sanctioned posts of Laboratory Attendant of which 38 are borne in Scale no.2 and bear the name of 'Laboratory Attendant' and 39 are borne in Scale no.3 and bear the name of 'Senior Laboratory Attendant'.

The approved nomenclature for these posts are 'Laboratory Attendant Grade II' and belong to the first and second promotional levels.

The University has converted the first promotional post into a base post and made appointment to the promotional post by direct recruitment, which is violative of Government Order. It may please be informed why Government order is not followed.

(b) The 77 posts would have been apportioned in terms of the G.O. in the following manner :-

i) Laboratory Attendant Grade III borne in Scale no.1 (base posts) : 34 posts

ii) Laboratory Attendant Grade II borne in Scale no.2 (Second promotional posts) : 33 posts

iii) Laboratory Attendants Grade I borne in Scale no.3 (Second promotional post) : 10 posts

The university has already appointed 78 persons (59 in the promotional posts) against 77 sanctioned posts. The reason for making amends may please be clarified.

2. The rationalized nomenclature for ‘Cyclostyle Operator ‘ is ‘Junior Cyclostyle Operator’. The use of the rationalized nomenclature defines the position of the post in the promotional route in terms of the Government Order. The advantage derived from the use of old nomenclature may please be stated.

3. The University seems to have created a separate cadre of ‘Store Attendant’ without the approval of the Government.

Two posts of Store Attendant’ have been shown to be borne in Scale no.2 and two posts of ‘Senior Store Attendant in Scale no.3. The nomenclature seems to suggest that ‘Store Attendant’ is a base post and ‘Senior Store Attendant’ is the corresponding promotional post.

The rationalized nomenclature for ‘Store Attendant’ is ‘Senior Peon’ which is a promotional post. Fascination for the old nomenclature led to the conversion of a promotional post into a base post. The name ‘Senior Store Attendant’ is not even a part of the old nomenclature : Supporting Government order may kindly be provided.

Non-inclusion of four posts in the cadre of peon has affected their promotion prospects. A Senior Peon has the scope to advance by two levels along the promotional route in contrast to the single level prescribed for ‘Store Attendant’.

The advantages extended to the employees by deviating from Government norms may please be stated.

4. (a) The nationalized nomenclature for ‘Estate Assistant’ is ‘Senior Peon’ which is a promotional post, borne in Scale no.2.

No mention has been made of the post initially bearing the name of ‘Senior Estate Assistant’, which was borne in Scale no.3. This post has since been redesignated as ‘Record Supplier’ borne in Scale no.3.

The reason for retaining the old nomenclature and thereby creating the impression that a base post is being dealt with should be stated.

(b) The reason for making appointment to a promotional post by direct appointment should be stated.

(c) The promotional route of ‘Senior Peon’ is clearly defined in terms of the G.O. Promotional prospects for ‘Estate Assistant’ should be stated;

(d) The reason for keeping the post of ‘Senior Estate Assistant’ out of consideration should be stated. Number of sanctioned posts of ‘Estate Assistant’ in this University should be stated.

6. (a) The post of ‘Labeler’ borne in scale no.2 has been redesignated as Library Attendant’. The post of ‘Senior Labeler’ borne in Scale no.3 has been redesignated as ‘Senior Library Attendant’ subject to the condition that the post would revert back to Scale no.2, the actual Scale in which the post of Senior Library Attendant is borne, with the retirement of the then incumbent to the post.

The statement shows 2 sanctioned posts of Labeler' in Scale no.2 and 2 sanctioned posts of 'Senior Labeler' in Scale no.3. The G.O. mentions specifically that the name should be deleted from the list of posts borne in Scale no.3. Had the G.O. been adhered to, these 4 posts would have been apportioned in the following manner :

i) Junior Library Attendant in Scale no.1 (base post) : 2 posts
ii) Senior Library Attendant in Scale no.2 (first promotional post) : 2 posts

Since there is no second promotional level for Library Attendants, there cannot be any post belonging to this cadre in Scale no.3. Both direct recruitment of Library Attendant in the promotional scale and evolving a higher promotional scale are violative of Government Order. The reason for non-following of Government order is not clear.

(b) Proposal for making amends, if any, should be stated;

8. (a) The name 'Senior Animal House Keeper' does not occur in the list of sanctioned posts borne in Scale no.2. The post which was initially bearing the name of 'Animal House Keeper' has since been redesignated as 'Laboratory Attendant Grade II' which is a promotional post.

The reason for sticking to old nomenclature resulting to isolating the incumbents form the mainstream should be stated.

(b) The promotional aspect was probably kept in view when you created the post of 'Animal House Keeper' in Scale no.1. The reason for considering it as an advancement over the Government scheme should be stated.

Scale no.3

1. (a) The statement shows 25 posts sanctioned against Sorter/Duftry/Library Sorter/Sorter-Cum-Peon'. The post of 'Sorter' belongs to the Library Pool , while the posts of 'Duftry' and 'Sorter-Cum-Peon' belong to the General Pool and have since been designated as 'Record Supplier'.

The reason for mixing up the posts of General Pool and Library Pool should be stated. The reason for accepting the old nomenclature instead of rationalized nomenclature is not clear.

(b) The reason for non-expressing the position that there are 25 posts of 'Junior Sorter' borne in Scale no.3 and 26 posts of 'Senior Sorter' borne in Scale no.4 should be stated.

(c) The reason for more posts at the higher level should be stated.

2. (a) The name 'Binder' does not occur in the list of sanctioned posts. Even the old nomenclature is 'Junior Binder'. The reason for using this nomenclature 'Binder' may please be stated.

(b) The post of 'Junior Binder' is borne Scale no.4, and not in Scale no.3 as your statement shows. The necessary correction should be made on considering the fact that 'Junior Binder' is a base post.

4. (a) The University has created 11 posts of 'Head Sweeper' borne in Scale no.3. No other University has gone to the extent of making a mockery of the Government Order in this manner. The reason for creating the post of 'Head Sweeper' and the urgency for creating the

same should be stated. It should further be stated when and how this was done.

(b) The Government Order provides for creation of posts of 'Junior Sweeper' in Scale no.1 at the base level and 'Senior Sweeper' in Scale no./2 at the promotional level and nothing more. The justification for creating the posts of 'Head Sweeper' in Scale no.3 should be stated.

(c) Proposal for making amends of the same, if considered, should be furnished.

Scale no.4

1. The University seems to have created a separate cadre of 'Cash Sarkar' as revealed from the mention of 2 sanctioned posts of 'Cash Sarkar' borne in Scale no.4 and 1 sanctioned post of 'Senior Cash Sarkar' borne in Scale no.5 in its statement. It appears that the first one is a base post and the second one a promotional post.

As pear G.O., the post of 'Senior Cash Sarkar' is borne in Scale no.4 and promotional post of the third level. The name 'Cash Sarkar' does not appear in the list of sanctioned posts. Transfer of the post of 'Senior Cash Sarkar' to Scale no.5 is violative of Government Order.

The promotional route to the post of 'Senior Cash Sarkar' as per Government Order is as follows :-

Junior Peon	→	Senior Peon	→	Junior Cash Sarkar	→	Senior Cash Sarkar
(Scale no.1)		(Scale no.2)		(Scale no.3)		(Scale no.4)

The University should explain how and why they have devised its own mechanism of staff management and promotion.

(a) The cause of separation of 3 posts from the total number of sanctioned posts of the cadre of Peon should be stated.

(b) It should be stated why the post of 'Junior Cash Sarkar' is treated as a base post though it is a second level promotional post.

(c) It should please be stated why 'Senior Cash Sarkar' is offered Scale no.5 though it is entitled to Scale no.4.

2. (a) The rationalized designation for 'Sorter-Cum-Store Assistant' is 'Record Supplier' borne in Scale no.3.

It is not clear why old nomenclature is adopted, giving the impression that the base post is being dealt with.

3. (a) The name 'Technical Attendant' does not occur in the list of sanctioned posts.

(b) When state when and how these posts were created, may kindly be stated.

(c) Please state whether there is any Government sanction for the said post. The sanction memo may please be furnished.

(d) It is not clear how the appointment is given to a post which has no Government sanction.

(e) The recruitment qualification, job responsibilities and promotion prospects for the post may please be stated.

5. (a) The name 'Driver' is not a part of the rationalized nomenclature. The approved designation is 'Junior Driver' (borne in Scale no.4) for the base post and 'Senior Driver' (borne in Scale no.5) for the promotional post.

The reason for showing the post of 'Driver' in Scale no.4, though it is non-existent, requires to be furnished.

(b) The statement shows 2 posts of 'Driver' in Scale no.2 and 3 posts of 'Senior Driver' in Scale no. 5. Even if it is assumed that the university actually meant 2 posts of 'Junior Driver' in scale no.4 and 3 posts of 'Senior Driver' in Scale no.5, the lack of balance would have been obvious. Naturally, the question arises how there can be more sanctioned posts at the promotional level than at the base level.

(c) Item no.6 under Scale no.6 indicates that a post of 'Senior Driver' Grade I' has been created in Scale no.6. There is no reference to this arrangement in the Government Order. The additional promotional channel is an invention of the University.

Please state whether any proposal is being considered to make amends by transferring the post shown against 'Senior Driver Grade I' to Scale no.4 so that there is an equal distribution of posts between 'Junior Driver' and 'Senior Driver'.

Scale no.5

1. (a) The rationalized designation for 'Dark Room Processing Assistant' is 'Junior Mechanic'. The propose of retaining the old nomenclature may please be clarified.

(b) It may please be considered whether the promotional avenues of the incumbents are blocked by the same.

2. The following are the sanctioned posts in the cadre of 'Mechanic' as stated by the University :

i)	Item 1 of Scale no.5	:	1 (Dark Room Processing Assistant)
ii)	Item 2 of Scale no.5	:	55 (Junior Mechanic)
iii)	Item 8 of Scale no.7	:	55 (Senior Mechanic)
iv)	Item 16 of Scale no.7	:	2 (Senior Mechanic)
			Total : 113

The promotional avenue for this cadre is as follows as per Government Order:

Junior Mechanic	→	Senior Mechanic	→	Senior Mechanic Gr. I
(Scale no.5)		(Scale no.7)		(Scale no.8)

The available sanctioned posts would have been apportioned among these grades in the following manner:

i)	Junior Mechanic	:	49
ii)	Senior Mechanic Gr. II	:	49
iii)	Senior Mechanic Gr. I	:	15

The University seems to have ignored the existence of a post bearing the designation of 'Senior Mechanic Grade I' and carried out the apportionment in the following manner :

i) Junior Mechanic (Scale no.5) : 55

ii) Senior Mechanic (Scale no.7) : 57

The reason for such apportionment needs clarification.

5. The name of the post at the base level is 'Junior Telephone Operator'. There has been no mistake in referring to the first promotional post as 'Senior Telephone Operator'.

The number of posts is 1 at the base level and 2 at the promotional level.

It requires clarification why the number of posts at the base level can be less than that of promotional level.

JADAVPUR UNIVERSITY

Ref.No.R-PA/G-06/181/09
Dated : 27.5.2009

Scale No.1 : Rs.2850-60-3030-65-3550-70-4250-75-4400/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Darwan	57	79	- 22
2.	Sweeper	36	42	- 6
3.	Mali	15	4	11
4.	Peon	114	131	- 17
5.	Helper	47	58	- 11
6.	Animal House Keeper	01	01	Nil
7.	Assistant Cook	01	01	Nil
8.	Waiter	01	Nil	01
9.	Press Attendant	01	01	Nil

Hostel Mess Employees (2600-4175) :

i)	Sanctioned Post	82
ii)	No. Filled up	151
iii)	No. absorbed by the order of Hon'ble High Court	62
iv)	Sanction yet to be obtained	69

Scale No.2 : Rs.3000-75-3450-80-4330-90-5230/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Lab. Attendant	38	59	- 21
2.	Cyclostyle Operator	06	Nil	06
3.	Store Attendant	02	02	Nil
4.	Estate Assistant	02	01	01
5.	Driver	02	Nil	02
6.	Labeller	02	Nil	02
7.	Inkman (Press)	01	01	Nil
8.	Sr. Animal House Keeper	01	01	Nil
9.	Sr. Darwan	57	40	17
10.	Sr. Sweeper	36	30	6
11.	Sr. Mali	15	10	5
12.	Skilled Helper	48	35	13
13.	Cook	01	Nil	01
14.	Sr. Peon	114	100	14

Scale No.3 : Rs.3325-90-3775-100-4575-125-6325/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Sorter/Duftry Lib. Sorter/ Sorter-cum-Peon	25	25	Nil
2.	Binder	03	Nil	03
3.	Head Dardwan	17	12	05
4.	Head Sweeper	11	10	01
5.	Head Mali	05	03	02
6.	Sr. Lab. Attendant	39	19	20
7.	Skilled Helper Gr.I	15	14	01
8.	Sr. Cyclostyle Operator	06	05	01
9.	Sr. Store Attendant	02	02	Nil
10.	Sr. Cook	01	Nil	01
11.	Sr. Labeller	02	01	01
12.	Record Supplier	35	29	06

Scale No.4 : Rs.3525-100-3925-125-5550-150-7050/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Cash Sarkar	02	01	01
2.	Sorter-cum Store Assistant	01	Nil	01
3.	Technical Attendant	12	10	02
4.	Sr. Sorter	26	07	09

Scale No.5 : Rs.3850-125-5100-150-5850-175-7050-200-8075/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Dark Room Process Asstt.	01	Nil	01
2.	Jr. Mechanic	55	25	30
3.	Compositor	03	04	- 1
4.	Jr. Asstt./Typist	117	136	- 19
5.	Telephone Operator	01	Nil	01
6.	Assistant Photographer	01	Nil	01
7.	Sr. Binder (SPL)	03	01	02
8.	Lift Operator	01	Nil	01
9.	Key Punch Operator	01	Nil	01
10.	Matron	01	01	Nil
11.	Proof Reader	01	01	Nil
12.	Nurse	01	Nil	01
13.	Sr. Driver	03	01	02
14.	Physical Instructor	01	Nil	01
15.	Sr. Cash Sarkar	01	01	Nil

Scale No.6 : Rs.4125-150-4575-175-5450-200-7450-225-9700/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Junior Steno/Stenotypist	12	Nil	12
2.	Draftsman	05	01	04
3.	Asstt. Librarian Gr.II	27	42	- 15
4.	Technical Asstt.	48	49	- 1
5.	Store Keeper	09	16	- 7
6.	Sr. Driver Gr.I	01	Nil	01
*7.	Machineman	02	02	Nil
8.	Sr. Lift Operator	02	02	Nil
9.	Sub-Asstt. Engineer Gr.III	05	08	- 3

Scale No.7 : Rs.4525-175-5225-200-7425-225-9675-250-10,175/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Lab. Technician	04	05	- 1
2.	Programme Asstt.	01	Nil	01
3.	Instructor (Workshop)	01	Nil	01
4.	Steward	01	Nil	01
5.	Computer/Sr. Computer Operator	01	Nil	01
6.	Computer Programmer	01	Nil	01
7.	Ward Processing Asstt.	01	Nil	01
8.	Sr. Mechanic	55	43	12
9.	Pharmacist	01	Nil	01
10.	Sr. Compositor	03	Nil	03
11.	Sr. Steno	12	10	02
12.	Sr. Draftsman	06	01	05
13.	Sr. Telephone Operator	02	01	01
14.	Sr. Physical Instructor	02	02	Nil
15.	Sr. Photographer	01	01	Nil
16.	Sr. Mechanic	02	Nil	02
*17.	Caretaker (Scale high)	01	01	Nil
18.	Sr. Key Punch Operator	01	Nil	01
19.	Ground Supervisor	01	01	Nil
20.	Sr. Assistant	116	102	14

Scale No.8 : Rs.4800-175-5150-200-6150-225-8175-250-10,925/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Instructor Mechanic	01	Nil	01
2.	Press Supervisor	01	01	Nil
3.	Asstt. Cashier	01	01	Nil
4.	Sr. Technical Asstt.	49	43	06
5.	Deputy Chief Store Keeper	03	Nil	03
6.	Sr. Lab. Technician	05	03	02

7.	Sr. Pharmacist	01	Nil	01
8.	Section Holder	01	Nil	01
9.	P.A.	04	02	02
10.	Sr. Draftsman Gr.I.	02	Nil	02
11.	Section Holder (Machineman)	01	Nil	01
12.	Sr. Care Taker	01	01	Nil
13.	Sub-Asstt. Engineer Gr.II.	05	Nil	05
14.	Asstt. Librarian Gr.I	28	16	12
15.	Tech. Supdt. (Jr.)	17	13	04
16.	Jr. Superintendent	36	30	06

Scale No.9 : Rs.5000-200-6000-225-8025-250-10775-11325/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Cashier	01	01	Nil
2.	Secy. to V.C.	01	01	Nil
3.	Foreman-1 (Met)	01	Nil	01
4.	Foreman -1 (Workshop)	01	Nil	01
5.	Foreman-1 (Press)	01	01	Nil
6.	Reference Officer	01	01	Nil
7.	Supdt., Ladies Hostel	01	01	Nil
8.	Trained Instructor in Drama/ Performer's Arts	01	Nil	01
9.	Asstt. Arch Vist	01	Nil	01
10.	Cartographer	01	01	Nil
11.	Chief Store Keeper	09	05	04
12.	Supdt. Technical	15	14	01
13.	Lab. Technician Gr.I	01	Nil	01
14.	Senior P.A.	02	02	Nil
15.	Sr. Instrument Mechanic	01	Nil	01
16.	Sub-Asstt. Engineer Gr.I	01	Nil	01
17.	Associate Librarian (Jr.)	09	06	03
18.	Sr. Superintendent	18	09	09

KALYANI UNIVERSITY

Scale no.1

1. (a) Correct designation is 'Junior Library Attendant'.

2. (a) The name 'Stretcher Bearer' does not occur in the list of sanctioned posts. It may please be intimated when and how the post was created.

(b) It may please be intimated whether the present incumbent has been appointed to a sanctioned post.

3. (a) The rationalized nomenclature for 'Specimen Collector' is 'Laboratory Attendant Grade III'. It is not clear why the old nomenclature is retained.
(b) Promotional avenues for 'Specimen Collectors' may be stated.

4. (a) The rationalized nomenclature for 'Office Attendant Grade II' is 'Junior Peon'. It is not clear why the old nomenclature is retained.
(b) Promotional avenues for 'Office Attendant Grade II' may be stated.

Scale no.2

1. (a) The rationalized nomenclature, for 'Junior Duplicate Operator' is 'Junior Cyclostyle Operator'. It is not clear why other name is used.

Scale no.3

1. (a) The rationalized nomenclature for 'Mate' is 'Workshop Attendant Grade I'. This is a promotional post. It is not clear why old nomenclature is retained thereby giving to impression that it is a base post.
(b) The number of sanctioned posts of Workshop Attendant Grade III (Scale no.1), and Workshop Attendant Grade II (Scale no.2) has not been provided. These are the base post and first promotional post respectively.
(c) Appointment to the second promotional post by direct recruitment is not in consonance with the Government Order.
(d) It is not clear whether any further promotion of 'Mate' is being contemplated.

(e) The proposal for filling up the remaining vacant posts of 'Mate' may be intimated.

2. (a) Rationalized nomenclature for 'Painter' is 'Helper Grade I'. This is a promotional post. It is not clear why the old nomenclature is retained giving the impression that it is a base post.

(b) Proposal for filling up the vacant post may be furnished.

3. (a) The rationalized nomenclature for 'Pump Operator (Junior) is 'Helper Grade I'. This is the second promotional post in the category of 'Helper'. It is not clear why the old nomenclature is retained giving the impression that is a base post.

(b) It may be intimated how the present incumbents are appointed to promotional post by direct recruitment.

(c) In the second statement sent by you, you have shown 7 posts as that of 'Junior Pump Operator' and 6 posts as of 'Senior Pump Operator' borne in Scale no.3 and Scale no.4 respectively. It should be intimated whether this has been sanctioned by the Government.

4. (a) Junior Driver – The post of Junior Driver is borne in Scale no.4, and not in Scale no.3 as stated by you.

(b) The post of Senior Driver is borne in Scale no.5, not in Scale no.4 as stated by you.

5. (a) The rationalized nomenclature for 'Junior Gas Plant Operator' is 'Helper Grade I' which belongs to the category of second promotional post. It is not clear why the old nomenclature is retained and thereby given the impression that it is a base post.

(b) Proposal for dealing with vacant posts may please be intimated.

(c) Why are you retaining the old nomenclature for the posts which belong to the category of 'Helper' and blocking the promotional avenue for employees of this category or recruiting people in the promotional scales which appears to be in violation of Government Order?

Scale no.4

1. (a) The rationalized designation for 'Junior Dresser' is 'Helper Grade I' which is a promotional post borne in Scale no.3. Why do you stick to the old nomenclature for the post and give it the appearance of a base post?

   (b) On what basis you have appointed the present incumbent to a promotional post and granted Scale no.4 is not clear.

2. (a) The rationalized designation for 'Wireman' is 'Junior Electrician'. Why you have retained the old nomenclature and blocked the promotional avenues of 'Junior Electricians' is not clear.

   (b) The total no. of posts in the category of Electrician is 6 in your first statement (Wireman 5, Junior Electrician 1) and 8 in your second statement. Which figure is the correct one?

3. (a) The name Technician 'A' does not appear in the list of sanctioned posts. The sanction memo may kindly be provided.

   (b) How has the present incumbent been appointed to a post which apparently has not been sanctioned?

Scale no.5

1. (a) The name 'Technician B' does not appear in the list of sanctioned posts.

   (b) How and when was the post created in the university? The sanction memo may kindly be provided.

   (c) How is the post related to 'Technician A' and 'Technician C'?

Scale no.6

1. (a) The name 'Technician C' does not appear in the list of sanctioned posts. How and when was the post created in the university? The sanction memo may kindly be provided.

   (b) How is the post related to 'Technician A' and 'Technician B'?

   (c) What are the entry qualifications, job responsibilities, and promotional avenues for these posts?

2. (a) The post of 'Press Assistant' is borne in Scale no.8, and not in Scale no.6 as you have stated.

   (b) The rationalized nomenclature for the post is 'Section Holder'.

   (c) The post of Section Holder is a promotional post. Why do you retain the old nomenclature and give it the appearance of a base post?

3. (a) The rationalized designation for 'Herbarium Assistant' is 'Technical Assistant Grade II'. Why do you retain old nomenclature?
4. The rationalized nomenclature for Field Assistant is Agricultural Overseer – Grade III (Scale no.6), Grade II (Scale no.8), Grade I (Scale no.9).

Scale no.8

1. (a) The rationalized nomenclature for 'Junior Technical Assistant' is 'Technical Assistant Grade I'. This is a promotional post. It is not clean why the old nomenclature is retained thereby giving the impression that it is a base post.

   (b) The reason why the present incumbent has been appointed to the promotional post by direct recruitment is not clear.

2. (a) Not in the list of sanctioned posts.

   (b) The sanction memo may be provided.

3. Same as 2.

4. Same as 2.

Scale no.9

1. (a) Superintendent (Watch and Ward) is the old nomenclature. The rationalized nomenclature is Senior Superintendent.

   (b) This is a promotional post. Why do you retain the old nomenclature and give it the appearance of a base post?

2. (a) The name 'Senior Technical Assistant' does not appear in the list of sanctioned posts.

   (b) If you mean 'Technical Assistant Grade I' which was originally borne in Scale no.9 and later rationalized as 'Superintendent – Technical', you are actually dealing with a second level promotional post.

   (c) Is the post of 'Senior Technical Assistant' borne in Scale no.9 coupled with the post of 'Junior Technical Assistant' in Scale no.8 (Item no.1 of Scale no.8) so that you can treat the latter as the base post and the former as the first promotional post? It appears that a channel has been

kept open for the present incumbent to the post of 'Junior Technical Assistant'.

3. (a) The rationalized nomenclature for 'Workshop Superintendent' is Superintendent – Technical.

(b) This a promotional post. Is the old nomenclature being retained to create the impression that it is a base post and prepare the ground for appointment by direct recruitment?

(c) As per statement submitted by you, the total number of sanctioned posts in the cadre of 'Technical Assistant' in your University is 44 detailed below :

Scale no. 6

Technical Assistant	40
Herbarium Assistant	1

Scale no. 8

Junior Technical Assistant	1

Scale no. 9

Senior Technical Assistant	1
Workshop Superintendent	1
Total :	44

As per Government Order, these posts would have been apportioned in the following manner :

i) Technical Assistant Grade II (Scale no.6) - Base post : 19
ii) Technical Assistant Grade I (Scale no.8) - 1st promotional post : 19
iii) Superintendent – Technical (Scale no.9) – 2nd promotional post : 6

Necessary clarification is required.

KALYANI UNIVERSITY

Scale No. Nil : Pay Rs.2600 - 4175/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Cook, Helper, Attendant in Halls/Hostel.	66	53	13

Scale 1 : Rs.2850 – 4400/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Jr. Sweeper	50	33	17
2.	Jr. Durwan	90	37	53
3.	Library Attendant Gr.II	8	4	4
4.	Lab. Attendant Gr.III	26	16	10
5.	Field Worker Gr.III	2	1	1
6.	Helper Gr.III (Carpenter), Plumber, Mason, etc.	16	7	9
7.	Stretcher Bearer	2	0	2
8.	Specimen Collector	2	1	1
9.	Office Attendant Gr.II	112	83	29

Scale 2 : Rs.3000 – 5230/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Jr. Duplicate Operator	4	Nil	4

Scale 3 : Rs.3325 – 6325/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Mate	3	1	2
2.	Painter	1	Nil	1
3.	Jr. Pump Operator	8	3	5
4.	Jr. Driver	11	3	8
5.	Jr. Gas Plant Operator	1	1	Nil
6.	Jr. Nurse Asstt.	1	Nil	1

Scale 4 : Rs. 3525 – 7050/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Jr. Mason	3	Nil	3
2.	Jr. Carpenter	2	1	1
3.	Jr. Plumber	3	Nil	3
4.	Jr. Dresser	1	1	Nil
5.	Jr. Works Asstt.	2	2	Nil
6.	Wireman	5	2	3
7.	Jr. Electrician	1	1	Nil
8.	Jr. Binder	7	3	4
9.	Technician 'A', Mechanical Shop	1	1	Nil

Scale 5 : Rs.3850 – 8075/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Jr. Pharmacist	2	2	Nil
2.	Jr. Mechanic	1	1	Nil
3.	Technician 'B'	3	3	Nil
4.	Jr. Assistant	170	129	41
5.	Jr. Store Keeper	15	11	4
6.	Jr. Telephone Operator	2	1	1
7.	Cash Asstt.	5	5	Nil
8.	Jr. Steward	7	6	1
9.	Compositor	4	3	1
10.	Machineman	2	2	Nil

Scale 6 : Rs.4125 -9700/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Jr. Draftsman	1	1	Nil
2.	Sub-Asstt. Engineer Gr.III	5	3	2
3.	Technical Asstt. Gr.II	40	33	7
4.	Technician 'C'	2	1	1
5.	Asstt. Librarian Gr.II	7	6	1
6.	Press Asstt.	1	1	Nil
7.	Herbariaum Asstt.	1	Nil	1
8.	Field Asstt	1	1	Nil
9.	Jr. Caretaker.	3	1	2

10.	Jr. Stenographer	5	2	3

Scale 7 : Rs.4525 – 10175/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Hostel Superintendent	1	Nil	1

Scale -8 : Rs.4800 – 10925/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Jr. Technical Asstt.	1	1	Nil
2.	Inspector, W/W Unit.	1	1	Nil
3.	Computer Operator	1	Nil	1
4.	Coach	3	3	Nil

Scale -9 : Rs.5000 – 11325/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Superintendent (Watch &	1	Nil	1
2.	Ward)	3	Nil	3
3.	Research Asstt.	1	Nil	1
4.	Sr. Technical Asstt.	1	Nil	1
	Workshop Supdt.			

Scale - Nil : Rs.8000 – 13500/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Physical Instructor	5	5	Nil

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Scale No.1

2. Rationalized nomenclature is 'Junior Peon'. The reason for using rationalized nomenclature should be intimated.

4. (a) The rationalized nomenclature for "Pump Man' is 'Helper Gr. III'. The reason for using rationalized nomenclature should be intimated.

(b) Promotional avenue for 'Pump Man', if any, should be intimated.

6. (a) Rationalized nomenclature for 'Duster-cum-Waterman' is 'Visti'. The reason for using rationalized nomenclature should be intimated.

(b) Necessity of the service of 'Visti' in this University should be intimated.

8. The name 'General Duty Attendant' does not occur in the list of sanctioned posts. Sanctioning memo of the post of 'General Duty Attendant' should be intimated.

10. The name 'Cleaner (Vehicle)' does not occur in the list of sanctioned posts. Sanctioning memo of the post of 'Cleaner (Vehicle)' should be provided.

11. The rationalized nomenclature for ‘Cleaner (Press)’ is ‘Junior Press Attendant’. The reason for using old nomenclature should be intimated.

12. The rationalized nomenclature for ‘Helper Night Trip Operator’ is ‘Helper Grade III’. This rationalized nomenclature has not been used.

14. The rationalized nomenclature for ‘Animal House Keeper’ is ‘Laboratory Attendant Grade III’. The reason for sticking to old nomenclature needs to be intimated.

15. The rationalized nomenclature for ‘Helper (Plumbing Mistry)’ is ‘Helper Grade III’. The reason for sticking to old nomenclature should be intimated.

16. The rationalized nomenclature for ‘Gymnasium Helper’ (not ‘Helper Gymnasium’ as you have used) is ‘Helper Grade III’. The reason for sticking to old nomenclature should be intimated.

17. The rationalize nomenclature for ‘Groundsman’ is ‘Helper Grade III’. The reason for sticking to old nomenclature should be intimated.

[N.B. : Because of sticking to old nomenclature, the promotional avenue ‘Helpers’ is disturbed. If the rationalized nomenclature is used, the total no. of sanctioned posts of ‘Helper Grade III would be (24+10) or 34.]

Scale no.2

7. (a) The rationalized nomenclature for ‘Hostel Attendant’ is ‘Senior Peon’ which is a promotional post. Because of sticking to old nomenclature, this part appears to be a base part.

6. (a) There is no mention of 'Senior Duster-cum-Waterman' in the list of sanctioned posts. Sanctioning memo of this post should be furnished.

(b) The reason for creation of the post and recruiting four people should be furnished.

(c) Please inform whether any equivalent post can not be found from the list of rationalized nomenclature.

8. (a) The name 'Senior General Duty Attendant' in the list of sanctioned posts. Sanctioning memo of this post should be produced.

(b) The reason for creation of this post and the date of creation should be intimated.

10. (a) The name 'Senior Cleaner (Vehicle)' does not appear in the list of sanctioned posts. Copy of the sanctioning memo of this post should be furnished.

(b) The reason for the creation of this post and the date of creation should be intimated.

(c) It should be intimated whether this is base post or a promotional post.

(d) In Kalyani University, the rationalized designation for 'Cleaner' and 'Cleaner (Senior)' are 'Helper Grade III' and 'Helper Grade II' respectively. It should be intimated if there was any difficulty in using this terminology.

12. (a) The rationalized designation for 'Workshop Mate Jr.'(not 'Workshop Mate' as you have stated) is 'Workshop Attendant Grade II which is a

promotional post. The reason for sticking to the old nomenclature and thereby creation an impression that it is a base post should be stated.

(b) The post of 'Workshop Attendant Gr. II' is a promotional post. The reason for recruiting the present incumbent to the post of 'Workshop Mate' should be stated.

Scale No.3

4. (a) The name 'Electric Helper' does not occur in the list of sanctioned posts borne in Scale no.3. The Sanctioning memos of this post should be furnished.

(b) The reason for the creation of this post and the date of creation should be intimated.

(c) It should be intimated whether the post of 'Electric Helper' is a base post.

(d) It should be intimated how the present incumbent were recruited.

(e) The rationalized designation for 'Electric Helper' (borne in Scale no.2) in RBU is 'Helper Grade II'. By analogy, the rationalized designation for 'Electric Helper' (borne in scale No.3, as you have shown) should be 'Helper Grade I'

[**Note** : The name 'Electric Helper' (old nomenclature) appears in the list of sanctioned posts borne in Scale no.4. The rationalized designation is 'Helper Grade I'. The pay scale applies to present incumbents only.]

(f) It should be intimated how direct recruitment is made to a promotional post.

(g) Promotional avenue for the post of 'Electric Helpers' should be intimated.

(h) It should be intimated why there is not a single sanctioned post of Electrician while there are as many as 17 posts of Electric Helpers'.

5. (a) (Read with item no.13). The post of 'Matron' is a promotional post borne in Scale no.3 (Junior peon → Senior Peon → Matron).

(b) The reason for mentioning this post under two separate items should be intimated.

(c) It should be intimated how the present incumbent have been recruited.

8. (a) The name 'Head Duster-cum-Waterman' does not occur in the list of sanctioned posts. Sanctioning memo of the post should be furnished.

(b) The rationalized designation for 'Duster-cum-Waterman' (Scale no.1) is 'Visti'. The reason for sticking to old nomenclature should be stated.

(c) According to your statement, the following posts exist in your University:

i) Duster-cum-Waterman (Scale no.1) - 5 posts
ii) Sr. Duster-cum-Waterman (Scale no.2) - 4 posts
iii) Hd. Duster-Cum-Waterman (Scale no.3) - 1 post

It should be intimated how these post were created in this University.

(e) How was it decided that there would be three-tier promotional avenue for this category of employees? Have you obtained Government sanction for this arrangement?

14. (a) The name 'Xerox Machine Operator' does not appear in the list of sanctioned posts. It should be intimated how and when this post has been created by this University.

(b) The sanctioning memo of this post should be furnished.

15. (a) The name 'Data Entry Key Punch Operator' does not appear in the list of sanctioned posts. It should be intimated how and when this post has been created by this University.

(b) The sanctioning memo of this post should be produced.

16. (a) The name 'Helper to Machineman' does not appear in the list of sanctioned posts. It should be intimated how and when this post has been created by this University.

(b) Such a post would have been designated as 'Helper Grade I' since it is borne is Scale no.3. This is a promotional post. It may please be intimated whether the present incumbent to this post has been recruited by promotion or by direct appointment.

(c) If it is a base post (without Govt. sanction), the promotional avenues of this post may be stated.

[Note : Though an elaborate 3-tier promotional avenue has been defined for 'Duster-cum-Waterman', there is no such arrangement for 'Electric Helper' and 'Helper to Machineman'].

Scale no.4

4. (a) The rationalized designation for 'Field Assistant' in your University is 'Laboratory Attendant Grade I'. The reason for sticking to old nomenclature should be intimated.

(b) The post of 'Laboratory Attendant Grade I' is a promotional post and is borne in Scale no.3.

(c) It may please be intimated how this post comes under Scale no.4.

(d) It may please be intimated how this post is being treated as a base post.

8. Same comments as in (4).

[Note: Non-inclusion of these posts in the category of Laboratory Attendant affects the promotional prospects of such employees.]

Scale no.5

2. (a) The name 'Technical Assistant Group A' does not appear in the list of sanctioned posts. The sanctioning memo of this post may please be furnished.

6. (a) The name 'Senior Field Assistant' does not appear in the list of sanctioned posts.

(b) It may please be intimated how and when this post has created by this University. The sanctioning memo may be furnished.

(c) It may be intimated whether this is the first promotional post corresponding to Scale no.4

(d) It may be intimated If there can be further promotion along this channel if the rationalized designation of 'Field Assistant' is 'Laboratory Attendant Grade- I', which is the highest promotional stage for employees of this category.

(e) How was the present incumbent appointed to the post? By direct recruitment, or by further promotion from a top promotional post?

9. The name 'Pharmacist-cum-Storekeeper' does not appear in the list of sanctioned posts. It may be intimated how and when this post was created.

10. The rationalized designation for 'Binder' is 'Senior Binder'. The post of 'Senior Binder' is borne in Scale no.5 and 'Junior Binder' in Scale no.4. Why has the apportionment been not done? There should have been 2 posts of 'Junior Binder' at the base level borne in Scale no.4 and 2 posts of 'Senior Binder' borne in Scale no.5. How is it that all the present incumbents have been directly recruited in a promotional scale? (Also see comments on item no.10 under Scale no.7).

14. (a) The rationalized designation for 'Copy Holder' is 'Compositor'. The reason for sticking to old nomenclature should be stated.

(b) Item 11 says that the post of 'Compositor' has been redesignated as 'DTP Operator'. It may be intimated why the 'Copy Holders' have been exempted. There is a total of 7 sanctioned posts (3+4) belonging to this category, which could have been apportioned between 'Junior Compositor' (4 posts) and 'Senior Compositor' (3 posts).

18. (a) The rationalized designation for 'L.T. Wireman' is 'Senior Electrician'. This is a promotional post. The reason for sticking to the

old nomenclature and thereby giving it an appearance of a base post may be stated.

(b) It may be intimated why there is no post of 'Junior Electrician'. The post of 'Senior Electrician' is a promotional post. It may be intimated how is the University run without Electrician.

19. (a) The rationalized nomenclature for 'H.T. Wireman' is 'Technical Assistant Grade II'. The post is borne in Scale No.6 (not Scale no.5 as you have indicated). The reason for sticking to old nomenclature may be stated.

(b) It should be intimated how the posts have been shown as borne in Scale no.5.

(c) It may be intimated how the present incumbents are appointed. It may be intimated if there have the entry qualifications for 'Technical Assistants'.

(d) Job responsibilities of present incumbents may be stated.

(e) The promotional prospects of these employees may be intimated.

21. (a) The name 'Cameraman-cum-Impositor' does not occur in the list of sanctioned posts. It may be intimated when and how the post was created. Sanctioning memo may be produced.

(b) It may be intimated how a person was appointed to a post which is not sanctioned.

22. (a) The rationalized designation for 'Electrician' is 'Senior Electrician' which is a promotional post. The reason for sticking to old nomenclature and thereby giving it the appearance of base post may be stated.

(b) There are 3 sanctioned posts of Senior Electrician in the University.('L.T. Wireman' 1, 'Electrician' 2). These 3 posts have not been apportioned between base and promotional posts.

(c) It may be intimated how the present incumbents are appointed. It may be stated whether they are directly recruited or they are promoted.

(d) Promotional prospects of present incumbents may be stated.

Scale no.6

1. (a) The rationalized designation for 'Steno Typist' is 'Junior Stenographer'. The reason for sticking to old terminology may be intimated. Advantage gained from this practice may be stated.

2. (a) The name 'Technical Assistant Group B' does not occur in the list of sanctioned posts. It may be stated whether this is a base post or promotional post. Sanctioning memo may be produced.

   (b) It may be intimated how the present incumbent has been appointed.

   (c) It may be intimated the promotion prospects of the present incumbent.

8. (a) The name 'Taxidermist' does not appear in the list of sanctioned posts. The sanctioning memo may be furnished. It may be intimated. How and when the post was created?

   (b) The sanctioned posts of 'Taxidermist (Junior)' (borne in Scale no.2) and 'Taxidermist (Senior)' (borne in Scale no.3) in the University of Calcutta have since been redesignated as 'Laboratory Attendant Grade II'

and Laboratory Attendant Grade I' respectively. It may be intimated how the post of 'Taxidermist' is under Scale no.4.

9. The rationalized designation for 'Herbarium Assistant' is "Technical Assistant Grade II'. It may be intimated why the old nomenclature is still used.

11. (a) The name 'DTP Operator' does not appear in the list of sanctioned posts. It may be intimated when and how the post was created in the University.

(b) It may be intimated the recruitment qualifications, job responsibilities and promotion prospects for this post.

12. The rationalized designation for Draftsman' is 'Junior Draftsman'. The reason for using the old nomenclature may be stated.

Scale no.7

1. (a) The rationalized designation for 'Stenographer' is 'Senior Stenographer'. This is a promotional post. The reason for using the old nomenclature in order to treat this as base post may be stated.

(b) It may be intimated how there are 13 sanctioned posts of 'Senior Stenographers' as against only 4 sanctioned posts of 'Junior Stenographers'.

(c) Because of retaining old names 'Steno-Typist' and 'Stenographer' both belong to the category of base posts. This is not in consonance with Government orders.

(d) Please intimate whether the present incumbents to the post of 'Senior Stenographer' is appointed by direct appointment.

(e) The total no. of sanctioned posts under the category of Stenographer in your University is 23 which are at present apportioned as follows :

Junior Stenographer 4, Senior Stenographer 13, Personal Assistant 5, Personal Secretary 1.

According to G.O., the posts should be reapportioned in the following manner :

Junior Stenographer 10, Senior Stenographer 9, Personal Assistant 3, Personal Secretary 1.

(e) It may be intimated whether any step will be taken of replacing the post in order to follow the Govt.-approved pattern.

(f) It may be intimated whether it was ever considered that such reappointment would mean that there would be no further filling of posts of Senior Stenographer either by direct recruitment or by promotion and that only one post of 'Personal Assistant' will be available for filling up by promotion and that no further direct recruitment excepting the base post of 'Junior Stenographer'?

(h) Promotional benefits of present incumbents who were appointed by direct recruitment to the promotional post may be stated.

3. (a) The name 'Technical Assistant Group C' does not occur in the list of sanctioned posts. It may be intimated whether it is a base post or promotional posts. The sanctioning memo may be produced.

(b) It may be intimated how the present incumbents have been appointed.

(c) The promotional prospects of the present incumbents may be stated.

5. (a) There is no sanctioned posts of 'Coach' borne in Scale no.7.

(b) It may be intimated how 2 persons are appointed in posts which ate not sanctioned by the Govt..

10. (a) The post of 'Senior Binder' is borne in Scale no.5. This is a promotional post. It should be intimated how the 'Sr. Binder' under Scale no.7.

(b) As stated by you under this item and item no.10 under Scale no.5 there is a total of 8 sanctioned posts in your University in the category of 'Binder'. As per G.O., the posts are to be apportioned in the following manner :

Junior Binder (borne in Scale no.4) : 4 (Base post)
Senior Binder (borne in Scale no.5) : 4 (Promotional post)

As contrasted to this, your University has apportioned the 8 posts as follows:

Binder (borne in Scale no.5) : 4 (apparently base post)
Senior Binder (borne in Scale no.7) : 4 (apparently promotional post)

It appears that a violation of Government Order has taken place.

(c) Even if one assumes that you have considered the post of 'Binder' (Item no.10 of Scale no.5) as the base post and the post of 'Senior

Binder' in Scale no.7 as promotional post, is difficult to understand the fact that 4 posts of 'Binder' at the base level has been kept vacant and 4 posts of 'Senior Binder' at the promotional level have been filled up.

(d) It is a fact that the post of 'Binder' borne in Scale no.5 has been redesignated as 'Senior Binder'.

(e) It appears this the university was required to apportion the sanctioned posts among 'Junior Binder' in Scale no.4 and 'Senior Binder' in Scale no.5 as per G.O.

(f) The reason behind creation of posts of 'Senior Binder' in Scale no.7 in violation of the G.O. needs clarification.

14. (a) The name 'Proof Reader' does not occur in the list of sanctioned post. The G.O. clearly refers to posts of 'Junior Proof Reader' borne in Scale no.5 and 'Senior Proof Reader' borne in Scale no.7. How come you have stated that there are 7 sanctioned posts of 'Proof Reader'?

(b) How come no reapportionment of sanctioned posts has been made between the base post of 'Junior Proof Reader' and promotional post of 'Senior Proof Reader'?

(c) How come 2 persons have been given appointment as 'Proof Reader' in Scale no.7 by direct recruitment when the scale happens to be a promotional scale?

(d) As per G.O. the 7 sanctioned posts of 'Proof Reader' would have been reapportioned as follows :

Junior Proof reader (borne in Scale no.5)	: 3
Senior Proof Reader (borne in Scale No.7)	: 3
Superintendent (Proof Reading) (borne in Scale no.8)	: 1

What prevented you to act in terms of the G.O.?

(e) How do you propose to extend benefit of promotion to the present incumbents in terms of the G.O.?

19. The rationalized designation for 'Statistical Assistant' is Technical Assistant Grade II'. Why do you stick to the old nomenclature?

20. (a) The name 'Gymnasium-in-Charge' does not occur in the list of sanctioned posts. Can you produce the sanction memo?
(b) How did you appoint a person to a post which is not sanctioned by the Government?
(c) Is this a base post or a promotional post? What is the promotional avenue?

21. (a) The rationalized designation for 'Mono Operator' is 'Senior Mono Operator'. This is a promotional post.
(b) Why do you stick to the old nomenclature and give the post an appearance of being a base post?
(c) How is it that you have not created the base post corresponding to 'Senior Mono Operator? How do you propose to fill up the post?

22. The rationalized nomenclature for 'Computing Assistant' is 'Technical Assistant Grade II' which is borne in Scale no.6. Why do you stick to the old nomenclature state that the post is borne in scale no.7.?

23. (a) The rationalized nomenclature for 'Glass Blower' is 'Senior Glass Blower'. This is a promotional post. Why do you stick to the old nomenclature and give the post an appearance of being a base post?

24. The rationalized designation for 'Statistician' is 'Technical Assistant Grade II' (borne in Scale no.6). Why do you stick to the old nomenclature and state that the post is borne in Scale no.7.?

Scale no.8

2. The name 'Junior Superintendent (Typing)' does not occur in the lit of sanctioned posts.

3. (a) The sanctioned posts of Technical Assistant appear to be distributed as follows :

i) Technical Assistant Grade II (Scale no.6) -----11 (only one post has been filled up)
ii) Technical Assistant Grade I (Scale no.8) ---- 24 (22 posts have been filled up)
iii) Superintendent (Technical) ----------12 (4 posts have been filled up)

Total : 47

Why is this distribution not consonant with the Government Order?

(b) In terms of the Government Order, the distribution should have been :

i) Technical Assistant Grade II ----- 21
ii) Technical Assistant Grade I ------ 20
iii) Superintendent (Technical) ------- 6

What prevented you from reapportioning the sanctioned posts in terms of the Government Order?

(c) How and when did you appoint 22 persons in the post of Technical Assistant Grade I? By promotion, or by direct recruitment?

(d) It may be noted that direct recruitment in the promotional post of Technical Assistant Grade I amounts to violation of Government Order.

(e) It is observed that 4 persons are working in the base post and 22 in the first promotional post. What is the distribution of work?

(f) Since it is in contrary to the Government Order, how do you propose to make amends?

[Note :

More posts of Technical Assistant Grade II would have been added if the designation for the following posts had been rationalized in terms of the Government Order:

i) H.T. Wireman (Item no.19, Scale no.5) : 2 posts.
ii) Herbarium Assistant (Item no.9, Scale no.6) : 1 post.
iii) Technical Assistant (Item no.17, Scale no.7) : 1 post.
iv) Statistical Assistant (Item no.19, Scale no.7] : 2 posts.
v) Computing Assistant (Item no.22, Scale no.7) : 1 post.
vi) Statistician (Item no.24, Scale no.7) : 2 posts.

With the addition of these 9 posts, the distribution would be :-

i) Technical Assistant Grade II : 24 posts.
ii) Technical Assistant Grade I : 24 posts.
iii) Superintendent(Technical) : 8 posts

Total : 56 posts

5. The name ‘Senior Coach’ does not occur in the list of sanctioned posts. The sanction memo may please be provided.

6. (a) The name ‘Junior Superintendent (Hostel)’ does not occur in the list of sanctioned posts. The sanction memo may please be provided.

(b) Is this a base post or a promotional post?

11. (a) The name ‘Technician (Telephone)’ does not occur in the list of sanctioned posts. Can you produce the sanction memo?

(b) Are you using this name in place of ‘Supervisor – Telephone’? Please confirm.

(c) If the actual designation of the post is ‘Supervisor – Telephone’, it is a promotional post. By using the term ‘Technician (Telephone)’ you have given it the appearance of a base post. How and when the present incumbent has been appointed to the post may please be stated.

(d) If ‘Technician (Telephone)’ is a base post, what is the corresponding promotional avenue?

12. (a) The name ‘Computer Operator’ does not appear in the list of sanctioned posts. The sanction memo may please be produced.

(b) How and when have you appointed the present incumbent to the post?

(c) Is this a base post or a promotional post?

(d) What are the recruitment qualifications, promotion prospect and job responsibilities for this post?

13. (a) The rationalized designation for 'Assistant for C.R.F.' is 'Junior Superintendent' which is a promotional post. Why do you stick to the old nomenclature and treat it as a base post?

(b) By suppressing the rationalized designation one creates the opportunity for direct recruitment to a promotional post in violation of the Government Order. How has the present incumbent to the post been appointed?

14. (a) The name 'Maintenance Superintendent (Automobile)' does not appear in the list of sanctioned posts. The sanction memo may please be provided.

(b) Is this a base post or promotional post? In either case, describes the promotional avenue may please be stated.

(c) How do you propose to fill in the vacancy? By direct recruitment or by promotion.

15. (a) Same as in Item 14. The name 'Workshop Supervisor' does not appear in the list of sanctioned posts. The sanction memo may please be provided.

(b) Is this a base post or a promotional post? In either case, the promotional avenue may please be stated.

(c) How do you propose to fill in the vacancy? Bt direct recruitment or by promotion.

Scale no.9

6.& 9. (a) The promotional avenue for Museum Assistant is as follows :

Junior Museum Assistant (Scale no.6)	→	Senior Museum Assistant (Scale no.8)	→	Assistant Curator (Scale no.9)

You have not specified whether 'Museum Assistant' means 'Junior Museum Assistant' or 'Senior Museum Assistant'. In either case, the respective position is not borne in Scale no.9. How the recruitment of present incumbent in the promotional Scale no.9 can be explained.

(b) If the total no. of sanctioned posts in the category of 'Museum Assistant' is 2 (Museum Assistant 1, Assistant Curator 1, both shown as borne in Scale no.9), how can you have one post of 'Assistant Curator' by apportionment? As per G.O. We can have one post of Junior Museum Assistant (in Scale no.6) at the base level and one post of Senior Museum Assistant (in Scale no.8) at the first promotional level. There is absolutely no scope for creation of a post of Assistant Curator (in Scale no.9) at the second promotional level. The position may please be explained.

(c) The post of 'Assistant Curator' is a promotional one. Did you appoint the present incumbent to the post by direct recruitment?

7. (a) The name 'Manuscript Keeper' does not occur in the list of sanctioned posts. Can you produce the sanction memo?

(b) What are the recruitment qualifications, promotion prospects and job responsibilities for this post?

10-13. Same comments as in Item 7.

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Scale No.1 : Rs.2850-60-3030-65-3550-70-4250-75-4400/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Helper Gr.III	24	22	2
2.	Peon	62	51	11
3.	Lab. Attendant Gr.III	20	14	6
4.	Pump Man	6	3	3
5.	Mali	5	2	3
6.	Duster-cum-Waterman	5	1	4
7.	Durwan	46	9	37
8.	General Duty Attendant	1	1	0
9.	Sweeper	28	22	6
10.	Cleaner (Vehicle)	1	1	0
11.	Cleaner (Press)	2	0	2
12.	Helper Night Trip Operator	1	0	1
13.	Hostel Mess worker (2600-	70	68	2

	4175)			
14.	Animal House Keeper	1	0	1
15.	Helper to Plumber	1	1	0
16.	Helper Gymnasium)	1	1	0
17.	Groundsman	1	0	1

Scale No.2 : Rs.3000-75-3450-80-4330-90-5230/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Helper Grade-II	23	16	7
2.	Senior Peon	60	47	13
3.	Lab. Attendant Gr.II	20	8	12
4.	Hostel Attendant	3	0	3
5.	Sr. Mali	5	4	1
6.	Sr. Duster-cum-Waterman	4	4	0
7.	Sr. Durwan	46	45	1
8.	Sr. General Duty Attendant	1	0	1
9.	Sr. Sweeper	27	26	1
10.	Sr. Cleaner (Vehicle)	1	0	1
11.	Jr. Catering Asstt./Cook	2	2	0
12.	Workshop Mate	2	1	1

Scale No.3 : Rs.3325-90-3775-100-4575-125-6325/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Helper Grade-I	7	7	0
2.	Record Supplier & Cash Sarkar	18	17	1
3.	Lab. Attendant Gr.I	9	4	5
4.	Electrical Helper	17	10	7
5.	Matron (Hostel)	4	3	1
6.	Cyclostyle Operator	3	3	0
7.	Head Mali	1	0	1
8.	Hd. Duster-cum-Waterman	1	1	0
9.	Head Durwan	14	13	1
10.	Sorter	12	4	8
11.	Catering Asstt.	1	0	1
12.	Jukman	3	2	1
13.	Matron	1	1	0
14.	Xerox Machine Operator	1	0	1
15.	Data Entry Key Punch	2	0	2

	Operator			
16.	Helper to Machineman	2	1	1

Scale No.4 : Rs.3525-100-3925-125-5550-150-7050/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Record Supplier &Sr. Cash Sarkar	9	4	5
2.	Carpenter	2	0	2
3.	Sr. Cyclostyle Operator	2	2	0
4.	Field Asstt.	2	0	2
5.	Sr. Sorter	11	11	0
6.	Plimber	2	1	1
7.	Driver	4	2	2
8.	Field Asstt. (Zoology)	1	0	1

Scale No.5 : Rs.3850-125-5100-150-5850-175-7050-200-8075/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Typist-cum-Office Asstt.	21	18	3
2.	Technical Asstt. Group.'A'	1	1	0
3.	Junior Asstt.	160	107	53
4.	Senior Carpenter	1	1	0
5.	Work Assistant	3	3	0
6.	Sr. Field Asstt.	2	1	1
7.	Steward	5	4	1
8.	Cash Asstt.	3	2	1
9.	Pharmacist-cum-Store Keeper	1	1	0
10.	Binder	4	0	4
11.	Compositor (now redesignated as Asstt. DTP Operator)	3	0	3
12.	Sr. Plumber	2	2	0

13.	Telephone Operator	3	1	2
14.	Copy Holder	4	2	2
15.	Sr. Driver	4	4	0
16.	Machineman	3	3	0
17.	Pharmacist	1	1	0
18.	L.T. Wireman	1	0	1
19.	H.T. Wireman	2	2	0
20.	1	1	1	0
21.	Cameraman-cum-Impositor	1	1	0
22.	Electrician	2	0	2

Scale No.6 : Rs.4125-150-4575-175-5450-200-7450-225-9700 /-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Steno -Typist	4	3	1
2.	Tech. Asstt. Group-B	2	1	1

3.	Tech. Asstt. Gr.II	11	1	10
4.	Asstt. Librarian Gr.III	16	13	3 (At present post have been filled up)
5.	Farm Assistant	1	1	0
6.	Sub-Asstt. Engineer Gr.III	3	4 (one apptt.in higher post)	0
7.	Asstt. Caretaker	3	3	0
8.	Taxidermist	1	0	1
9.	Harbarium Asstt.	1	1	0
10.	Junior Mechanic	1	0	1
11.	D.T.P. Operator	2	2	0
12.	Draftsman	1	0	1

Scale No.7 : Rs.4525-175-5225-200-7425-225-9675-250-10175/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Stenographer	13	9	4
2.	Sr. Typist-cum-Office Asstt.	21	21	0
3.	Tech. Asstt. Group-C	3	3	0

4.	Senior Assistant	161	144	17
5.	Coach	2	2	0
6.	Sr. Work Assistant	3	3	0
7.	Sr. Steward	4	3	1
8.	Asstt. Cashier	2	2	0
9.	Sr. Pharmacist-cum-Storekeeper	1	1	0
10.	Sr. Binder	4	3	1
11.	Sr. Compositor	3	2	1
12.	Sr. Farm Asstt.	1	1	0
13.	Sr. Telephone Operator	2	2	0
14.	Proof Reader	7	2	5
15.	Sr. Machineman	2	1	1
16.	Sr. Pharmacist	1	1	0
17.	Technical Asstt.	1	1	0
18.	Store Keeper	9	3	6
19.	Statistical Asstt. (RSC)	2	2	0
20.	Gymnasium Incharge	1	1	0
21.	Mono Operator	1	0	1
22.	Computing Asstt.	1	0	1
23.	Glass Blower	1	0	1
24.	Statistician	2	2	0

Scale No.8 : Rs.4800-175-5150-200-6150-225-8175-250-10925/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Personal Asstt.	5	2	3
2.	Junior Superintendent (Typing)	6	6	0
3.	Tech. Asstt. Gr.I	24	22	2

4.	Junior Superintendent	52	52	0
5.	Sr. Coach/Asstt. Sports office	2	0	2
6.	Jr. Superintendent (Hostel)	1	1	0
7.	Asstt. Librarian Gr.I	15	11	4
8.	Cashier	1	1	0
9.	Sub Asstt.Engineer Gr.II	3	1	2
10.	Care Taker	2	1	1
11.	Technician (Telephone)	1	1	0
12.	Computer Operator	3	2	1
13.	Asstt. for C.R.F.	1	1	0
14.	Maintenance Supdt.(Automobile)	1	0	1
15.	Workshop Supervisor	2	0	2

Scale No.9 : Rs.5000-200-6000-225-8025-250-10775-275-11325/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Secretary to V.C.	1	0	1
2.	Sr. Superintendent (Typing)	3	3	0
3.	Superintendent (Technician)	12	4	8
4.	Senior Superintendent	25	25	0
5.	Superintendent (Lib. Service)	5	4	1
6.	Museum Asstt.	1	1	0
7.	Manuscript Keeper	2	1	1
8.	Asstt. Supdt. Press	1	1	0
9.	Asstt. Curator	1	1	0
10.	Supdt. (Worksmen's Hostel)	1	0	1
11.	Calligraphist	1	0	1
12.	Research cum statistical Officer	1	0	1
13.	Project Assistant (8000-13500)	1	0	1

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Scale No.1

Sl. No.7 : The terms Junior Ward Servant and Maid Servant are being retained. These are not part of rationalized nomenclature. The term

Maid Servant appears to be derogatory. The rationalized nomenclature should be Peon. By retaining these nomenclatures these employees are being kept outside the Cadre of 'Peons' thus denying them scope of promotion and CAS. Designation at entry point should be "Junior Peon"

The university authority may consider adopting the rationalized designation.

Sl.No.8 : The nomenclature Guest House Attendant is not included in the list of rationalized nomenclature nor it is found in the list of sanctioned posts. By this arrangement this group of employees, as it appears, is being kept outside the general cadre of Peon.

This cadre may be included in the general cadre of 'Peon'.

Sl.No.12 : As per record there is no sanctioned post named "Junior Plumbing Helper".

Sanction may be obtained, if inclusion of this post in the general cadre of 'Helper' is considered not possible or advisable by the University Authority.

Sl.No.13 : As per record there is no sanctioned post named Junior Electric Helper.

Sanction may be obtained, if inclusion of this post in the cadre of 'Helper' is considered not possible or advisable by the University Authority.

Sl.No.15 : Designation of the post has been mentioned as “Museum Attendant Grade-III”. In the column giving information about number of existing posts it has been mentioned “Strength is yet to be determined”. Numbers of posts filled up and vacant post, both have been shown as ‘Nil’. From these statements it is to be presumed that there is no sanctioned post in this cadre. It cannot be comprehended why then a post with this designation has been included in the statement listing the posts.

Sl.No.18 : In the list of rationalized posts there is no mention of any post like “Junior Electric Helper”. In case sanction was obtained on a subsequent date the revised G.O. needs mention.

Sl.No.19 : The rationalized designation is “Field Worker Grade-III”. The rationalized designation should be accepted instead of “Field Man”. It has been mentioned that no channel is opened for promotion as per 2426(6)-Edn(U) dated 17.10.1985. Adoption of rationalized designation is likely to address the problem.

Scale No. 2

Sl.No.22 : In the G.O. No.711-Edn(U) dated 24.4.1979 the post “Junior Lino Attendant” (Lino type Attendant Junior) has been shown having pay scale No.3 (previously Grade-7). But in the statement provided to us by the university this cadre has been shown to have scale No.2. This discrepancy is required to be clarified.

Further in the column "Age limit" instead of indicating the entry level age limit, it has been mentioned "at least 16 years experience in respect of field work". This comment should have been mentioned in the "Experience" column. Actual age limits are required to be mentioned.

Sl.No.29 : The designations – Senior Ward Servant/Maid Servant should to renamed and included in the cadre of Senior Peon in accordance with the rationalized designations prescribed in G.O. No.2426(6)-Edn(U) dated 17.10.1985.

Sl.No.33 : The designation Senior Plumbing Helper should be changed to its rationalized form i.e. Helper – Grade-II. The cadre then could be brought within the ambit of general cadre "Helper" so far as promotional prospect is concerned.

Sl.No.34 : The rationalized designation is Helper-II. The designation should be changed from "Senior Electrical Helper" to "Helper - II" at least to bring this group of employees within the ambit of cadre "Helper" to be eligible for promotion against extended quota.

Scale No. 3

Sl.No.36 : Museum Attendant Grade-II has been mentioned in the statement but the column meant to indicate the number of posts sanctioned contains the comment, "Not yet determined" from which, one may be led to presume that sanction for this post has been sought for. But in the column "No. of posts" for which

sanction is yet to be obtained it has been mentioned, “No such post as yet”. Clarification from the University Authority is required.

Sl.No.39 : (Junior Steward/Matron). : As per sanction order as well as per rationalized designation, the designation of the post should be Steward/Matron. Senior Steward/Matron has been shown as promotional post but in the relevant sanction G.O. no such post has been mentioned.

Clarification is required.

Sl.No.43 : The designation has been mentioned as Junior Duftry. The designation has been rationalized as Record Supplier and has been treated as a promotional post. The University did not care to rationalize the designation and is treating the post as a direct recruit post. Thus the promotional avenue to the feeder cadre is blocked or minimized.

Sl.No.45 : The designation “ Junior Fly Boy” has been rationalized as “Junior Inkman”. The rationalized designation should have been introduced.

Sl.No.54 : In the Government Order sanctioning posts there is no mention of any post with the designation “Senior Liftman”. The State Government should be moved if creation of such posts is considered necessary for creating promotional avenues to the Liftmen. CAS., however, may address the problem.

Sl.No.57 : Senior Lino Attendant :- In the statement the post is shown as a promotional post and to be borne in scale of pay of Rs.3325-6325/-(Scale No.3). The number of sanctioned post is shown as 3. Prima facie it appears that there are discrepancies in respect of the cadre "Lino Attendant" [inclusive of Junior and Senior]

a) As per statement the number of sanctioned post of Junior Lino Attendant is 1 and sanctioned post Senior Attendant-3.

As per principle prescribed in G.O. No.2426(6)Edn(U) dated 17.10.1985 the ratio should be 6.5 **:** 6.5 i.e. 1**:**1. This requires clarifications.

b) In G.O. No. 711-Edn(U) dated 24.4.1979, the posts of Lino Attendant (Sr.) and Lino Attendant are shown to be borne in old grades No.6 and No.7 respectively. Corresponding to scales No.4 and No.3 of the existing pay structure. It is not understood why Lino Attendants are being placed in the lower scales.

Clarifications on points (a) and (b) are required.

Scale No.4

Sl.No.62 : Junior Mechanic(Automobile) : In the statement number of sanctioned post is shown as 'Nil'. Corresponding promotional post has been shown as Senior Mechanic (Automobile). But in the Annexure no statement in respect of the senior level post has been included. It is not clear why the post of Junior Mechanic (Automobile) has been included in the list of existing posts when no such post exists.

Sl.No.69 : The suggested standardized designation of Senior Fly Boy as per G.O. No.2426(6)Edn(U) dated 17.10.1985 is "Senior Inkman". As per stipulation of the said order rationalization/standardization ought to have been done before effecting a promotion.

The University Authority may take action for rationalization of designation.

Sl.No.70 : Senior Die Stamper : Number of sanctioned post is shown as 'Nil'. But in G.O. No.711-Edn(U) dated 24.4.1979, the post has been mentioned as a sanctioned post borne in the then Grade No.6 which corresponds to the present scale No.4.

Scale No. 5

Sl.No.73 : The designation, Assistant Superintendent (Hostel) has been rationalized as Junior Assistant in G.O. No.2426(6)Edn(U) dated 17.10.1985. Through this rationalization of designation

these posts have been included in the general cadre of Junior Assistants making them eligible for promotion to Senior Assistant. By keeping this group of employees in the old cadre of Assistant Superintendent (Hostel), they are denied of enhanced scope of promotion. Exclusion of this group also means a lesser number of Assistant Cadre posts which have Junior Assistant and Senior Assistant posts in the ratio of 1:1.

The University may consider adopting the rationalized designation.

Sl.No.74 : Nursing Assistant **:** It has been stated in the Annexure that two posts of Glass Blower in the same scale of pay have been re-designated as Nursing Assistants. The posts are distinctly different. The scales of pay may be same but the duties and responsibilities or work to be assigned by the University ought to be distinctly different. The prudent step might have been creation of posts by surrendering two posts carrying same scale of pay instead of redesignating posts of Glass Blower as Nursing Assistant. The University Authority may consider obtaining ratification of the action taken by it by the State Government.

Further, essential qualification has been shown as H.S., P.U. or equivalent. No qualification/training/requirement of knowledge in the field has been considered even as “desirable qualifications”. Against the query method of recruitment in one column (Direct recruitment) answer is ‘yes’; again in another

column (by promotion) the answer is "yes – under qualified pool" (the authorities of the university have allowed once to promote the non-teaching employees belonging to grade No.9 to No.6 to this post). This appears to be unusual.

In consideration of the scale attached to this post as well as the nature of work likely to be called upon to perform as suggested by the nomenclature of the post, "knowledge in the field" should be included in the recruitment qualification.

University Authority may consider.

Sl.No.88/1: Junior Technical Assistant : This post has been sanctioned in 111-Edn(U) dated 28.2.2008. In the existing university set up 'Base Level' Technical Assistants are designated as Technical Assistants Grade-II having a promotional avenue to Technical Assistant Grade-I. The recruitment qualifications of newly created post are identical with those of Technical Assistant Grade-II. The newly created post has no promotional avenue. The designation of the post should have been Technical Assistant Grade-II and included in the 'Technical Assistant' Cadre. The university authority may consider taking this up with the Higher Education Department.

Sl.No.89 & 90 : The posts Sub-Assistant Engineer grade-III (Civil) and Senior Assistant Engineer Grade-III (Electrical) have been shown as two cadres. These posts should be clubbed together so that scope of promotion is not disturbed.

Scale No.7

Sl.No.97 : Senior Nurse : The post has been shown as a direct recruit post and carries a scale as high as scale No.7 (higher than base level Technical Assistants). The recruitment qualification has been as "H.S., P.U. or its equivalent. Curiously no 'nursing' qualification or experience in the specific field has been considered necessary. The post is not linked to any promotional post nor to any feeder post. It has been noticed from the Annexure that posts of "Nursing Assistant" have been created in scale No.5. These posts may well be 'feeder posts' of the post Senior Nurse.

The university authority may consider reviewing of the recruitment qualifications of these posts and also consider if Nursing Assistants can be treated as feeder posts. The nomenclature of the posts should be in conformity with the provisions of G.O. No.2426(6)-Edn(U) dated 17.10.1985.

Sl.No.98 : The designation of the post is shown as 'Operator'. The word 'Operator' can be suffixed to a post meant for operating a machine/instrument/equipment. In G.O.No.711-Edn(U) dated 24.4.1979, we find mention of two types of operator viz. Card Punch Operator and Lino/Mono Operator. But Card Punch Operator and Lino/Mono Operator have been listed separately. The required recruitment qualification of this post is only H.S./P.U. which is very unusual for a post borne in scale No.7.

Clarification is required as to what this operator are supposed to 'do'.

Sl.No.99 : Senior Assistant : This is a promotional post – the feeder post being Junior Assistant. The ratio between Senior Assistant : Junior Assistant should be 6.5 **:** 6.5 i.e. 1**:**1.

From the statement in the annexure following position transpires

Name of the post	Sanctioned post	Post filled up	No. of post Vacant
Junior Assistant	429	301	128
Senior Assistant	428	488	Nil

Against the column number of post filled up a remark "taking into account the total No. of sanctioned posts in the channel due to exigency" has been made.

Again against the query "No. of posts for which sanction is to be obtained" it is remarked that "No such post as yet". So it appears that the university authority promoted 60 Junior Assistants in excess of the sanctioned post.

Clarification is required.

Sl.No.103 : Senior Card Punch Operator is a promotional post – the feeder post being Junior Card Punch Operator. The post of Junior Card

Punch Operator has been shown to be borne in the pay scale of Rs.2850-4400/-, although the approved scale is Rs.3850-8075/-.

Sl.No.104 : Senior Plant Collector : In the list of the sanctioned posts, a post with designation with Plant Collector in Scale No.5 has been mentioned. But in Scale No.7 [old Grade-3] no post as Senior Plant Collector has been mentioned. In accordance with the principle prescribed in G.O. No.2426(6)-Edn(U) dated 17.10.1985 Junior Plant Collector and Senior Plant Collector are to be in appropriate place.

The university authority may consider moving the State Government for obtaining sanction of the posts at appropriate level in appropriate proportion.

Sl.No.111 : Senior Machineman : Steps for creation of posts at appropriate level may be initiated.

Scale No.8

Sl.No.115 : Micro-Analyst : The post does not occur in G.O. No.711-Edn(U) dated 24.4.1979 or in No.1485-Edn(U) dated 21.8.1979. Presumably this post has been created at a later stage.

The Pay Committee may be apprised of the position. In the event of absence of Govt. order sanctioning post – the State Government should be moved appropriately.

Sl.No.116 : Museum Curator : In G.O. No.711-Edn(U) dated 24.4.1979 there is no mention of such a post. In the relevant scale/grade there is a post named as Museum Assistant (Senior), the rationalized version of which, as suggested in Annexure-B of G.O. No.2426(6)Edn(U) dated 17.10.1985, is Senior Museum Assistant. That post has been mentioned as a promotional post. But the post of Museum Curator is shown as a 'direct recruit' post. In the G.O. Assistant Curator is a promotional post, borne in scale No.9.

a) Clarification is required if the university authority has decided to change the staffing pattern.

b) Sanction should be obtained for the post of Museum Curator, in case it has not been done yet.

Sl.No.117 : Junior Superintendent : This is a promotional post. Number of sanctioned post has been shown as 128. This post is again feeder to Senior Superintendent. As the promotional channel in totality is initiated from Junior Assistant, the sanctioned strength, as shown in the Annexure at all the levels are taken to comprehend the position. The distribution of the posts at different level as per G.O. No.2426(6)-Edn(U) dated 17.10.1985 should be in the ratio, 6.5 **:** 6.5 **:** 2**:**1. Let us look at the position as stated.

Name of the post	Sanction strength as shown in the annexure	Strength at promotion level as per G.O.	Post filled up

Junior Assistant	429	429	301
Senior Assistant	428	429	488
Junior Superintendent	128	132	88
Senior Superintendent	64	66	38

The apportionment of posts and placement at the respective level may be made as per apportionment norms prescribed in the G.O.

Sl.No.120 & 121 : Sub-Assistant Engineer, Grade-II (Civil) and Sub-Assistant Engineer, Grade-II (Electrical) may be treated as members of the same Cadre.

Sl.No.125 : Senior Workshop Staff : (a) In G.O. No.711-Edn(U) dated 24.4.1979 no such post has been mentioned. In scale-9 (the then Grade No.1) there was a post named Workshop Superintendent. It requires clarification if sanction for creation of this post has been obtained in a later date.

(b) the post has been shown as a promotional post and the feeder post has been shown as Junior workshop staff with the comment "since abolished" sanctioned strength of the post has been shown as '2' with none filled up. Then with the feeder post being abolished and none at present in position, how the post – being a promotional post – will be filled up.

The university authority may examine the question of retaining this post when the feeder post has already been abolished.

Sl.No.131 : Overseer (Mechanical Section) : In the annexure feeder post has been shown as Junior Machineman. This appears to be erroneous. The feeder post should be Senior Machineman.

Sl.No.134 : Personal Assistant : The post is shown as a (promotional post). However, in the column for method of recruitment it has been commented that it is a direct recruitment post in Calcutta University. It is presumed in recruiting this category of employees the university prefers not to follow the 'norms' suggested in the relevant Government Order. In case of direct recruitment, essential qualification should be there. But no essential academic and professional qualification have been mentioned. By adopting the policy of direct recruitment promotional avenue for the feeder 'Cadre' is being blocked.

University authority may consider re-examining the matter.

Sl.No.138 : Drawing Instructor (Senior) : This post is shown as (Base Post). In the G.O. No.711-Edn(U) dated 24.4.1979 and No.1485-Edn(U) dated 21.8.1979 there is no mention of this post. Should it be presumed that the post has been sanctioned at a later date? The recruitment qualification has been mentioned as Masters Degree in the subject. But from the statement the required subject is not assessable.

Clarification on creation of the post and on essential qualification is required from the university.

Sl.No.143 : The post of Demonstrator has been shown as a base post. Promotional post has been shown as “Post of Grade-III Officer. The posts of Demonstrator, probably, have since been abolished/discontinued.

University may enlighten the Committee of the actual position prevailing in the university.

Sl.No.144 : Superintendent (Security and Maintenance) : This post could not be located in the relevant Government Orders. This post is borne in Grade-1 or Scale-9. The recruitment qualification is mentioned as “H.S. or P.U.”, preferably a Bachelor degree with certificate of appropriate “Technical Education”. What is actually meant by appropriate Technical Education and “by certificate” is not clear. What should be the duration of the certificate course?

Clarification from University Authority is required..

Sl.No.146 : Senior Scientific Supervisor : This post did not figure in the list of posts mentioned in G.O. No.711-Edn(U) dated 24.4.1979 or in G.O. No.1485-Edn(U) dated 21.8.1979. As it is a base level post duties and responsibilities of this post must be different from the post of Senior Scientific Assistant [rationalized designation – Superintendent (Technical)]. It is reported in the annexure that only one post has been sanctioned.

In the relevant column recruitment qualification has been stated as Master Degree in the respective field. As this is a single post, there should not have been any difficulty in specifying the field.

Clarification regarding creation of the post is required.

Sl.No.150/151: The posts of Sub-Assistant Engineer, Grade-I (Civil) and Sub Assistant Engineer, Grade-I (Electrical) both may be termed as Sub Assistant Engineer, Grade-I belonging to the same cadre.

Sl.No.152 : Superintendent (Communication) : There is no such post in the sanctioning Government orders. State Government's approval to the creation of such a post is to be taken, if not done yet.

Pay Committee may be apprised.

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Scale No.1 : Rs.2850-60-3030-65-3550-70-4250-75-4400/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Junior Peon	221	224	Nil
2.	Junior Durwan	77	55	22
3.	Junior Sweeper	60	49	11
4.	Junior Mali	14	Nil	14
5.	Junior Farash	17	1	16
6.	Junior Majhi	2	2	Nil
7.	Junior Ward Servant/Maid	8	6	2
8.	Servant	2	2	Nil
9.	Guest House Attendant	5	4	1
10.	Helper Gr.III	2	2	Nil
11.	Jr. Dom	61	38	23
12.	Laboratory Attendant Gr.III	4	4	Nil
13.	Jr. Plumbing Helper	5	5	Nil
14.	Jr. Electric Helper	3	1	2
15.	Field Worker Gr.III	Nil	Nil	Nil
16.	Museum Attendant Gr.III	48	8	40
17.	Jr. Library Attendant	9	7	2
18.	Jr. Press Attendant	5	5	Nil
19.	Helper Gr.III (Electric)	1	Nil	1
20.	Field Man Jr. Card Punch Operator	2	1	1

Scale No.2 : Rs.3000-75-3450-80-4330-90-5230/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Jr. Lift Operator	18	11	7
2.	Jr. Cyclostyle Operator	6	Nil	6
3.	Jr. Lino Attendant	1	Nil	1
4.	Sr. Peon	223	199	24
5.	Sr. Durwan	76	63	13
6	Sr. Sweeper	60	54	6
7.	Sr. Mali	14	11	3
8.	Sr. Majhi	2	Nil	2
9.	Sr. Farash	16	12	4
10.	Sr. Ward Servant/Maid Servant	8	5	3
11.	Helper Gr.II	4	4	Nil
12.	Sr. Dom	1	1	Nil
13.	Lab. Attendant Gr.II	61	60	1
14.	Sr. Plumbing Halper	4	2	2
15.	Sr. Electric Helper	4	4	Nil
16.	Field Worker Gr.II	1	1	Nil
17.	Museum Attendant Gr.II.	Not determined	Not determined	Not determined
18.	Sr. Library attendant	28	27	1
19.	Sr. Press Attendant	8	8	Nil

Scale No.3 : Rs.3325-90-3775-100-4575-125-6325/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Jr. Steward/Matron	9	Nil	9
2.	Packer	2	Nil	2
3.	Jr. Sorter	25	10	15
4.	Jr. Cash Sarkar	2	1	1
5.	Jr. Duftry	3	Nil	3
6.	Jr. Proof Press Man	3	1	2
7.	Jr. Fly Boy	9	1	8
8.	Jr. Die Stamper	1	Nil	1
9.	Jr. Plumber	6	6	Nil
10.	Record Supplier	67	63	4
11.	Head Durwan	23	18	5
12.	Head Mali	4	2	2
13.	Head Farash	4	3	1
14.	Helper Gr.I	Appointment is to be made on the basis of existing no. of staff in the channel		
15.	Lab. Attendant Gr.I	18	15	3
16.	Sr. Lift Operator	12	10	2
17.	Sr. Cyclostyle Operator	5	2	3
18.	Museum Attendant Gr.I	2	2	Nil
19.	Sr. Lino Attendant	3	1	2
20.	Field Worker Gr.I	Appointment is to be made on the basis of existing number		

Scale No.4 : Rs. 3525-100-3925-125-5550-150-7050/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Jr. Carpenter	2	Nil	2
2.	Jr. Driver	14	Nil	14

3.	Jr. Electrician	7	5	2
4.	Jr. Mechanic (Automobile)	Nil	Nil	Nil
5.	Record Keeper	33	14	19
6.	Sr. Steward	8	7	1
7.	Sr. Sorter	25	14	11
8.	Sr. Cash Sarkar	2	2	Nil
9.	Sr. Duftry	3	3	Nil
10.	Sr. Proof Pressman	2	2	Nil
11.	Sr. Fly Boy	7	7	Nil
12.	Sr. Die Stamper	Not yet determined	Nil	Nil

Scale No.5 : Rs.3850-125-5100-150-5850-175-7075-200-8075/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Jr. Assistant	429	301	128
2.	Jr. Store Keeper	3	3	Nil
3.	Asstt. Supdt.(Hostel)	3	3	Nil
4.	Nursing Asstt.(Redesignated 2 post of Glass Blower)	2	2	Nil
5.	Jr. Telephone Operator	7	5	2
6.	Cash Asstt.	22	22	Nil
7.	Jr. Mechanic	15	Nil	15
8.	Jr. Plant Collector	1	1	Nil
9.	Jr. Pharmacist	1	Nil	1
10.	Jr. Drafts Man	2	Nil	2
11.	Jr. Glass Blower	1	Nil	1
12.	Jr. Compositor	33	4	29
13.	Jr. Machine Man	9	Nil	9
14.	Jr. Monocaster	3	Nil	3
15.	Jr. Proof Reader	7	1	6

Scale No.6 : Rs.4125-150-4575-175-5450-200-7450-225-9700/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Jr. Stenographer	3	Nil	3
2.	Technical Asstt. Gr.II	94	80	14
3.	Jr. Tech. Asstt. Gr.II	1	1	Nil
4.	Sub-Asstt. Engineer Gr.III	4	8 (Taking into A/c.Total No.of sanc-tioned post)	Nil
5.	Sub-Asstt. Engineer Gr.III (Electrical)	2	2	Nil
6.	Asstt. Caretaker	4	4	Nil

7.	Agriculture Overseer Gr.III	1	Nil	1
8.	Jr. Museum Asstt.	1	Nil	1
9.	Asstt. Librarian	40	45 (Taking into A/c.total No.of	Nil
10.	Jr. Lino/Mono Operator	5	sanctioned	5
11.	Jr. Physical Instructor	1	post) Nil Nil	1

Scale No.7 : Rs.4525-175-5225-200-7425-225-9675-250-10175/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Sr. Nurse	6	Nil	6
2.	Operator	1	Nil	1
3.	Sr. Assistant	428	488 (Taking into A/c.total no.of sanctioned post)	Nil
4.	Sr. Store Keeper	3	Nil	3
5.	Sr. Mechanic Gr.II	15	2	13
6.	Sr. Telephone Operator	6	7 (Taking into A/c.total no.of sanctioned post)	Nil
7.	Sr. Card Punch Operator	1	2 (Taking into A/c.total no.of sancti0oned post)	Nil
8.	Sr. Plant Collector	1	1	Nil
9.	Sr. Pharmacist	1	Nil	1
10.	Sr. Draftsman	3	Nil	3
11.	Sr. Computer	1	Nil	1
12.	Sr. Glass Blower	2	Nil	2
13.	Asstt. Cashier	22	7	15
14.	Sr. Lino/Mono Operator	4	Nil	4
15.	Sr. Machineman	6	7 (Taking into A/c.total no.of sanctioned	Nil

			post)	
16.	Sr. Mono Caster	2	1	1
17.	Sr. Proof Reader	7	5	2
18.	Sr. Compositor	33	16	17

Scale No.8 : Rs.4800-175-5150-200-6150-225-8175-250-10925/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Micro Analyst	2	Nil	2
2.	Museum Curator	1	Nil	1
3.	Jr. Superintendent	128	88	40
4.	Tech. Asstt. Gr.I	94	56	38
5.	Sr. Mechanic Gr.I.	4	3	1
6.	Sub-Asstt. Engineer	4	1	3
7.	Sub-Asstt. Engr. Gr.II (Electrical)	2	1	1
8.	Supervisor Telephone	2	Nil	2
9.	Care Taker	4	3	1
10.	Agriculture Overseer Gr.II.	1	1	Nil
11.	Sr. Workshop staff	2	Nil	2
12.	Sr. Museum asstt.	Not yet determined	X	X
13.	Asstt. Librarian Gr.I	39	23	16
14.	Cashier	6	6	Nil
15.	Section Holder	10	9	1
16.	Section Holder (Mechl.Composition)	1	Nil	1
17.	Overseer (Machine Section)	2	1	1
18.	Jr. Supdt.(Proof Reader)	2	2	Nil
19.	Jr. Supdt. (Store)	Not yet detained	X	X
20.	P.A.	2	1	1
21.	Sr. Physical Instructor	1	Nil	1

Scale No.9 : Rs.5000-200-6000-225-8025-250-10775-275-11325/-

Sl. No.	Name of the post	No. of post Sanctioned	No. of post filled up	No. of post vacant
1.	Language Supervisor	1	Nil	1
2.	Research Assistant	41	3	38
3.	Drawing Instructor	1	Nil	1
4.	Harberium Keeper	1	Nil	1
5.	Manuscript Keeper	1	Nil	1
6.	Farm Manager	1	1	Nil
7.	Supdt. (Drawing)	1	1	Nil
8.	Demonstrator	8	Nil	8
9.	Supdt. (Security & Maintenance)	1	Nil	1
10.	Service Programme Asstt.	4	Nil	4
11.	Sr. Scientific Supervisor	1	Nil	1
12.	Asstt. Supdt (Press)	1	1	Nil
13.	Sr. Superintendent	64	38	26
14.	Supdt. Technical	29	28	1
15.	Sub-Asstt. Engineer Gr.I	2	1	1
16.	Ssub-Asstt. Engr. Gr.I (Electrical)	1	Nil	1
17.	Superintendent (Communication)	1	Nil	1
18.	Asstt. Curator	2	Nil	2
19.	Supdt.(Library Service)	12	9	3
20.	Chief Cashier	1	1	Nil
21.	Sr. Supdt. (Proof Reading)	1	1	Nil
22.	Foreman	Not yet determined	X	X

RABINDRA BHARATI UNIVERSITY

Scale no.1

1. (a) The term "Junior Attendant' is not part of the rationalized nomenclature. It is not clear why this nomenclature is used and wherefrom this term is obtained. It requires clarification.
   (b) It is not clear whether the term 'Junior Attendant' means 'Junior Peon'. It requires clarification.

2. (a) The term 'Junior Guard' is not part of the rationalized nomenclature. It is not clear why this nomenclature is used and wherefrom the term is obtained. It requires clarification;
   (b) It is not clear whether the term 'Junior Guard' means 'Junior Durwan'. It requires clarification.

3. (a) There are 4 posts of "Junior Water Carrier" and 3 posts of "Senior Water Carrier". It is not clear why these posts are felt necessary in this university. Necessity of these posts and job responsibilities of these posts may be intimated;
   (b) It is not clear why the rationalized designation 'Visti' is not used here. It needs clarification.

4. (a) The term 'Junior Security Nayek' does not occur in the list of sanctioned posts. The rationalized equivalent of this term may please be intimated.
   (b) The sanctioning memo of this post may please be provided.

(c) The difference between ‘Guard’ and ‘Security Nayek’ may please be intimated.

(d) It may please be intimated the recruitment qualifications of ‘Junior Security Nayek’.

5. (a) The term ‘Junior Groundsman’ is not part of the rationalized nomenclature. It may please be intimated why this term is used.

(b) It may be intimated whether this means ‘Mali’.

(c) In Burdwan University, the rationalized nomenclature for ‘Groundsman’ is ‘Helper Grade III’.

6. The post of Junior Carpenter is borne in Scale no.4. It is not clear how this post is borne is Scale No.1.

7. (a) The term ‘Electrical Helper’ is not part of rationalized nomenclature. It is not clear why this term is used.

(b) It may be intimated whether this term means ‘Helper Grade-III.

(c) The promotional avenues of this post may please be intimated.

8. Same comments as regard ‘Electrical Helper’ as in (7).

9. (a) It is not clear why the term ‘Duftry’ is being used when the rationalized nomenclature is ‘Junior Peon’.

(b) The promotional avenues of ‘Duftry’ may please be intimated. It is not clear why the term ‘Senior Peon’ is not used though the term ‘Senior Peon’ is the rationalized equivalent of ‘Duftry’ in Scale No.2.

10. (a) The name ‘Car Cleaner’ does not occur in the list of sanctioned posts. The sanction memo of this post may please be produced.

(b) It is not clear whether this term means ‘Helper Grade-III’.

(c) The promotional avenues of the post ‘Car Cleaner’ may please be intimated.

11. Same comments as regard ‘Generator Helper’ as in Item no.10.

Scale no.2

1. (a) The term “Senior Attendant” is not part of the rationalized nomenclature. It may be intimated why this term is used.

(b) G.O. No.2426(6) gives the rationalized equivalent as “Senior Peon”. It may be intimated why this term is used.

2. It may be intimated whether it means ‘Senior Durwan’.

3. (a) The name “Senior Water Carrier” does not occur in the list of sanctioned posts. It may be intimated why this term is used.

(b) The sanction memo of it may please be provided.

4. (a) ‘Senior Security Nayek’ – This name is not part of the rationalized nomenclature. It may be intimated why this term is used.

(b) The sanction memo may please be provided.

5. ‘Senior Grounds Man” – Same comments as in (4).

6. (a) 'Gestetner Operator' – It is not clear why this term is used instead of the term 'Junior Cyclostyle Operator' which is the rationalized nomenclature.

   (b) It is not clear why there is no sanctioned promotional post of 'Senior Cyclostyle Operator'. G.O. indicates that there is. It is not clear why this is not indicated in the report.

Scale no.3

1. (a) The term 'Head Guard' is not part of the rationalized nomenclature. It is not clear why this term is used.

   (b) It may be stated whether the term 'Head Durwan' is meant here.

2. (a) The post of 'Junior Plumber' is borne in Scale no.4. It is not clear why this post is shown under Scale No.3.

   (b) It may please be intimated what scale is being offered to the present incumbent and why.

   (c) It may please be intimated when and how the post of 'Plumber' is created.

3. (a) The term 'Liftman' is not part of the rationalized nomenclature. It may be intimated why this term is used.

   (b) The post of 'Senior Lift Operator' borne in Scale no.3 is a promotional post. It may be stated whether the present incumbent has been recruited to a promotional post.

   (c) There is no sanctioned post of 'Junior Lift Operator' (Base post). Obviously the post of 'Senior Lift Operator' was not filled up by promotion.

(d) It may be intimated when and how the post of 'Liftman' was created.

Scale no.4

1. (a) The term 'Stage Helper' is not a part of the rationalized nomenclature. It may please be stated whether this term is used to create the impression that it is a base post.

(b) The rationalized equivalent of 'State Helper' is 'Helper Grade I' borne in Scale no.3 and is a promotional post. It is not clear why this term is used.

(c) It may please be intimated how it is proposed to fill up the post where there is no sanctioned post of 'Helper Grade-III' and 'Helper Grade-II'.

Scale no.5

1. (a) The post of "Generator Operator" does not occur in the list of sanctioned post.

(b) It may be stated whether the post was omitted with the approval of Govt. If so, the sanctioning memo be produced, please.

(c) The justification for allowing Scale No.5 for this post may please be intimated.

Scale No.6

1. (a) The name of the sanctioned post in the old nomenclature was 'Technical Assistant (State Academy and Museum)' which was borne in

Scale no.8. Here we find two posts, one bearing the name 'Technical Assistant (State Academy) under Item 1 and 'Technical Assistant (Museum)' under Item 4, and shown as borne in Scale No.6. There is no sanction for bifurcation of the post. The rationalized designation for the post is 'Junior Superintendent'.

(b) Although this is a promotional post, you have already appointed a person as 'Technical Assistant (State Academy) in Scale no.8. Now you are saying that the post is borne in Scale no.6.

(c) It may be intimated whether this is a correct statement.

(d) It seems one person has been appointed to the post of 'Junior Technical Assistant (Museum)' in Scale no.6. It may be intimated how and when the person was recruited and in which post. The supporting documents may be furnished.

(e) It may be intimated why the old nomenclature is retained. thus creating the impression that these are base posts.

2. The rationalized designation for "Work Supervisor" is "Sub-Assistant Engineer Grade III". It is not clear why the old nomenclature is still used.

3. (a) The name "Junior Technical Assistant-Museum" does not occur in the list of sanctioned posts. The sanction memo may please be furnished.

(b) It is not clear whether the term is used confusingly instead of 'Junior Museum Assistant'. It may be intimated how and when it is proposed to make necessary correction.

Scale no.7

1. (a) The name "Accompanist" does not occur in the list of sanctioned posts. Please produce the sanction memo.
   (b) The entry qualification and job responsibility of the 'Accompanist' may be intimated.
   (c) It is not clear why the promotional avenues are not indicated.

2. It is not clear why the number of sanctioned posts of 'Stenographer' and 'Personal Assistant' are not indicated.

3. It may please be intimated whether there is no 'Telephone Operator' in this University.

Scale no.8

1. The name "Sub-Assistant Engineer" does not occur in the list of sanctioned posts. The correct designation would be "Sub-Assistant Engineer Grade II". It is not clear why the rationalized nomenclature is not used.

2. The name "Junior Superintendent (Sports)" does not occur in the list of sanctioned posts. The sanctioning memo may be furnished.

Scale no.9

1. (a) The post of 'Assistant Curator' is a promotional post in the category of 'Museum Assistant'.

(b) There is no sanctioned post of 'Junior Museum Assistant' and 'Senior Museum Assistant' at the base level and first promotional level respectively.

(c) It may be stated whether the present incumbent of this promotional post has been appointed by direct recruitment.

General

1. It may be intimated whether there are no sanctioned post of Cashier, Assistant Cashier or Cash Assistant in this University.

2. It may be stated whether there are no sanctioned post of 'Store-Keeper'.

3. It may be stated whether there are no sanctioned posts of Superintendent – Library Service under this University. If the answer is no, why did you not reapportion the 6 sanctioned posts of Library Assistants so that there are 3 posts at the base level, 2 posts at the first promotional level and one post at the second promotional level?

4. There is one sanctioned post of Junior Stenographer and one of Personal Assistant. The former is the base post and the latter the second promotional post. The post of Senior Stenographer at the first promotional level is missing. It may be informed how it is proposed to fill up the post of 'Personal Assistant' by direct recruitment.

5. Differences in the job responsibility of 'Security Nayeks' and 'Darwan' may be intimated.

RABINDRA BHARATI UNIVERSITY

Scale No-1 : Rs.2850-60-3030-65-3550-70-4250-75-4400/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Junior Attendant	46	22	24
2.	Junior Guard	26	17	09
3.	Junior Farash	14	10	04
4.	Junior Sweeper	17	11	06
5.	Junior Water Career	4	4	Nil
6.	Junior Security Nayek	10	5	5 (8)?
7.	Junior Mali	3	2	1
8.	Junior Grounds Man	1	0	1
9.	Carpenter	1	0	1
10.	Electrical Helper	2	2	0
11.	Plumber Helper	2	2	0
12	Duftary	1	1	0
13.	Car Cleaner	1	1	0
14.	Generator Helper	1	1	0
	<u>Scale – 2600-4175/-</u>			
	Hostel Mess Worker	17	17	0

Scale No.2 : Rs.3000-75-3450-80-4330-90-5230/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.		45	45	0
2.	Senior attendant	26	26	0
3.	Senior Guard	14	14	0
4.	Senior Farash	16	16	0
5.	Senior Sweeper	3	3	0
6.	Senior Water Career	10	0	10
7.	Senior Security Nayek	2	2	0
8.	Senior Mali	1	1	0
9.	Senior Grounds Man	1	0	1
	Gestetner Operator			
	*(In the statement scale no.3 has been given)			

Scale No.3 : Rs.3325-90-3775-100-4575-125-6325/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Record Supplier	14	13	1
2.	Head Guard	8	8	0
3.	Junior Sorter	4	4	0
4.	Plumber	1	1	0
	*(In the statement scale no.1 has been given)			
5.	Liftman	1	1	0

Scale No.4 : Rs.3525-100-3925-125-5550-150-7050/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Record Keeper	7	6	1
2.	Junior Driver	2	2	0
3.	Junior Electrician	1	0	1
4.	Senior Sorter	3	2	1
	*(In the statement scale no.5 has been given)			
5.	Stage Helper	1	0	1

Scale No.5 : Rs.3850-125-5100-150-5850-175-7050-200-8075/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant

1.	Jr. Assistant	59	58	1
2.	Generator Operator	1	1	0
3.	Sr. Driver *(In the statement scale no.4 has been given)	2	1	1
4.	Sr. Electrician	1	1	0

Scale No.6 : Rs.4125-150-4575-175-5450-200-7450-225-9700/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Technical Asstt. (State Academy)	1	1	0
2.	Work Supervisor (Electrical)	1	1	0
3.	Jr. Library Asstt.	3	2	1
4.	Jr. Technical Asstt. (Mus.)	1	1	0
5.	Jr. Stenographer	1	1	0

Scale No.7 : Rs.4525-175-5225-200-7425-225-9675-250-10175/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Sr. Asstt.	59	56	3
2.	*Accompanist	23	22	1

Scale No.8 : Rs.4800-175-5150-200-6150-225-8175-250-10925/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Sub-Asstt. Engineer	1	1	0
2.	Jr. Supdt. (Sports)	1	0	1
3.	Sr. Library Asstt.	3	1	2
4.	P.A. to V.C.	1	0	1
5.	Jr. Superintendent	18	18	0

Scale No.9 : Rs.5000-200-6000-225-8025-250-10775-275-11325/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant

		9	8	1
1.	Sr. Superintendent	1	1	1
2.	Asstt. Curator			

WEST BENGAL UNIVERSITY OF TECHNOLOGY

Scale No.1

1. Posts sanctioned as Group 'D' and not as Peon or Junior Peon/Junior Mali etc. by Government itself.

Scale No. 2 & 3

2. These are promotional posts. No posts exist. Regular employees appointed only in 2005. Promotional posts yet to be filled up.

Scale No. 6

3. Government sanctioned posts of Technical Assistant. In University set up the base posts have the nomenclature of Technical Assistant Grade-II. The promotional posts are Technical Assistant-I, Junior Technical Superintendent, Senior Technical Superintendent etc.

This is a deviation from the uniform pattern and may lead to complications in future.

Action : State Government

4. State Government sanctioned IT posts of Assistants in this scale. In the uniformed pattern introduced by the State Government for the universities, there is no post Assistant in any university. The base post Junior Assistant in scale no.5 and promotional post of Senior Assistant in scale no.7.

State Government, it is felt, should sanction posts as per uniform set up adopted and introduced for the universities by itself.

WEST BENGAL UNIVERSITY OF TECHNOLOGY

Scale No.1 : Rs.2850-60-3030-65-3550-70-4250-75-4400/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Group-D	13	7	6

Scale No.4 : Rs.3525-100-3925-125-5550-150-7050/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1	Driver	1	1	Nil

Scale No.5 : Rs.3850-125-5100-150-5850-175-7050-200-8075/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Junior Assistant	4	3	1

Scale No.6 : Rs.4125-150-4375-175-5450-200-7450-225-9700/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Laboratory Assistant	3	2	1
2.	Assistant	17	17	Nil
3.	Technical Assistant	7	6	1

Scale No.7 : Rs.4525-175-5525-200-7425-225-9675-250-10175/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Senior assistant	7	6	1

Scale No.8 : Rs.4800-175-5150-200-6150-225-8175-250-10925/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	P.A. to Vice-Chancellor	1	1	Nil

NORTH BENGAL UNIVERSITY

Scale no. 1

1. (a) The name of 'Lab. Bearer' does not appear in the list of sanctioned posts. How two persons have been appointed to a post which does not have Government sanction needs clarification.
   (b) What is being proposed to be done with the post of 'Lab. Bearer' which does not have Government sanction is not clear.

2. (a) The name 'Animal Caretaker' does not appear in the list of sanctioned posts. How a person is appointed to a post for which Govt. sanction is not available is not clear. This may please be clarified.

(b) What is proposed to be done with the post of 'Animal Caretaker' which does not have Govt. sanction?

(c) The University of Calcutta was having a sanctioned post bearing the name 'Animal Keeper' which has since been substituted by the rationalized nomenclature of 'Laboratory Attendant Grade III'. Will this be of any help to you?

3. (a) The name 'Carpenter Helper' does not appear in the list of sanctioned posts. Since the rationalized nomenclature for 'Engineering Helper' is 'Helper Grade III', can we presume that actually 'Helper Grade III' is meant when you say 'Carpenter Helper'?

   (b) It appears that there is no difficulty in using the rationalized nomenclature.

4. (a) The rationalized designation for 'Female Attendant' is 'Junior Peon'. By using the old nomenclature the promotion prospects of the incumbent, appears to be blocked.

5. (a) It appears from the statement that there is no sanctioned post of 'Junior Press Attendant' in your university.

Scale no.4

1. (a) The post of 'Estate Assistant' appears in the list of sanctioned posts of Jadavpur University. The post has since been redesignated as 'Senior Peon' which is a promotional post. It is not clear why the old

nomenclature is retained thereby creating the impression that it is a base post.

(b) In Jadavpur University, the post of 'Estate Assistant' is borne in Scale no.2 and the post of 'Senior Estate Assistant' is borne in Scale no.3. It is not clear how the post of 'Estate Assistant' in your university is borne in Scale no.4.

2. (a) The name 'Technical Assistant Grade A' does not occur in the list of sanctioned posts. How and when was the post created? Has necessary sanction been obtained from the Government?

(b) It is not clear whether this is a base post or a promotional post.

(c) The recruitment qualifications, promotional avenue, and job responsibilities for the post of 'Technical Assistant Grade A' may kindly be provided.

(d) It may be intimated whether the present incumbent has been appointed to the post by direct recruitment or by promotion.

3. (a) The rationalized nomenclature for 'Gas Plant Operator (Jr.)' in Kalyani University is 'Helper Grade I'. This is a promotional post and is borne in Scale no.3.

(b) It is not clear why the old nomenclature is retained, thereby creating the impression that a base post is being dealt with.

(c) It may be stated whether there was any justification for granting Scale No.4 for this post. Recruitment qualifications for the post may also be intimated.

(d) It may be intimated whether the present incumbent has been appointed by direct recruitment or by promotion.

Scale no.5

1. (a) The names 'Laboratory Assistant', 'Medical Laboratory Technician', 'Technical Assistant Grade B', Key Punch Operator' and Junior Photographer do not appear in the list of sanctioned posts.

   (b) It may be intimated when and how these posts were created in the university. It may be intimated further whether necessary permission from the Govt. for creation of these posts was obtained.

   (c) The recruitment qualifications, promotion prospects and job responsibilities for these posts may be intimated.

   (d) It may be informed whether the present incumbents will continue in the same post throughout their service career and whether University has given certain thought in this matter.

2. The rationalized nomenclature for "Assistant Superintendent Girls' Hostel" is "Junior Assistant". It may be informed why the old nomenclature is retained as it resulted to block the promotional avenue of persons recruited against this post.

3. (a) The name 'Field Assistant' does not appear in the list of sanctioned posts. It may be informed when and how the post has been created in this university.

   (b) It may be informed whether the post has been created with sanction from the Government.

   (c) The post of 'Field Assistant' in other universities is at par with 'Technical Assistant' as regards recruitment qualifications and promotional avenues.

(d) The category of 'Field Assistant' has since been redesignated as 'Agricultural Overseer' and is borne in three scales corresponding to the base post of 'Agricultural Overseer Grade III' (Scale no.6), 'Grade II' (Scale no.8) and 'Grade I' (Scale no.9). The introduction of the name 'Field Assistant' for a post borne in Scale no.5 appears to create confusion.

(e) The rationalized nomenclature for 'Field Assistant' may be informed.

(f) It may be intimated why the post has been created. The recruitment qualifications, promotion prospects, and job responsibilities for this post may be intimated.

(g) Since it is clear that neither the term 'Field Assistant' nor 'Agricultural Overseer' can be used for this post for obvious reasons, it is requested to suggest a nomenclature which will be in accordance with the nature of work associated with the post.

Scale no.6

1. (a) The name 'Technician' does not occur in the list of sanctioned posts.

   (b) It may be intimated how and when the post was created. Please intimate whether the creation of the post was sanctioned by the Government. The sanction memo may please be provided.

   (c) The recruitment qualifications, promotional avenue and job responsibilities for the post of 'Technician' may please be intimated.

   (d) It may be intimated whether this is a base post or a promotional post.

   (e) It may be intimated whether the present incumbent has been appointed by direct recruitment or by promotion.

2. (a) The name ‘Junior Computer Operator’ does not appear in the list of sanctioned posts.

   (b) It may be intimated how and when the post was created. It may be informed if the creation of the post is sanctioned by the Government. The sanctioning memo may be provided.

   (c) The recruitment qualifications, promotional avenue, and job responsibilities for the post of ‘Junior Computer Operator’ may be intimated.

3. (a) The name ‘Statistical Assistant’ does not occur in the list of sanctioned posts.

   (b) It may be intimated how and when the post was created. It may be informed if the post has been created with sanction from the Government. The sanctioning memo may please be provided.

   (c) The recruitment qualifications, promotional avenue and job responsibilities for the post of ‘Statistical Assistant’ may please be intimated.

   (d) It may be informed if the post a base post or a promotional post.

   (e) It may be informed whether the present incumbent has been appointed by direct recruitment or by promotion.

   (f) The rationalized designation for ‘Statistical Assistant’ in Burdwan University is ‘Technical Assistant Grade II’. It appears that the same nomenclature may be given to the post in your university as well.

Scale no.7

1. (a) The name 'Programme Assistant' does not appear in the list of sanctioned posts. The sanction memo may please be furnished.

   (b) The recruitment qualifications, job responsibilities and promotional avenue for this post may be intimated.

   (c) It may be informed whether this is a base post or a promotional post. It may be informed whether the present incumbent has been appointed by direct recruitment or by promotion.

2. (a) The rationalized nomenclature for 'Sanitary Inspector' is 'Senior Assistant'. This is, therefore, a promotional post. It is not clear why the old nomenclature is retained with the impression that the base post is being dealt with.

   (b) It may be informed whether the present incumbent has been appointed by direct recruitment or by promotion.

3. (a) The post of 'Section Holder' is borne in Scale no.8, and not Scale no.7 as shown in the statement.

   (b) There is a total of 4 posts in the category of 'Compositor' (2 posts of 'Compositor' shown under item no.12 of Scale no.5 and 2 posts of 'Section Holder' shown under this item).

   Reapportionment in terms of the Government Order would lead to the following arrangement :

   Junior Compositor (Scale no.5) – 2 posts – Base Post

   Senior Compositor (Scale no.7) – 2 post – First Promotional Post

There is no scope for creation of the second promotional post of 'Section Holder'.

(c) It is not clear how two persons are appointed as 'Section Holder'.

Scale no. 8

1. (a) The rationalized nomenclature for "Assistant Secretary Sports Board" is "Junior Superintendent" which is a promotional post. It is not clear why the old nomenclature is retained with the impression that a base post is being dealt with.

   (b) It may be intimated whether the present incumbent has been appointed by direct recruitment or by promotion.

Scale no.9

1. (a) The names 'Instrument Supervisor', 'Junior Computer Programmer' and 'Manuscript Reader-cum-Assistant' do not occur in the list of sanctioned posts. The sanction memo may be provided.

   (b) Recruitment qualifications, promotional avenue and job responsibilities for these posts may please be intimated.

NORTH BENGAL UNIVERSITY

Scale No.9 : Pay – Rs.5000 – 11325/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Senior Research Asstt.	3	Nil	3
2.	Asst. Supdt., Press	1	1	Nil
3.	Instrumentation Supervisor	1	1	Nil
4.	Jr. Computer Programmer	1	Nil	1
5.	Manuscript Reader-cum-Asstt.	1	Nil	1
6.	Suptd. (Tech)	4	4	Nil
7.	Sub-Asstt. Engr. Gr.I	Nil	Nil	Nil
8.	Supdt.(Library Service)	1	1	Nil
9.	Secy. to V.C.	Nil	Nil	Nil
10.	Sr. Supdt. Sr. Supdt. (Store) Sr. Supdt. (Cadre Havilder)	11	2	9
11.	Chief Cashier	Nil	Nil	Nil

Scale No.8 : Pay Rs.4800 – 10925/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Research Asstt.	1	Nil	1
2.	Asstt. Secy. Sports Board	1	1	Nil
3.	Tech.Asstt. Gr.I	13	10	3
4.	Suptd. (Tech.)	4	4	Nil
5.	Sub-Asstt. Engr. Gr.II	3	1	Nil

6.	Asstt.Librarian Gr.I	4	Nil	4
7.	P.A.	Nil	Nil	Nil
8.	Caretaker	1	Nil	1
9.	Sr. Mechanic Gr.I	Nil	Nil	Nil
10.	Jr. Supdt.(Proof Reading)	3	3	Nil
11.	Jr. Supdt. Jr. Supdt.(store) -do- (Havilder Cadre)	24	19	5
12.	Cashier	Nil	Nil	Nil

Scale No.7 : Pay – Rs.4525 – 10175/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Programme Asstt.	1	1	Nil
2.	Sanitary Inspector	1	1	Nil
3.	Sr. Stenographer	3	3	Nil
4.	Sr. Draftsman	1	1	Nil
5.	Sr. Pharmacist	1	1	Nil
6.	Section Holder (University Press)	2	2	Nil
7.	Sr. Mechanic Gr.II	3	2	1
8.	Sr. Glass Blower	2	Nil	2
9.	Sr. Proof reader	3	3	Nil
10.	Sr. Asstt. Sr. Store Keeper Sr. Asstt (Cadre of Habildar)	76	64	12
11.	Asstt. Cashier	1	1	Nil

Scale No.6 : Pay - Rs.4125 -9700/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Tech. Asstt.Gr.-II (Chem.) Tech.Asstt. Gr-II (USIC) -do-(Computer Applications) –do- (Physics)	14	9	5
2.	Sub-Asstt. Engr. Gr.III +)	6	5	1
3.	Jr. Stenographer	3	4	1
4.	Asstt. Caretaker	3	2	1
5.	Technician	1	1	Nil
6.	Jr. Computer Operator	2	2	Nil

7.	Statistical Asstt.	1	1	Nil
8.	Jr. Draftsman	1	1	Nil
9.	Asstt. Librarian Gr.II	4	3	1

Scale No.5 : Pay Rs.3850 – 8075/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Sr. Carpenter	1	Nil	1
2.	Sr. Plumber	1	1	Nil
3.	Sr. Binder	3	3	Nil
4.	Sr. Electrician	5	5	Nil
5.	Sr. Mason	2	1	1
6.	Lab. Asstt.	2	2	Nil
7.	Medical Lab. Technician	1	1	Nil
8.	Technical Asstt. Gr.B.	2	2	Nil
9.	Key Punch Operator	2	2	Nil
10.	Jr. Photographer	1	1	Nil
11.	Sr. Driver	4	3	1
12.	Compositor	2	2	Nil
13.	Machine Man	2	1	1
14.	Asstt. Supdt.,Girls' Hostel	2	1	1
15.	Field Asstt.	1	1	Nil
16.	Jr. Glass Blower	2	Nil	2
17.	Jr. Proof Reader	3	3	Nil
18.	Jr. Pharmacist (Health	1	1	Nil
19.	Centre) Jr. Asstt.-cum-Typist Jr. Asstt.(for Fin.Deptt.)	76	62	14
20	Jr. Store Keeper (for Engg.Br.)	2	2	Nil

21	Jr. Asstt. (Habilder Cadre) Cash Asstt. Jr. Mechanic	3	Nil	3

Scale No.4 pay Rs.3525 – 7050/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Estate Asstt.	1	1	Nil
2.	Tech. Asstt. Gr.A	1	1	Nil
3.	Record Keeper	5	4	Nil
4.	Jr. Carpenter	2	Nil	2
5.	Jr. Plumber	2	1	1
6.	Painter	2	2	Nil
7.	Jr. Work Asstt.	1	1	Nil
8.	Jr. Glass Plant Operator	1	1	Nil
9.	Jr. Binder	3	2	1
10.	Jr. Electrician	6	4	2
11.	Mason	2	Nil	2
12.	Jr. Driver	4	2	2
13.	Sr. Proof Pressman	2	2	Nil

Scale No.3 pay – Rs.3325 – 6325/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Helper Gr.I	3	4	Nil
2.	Lab. Attendant Gr.I	2	2	Nil
3.	Sorter	1	2	Nil
4.	Jr. Proof Pressman	2	2	Nil
5.	Hd. Mali	1	1	Nil
6.	Hd. Darwan	9	9	Nil
7.	Sr. Cyclostyle Operator	2	1	1
8.	Record Supplier	10	10	Nil

Scale No.2 : Pay – Rs.3000 – 5230/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Helper Gr.II	10	10	Nil
2.	Sr. Library Attendant	3	3	Nil
3.	Sr. Press Attendant	2	2	Nil
4.	Sr. Darwan	31	30	1
5.	Sr. Sweeper	12	12	Nil
6.	Jr. Cyclostyle Operator	2	1	1
7.	Sr. Peon	34	33	1

8.	Sr. Mali	4	4	Nil
9.	Lab. Attendant Gr.II	6	6	Nil

Scale No.1, : Pay – Rs. 2850 – 4400/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Lab. Bearer	2	2	Nil
2.	Animal Caretaker	1	1	Nil
3.	Carpenter Helper	1	1	Nil
4.	Female Attendant	1	1	Nil
5.	Helper Gr.III	10	4	5
6.	Jr. Press Attendant	2	2	Nil
7.	Jr. Darwan	31	14	17
8.	Jr. Sweeper	12	8	4
9.	Lab. Attendant Gr.III	6	3	3
10.	Jr. Peon	36	25	11
11.	Jr. Mali	4	2	2

Scale of Pay : Rs.2600 – 4175/-

Sl. No.	Name of the posts	Post sanctioned	Post filled up	Post vacant
1.	Cook & Helper (Hostel/Mess)	39	39	Nil

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Scale No.1

1. You are retaining the terms 'Office Attendant Grade II' and 'Office Attendant Grade I when these are not part of the rationalized nomenclature.

9. (a) The rationalized nomenclature for 'Junior Animal Keeper' is 'Laboratory Attendant Grade III' (vide list of sanctioned post in Kalyani University). University is retaining the old terminology.

(b) The 12 posts of Animal Keeper have been distributed among different grades in the following manner :

(i)	Junior Animal Keeper …	6 posts
(ii)	Senior Animal Keeper …	6 posts

There is no scope for further movement by promotion. The posts would have been apportioned in the following manner if rationalized nomenclature had been used for them :

(i) Laboratory Attendant Grade III … … 4

(ii) Laboratory Attendant Grade II … … 4

(iii) Laboratory Attendant grade I … … 2

10. What is the rationalized equivalent of the term ‘Aya’?

Scale no.2

11. (a) There is no promotional post corresponding to the post of ‘Junior Lift Operator’. Was it impossible to create at least one post of ‘Senior Lift Operator’ by conversion of one post of ‘Field Worker Grade I’?

(b) It appears that the lift service can be maintained with only one Lift Operator.

Scale no.3

8. (a) There are 6 sanctioned posts of ‘Cyclostyle Operator apportioned between ‘Junior Cyclostyle Operator’ (3 posts) and ‘Senior Cyclostyle Operator’ (3 posts). The volume of work does not justify the creation of these 6 posts when there is only one Lift Operator’ in the entire University.

(b) The name ‘Junior Cyclostyle Operator’ borne in Scale no.3 does not appear in the list of sanctioned posts for the University. The post of this name is scheduled to be borne in Scale no.2.

(c) The corresponding promotional post has been designated as ‘Cyclostyle Operator Grade I’ and has been shown to be borne in

(d) We are not in possession of any Government sanction for creation of the post of 'Junior Cyclostyle Operator' in Scale no.3 and Cyclostyle Operator Grade I in Scale no.4.

(e) All the three posts of 'Junior Cyclostyle Operator' (presumed to be base post) are vacant, while all the three posts of 'Cyclostyle Operator Grade I' (presumed to be promotional post) are filled up. The present incumbents been appointed by direct recruitment, or by promotion. And that too in a scale which is not accessible to or by promotion? And that too in a scale which is not accessible to Cyclostyle Operators?

9. (a) The name 'Junior Specimen Collector' does not occur in the list of sanctioned posts.

(b) The term 'Specimen Collector Grade II appear in the list of posts which were sanctioned before rationalization of nomenclature and were stipulated to be borne in Scale no.1. The post has since been designated as Laboratory Attendant Grade III (cf. list of sanctioned posts for Kalyani University).

(c) The term 'Specimen Collector' which appears in the list of sanctioned posts in Scale no.3 for this University has to be considered in conjunction with the sanctioned post of 'Specimen Collector Grade II'. The appropriate rationalized terminology for these posts is 'Laboratory Attendant'.

(d) The University created the post of 'Junior Specimen collector' in Scale no.3 and 'Senior Specimen Collector' in Scale no.4 when the

appropriate terminology would have been 'Laboratory Attendant Grade III' in Scale no.1, 'Laboratory Attendant Grade II in Scale no.2 and 'Laboratory Attendant Grade I' in Scale no.3? Has the creation of these posts been sanctioned by the Government?

10. (a) The terms 'Pump Operator' appears in the list of posts borne in Scale no.3 which were sanctioned before rationalization of nomenclature. The rationalized nomenclature for Gas Plant Operator (Jr.) and Pump Operator (Jr.) in Kalyani University which were borne in Scale no. 3 is 'Helper Grade I'. By analogy, the rationalized nomenclature for 'Pump-Cum-Generator Operator' should be 'Helper Grade I, which is a promotional post.

The University seems to have converted a promotional post into a base post. The names 'Junior Pump-Cum- Generator Operator' and 'Senior Pump-cum-Generator Operator' do not occur anywhere in the list of sanctioned posts.

(b) The post of 'Junior Pump –cum-Generator Operator' allocated Scale no.3 and 'Senior Pump-cum-Generator Operator' allocated Scale no.4 when they should have been allocated Scale nos.1 and 2 respectively.

(c) The University has gone its own way by retaining the old nomenclature. The Government could have been approached for providing the appropriate rationalized nomenclature.

(d) The list of sanctioned posts for the University includes the posts of 'Pump Operator (Junior)' borne in Scale no.3 and 'Senior Pump

Operator' in Scale no.4. These posts appear to from a pair in which 'Pump Operator(Junior)' is the base post and 'Senior Pump Operator' is the corresponding promotional post.

Kalyani University was also having posts of 'Pump Operator (Junior)' in Scale no.3 and 'Pump Operator (Senior) in Scale no.4. The rationalized designation for both the posts was 'Helper Grade I'. It was stipulated that Scale no.4 was personal to the present incumbent and that the post was to be converted to lower grade on retirement/ resignation/ promotion of the present incumbent.

Since there is no reference to these posts in the statement submitted by this University, it may be presumed that the University has taken note of the change in status following rationalization.

Alternatively, posts of Pump Operator may have been merged with the posts of 'Pump-Cum-Generator Operator'. The statement says that there are as many as 21 sanctioned posts of this category.

11. The name 'Power Tiller Operator' appears in the list of posts that were sanctioned before adoption of rationalized nomenclature. The post is scheduled to be borne in Scale no.3.

The University has created the post of 'Junior Power Tiller' in Scale no.3 and of 'Senior Power Tiller in Scale no.4. No sanction memo in this respect has been produced.

12. (a) The post of ‘Dresser (Junior)’ borne in Scale no.3 has been redesignated as ‘Helper Grade I’ borne in the same Scale.

(b) The old nomenclature has been retained to create the impression that concerned post is a base post. The post of ‘Helper Grade I’ in fact a promotional post of the second level.

13. The post of ‘Printer’ borne in Scale no.3 has since been redesignated as ‘Helper Grade I’ borne in the same Scale.

Retention of the old nomenclature creates the impression that the concerned post is a base post, whereas adoption of rationalized nomenclature reveals that the post actually belongs to the second promotional level.

14. The name ‘Mate’ (not ‘Workshop Mate’ as has been stated by the University) appears in the list of posts sanctioned before rationalization of nomenclature. The rationalized nomenclature for the post is ‘Workshop Attendant Grade I’, a name which implies that it is a promotional post which cannot be filled up by direct recruitment.

Retention of the old nomenclature implies that the University is regarding a promotional post as base post. This opens up the avenue for direct recruitment in a promotional post.

Scale no.4

2. (a) There are as many as 69 sanctioned posts of ‘Mate’ borne in Scale no.4.

The term 'Mate' does not occur in the list of sanctioned posts borne in Scale no.4. The sanction memo has been produced.

(b) What is the rationalized designation for post of 'Mate'?

(c) The recruitment qualifications, job responsibilities and promotion prospects for the post of 'Mate' we are not aware of.

3. (a) The name 'Senior Head Darwan' does not occur in the list of sanctioned posts. The post seems to have been created by the University on its own initiative.

The following is the promotional avenue for Darwans as approved by the Government for all the universities :

Junior Darwan	→	Senior Darwan	→	Head Darwan
(Scale no.1)		(Scale no.2)		(Scale no.3)

A departure has been made and the Government Order has been violated through creation of an additional promotional level by the University: -

Junior Darwan	→	Senior Darwan	→	Head Darwan	→	Senior Head Darwan
(Scale no.1)		(Scale no.2)		(Scale no.3)		(Scale no.4)

A total of 111 posts has been apportioned among the different levels as follows in accordance with the formula prescribed by the Government.

Junior Darwan	:	45 posts
Senior darwan	:	45 posts
Head Darwan	:	14 posts
Senior Head Darwan	:	7 posts

Under what authority has the University created the posts of 'Senior Head Darwan'?

(b) How would you make amends?

4. (a) The name 'Senior Laboratory attendant' does not occur anywhere in the list of sanctioned posts. The post seems to have been created by the University on its own initiative.

The following is the promotional avenue for Laboratory Attendants is approved by the Government :

Laboratory Attendant Grade I (Scale no.1)	→	Laboratory Attendant Grade II (Scale no.2)	→	Laboratory Attendant Grade III (Scale no.3)

A departure has been made and the Government Order has been violated through creation of an additional promotional level by the University:

Laboratory Attendant Grade III (Scale no.1)	→	Laboratory Attendant Grade II (Scale no.2)	→	Laboratory Attendant Grade 1 (Scale no.3)	→	Senior Laboratory Attendant (Scale no.4)

The formula prescribed by the Government has been used to apportion a total of 53 posts among the four levels :

Laboratory Attendant Grade III	…	21 posts
Laboratory Attendant Grade II	…	21 posts
Laboratory Attendant Grade I	…	7 posts
Senior Laboratory Attendant	…	4 posts

Is there any Government Order in this respect?

9. (a) A total of 20 sanctioned posts of Driver has been apportioned among the different stages of the promotional avenue in the following manner :

Junior Driver (Scale no.4)	…9 posts
Senior Driver (Scale no.5)	…8 posts
Senior Driver Grade I (Scale no.6)	…3 posts

The promotional avenue approved by the Government is as follows :

Junior Driver	→	Senior Driver
(Scale no.4)		(Scale no.5)

The name "Senior Driver Grade I' does not occur in the list of sanctioned posts.

10. (a) The University has instituted two promotional levels for the category of posts of 'Binder':

Junior Binder	→	Senior Binder	→	Head Binder
(Scale no.4)		(Scale no.5)		(Scale no.6)

Creation of the second promotional level is violative of the relevant Government Order. The name 'Head Binder' does not appear in the list of sanctioned posts.

11. (a) Two promotional levels have been instituted by the University for the category of posts of 'Carpenter':

Junior Carpenter → Senior Carpenter → Head Carpenter
(Scale no.4) (Scale no.5) (Scale no.5)

Creation of the second promotional level is violative of Government Order. The name 'Head Carpenter' does not occur in the list of sanctioned posts.

13. (a) The name 'Wireman' is not a part of the rationalized nomenclature.

(b) Two promotional levels have been instituted by the University against one promotional level stipulated by the Government for posts of the category of Electrician :

Junior Electrician → Senior Electrician → Head Electrician
(Scale no.4) (Scale no.5) (Scale no.6)

The name 'Head Wireman' (used instead of 'Head Electrician') does not appear in the list of sanctioned posts.

15. (a) As in the case of 'Driver', two promotional levels have been instituted by the University for the category of posts of 'Tractor Driver' as shown below :

Junior Tractor Driver → Senior Tractor Driver →Senior Tractor Driver Grade I
(Scale no.4) (Scale no.5) (Scale no.6)

It appears that the nomenclature used in the statement has been devised by the University.

Scale no.6 was allocated to the incumbents to the post of Tractor Driver Grade I at the time of issue of Government Order in 1979. The same Order stipulated that Scale no.4 and Scale no. 5 would be allocated to the posts of 'Tractor Driver Grade II' and 'Tractor Driver Grade I' respectively. There was no provision for creation of the second promotional post in Scale no.6.

Scale no.5

9. (a) How and when were the posts of the category of 'Mechanic' created in the University? Can you produce the sanction memo?

(b) The nomenclature used by the University is different from that stipulated in the Government Order:

Nomenclature	Base post in Scale no.5	First Promotional post in Scale no.7	Second Promotional post in Scale no.8
Used by the University	Mechanic III	Mechanic II	Mechanic I
Stipulated in the G.O.	Junior Mechanic	Senior Mechanic Grade II	Senior Mechanic Grade I

10. There are 2 sanctioned posts of 'Steward' and 3 sanctioned posts of 'Senior Steward'. The number of promotional posts exceeds the number of base posts.

11. (Along with 18 and 19) The following 5 posts would have been merged in the category of 'Mechanic' in order to keep the promotional avenue open

Junior Fitter (Scale no.5)	…	2 posts
Senior Fitter (Scale no.6)	…	1 post
Turner (Scale no.5)	…	1 post
Welder (Scale no.5)	…	1 post

The post of 'Senior Fitter' should have been borne in Scale no.7. The promotional posts corresponding to 'Turner' and 'Welder' do not exist.

The cue could have been taken from Bengal Engineering and Science University.

16. (a) The post of 'Compounder (Senior)' borne in Scale no.7 in North Bengal University has been redesignated as 'Senior Pharmacist'.The post of 'Compounder-Cum-Storekeeper' borne in Scale no.5 in Burdwan University has been redesignated as 'Junior Pharmacist'. By analogy, the post of 'Compounder' borne in Scale no.5 in this University should have been redesignated as 'Junior Pharmacist' so that the University may have 2 posts of 'Junior Pharmacist' at the base level and 1 post of 'Senior Pharmacist' at the promotional level.

(b) The entry qualifications, job responsibilities and promotion prospects of 'Compounder' do not appear to differ from those of a 'Pharmacist'?

(c) Based on recruitment qualifications, a higher scale has been allocated to 'Junior Pharmacist' and 'Senior Pharmacist' in Government service. What happens to the present incumbent to the

post of 'Compounder' if such facilities are extended to the universities?

17. (a) There is one post of 'Junior Draftsman' borne in Scale no.5 and two posts of 'Senior Draftsman' borne in Scale no.7. The number of promotional posts exceed the number of base post.

(b) The post of 'Junior Draftsman' is actually borne in Scale no.6 and not in Scale no.5 as shown in your statement.

18. (a) The recruitment qualifications, job responsibilities and promotion prospects for the post of 'Reprographer' have not been provided.

(b) In what ways are the duties of a 'Reprographer' different from those of 'Junior Cyclostyle Operator' borne in Scale no.2 ?

(c) No justification has been made for the creation of the post of 'Reprographer' in Scale no.5 in the University.

19. (a) The recruitment qualifications, job responsibilities and promotion prospects for the post of 'Calligraphist' have not been stated.

(b) The creation of the post of ''Calligraphist' borne in Scale no.5 in the University has not been jusfitied.

Scale no.6

8. (a) The promotional avenue fort the category of posts of 'Stenographer' as stipulated in the Government Order is as follows :

Jr. Stenographer → Sr. Stenographer→Personal Asstt.→ Personal Secretary
(Scale no.6) (Scale no.7) (Scale no.8) (Scale no.9)

The University has taken the liberty of modifying the sequence in the following manner :

Junior Stenographer →	Senior Stenographer →	Personal Assistant
(Scale no.6)	(Scale no.8)	(Scale no.9)

The University has decided unilaterally to assign Scale no.8 to the post of 'Senior Stenographer' in violation of the Government Order.

9. (a) The promotional avenue for the posts belonging to the category of 'Agricultural Overseer' as stipulated in the Government Order is as follows :

Agricultural Overseer Grade III →	Agricultural Overseer Gr.II/ Asstt. Farm Manager →	Agricultural Overseer Gr. I/ Junior Extension Journalist
(Scale no.6)	(Scale no.8)	(Scale no.9)

The following names have been shown in the report as equivalent to the posts with approved nomenclature, but they do not occur in the list of posts bearing rationalized designation:

Scale no.6	**Scale no.8**	**Scale no.9**
Fieldman	Field Manager I	Senior Assistant Farm Manager
Field Assistant II	Field Assistant I	Senior Field Manager I
Extension Organiser	Field Assistant I	Senior Extension Organiser

Retaining of the variegated nomenclature is creating confusion.

(b) Retention of this nomenclature leave scope for regarding the post of 'Field Manager Grade I' as a base post. Would you like to keep this option open?

10. (a) There is one sanctioned post of 'Assistant Caretaker' in Scale no.6 and two posts of 'Caretaker' in Scale no.8. The number of promotional posts exceeds the number of base post (as in the case of 'Draftsman).

(b) How is it possible for one 'Assistant Caretaker' to assist two 'Caretakers'?

(c) The post of 'Chief Caretaker' in Scale no.9 marking the second promotional level in the category of 'Caretaker' is University's own creation.

12. (a) The promotional avenue for the posts belonging to the category of 'Sub-Assistant Engineer' as stipulated in the Government Order is as follows :

Sub-Assistant Engineer Grade III (Scale no. 6)	→	Sub-Assistant Engineer Grade II (Scale no. 8)	→	Sub-Assistant Engineer Grade I (Scale no.9)

The following names have been shown in your report as equivalent to the posts with approved nomenclature, but they do not occur in the list of posts bearing rationalized designation: -

Scale no.6	**Scale no.8**	**Scale no.9**
Engineer/Mechanical Overseer Grade III	Engineer/Mechanical Overseer Grade II	Engineer/Mechanical Overseer Grade I
Estimator Grade III	Estimator Grade II	Estimator Grade I

Retention of these names is of no use. It perpetuates confusion?

15. (a) As per Government Order, the posts of 'Junior Computer' and 'Senior Computer' are borne in Scale no.5 and Scale no.7 respectively. In your University these posts are borne in Scale no.6 and Scale no.8 respectively.

(b) When and how were these posts created?

(c) A post of 'Chief Computer' in Scale no.9 has also been shown in your statement. This is presumably the second promotional post in the line. The Government concurrence for this arrangement is required.

Scale no.8

12. (a) The post of 'Workshop Supervisor' has been shown as a base post.

By analogy with 'Workshop Foreman', this post should have been redesignated as 'Superintendent (Technical)'which is a second level promotional post in the category of 'Technical Assistant'.

The present incumbent been appointed by promotion, or by direct recruitment.

Scale no.9

10. (a) The term 'Superintendent(Watch and Ward)' is part of the old nomenclature. The rationalized designation for the post is 'Senior Superintendent'. This is a third-level promotional post.

Retaining of the old nomenclature is creating the impression that the concerned post is a base post.

So long as you retain the old nomenclature, the possibility remains that the vacant post would be filled up by direct recruitment and not by promotion.

11. (a) The term 'Junior Extension Journalist' applies to a post of the second promotional level in the category of 'Agricultural Overseer'. The way in which mention has been made of the post in your statement seems to imply that the post belongs to the base level.

13. (a) According to the Government Order, 'Farm Manager' is a promotional post. Does the University treat the 6 sanctioned posts as promotional posts?

(b)The present incumbents have been appointed to the post by promotion, or by direct recruitment?

14. The post of 'Garden Superintendent' has been stipulated as a promotional post in the Government Order.

15. The post of 'Secretary to Vice-Chancellor' is a third-level promotional post in the category of 'Stenographer'.

16. The post of 'Assistant Statistician' has been indicated as a promotional post in the Government Order. The Order, however, does not specify its position in the promotional avenue. How does the University propose to fill up the post?

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Scale No.1 : Rs.2850-60-3030-65-3550-70-4250-75-4400/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Junior Peon/Office Attendant Gr.II	117	66	51
2.	Field Worker-III	1097	706	391
3.	Junior Durwan	111	46	65
4.	Laboratory Attendant-III	53	25	28
5.	Junior Laboratory Attendant	05	04	01
6.	Helper III	29	15	14
7.	Junior Mali	23	11	12
8.	Junior Sweeper	28	18	10
9.	Junior Animal Keeper/ Cattle	12	02	10

	Keeper.			
10.	Junior Aya	01	01	0

Scale No.2 : Rs. 3000-75-3450-80-4330-90-5230/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Junior Lift Operator	1	1	0

Scale No.3 : Rs.3325-90-3775-100-4575-125-6325/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Junior Cyclostyle operator	6	3	3
2.	Junior Specimen Collector	1	1	0
3.	Jr. Pump-cum-Generator Operator	21	7	14
4.	Jr. Power Tiller Operator	16	6	10
5.	Jr. Driver	1	0	1
6.	Jr. Painter	1	1	0
7.	Workshop Mate	1	1	0

Scale No.4 : Rs.3525-100-3925-125-5550-150-7050/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Junior Driver	20	20	0
2.	Junior Binder	2	0	2
3.	Junior Carpenter	3	3	0
4.	Junior Plumber	2	1	1
5.	Junior Wireman /Electrician	4	3	1
6.	Mason	1	0	1
7.	Junior Tractor Driver	9	7	2
8.	Junior Works Asstt.	2	1	1
9.	Veterinary Field Asstt.	1	0	1
10.	Junior Blacksmith	Nil	Nil	Nil

Scale No.5 : Rs. 3850-125-5100-150-5850-175-7050-200-8075/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Mechanic –III	7	7	0
2.	Steward	5	3	2
3.	Junior Fitter	3	2	1
4.	Junior Pharmacist	2	0	2
5.	Junior Store Keeper	25	16	9
6.	Cash Assistant/Jr. Cashier	11	6	5
7.	Junior Assistant	227	153	74
8.	Compounder	1	1	0
9.	Junior Draftsman	2	2	0
10	Tourner	1	1	0
11	Welder	1	1	0
12	Reprographer	1	1	0
13	Calligraphist	1	1	0

Scale No.6 : Rs.4125-175-5225-200-7425-225-9675-250-10175/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Junior Stenographer	17	15	2
2.	Agricultural Overseer III/Fieldman/ Field Assistant II	169	134	35
3.	Assistant Care Taker	3	3	0
4.	Junior Physical Instructor	1	0	1
5.	Engineering/ Mechanical Overseer III/S.A.E.III/ Estimator III.	9	7	2
6.	Junior Library Assistant	9	7	2
7.	Technical Assistant II	68	67	1
8.	Computer	6	6	0

Scale No.7 : Rs.4800-175-5150-200-6150-225-8175-250-10925/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Workshop Supervisor	1	1	0

Scale No.9 : Rs.5000-200-6000-225-8025-250-10775-275-11325/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Superintendent, Watch & Ward	1	0	1
2.	Jr. Extension Journalist	1	0	1
3.	Law Assistant	1	0	1
4.	Farm Manager	6	2	4
5.	Garden Superintendent	1	0	1
6.	Secretary to V.C. (redesignated from P.A. to V.C)	1	1	0
7.	Asst. Statistician	1	0	1

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Cyclostyle Operator :

G.O. No.2426(6)-Edn(U) dated 17.10.85 stipulates that the post of Junior Cyclostyle Operator would be borne in Scale no.2 and the post of Senior Cyclostyle Operator in Scale no.3.

As per Item no.9 of the statement annexed to your letter no.Admn/UBKV/Estt/70 dated 20.04.2009, these posts are borne in Scale no.3 and Scale no.4 in your university.

Is there any separate G.O. for UBKV which empowers the university to assign Scale no.3 for Junior Cyclostyle Operator and Scale no.4 for Senior Cyclostyle Operator?

There is no mention of posts of the aforesaid nomenclature in Annexure A of your letter no. Admn/UBKV/Estt/1617 dated 19.03.2009. Instead, the entry under Item 39 speaks of a post of Junior Duplicating-cum-Xerox Operator borne in Scale no.1. No corresponding promotional post has been indicated. There is no reference to this post in your earlier letter.

What is the correct picture in respect to the aforesaid posts?

Carpenter :

Item 23 of your letter no. Admn/UBKV/Estt/70 dated 20.04.2009 indicates the following promotional route for the post of Carpenter:

Junior Carpenter	→	Senior Carpenter	→	Head Carpenter
(Scale no.4)		(Scale no.5)		(Scale no.9)

G.O. No.2426(6)-Edn(U) dated 17.10.85 indicates that the post of Head Carpenter does not exist.

Inclusion of this post in your statement needs clarification.

Driver (and Tractor Driver) :

Item 8 of the statement accompanying your letter no.Admn/UBKV/Estt/70 dated 20.04.2009 describes the promotional route of Drivers as follows :

Junior Driver	→	Senior Driver	→	Senior Driver Grade I
(Scale no.4)		(Scale no.5)		(Scale no.6)

There is no reference to the post of Senior Driver Grade I G.O. No.2426(6)-Edn(U) dated 17.10.85.

Inclusion of the post in your statement needs clarification.

Item 17 of the statement annexed to your letter no. Admn/UBKV/Estt/1617 dated 19.03.2009 makes a separate reference to the post of Senior Driver. The reason may please be stated.

Senior Record Supplier :

Item 40 of the statement accompanying your letter no. Admn/UBKV/Estt/70 dated 20.04.2009. Item 14 of the statement annexed to your letter no. Admn/UBKV/Estt/1617 dated 19.03.2009 refers to the post of Senior Record Supplier.

A post of this name (Junior Record Supplier/Senior Record Supplier) does not occur in G.O. No.2426(6)-Edn(U) dated 17.10.85.

Item 10 of the statement correctly describes the promotional route for the Peon cadre :

Junior Peon → Senior Peon → Record Supplier→ Record Keeper

(Scale no.1) (Scale no.2) (Scale no.3) (Scale no.4)

Does Item 40 of the statement describes a separate channel for Record Supplier where Junior Record Supplier constitutes the base post and Senior Record Supplier defines the first level promotional post?

If the answer is in the affirmative, are you not violating G.O. No.2426(6)-Edn(U) dated 17.10.85.

Telephone Operating Assistant :

Item 48 of the statement annexed to your letter dated 20.04.2009 refers to the post of Telephone Operating Assistant.

The correct nomenclature according to G.O. No.2426(6)-Edn(U) dated 17.10.85 is as follows :

Junior Telephone Operator	→	Senior Telephone Operator	→	Supervisor Telephone
(Scale no.5)		(Scale no.7)		(Scale no.8)

What is the justification for using a nomenclature which is not a part of G.O. No.2426(6)-Edn(U) dated 17.10.85?

Cashier :

11 posts are shown under the Cashier Cadre in Item no.6 of the statement accompanying your letter dated 20.04.2009. The base and promotional posts are described as per G.O. No.2426(6)-Edn(U) dated 17.10.85.

In Item no.20 of the above statement separate mention has been made of one post of Chief Cashier.

Item 38 of the statement accompanying your letter dated 10.03.2009 indicates that there is a post of Chief Cashier borne in Scale no.9 which is distinguishable from the posts of the Cashier cadre mentioned in a foregoing paragraph.

Recruitment qualification for the posts of the Cashier cadre are stated in Item 18 of your letter dated 19.03.2009 under the heading “Junior Cashier”:

"Passed H.S. or equivalent examination."

It may be noted that the name Junior Cashier is not a part of the nomenclature used in the promotional G.O.

Details of the post of Chief Cashier have been given as follows :

a) Minimum academic qualification : Graduate
b) Age limit : As desired
c) Direct recruitment : Yes

Has the post been created with Government approval?

G.O. No.2426(6)-Edn(U) dated 17.10.85 gives the following promotional route for the Cashier cadre :

Cash Assistant	→	Assistant Cashier	→	Cashier	→	Chief Cashier
(Scale no.5)		(Scale no.7)		(Scale no.8)		(Scale no.9)

The post of Chief Cashier is a promotional post. Which means the minimum qualification for the post is a pass in H.S. examination.

A parallel channel has been opened up which provided for direct appointment to the post of Chief Cashier.

A clarification is needed for the dual status of the post of Chief Cashier.

Watchman and Gardener :

Annexure-A of your letter dated 19.03.2009 refers to posts of Watchman (Item no.12) alongside posts of Junior Darwan (Item no.2) and posts of Gardener (Item no.13) alongside posts of Junior Mali (Item no.7). Inclusion of the terms Watchman and Gardener seems to create the impression they are separate cadres in addition to Darwan and Mali.

These terms do not, however, appear in the statement appended to your letter dated 20.04.2009.

A clarification may be provided by the university in this regard.

Assistant Cadre :

Item no.11 of the statement accompanying your letter dated 20.04.2009 gives the impression that 53 posts in the Assistant Cadre have been apportioned in terms of the scheme prescribed in G.O. No.2426(6)-Edn(U) dated 17.10.85.

Junior Assistant → Senior Assistant → Junior Superintendent → Senior Superintendent

(Scale no.5) (Scale no.7) (Scale no.8) (Scale no.9)

Minimum academic qualification for recruitment to the post of Junior Assistant is a pass in Higher Secondary Examination (cf. Item 23 of the statement annexed to your letter dated 19.03.2009). This is the same as that prescribed in G.O. no.711(6)-Edn(U) dated 24.04.1979.

Item no.18 of the statement annexed to your letter dated 20.04.1999 also refers to 14 posts of "Office Superintendents" borne in Scale nos.8 and 9. The following details are provided in the statement annexed to your letter dated 19.03.2009.

Item No.	Designation	Essential Qualification	Method Recruitment	Scale Pay
34	Junior Superintendent	Graduate discipline with at least 2nd class Bachelor Degree	Direct	Scale No. 8
35	Superintendent	-do-	Direct	Scale No. 9

The entire arrangement is a gross deviation from G.O. No.2426(6)-Edn(U) dated 17.10.85 in respect of nomenclature, minimum qualification

and position in the promotional route. Creation of a separate cadre of Office Superintendent is not permissible under G.O. No.2426(6)-Edn(U) dated 17.10.85.

How would you propose to make amends?

Mechanic :

Item no.42 of the Statement accompanying your letter dated 20.04.2009 refers to posts of Mechanic in your university. In terms of G.O. No.2426(6)-Edn(U) dated 17.10.85, the rationalized designation for the post of Fitter is Junior Mechanic. According to the scheme devised by your university, the post of Senior Fitter is borne in Scale no.6. This is contrary to the arrangement prescribed in the aforesaid G.O. when the first level promotional post of Senior Mechanic Grade II has been shown to be borne in Scale no.7 (not Scale no.6)

The total number of posts in the Mechanic cadre would be 4 (3 posts under Item no.22 and 1 post under no.42) which would be apportioned as follows :

Junior Mechanic	…	…	…	2 posts
Senior Mechanic Grade II	…	…	…	2 posts
Senior Mechanic Grade I	…	…	…	Nil

A clarification may please be provided in this regard.

Matron :

Under Item no.38 of the statement annexed to your letter dated 20.04.2009 the post of Junior Matron has been shown to be borne in Scale no.5.

The following note has been added under the heading “Essential Qualification” against Item no.22 of the statement annexed to your letter dated 19.03.2009:

“Not yet decided”.

Item no.22 of the same statement says that the pot of Matron is a direct recruitment post.

As per G.O. No.2426(6)-Edn(U) dated 17.10.85, the post of Matron is a second level promotional post in the Peon cadre :

Junior Peon (Scale no.1)	→	Senior Peon (Scale no.2)	→	Matron (Scale no.3)

Will there be any difficulty to fall in line?

Stenographer :

Item no.4 of the statement annexed to your letter dated 20.04.2009 indicates that there are 14 sanctioned posts in the Stenographer Cadre and charts the following promotional route:

Junior Stenographer	→	Senior Stenographer	→	Personal Assistant
(Scale no.6)		(Scale no.8)		(Scale no.9)

This is a deviation from the promotional G.O. which stipulates the following promotional route :

Junior Stenographer	→	Senior Stenographer	→	Personal Assistant	→	Personal Secretary
(Scale no.6)		(Scale no.7)		(Scale no.8)		(Scale no.9)

The university thus offers higher pay scale to the Senior Stenographers and Personal Assistants in violation of the G.O.

Item no.21 of the same statement indicates that there are 3 sanctioned posts of Personal Assistant borne in Scale no.9 of which 3 posts have already been filled up.

Item no.36 of the statement annexed to your letter says that appointment to the post of Personal Assistant is made by direct recruitment. This is not permissible in terms of the promotional G.O. since Personal Assistant is the second level promotional post in the Stenographer cadre.

The relevant G.O. has been violated on two counts : first, the post which is actually borne is Scale no.8 has been assigned a higher scale, namely, Scale no.9; second, the second level promotional post has been treated as a base post.

Item no.40 of the same statement also indicates that even the post of Senior Stenographer are filled up by direct recruitment. The number of posts earmarked as Senior Stenographer has not been provided. The relevant G.O. has been violated on two counts : first, the post which is actually borne in Scale no.7 has been assigned a higher scale, namely, Scale no.8; second, the first level promotional post has been treated as a direct recruitment post.

How will the university make amends?

Caretaker :

Item 29 of the statement annexed to your letter dated 20.04.2009 refers to two sanctioned posts in the Caretaker cadre of which one has been filled up. As noted against this Item, the base post of Assistant Caretaker is

borne in Scale no.6 and the promotional post of Caretaker in Scale no.8. This is in agreement with what has been provided in the promotional G.O.

The following notes have been provided in the statement annexed to your letter dated 19.03.2009.

Item No.	Designation	Essential Qualification	Method of Recruitment
32	Assistant Caretaker	Not yet decided	Direct
41	Caretaker	Graduate in any discipline	Direct

It may be presumed that the present incumbent has been appointed to the promotional pot of Caretaker by direct recruitment in violation of the promotional G.O. which stipulates that the name of the base post in the Caretaker cadre is Assistant Caretaker while the name Caretaker is attached to the promotional post.

The statement that the minimum qualification for the base post Assistant Caretaker is “not yet decided” is not true. The minimum qualification for the posts of Assistant Caretaker and Caretaker was prescribed as Graduate/Diploma in Engineering in G.O. no.711(6)-Edn(U) dated 24.04.1979. It is not difficult for anyone intending to abide by the promotional G.O. to realize that the recruitment qualification for the base post cannot be different from those for the promotional posts.

Agricultural Overseer :

Item no.13 of the statement annexed to your letter dated 20.04.2009 indicates that there are 33 posts in the Agricultural Overseer cadre which are to be apportioned among the base post and first and second level promotional posts borne in Scale nos. 6, 8 and 9 respectively.

The promotional route has been stipulated in G.O. No.2426(6)-Edn(U) dated 17.10.85 as follows :

Agricultural Overseer Grade III (Base Post) Scale no.6	→	(1)	Agricultural Overseer Grade II	→	(1)	Agricultural Overseer Grade I	
		(2)	Assistant Farm manager (First level promotional post) Scale no.8		(2)	Junior Extension Journalist (Second level promotional post) Scale no.9	

Item no.34 of the same statement says that there are 3 posts of Assistant Farm Manager borne in Scale no.9 in which appointment has to be made by direct recruitment. Such an arrangement implies violation of G.O. No.2426(6)-Edn(U) dated 17.10.85 on two counts : first, the post of Assistant Farm Manager which is actually the first level promotional post in Agricultural Overseer Cadre is proposed to be treated as a base post; second, a post which is actually borne in Scale no.8 has been assigned a higher scale, namely, Scale no.9.

How will the university make amends?

Accountant :

Item no.19 of the statement appended to your letter dated 20.04.2009 refers to 3 posts of Accountant (Grade I) borne in Scale no.9.

Item no.37 of the statement appended your letter dated 19.03.2009 says that appointment to the said posts of Accountant (Grade I) has to be made by direct recruitment and that minimum qualification for the post should be graduate.

The name Accountant is not a part of the rationalized nomenclature prescribed in terms of G.O. No.2426(6)-Edn(U) dated 17.10.85. the existing posts of Accountant have since been redesignated as Senior Superintendent.

The name Senior Superintendent applies to the third level promotional post in the Assistant Cadre. Retention of the old nomenclature creates the opportunity for treating a third level promotional post as a base post, an arrangement which is violative of Government Order.

How would you make amends?

Field Worker :

Item 16 of the statement annexed to your letter dated 20.04.2009 says that the name of the third promotional level post in the Field Worker cadre is Mate.

G.O. No.2426(6)-Edn(U) dated 17.10.85 gives the name of Veterinary Field Assistant to the third level promotional post in the Field Worker cadre. The name Mate does not appear in the list of sanctioned post.

Why is the university using the name Mate instead of the approved nomenclature?

Animal Keeper :

The name Animal Keeper is not a part of the approved nomenclature given in the promotional G.O.

The rationalized nomenclature for Junior Animal Keeper is Laboratory Attendant Grade III.

Adoption of the rationalized nomenclature would have furthered the promotion prospects of the incumbents to the posts of Animal Keeper.

4 posts of Animal Keeper can at best be apportioned as follows :

Junior Animal Keeper … … … 2 posts

Senior Animal Keeper … … … 2 posts

No further movement is possible.

The incumbents to the posts of Animal Keeper would become members of a cadre whose total strength is 39 (=35+4). These posts may be apportioned as follows :

Laboratory Attendant Grade III	…	17
Laboratory Attendant Grade II	…	17
Laboratory Attendant Grade I	…	5

By retaining the old nomenclature, why is the university blocking the promotional avenue of the employees?

Helper :

Item 27 of the statement appended to your letter dated 20.04.2009 refers to 6 posts in the category of Helper and Cleaner. Item 47 of the same statement refers to 3 posts in the category of Skilled Helper.

The terms Cleaner and Skilled Helper are part of the old nomenclature. All such posts have been merged in the Helper cadre in the rationalized system.

A total of 9 posts would be available under this cadre and may be apportioned among base and promotional posts in the following manner as per G.O. No.2426(6)-Edn(U) dated 17.10.85:

Helper Grade III	…	4
Helper Grade II	…	4
Helper Grade I	…	1

Can an alternative plan be devised by retaining the old nomenclature?

Driver :

Item no.8 of the statement annexed to your letter dated 20.04.2009 refers to 15 sanctioned posts in the Driver cadre.

G.O. No.2426(6)-Edn(U) dated 17.10.85 does not permit creation of the post of Senior Driver Grade I in Scale no.6.

The promotional route as prescribed in the G.O. is as follows :

Junior Driver → Senior Driver

(Scale no.4) (Scale no.5)

How will the university fall in line?

Posts for which no reference is available in G.O. No.2426(6)-Edn(U) dated 17.10.85

1. **Pump Operator** :

The rationalized nomenclature for Pump Operator (vide Item 25 of the statement annexed to your letter dated 20.04.2009) is Helper Grade I borne in Scale no.3 which is a promotional post.

The university is retaining 2 posts of Junior Pump Operator in Scale no.3 at the base level and 2 posts of Senior Pump Operator borne in Scale no.4 at the first promotional level in violation of G.O. No.2426(6)-Edn(U) dated 17.10.85.

Retention of the old nomenclature creates the impression that the post of Junior Pump Operator is a base post while in fact its rationalized equivalent, namely, Helper Grade I, has been declared as the second level promotional post in the Helper cadre.

The present incumbent to the post has obviously been appointed to a promotional post by direct recruitment in violation of Government Order.

How does the university propose to set things right?

2. **Gas Plant Operator** :

The rational nomenclature for Gas Plant Operator (vide Item no.43 of the statement appended to your letter dated 20.04.2009) as prescribed in G.O. No.2426(6)-Edn(U) dated 17.10.85 is Helper Grade I, borne in Scale no.3.

Since the post remains to be filled up, it would be proper to redesignate the post of Gas Plant Operator and merge it in the Helper cadre.

Will this arrangement be agreeable to the university?

3. **Junior Medical Attendant and Junior health Assistant :**

(a) Item 44 of the statement appended to your letter dated 20.04.2009 refers to one post Junior Medical Attendant borne in Scale no.1 and belonging to Medical Attendant cadre where the base post is borne in Scale no.1 and the first and second level promotional posts are borne in Scale no.2 and Scale no.3 respectively.

There is no reference to this Cadre in G.O. No.2426(6)-Edn(U) dated 17.10.85. The recruitment qualifications as well as duties and responsibilities attached to the posts also remain undefined.

(b) Item no.37 of the statement appended to your letter dated 20.04.2009 refers to one post of junior Health Assistant borne in Scale no.5 and belonging to Health Assistant Cadre where the base post is borne in Scale no.1 and the first and second level promotional posts are borne in Scale no.2 and Scale no.3 respectively.

There is no reference to this Cadre in G.O. No.2426(6)-Edn(U) dated 17.10.85. The recruitment qualifications as well as duties and responsibilities attached to the posts also remain undefined.

Since the posts referred to in the aforesaid items remain to be filled up, the university is in a position to rethink over the matter and come forward with a comprehensive proposal within the framework of the aforesaid G.O. No.2426(6)-Edn(U) dated 17.10.85.

Is it at all necessary to create the cadres referred under the aforesaid Items?

4. **Surveyor** :

Item no.5 of the statement appended to your letter dated 20.04.2009 refers to one post of Surveyor borne in Scale no.5.

There is no mention of the post in G.O. No.2426(6)-Edn(U) dated 17.10.85. The recruitment qualifications, promotional route and duties and responsibilities have been left undefined.

What are the promotional prospects of the present incumbent?

Has the post been created with Government approval?

Considering the duties and responsibilities, is it possible to fit the post in the framework of G.O. No.2426(6)-Edn(U) dated 17.10.85?

5. **Metrological Observer** :

Item no.36 of the statement appended to your letter dated 20.04.2009 refers to 2 posts sanctioned for the cadre of Metrological Observer for which the base post is borne in Scale no.6 and the first level and second level promotional posts are borne in Scale no.8 and Scale no.9 respectively. No appointment has yet been made against the aforesaid posts.

The Metrological Observer Cadre has no place in G.O. No.2426(6)-Edn(U) dated 17.10.85. The recruitment qualifications as well as duties and responsibilities at different levels remain undefined. The highest level in the

promotional route can be reached only if a minimum of 8 posts is sanctioned for this cadre.

What prevents the university from exploring the possibility of making suitable adjustment to fit this cadre into the framework of G.O. No.2426(6)-Edn(U) dated 17.10.85?

6. **Posts borne in Scale no.9** :

Item nos. 31, 33 and 35 of the statement appended to your letter dated 20.04.2009 refer to 1 post of Artist-cum-Audiovisual Operator, 2 posts of Extension Supervisor and 1 post of Forest Ranger, all being borne in Scale no.9. None of these names appear in the list of sanctioned posts.

Since the posts are yet to be filled up, the university is in a position to give a second thought over the matter and explore the possibility of including these posts in the ambit of G.O. No.2426(6)-Edn(U) dated 17.10.85, after taking onto account the recruitment qualifications, duties and responsibilities and promotion prospects for the incumbents to these posts, as also the needs of the university.

How best can the university improve upon the situation?

Duties and Responsibilities :

(a) The following entry occurs in the statement appended to your letter dated 19.03.2009 under the heading Duties and Responsibilities:

"As per nomenclature of the post".

It is common knowledge that duties and responsibilities attached to a post should be "as per nomenclature of post". The purpose of including the item in the proforma of the Pay Committee was not to derive this profound knowledge from the university. The university was expected to provide details as it has done in the case of Technical Assistants vide Annexure to your letter no.Admn/UBKV/1557 dated 16.03.2009. What does the university do when an employee refuses to obey any order on the plea that the duty assigned to him is not "as per nomenclature of the post"?

(b) The posts of the Technical Assistant Cadre belong to three levels, namely, the base level post of Technical Assistant Grade II, the first level promotional post of Technical Assistant Grade I, and the second level promotional post of Superintendent (Technical). Since promotion implies elevation to a position of higher responsibility, it would not be enough to state that the duties and responsibilities at the three levels are "as per nomenclature of the post", but to state clearly how the duties assigned to Technical Assistant Grade I, for example, indicate a higher level of responsibility than the duties assigned to Technical Assistant Grade II. The statement on the duties and responsibilities provided in the annexure to your letter no.Admn/UBKV/1557 dated 16.03.2009 seems to convey the impression that Technical Assistants at all levels have to perform the same set of duties, in which case the very rationale for creating the promotional stages simply disappears in absence of any criteria to

decide upon the difference in the level of responsibility at different stages. A clarification may be provided by the university in this regard.

(c) The aforesaid annexure to your letter dated 16.03.2009 states that Technical Assistants in your university are required to "conduct practical classes", to "demonstrate the students in practical classes", and to "prepare lesson units for practical classes" for students of M. Sc. (Ag) courses. Will the university please clarify how such duties can be assigned to Technical Assistants when the minimum qualifications for appointment to the post of Technical Assistant is Graduate or Diploma in Engineering? Do you not depute any teacher to conduct and prepare lesson units for practical classes of M. Sc. (Ag.) students?

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Scale No.1 : Rs.2850-60-3030-65-3550-70-4250-75-4400/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Laboratory Attendant (Gr.III/II/I (Scale No.1/2/3)	35	35	Nil
2.	O/A, Jr. Peon (Jr./Sr.Record Supplier/Record Keeper) (Scale No.1/2/3/4)	50	41	9
3.	Watchman/Durdwan (Jr./Sr./Hd.) (Scale No.1/2/3)	46	34	12
4.	Field Worker (Gr.III/II/I) Mate (Scale No.1/2/3/4)	231	190	41
5.	Animal Keeper (Jr./Sr.)			

	(Scale No.1/2)	4	1	3
6.	Mali (Jr./Sr./Hd.) (Scale No.1/2/3)	10	10	Nil
7.	Helper & Cleaner (Gr.III/II/I) (Scale No.1/2/3)	6	6	Nil
8.	Mess Worker (Cook/ Sr.Cook/Cater Asstt.) (Scale No.1/2/3)	17	11	6
9.	Jr. Medical Attendant (Scale No.1/2/3)	1	Nil	1
10.	Library Attendant (Jr./Sr./Sorter)	1	Nil	1
11.	Skill Labour (F/W Gr.II/1/Mate) (Scale No.1/2/3/4)	3	Nil	3
12.	Sweeper (Jr./Sr.) (Scale No.1/2)	13	5	8

Scale No.3 : Rs.3325-90-3775-100-4575-125-6325/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Pump Operator (Jr./Sr.) (Scale No.3/4)	4	1	3
2.	Cyclostyle Operator (jr./Sr.) (Scale No.3/4)	7	2	5
3.	Power Tiller Operator (Jr./Sr.) (Scale No.3/4)	10	3	7

Scale No.4 : Rs.3525-100-3925-125-5550-150-7050/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Plumber (Jr./Sr.) (Scale No.4/5)	1	1	Nil

2.	Carpenter (Jr./Sr./Head) (Scale No.4/5/6)	1	1	Nil
3.	Driver & Tractor Driver (Jr./Sr./Sr.Gr.I) (Scale No.4/5/6)	15	8	7
4.	Sr. Record Supplier (Jr.Sr)	3	Nil	3
5.	Electrician (Jr./Sr.) (Scale No.4/5)	1	Nil	1
6.	Gas Plant Operator	1	Nil	1
7.	Telephone Operating Asstt.(Jr,/Sr) (Scale No.4/5/7)	1	Nil	1

Scale No.5 : Rs.3850-125-5100-150-5850-175-7050-200-8075/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Cashier (Cash Asstt./Cashier/Chief Cashier) (Scale No.5/7/8/9)	11	3	8
2.	Jr. & Sr. Asstt. (Jr./Sr./Jr.Supdt. Sr. Supdt.) (Scale No.5/7/8/9)	53	10	43
3.	Store Keeper (Jr./Sr./Jr. Supdt. Sr. Supdt.) (Scale No.5/7/8/9)	23	4	19
4.	Mechanic (Jr./Sr./Gr.I) (Scale No.5/7/8)	3	1	2
5.	Telephone Operator (Jr./Sr./Supervisor) (Scale No.5/7/8)	1	1	Nil
6.	Jr. Health Asstt. (Scale No.5/7/8/9)	1	0	1
7.	Matron (Scale No.5/7)	1	0	1
8.	Steward (Steward/Senior) (Scale No.5/7)	2	0	2
9.	Fitter (Jr./Sr.) (Scale No.5/6)	1	0	1
10.	Surveyer	1	1	0

Scale No.6 : Rs.4125-150-4575-175-5450-200-7450-225-9700/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Technical Asstt. (Gr.II/Gr.I/Supdt.(T)) (Scale No.6/8/9)	36	26	10
2.	Engineer Overseer (Gr.III/II/I) (Scale No.6/8/9)	2	2	0
3.	Stenographer (Jr./Sr./P.A.) (Scale No.6/8/9)	14	5	9
4.	Draftsman (Jr./Sr.) (Scale No.6/7)	1	1	0
5.	Agril. Overseer (Gr.III/II/I) Scale No.6/8/9)	33	11	22
6.	Metrological Observer (Scale No.6/8/9)	2	0	2
7.	Jr. Library Asstt.(Gr.II/Sr./Supdt.) (Scale No.6/8/9)	1	0	1
8.	Caretaker (Asstt./Caretaker) (Scale No.6/8)	2	1	1

Scale No.8 : Rs.4800-175-5150-200-6150-225-8175-250-10925/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Office Supdt.(Jr./Sr.) (Scale 8/9)	14	3	11

Scale No.9 : Rs.5000-200-6000-225-8025-250-10775-275-11325/-

Sl. No.	Name of the posts	No. of Post sanctioned	Post filled up	Post vacant
1.	Accountant (Gr.I)	3	1	2
2.	Chief Cashier	1	1	0
3.	Personal Assistant	3	1	2
4.	Artist-cum-Audiovisual Operator	1	0	1
5.	Extension Supervisor	2	0	2
6.	Asstt. Farm Manager	3	0	3
7.	Forest Ranger	1	0	1

CHAPTER 3

CONCLUSION

3.1 With the completion of the instant report – identified as Volume II, Part III – we have come to the end of the job we have been entrusted with.

3.2 We believe that the State Government will take appropriate action to set things right to safeguard the interest of the employees and to ensure that the Government Orders are given due honour as, ultimately, the University and the University Community will be benefitted by such action.

3.3 We are grateful to the academicians and administrators who have come forward to help us with their valued opinions.

3.4 We are also grateful to the State Government for extending to us all sorts of support that we needed.

3.5 Finally, we do acknowledge the sincere work put in by each and every member of staff working in the office of this Committee.

We thank them once again.

(Amaljyoti Sengupta)
Chairman

(Rajatkumar Bandyopadhyay)
Member

(Jayanta Kr. Dattagupta)
Member Secretary

Pay Committee
(For Non-teaching Employees of State-aided Universities)
EE-7/1, Sector-II, (1st Floor), Salt Lake City, Kolkata-700091

Government of West Bengal

No.124 **Dated, the 25th June, 2009**

From : The Member Secretary,
Pay Committee

To : The Principal Secretary,
Higher Education Department,
Government of West Bengal,
Bikash Bhavan, Salt Lake City,
Kolkata – 700 091

Sir,

I am directed to say that the attention of the Pay Committee has been drawn to an anomalous situation arising out of the practice adopted by Jadavpur University in matters relating to appointment of Laboratory Attendants in the University. The fact that Laboratory Attendants joining Jadavpur University are placed in Scale No.2 while those joining other Universities of the State are relegated to a lower scale, namely Scale No.1, has caused **widespread discontent among the Non-teaching employees of the Universities**. The Pay Committee has examined the matter thoroughly and recorded its observations as follows :

A. Promotional avenues of different categories of Non-teaching employees of State-aided Universities defined in terms of G.O. No.2426 (6)-Edn (U) dated 17.10.1985 are shown in Chart I accompanying the Order. The dispensation for Laboratory Attendants has been presented as follows :

Base Post	1st Promotional Post	2nd Promotional Post
Laboratory Attendant Gr.III (Scale No.1)	Laboratory Attendant Gr. II (Scale No.2)	Laboratory Attendant Gr.I (Scale No.3)

B. Prior to 1979, the State-aided Universities were having Laboratory Attendants of diverse nomenclature and pay scales. Systematization in respect of pay scales was brought about by G.O. No.711(6)-Edn(U) dated 24.04.1979 which placed the posts of the category of Laboratory Attendants in three groups borne in three different scales of pay as shown in the following Table. Systematization in respect of nomenclature was brought about by G.O. No.2426(6)-Edn(U) dated 17.10.1985 whereupon the existing nomenclature in different universities was replaced by the rationalized nomenclature of Laboratory Attendant Grade III, Grade II and Grade I (abbreviated LA III, LA II and LA I respectively), as given within brackets in the Table, corresponding to the three revised Scales of Pay.

University	Scale No.1	Scale No.2	Scale No.3
Calcutta	Lab.Boy (LA III)	Lab. Attendant (LA II)	Lab. Attendant (Sr.) (LA I)
Burdwan	Lab. Bearer (LA III)	Semi-Skilled Lab. Attendant (LA II)	Skilled Lab. Attendant (LA I)
North Bengal	Lab. Attendant (LA III)	Lab. Attendant (Jr.) (LA II)	Lab. Attendant (Sr.) (LA I)
Kalyani	Animal Keeper/ Net House Attendant/ Specimen Collector/ Herbarium Asstt. (LA III)	Animal Keeper (Sr.) /Herbarium Asstt (Sr.)/Specimen Collector (Sr.) Lab. Attendant Gr.II (LA II)	Lab. Attendant Gr.I (LA I)
Bidhan Chandra Krishi Viswavidyalaya	Pilot Plant Attendant/Net House Attendant (LA III)	Lab. Attendant Gr.II (LA II)	Lab. Attendant Gr.I (LA I)

C. Prior to 1979, the sanctioned posts in the category of Laboratory Attendant in Jadavpur University were having the nomenclature of 'Laboratory Attendant' and 'Senior Attendant'. Following revision of pay scales in 1979, the posts of 'Laboratory Attendant' and 'Senior Attendant' came to be borne in Scale No.2 and Scale No.3 respectively. Unlike other universities, there was no post in the category of Laboratory Attendant in Jadavpur University, which needed to be borne in Scale No.1 after pay revision. This may be the reason why the post of 'Laboratory Attendant' borne in Scale No.2 came to

be recognized as base post and 'Senior Attendant' borne in Scale No.3 as the first promotional post in the category of Laboratory Attendants of Jadavpur University; despite the stipulation of G.O. No.2426 (6)-Edn (U) dated 17.10.1985 whereupon the said posts were required to be redesignated as 'Laboratory Attendant Grade II' (First Promotional Post) and 'Laboratory Attendant Grade I' (Second Promotional Post) respectively. This arrangement was perpetuated despite the specific instruction contained in the aforesaid G.O. in terms of which the University was required to reapportion the sanctioned posts in the category of Laboratory Attendants among the three grades.

D. Continuation of the practice of using the old nomenclature for the posts of the category of Laboratory Attendants has cleared the way for Jadavpur University to treat the promotional post of Laboratory Attendant Grade II as base post so that new entrants in this category are placed in Scale No.1 in all universities of the State except Jadavpur University where the new entrants enjoy the next higher scale, veritably the first promotional scale for the employees of all other universities belonging to the category of Laboratory Attendant. **Jadavpur University needs to be instructed to discontinue the above-described practice forthwith and to take appropriate corrective measures as per G.O. No.2426(6)-Edn(U) dated 17.10.1985, including adjustment of the pay of the present incumbents as per rules.**

2. In the circumstances, I am directed to request you kindly to take up the matter with Jadavpur University. The Pay Committee may kindly be apprised of the decision of the Govt. in this respect and help it to complete the work within the time-frame.

Yours faithfully,

Sd/-

Member Secretary

No.124/1(1) **Dated, the 25th June, 2009**

Copy forwarded to the Principal Secretary, Finance Department for kind perusal and taking necessary action.

Member Secretary

Pay Committee
(For Non-teaching Employees of State-aided Universities)
EE-7/1, Sector-II, (1st Floor), Salt Lake City, Kolkata-700091

Government of West Bengal

No.143 **Dated, the 3rd July, 2009**

From : The Member Secretary,

Pay Committee

To : The Principal Secretary,
Higher Education Department,
Government of West Bengal,
Bikash Bhavan, Salt Lake City,
Kolkata – 700 091

Sir,

In continuation of this Committee's letter No.124 dated 25.06.2009 drawing attention of the State Govt. to an anomalous practice prevailing Jadavpur University, I am directed to draw attention of the State Govt. to another instance of anomalous/irregular practice. Observation of the Committee in this regard are given below for your kind perusal and necessary action :

"1. In terms of Clause 18 of G.O. No.1083(8)-Edn (U) dated 18.08.1990 (Career Advancement Scheme) read with G.O. No.911(7)-Edn (U) dated 21.09.1991, the non-teaching employees of the universities are allowed to move to their respective next higher scale on completion of 10 years of continuous and satisfactory service in their respective scales, and also to move to the scale next above the first higher scale on completion of

further ten years of continuous and satisfactory service in the first higher scales, subject to fulfillment of usual norms of promotion. The following pattern of movement is provided under Career Advancement Scheme :

Basic Scale	1st Higher Scale	2nd Higher Scale
Scale 1	Scale 2	Scale 3
Scale 2	Scale 3	Scale 4
Scale 3	Scale 4	Scale 5
Scale 4	Scale 5	Scale 6
Scale 5	Scale 6	Scale 7
Scale 6	Scale 7	Scale 8
Scale 7	Scale 8	Scale 9
Scale 8	Scale 9	Basic scale in the post of Assistant Registrar (Rs.8000-13500)
Scale 9	Rs.8000-13500/-	-

2. Attention of the Pay Committee has been drawn to matters relating to career progression of 12 (twelve) employees of Jadavpur University who were initially recruited to posts in the cadre of Technical Assistant and were subsequently placed in the scale of Rs.2200-4000 or its revised equivalent (Rs.8000-13500/-). The foregoing Table indicates that movement to the latter scale of pay is possible only if recruitment is made in positions borne either in Scale No.8 or Scale No.9.

3. G.O. No.2426 (6)-Edn (U) dated 17.10.1985 stipulates the promotional avenue in the cadre of Technical Assistant in the following manner :

Base Post	1st Promotional Post	2nd Promotional Post
Technical Assistant Grade II	Technical Assistant Grade I	Technical Superintendent
(Scale No.6)	(Scale No.8)	(Scale No.9)

The only mechanism by which the said Technical Assistants of Jadavpur University could be placed in the scale of Rs.8000-13500/- where one cannot reach if recruitment is made in the base post is through recruitment in one of the promotional posts, possibly the first promotional post, instead of the stipulated base post.

4. G.O. No.711 (6)-Edn (U) dated 24.04.1979 gives the following lists of sanctioned posts borne in Scale 6 and Scale 8 which were categorized as base posts and promotional posts respectively and were later redesignated as Technical Assistant Grade II and Technical Assistant Grade I in that order.

Posts borne in Scale No.6 (Redesignated as Technical Assistant II)	Posts borne in Scale No.8 (Redesignated as Technical Assistant I)

Junior Technical Assistant	Senior Technical Assistant
Junior Technical Assistant-cum-Demonstrator	Technical Assistant-cum-Demonstrator
Junior Laboratory Assistant	Senior Laboratory Assistant
Assistant Photographer	Photographer
Photographic Assistant	
	Supervisor (Technical) Instrument Mechanic Instructor (Workshop) Microbiological Assistant Senior Laboratory Technician

5. It is obvious from the above lists that there was no compulsion on the part of the University even in 1979 to make recruitments in one of the first promotional posts in violation of the Government Order and there was enough scope to accommodate new recruits in the available sanctioned posts which are borne in Scale No.6 and have the status of base posts.

6. Another aspect of the issue is the movement of the said recruits in the 1st promotional post to the 2nd promotional post that is borne in Scale No.9. The fact that the University has recently put up an advertisement for the post of Foreman (Metallurgy) makes it amply clear that the University is yet to complete the process of implementation of the promotional policy and of introduction of rationalized designation in terms of G.O. 2426 (6)-Edn (U) dated 17.10.1985, despite the reminder given through Clause 18 of G.O. No.342-Edn (U) dated 03.05.1999.

7. Such usage of old nomenclature is not, however, consonant with the steps taken by the University earlier to promote the aforesaid recruits in the 1st promotional post to the 2nd promotional post of Technical Superintendent borne in Scale No.9, since the designation of 'Technical Superintendent' is part of the revised nomenclature. As the sanctioned post in the cadre of the Technical Assistants were bearing the names of Foreman (Metallurgy) and Foreman (Workshop) in the unrevised system there was probably no avenue for career progression of the said recruits if one persisted in the use of the old nomenclature.

8. The Pay Committee is, therefore, of the opinion that the Technical Superintendents of Jadavpur University who have been placed in the scale of Rs.8000-13500/- are holding their present position in gross violation of G.O. No.711 (6)-Edn dated 24.04.1979, G.O. 2426 (6)-End (U) dated 17.10.1985 and G.O. No.1083 (8)-Edn (U) dated 18.08.1990."

In the circumstances, I am now directed to request you kindly to take appropriate action.

Yours faithfully,

Sd/-

Member Secretary

No.143/1(1) **Dated, the 3rd July, 2009**

Copy forwarded to Principal Secretary, Finance Department, Govt. of West Bengal for favour information and necessary action.

Member

Secretary

PAY COMMITTEE
(For Non-teaching Employees of State-aided Universities)
EE-7/1, Sector-II, (1st Floor), Salt Lake City, Kolkata-700091

Government of West Bengal

No. 153/4 **Dated, the 6th July, 2009**
the 9th July,

From : The Member Secretary,
Pay Committee

To : The Principal Secretary,
Health & Family Welfare Department,
Government of west Bengal,
Sasthya Bhawan, 3rd Floor, B-Wing,
GN-29, Sector – V, Salt Lake,
Kolkata-700 091.

Sir,

I am directed to say that the Pay Committee had requested the University Authorities to send the particulars of each of the categories of their non-teaching employees, in a proforma, prescribed by the Pay Committee. The set of information requested or included, inter-alia, numbers of the Government-sanctioned posts of each of the category of the non-teaching employees. Unfortunately, from the reports furnished by the Universities, the Committee could not assess the number of sanctioned staff. We would, therefore, request you kindly to provide the Committee the number of non-teaching staff (Category-wise) sanctioned for the University/Universities under administrative control of your Department.

Yours faithfully,

Member Secretary

PAY COMMITTEE
(For non-teaching employees of State-Aided Universities)
Government of West Bengal
Salt Lake Campus, Burdwan University
EE-7/1, Sector-II (1st Floor)
Salt Lake City, Kolkata –700 091

No.123 Dated, the 23rd June, 2009

From : Member Secretary.

To : The Principal Secretary,
Higher Education Department,
Government of West Bengal,
Bikash Bhavan, Kolkata – 91

Sir,

The Pay Committee likes to bring to the notice of the State Government an instance of awarding higher scales to a group of employees by Vidyasagar University in gross violation of Government rules.

The observation of the Pay Committee in this regard is appended below in the form a note for perusal.

Yours faithfully,

Sd/-
Member Secretary

Observation of the Pay Committee

"On 17.11.1990, four persons were appointed as Technical Assistants in the base post of Technical Assistant - Grade II. On completion of the qualifying period of nine years of service in the base post, all the four were promoted to the post of Technical Assistant – Grade I, the first promotional post in the category of Technical Assistant, w.e.f. 17.11.1999. In terms of G.O. No.2426 (6)-Edn (U) dated 17.10.1985 (Chart II), the University is entitled to have two posts marked as first promotional post of Technical Assistant – Grade I, so there was no scope for promoting all the four incumbents in the base post of Technical Assistant – Grade II without violating the G.O.

2. The Executive Council in its meeting held sometime in early 2003 decided that the date of joining of the aforesaid employees in the base post of Technical Assistant – Grade II (namely 17.11.1990) be regarded as the date of joining in the first promotional post of Technical Assistant – Grade I. On the ground that an employee serving in the first promotional post of Technical Assistant – Grade I becomes eligible for elevation to the second promotional post of Technical Superintendent in terms of the provisions of G.O. No.2426 (6)-End (U) dated 17.10.1985, these four employees who were taken to have joined the first promotional post of Technical Assistant – Grade I on 17.11.1990 were considered to have been promoted to the second promotional post of Technical Superintendent w.e.f. 17.11.1999. It may be noted here that although the said G.O. provides for marking only one post as second promotional post in the category of Technical Assistant, namely Technical Superintendent, the University preferred to promote four employees to the said position in violation of the relevant provision of the G.O.

3. In terms of G.O. No.2426 (6)-Edn(U) dated 17.10.1985, the promotional avenue in the category of Technical Assistant in the State-aided Universities is as follows :

Technical Assistant →	Technical Assistant →	Technical Superintendent
Grade II	Grade I	
(Scale No.6)	(Scale No.8)	(Scale No.9)
Minimum 9 years of service		Minimum 7 years of service

4. Strict adherence to the provisions of the G.Os issued so far in respect of promotion of university employees requires that these four employees shall have to be reverted to the positions as are admissible as per norms and rules. While two of them are eligible to be promoted to the first promotional post of Technical Assistant – Grade I, w.e.f. 17.11.1999, the remaining two will have to continue in the base post of Technical Assistant - Grade II. This case is being cited by employees of the same category in other Universities to impress upon the Pay Committee the justifiability of granting the scale of Technical Assistant - Grade I to all the employees serving as Technical Assistant - Grade II with effect from their joining the post of Technical Assistant - Grade II. The Pay Committee apprehends that unless the position in this respect is set right it would be difficult for it to come forward with any recommendation in respect of the category of the Technical Assistants.

5. It is decided that the State Government in the Higher Education Department be requested to take necessary steps so that Pay Committee is able to make its recommendation in a proper and unhindered way, as well as within the stipulated time frame."

No.123 Dated, the 23rd June, 2009

Copy forwarded to the Principal Secretary, Finance Department, Government of West Bengal, Writers' Buildings, Kolkata – 700 001 for kind information and necessary action.

Member Secretary

PAY COMMITTEE
(For non-teaching employees of State-Aided Universities)
Government of West Bengal
Salt Lake Campus, Burdwan University
EE-7/1, Sector-II (1st Floor)
Salt Lake City, Kolkata –700 091

No.168 Dated, the 13th July, 2009

From : Member Secretary.

To
Principal Secretary,
Higher Education Department,
Government of West Bengal,
Bikash Bhavan,
Kolkata – 91.

Sir,

I am directed to say that attention of the Pay Committee has been drawn to G.O. No.417-Edn(U) dated 25 July, 2008 relating to one-time relaxation of 84 (eighty four) Government employees allotted to Bengal Engineering and Science University for facilitating their absorption against redesignated posts in the University service.

The Pay Committee would like to know whether the phrase ‘one-time relaxation` means that the provisions of the said G.O. would not apply when the cases of the listed employees are put up subsequently for promotion.

For example, the prescribed qualification for appointment to the base post of Technical Assistant Grade-II is either a Graduate or a Diploma in Engineering. The one-time relaxation clause enables some of the Government employees of the erstwhile Bengal Engineering College to be absorbed in the redesignated post of Technical Assistant Grade-II in the University service, but does not open the door for promotion to the posts of Technical Assistant Grade-I and Superintendent (Technical) at higher scales, unless they have already acquired the prescribed academic qualification for being considered for promotion to such posts

The Pay Committee would like to draw the attention of the Government in the Higher Education Department to G.O. No.2012(7)-Edn(U) dated 4 July 1985 relating to relaxation of the academic qualifications for some of the non-teaching employees of the State-aided universities wherein the Universities were allowed to take their own decision in regard to waiving of the prescribed academic qualifications “for those non-teaching employees who were already in position prior to the introduction of the revised scales of pay in terms of G.O. No.711(6)-Edn(U) dated 24 April 1979 for enabling them to attain proper scales of pay provided that all such cases are routed through a Screening Committee or respective Selection Committee or the Executive Council of the respective universities on the basis of suitable training and tests”. It was made clear that “no general relaxation will be made and only those with a suitable record of performance should be considered for waiver”.

The Pay Committee is of the opinion that the matter relating to absorption of Government employees in Bengal Engineering and Science University against redesignated posts in the university services is adequately covered by G.O. No.711(6)-Edn(U) dated 24 April 1979 and G.O. No.2012(7)-Edn(U) dated 4 July 1985 which are uniformly applicable to all the State-aided universities including Bengal Engineering and Science University and that no separate order is needed to facilitate absorption of Government employees against redesignated posts in the university service. Nothing prevents Bengal Engineering and Science University to absorb the Government employees of the erstwhile Bengal Engineering College in terms of G.O. No.711(6)-Edn(U) dated 24 April 1979 against redesignated posts in the university service, provided such employees are placed in the immediately lower scale of pay if they do not have the prescribed qualifications at the time of absorption. The University is also free to take its own decision in regard to waiving of the prescribed academic qualification in terms of the provisions of G.O. No.2012(7)-Edn(U) dated 4 July 1985 which are rather rigorous and elaborate.

The Pay Committee observes that the spirit of the G.O. No.2012(7)-Edn(U) dated 4 July 1985 read with G.O. No.711(6)-Edn(U) dated 24 April 1979, as embodied in the sentence that "no general relaxation will be made and only those with a suitable record of performance should be considered for waiver" has somehow not given due consideration in the G.O. No.417-Edn(U) dated 25 July 2008. Apprehensive of the complications that this may create in other State-aided universities and also in Bengal Engineering and Science University in respect of promotion prospects including CAS of the listed employees, the Pay Committee urges the Government in the Higher Education Department to take appropriate steps in the matter.

Yours faithfully,
Sd/-
Member Secretary

No.168/1. Date: 13.07.2009.

Copy forwarded to the Principal secretary, Finance Department, Government of West Bengal, Writers' Buildings, Kolkata-700 001 for information.

Member Secretary

PAY COMMITTEE
(For non-teaching employees of State-Aided universities)
Government of West Bengal
Salt Lake Campus, Burdwan University
EE-7/1, Sector-II (1st Floor)
Salt Lake City, Kolkata -91

No.194. Date: 27.7.2009.

From : Member Secretary.

To
The Principal Secretary,
Higher Education Department,
Government of West Bengal,
Bikash Bhavan,
Kolkata-700 091.

Sir,

Attention of the Pay Committee has been drawn to departure from the norms set by the State Government in the matter of appointment and promotion of non-teaching employees in Jadavpur University as detailed in the following:

Prior to 1979, Jadavpur University was having in its roll employees appointed against sanctioned posts of Estate Assistant and Senior Estate Assistant borne in Scale No.2 and Scale No.4 respectively (Vide G.O. No.711(6)-Edn(U) dated 24.4.1979 and G.O. No.1065-Edn(U) dated 30.6.1979).

The said posts were redesignated in terms of G.O.No.2426(6)-Edn.(U) dated 17.10.1985 as Senior Peon (borne in Scale No.2) and Record Supplier (borne in Scale No.4) respectively, with the provision that Scale No.4 attached to the post of Record Supplier (Redesignated from Senior Estate Assistant) would be personal to the existing incumbents and has to be converted to Scale No.3 on their promotion/retirement.

This means that the employees who were in position in the posts of Estate Assistant and Senior Estate Assistant on 1979 were holding promotional posts since their date of appointment. These posts have not yet been redesignated in Jadavpur University despite clear instructions conveyed through G.O. No.342-Edn(U) dated 3.5.1999 (ROPA-99) which run as follows :

> "Clause 18. Rationalisation of designations
> Some universities have not yet implemented the promotional policy and rationalized designation in terms of G.O. No.2426(6)-Edn(U) dated 17.10.1985. The universities should strictly implement the above Government Order before introduction of revised scales of pay. The benefit of revised scales of pay shall be made applicable only after the designations have been rationalized and promotion policy implemented as per promotion

policy contained in the Government Order as mentioned in this paragraph"

Further bending of the relevant Government Rules has reportedly been effected by creation of posts of the following description in Jadavpur University.

Cadre	Designation	Promotional Status	Scale of Pay
Estate Assistant	Estate Assistant	Base post	Scale No.2
	Senior Estate Assistant	1st promotional post	Scale No.3
	Senior Estate Assistant Grade-I	2nd promotional post	Scale No.4

A similar procedure has reportedly been followed by Jadavpur University in the matter of defining the promotional avenue of Drivers as shown in the following Table :

Cadre	Designation	Promotional Status	Scale of Pay
Driver	Driver	Base post	Scale No.2
	Senior Driver	1st promotional post	Scale No.5
	Senior Driver Grade-I	2nd promotional post	Scale No.6

The said scheme adopted by Jadavpur University is at variance with the promotional avenue prescribed in G.O. No.2426(6)-Edn(U) dated 17.10.1985:

Cadre	Designation	Promotional Status	Scale of Pay
Driver	Junior Driver	Base post	Scale No.4
	Senior Driver	1st promotional post	Scale No.5

The aforesaid schemes seem to have been devised by Jadavpur University on their own in gross violation of the provisions of the relevant Government Orders.

The Government in the Department of Higher Education may kindly look into the matter and take appropriate action.

Yours faithfully,

Sd/-

Member Secretary

No.194/1. Date:27.7.2009

Copy forwarded to the Principal Secretary, Finance Department, Government of West Bengal, Writers' Buildings, Kolkata-700 001 for information.

Member Secretary

PAY COMMITTEE
(For non-teaching employees of State-Aided universities)
Government of West Bengal
Salt Lake Campus, Burdwan University
EE-7/1, Sector-II (1st Floor)
Salt Lake City, Kolkata -91

No.268 Dated, the 2nd March, 2010

From : The Chairman
Pay Committee

To : Shri Sudarsan Raychaudhuri,
Hon'ble Minister-in-Charge,
Higher Education Department,
Government of West Bengal,
Bikash Bhavan, Salt Lake City,
Kolkata – 700 091

Sir,

Some instances of irregularities – financial and administrative – resorted to by the authorities of different universities had been brought to the notice of the State Government. I write this letter to bring to your kind notice one instance of an act of aberration resorted to by Jadavpur University which we can not leave aside by simply categorizing it as irregular practice. This is a case of financial anarchy. The gist of the case is as follows :

1) In G.O. No.1083(8)-Edn(U) dated 18.8.1990 the State Government introduced revised pay scales for the university employees with effect from 1.1.1986. This order was issued in the name of Governor in exercise of the power under Section 3 of the West Bengal Universities (Control of Expenditure Act), 1976.
2) In para 6 of the G.O. the mode of exercising option was prescribed.
3) In para 7(b) of the Government Order it was provided that the aforesaid option shall not be applicable to any person appointed to any post on or after the 1st January 1986 for the first time in the service of the universities. Such person shall draw pay in the revised scale of pay of the post with effect from the date of his appointment.
4) In para 8 of the G.O. the mode of fixation of initial pay of the employees who elects to draw pay in the revised scales is prescribed.
5) The formula for fixation of pay included a booster element amounting to 20% of existing basic pay inter alia, which was provided to those who elected to come under the new scale on 1.1.1986 or from a subsequent date.
6) The G.O. made it amply clear that the employees who joined on or after 1.1.1986 will have their pay fixed at the initials of their respective pay scales.
7) The Executive Council of the Jadavpur University in agenda No.40 of its meeting held on 14.5.1997 resolved in the following manner: "Resolved that the demand for Booster be accepted in principle and the demand be implemented as soon as the order of the Government in its favour is received".

8) In response to the letters from the University Authority on the aforesaid subject the State Government in the Higher Education Department clarified the position first through letter No.390-Edn dated 28.6.1996 by stating that Shri Kalipada Karmakar and others were not entitled to give option for new scale sanctioned in ROPA 1990 as they were appointed after 1.1.1986 and that they were entitled to get minimum basic pay of the revised time scale from their joining date. The matter was clarified further through letter No.88-Edn(U) dated 17.2.1997 wherein it was stated that there is no scope for confusion in the matter in view of what was expressed in G.O. No.1083(8)-Edn(U) dated 18.8.1990 and that the provision did not allow for exercising any option for new entrants joining the university on or after 1.1.1986.

9) On the face of these clarificatory communications from the State Government the then Vice Chancellor issued an order on 28.8.1997 wherein he invoked his special power under Rule 10(6) to give effect to the said proposal for granting of an additional amount as booster. The Executive Council in its meeting dated 6.10.1997 resolved in the following manner:

"Resolved that the action of the Vice-Chancellor dated 28.8.1997 in ordering (i) that the employees who jointed the University after 1.1.1986, but before the issue of the Government Order No.1083-Edn(U) dated 18.8.1990 be not allowed to exercise option in terms of proviso No (1) to para 7 of the Government order as quoted above and that they shall draw pay in the revised scales of pay with effect from the date of joining the University service prior to the date of issue of Government Order No.1083-Edn(U) dated 18.89.1990 (ii)that the fixation of pay in the revised scale of pay be made as per G.O. No.1083-Edn(U dated 18.8.1990 in the manner and as stipulated in Clause No.(a) to (d) of the sub-para (1) of Clause No.7 of the aforesaid Government Order No.1083-Edn(U) dated 18.8.1990 notionally as on date of joining the University service prior to the date of issue of the aforesaid Government Order but actual payment being restricted w.e.f. 1.9.1997, be approved".

From the above narrative it is clear beyond any doubt that the University willfully violated the Government Orders inspite of consecutive letters of clarification from the State Government. By bestowing undue favour to a group of employees the authority concerned discriminated other employees of the same university. A discriminatory situation also arose with the similar placed employees of other State-aided Universities. These employees have had their pay fixed in consecutive pay revisions with the erroneously fixed inflated basic pay.

It is now for the consideration if such financial aberration should be addressed to or not. It is pertinent to mention here that in the Executive Council two State Government representatives – one from the Higher Education Department and other from the Finance Department – are supposed to be present as members. The comments/role of the Government representatives in the Executive Council meeting held on 6.10.1997 appear to be of interest. Further, in para 16 of G.O. No.1083(8)-Edn(U) dated 18.8.1990 there was provision of checking of calculation relating to fixation of pay by the Higher Education Department. Outcome of that checking process, if already completed, may be consulted.

The Pay Committee is of the opinion that irregularities in pay fixation as described above need to be set right either (a) by realizing overdrawn amount or (b) by regularizing this fixation and allowing similarly placed employees of other universities and any left out employees of this category of employee of this university to enjoy this benefit. Given the state of affairs the Pay Committee has a feeling that university authorities consider such acts of bending of financial and administrative norms as are prescribed by the State Government to be with in the limit of their legitimate rights in view of their being statutory/Autonomous Institutions. The State Government may consider impressing upon the university authorities the necessity of realizing that such action is violative of the provisions of the West Bengal Universities (Control of Expenditure) Act, 1976, which is still in vogue and that financial discipline is expected from the university authorities.

Yours faithfully,

Amaljyoti Sengupta
Chairman

PAY COMMITTEE
(For non-teaching employees of State-Aided Universities)
Government of West Bengal
Salt Lake Campus, Burdwan University
EE-7/1, Sector-II (1st Floor)
Salt Lake City, Kolkata –700 091

No.167. Dated, the 13th July, 2009

From : Member Secretary.

To
Shri Satish Ch. Tewary, IAS,
Principal Secretary,
Higher Education Department,
Government of West Bengal,
Bikash Bhavan,
Kolkata – 91.

Sir,

I am directed to request you kindly to refer to this Committee's letter No.111 dated 18.6.2009 (copy enclosed for ready reference) drawing your attention to Education Department's Order No.547-Edn(U) dated 14.9.2005. It was conveyed in that letter that Chairman, Pay Committee desires to discuss the matter with an official of the Education Department conversant with the matter.

As no response in this regard has been received, I am directed to request you kindly to advise the concerned official to take action accordingly.

Yours faithfully,

Member Secretary

PAY COMMITTEE
(For non-teaching employees of State-Aided universities)
Government of West Bengal
Salt Lake Campus, Burdwan University
EE-7/1, Sector-II (1st Floor)
Salt Lake City, Kolkata -91

No.111. Date: 18.06.2009

From : Member Secretary.

To
The Principal Secretary,
Higher Education Deptt.,
Bikash Bhavan.

Sir,

I am directed to say that it has been brought to the notice of the Pay Committee that in its order No.547Edn(U) dated 14.9.2005, the Higher Education Department created for the West Bengal University of Technology, the following posts along with some other posts :

	Post	No. of post	Scale of Pay
1.	Sr. Assistan	7	Rs.4,525 – 10,175/-
2.	Assistant	17	Rs.4,125 - 9,700/-
3.	Jr. Assistant	4	Rs.3,850 - 8,075/-

In the set-up prescribed by the State Govt. for the State-aided Universities through different Govt. orders issued from time to time, the post of "Assistant" has not been created for any other university. So this category does not appear to be in conformity with the pattern of posts existing in the Universities. Moreover, in Higher Education Department's order No.2426(6)Edn dated 17.10.1985 a policy has been enunciated for promotion of the non-teaching employees at various levels. The post of 'Assistant' and the number of posts sanctioned for Sr. Assistant and Jr. Assistant, as is understood, are not in consonance with the stipulations made in the said G.O.

The Chairman, Pay Committee, desires that some one from the Higher Education Department of the level of Special Secretary or Joint Secretary who is conversant with the case, may please make it convenient to meet him and apprise him the circumstances, under which it has to be done and how the Education Department proposes to resolve the position.

I request you kindly to take action accordingly.

Yours faithfully,

Member Secretary

PAY COMMITTEE
(For non-teaching employees of State-Aided universities)
Government of West Bengal
Salt Lake Campus, Burdwan University
EE-7/1, Sector-II (1st Floor)
Salt Lake City, Kolkata -91

No.110. Date: 17.06.2009.
22.06.2009.

From : Member Secretary.

To
The Principal Secretary,
Higher Education Department,
Government of West Bengal,
Bikash Bhavan,
Kolkata-700 091.

Sir,

I am directed to say that Burdwan University Authority has apprised the Pay Committee of an order passed by Hon'ble High Court, Calcutta on the status of Technical Assistant of Burdwan University in Civil Order No.893(N) of 1989. The operative part of the order is quoted below :

"The respondents are directed to treat the writ petitioners, and those similarly placed, as "Teachers" within the meaning of Sub-Sections (21) and (22) of Section 2 of the Burdwan University Act, 1981, and to grant them all consequential benefits from date.

The writ application is thus disposed of".

It may be found that as per the order of Hon'ble High Court the writ petitioners, i.e. Technical Assistants are to be treated as "Teachers" as per provision of Burdwan University Act, 1981 and consequential benefits are to be granted to them. It is found that Govt. of West Bengal represented by Secretary, Higher Education Deptt. was Respondent No.1 and Deputy Secretary, Higher Education Deptt. was Respondent No.2. The Secretary to the then Pay Committee and Secretary, U.G.C. were also made respondents in the writ petition. It may be found that there had been no representation in the Hon'ble Court from the Govt. side. It appears that action for review of the order in appropriate higher legal forum has also not been considered.

The Pay Committee has received indications that this order may have a snow-balling effect on other universities. It is also apprehended that this may even affect the process of determining the emoluments of this category of employees by the Pay Committee.

The recruitment qualification of this group of employees is B.Sc./Diploma in Engineering. The
services of the technical assistants are needed by the University to cover various aspects of acquisition, installation, operation and maintenance of scientific instruments, equipment and apparatus in its research and teaching laboratories under the supervision of the Faculty. These duties and responsibilities are quite different from those of the teaching staff. Moreover, the U.G.C., which determines the pay scale of the teaching staff, does not determine the pay scale of these staff.

In the circumstances, the Committee feels that proper legal opinion on the status of this group of employees be taken. Possible steps/action for review of the High Court Orders at appropriate legal forum should also be considered by the Government.

We would, therefore, request you kindly to take necessary action in this regard. A copy of the related judgement of Hon'ble High Court is enclosed herewith.

Yours faithfully,

Sd/-

Member Secretary

No.110/1. Date : 22.06.2009.

Copy forwarded to the Principal Secretary, Finance Department, Government of West Bengal, Writers' Buildings, Kolkata-700001 for kind information.

Member Secretary

The Pay Committee would like to draw the attention of the Government in the Higher Education Department to G.O. No.2012(7)-Edn(U) dated 4 July 1985 relating to relaxation of the academic qualifications for some of the non-teaching employees of the State-aided universities wherein the Universities were allowed to take their own decision in regard to waiving of the prescribed academic qualifications "for those non-teaching employees who were already in position prior to the introduction of the revised scales of pay in terms of G.O. No.711(6)-Edn(U) dated 24 April 1979 for enabling them to attain proper scales of pay provided that all such cases are routed through a Screening Committee or respective Selection Committee or the Executive Council of the respective universities on the basis of suitable training and tests". It was made clear that "no general relaxation will be made and only those with a suitable record of performance should be considered for waiver".

The Pay Committee is of the opinion that the matter relating to absorption of Government employees in Bengal Engineering and Science University against redesignated posts in the university services is adequately covered by G.O. No.711(6)-Edn(U) dated 24 April 1979 and G.O. No.2012(7)-Edn(U) dated 4 July 1985 which are uniformly applicable to all the State-aided universities including Bengal Engineering and Science University and that no separate order is needed to facilitate absorption of Government employees against redesignated posts in the university service. Nothing prevents Bengal Engineering and Science University to absorb the Government employees of the erstwhile Bengal Engineering College in terms of G.O. No.711(6)-Edn(U) dated 24 April 1979 against redesignated posts in the university service, provided such employees are placed in the immediately lower scale of pay if they do not have the prescribed qualifications at the time of absorption. The University is also free to take its own decision in regard to waiving of the prescribed academic qualification in terms of the provisions of G.O. No.2012(7)-Edn(U) dated 4 July 1985 which are rather rigorous and elaborate.

The Pay Committee observes that the spirit of the G.O. No.2012(7)-Edn(U) dated 4 July 1985 read with G.O. No.711(6)-Edn(U) dated 24 April 1979, as embodied in the sentence that "no general relaxation will be made and only those with a suitable record of performance should be considered for waiver" has somehow not given due consideration in the G.O. No.417-Edn(U) dated 25 July 2008. Apprehensive of the complications that this may create in other State-aided universities and also in Bengal Engineering and Science University in respect of promotion prospects including CAS of the listed employees, the Pay Committee urges the Government in the Higher Education Department to take appropriate steps in the matter.

Yours faithfully,
Sd/-
Member Secretary

No.168/1. Date: 13.07.2009.

Copy forwarded to the Principal secretary, Finance Department, Government of West Bengal, Writers' Buildings, Kolkata-700 001 for information.

Member Secretary