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Para 12

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No.F.48-5/2004-IFD
Government of India
Ministry of Human Resource Development
Department of Secondary & Higher Education

New Delhi
20.8.2005

To

The Director
NITK,
Surathkal

Subject:- Implementation of Rationalisation of Scales of Pay of Non-Teaching Staff in NITs & other service conditions like ACP -Clarification regarding

Sir,

I am directed to say that the scales of pay prevalent as on 1-4-2004 in different NITs as well as other Centrally funded Institutes under the control of this Ministry has been examined and accordingly a statement containing the rationalised scale of pay for different categories of employees of your Institute has been prepared to be implemented from 1-4-2004.

2. While some of the existing incumbents who were drawing a higher scale of pay as on regular basis as on 1-4-2004 have been allowed to retain a higher scale of pay as personal to them, any future promotion or recruitment made or to be made after 1-4-2004 has to be regulated as per the approved scales of pay only. Similarly the scales of pay regular employees of the Institute who have retired between 1-4-2004 to 31-3-2005 are to be modified based on this rationalised scale of pay. Further, if any employee has been promoted on regular basis between these period and given a scale of pay as prevalent in the Institute up to 31-3-2004, his/her scale of pay would be modified on the basis of these rationalised scale of pay only. He can not opt to retain the pre-rationalised scale of pay.

3. While the statement contains a broad minimum educational qualifications in respect of some of the post, the Institute may formulate detail recruitment rules for each category of post after fixing ratio for each category of required and essential posts based on the overall ceiling of 1:1.5 teaching :non-teaching employees. Other services may be outsourced. A sample recruitment rule is attached herewith for reference.

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4. It may also be clarified that ACP being part of the package of rationalized scales of pay would be applicable for all NITs w.e.f. 1-4-2004 only. If any ACP has been granted by the Institute before 1.4.2004, the same should be scrapped and scales now approved for implementation w.e.f. 1.4.2004 would only be applicable. Besides, the terms & conditions governing grant of ACP as given in the Office Memorandum No. 35034/1/1997 -Estt (D) dated August 9,1999 [copy enclosed] and subsequent clarifications issued by DOP&T, GOI [please refer to Swamy's book on Seniority & Promotions or Swamy's Manual on Establishment & Administration] may be followed.

5. It is clarified that in terms of condition number 4 of the ACP Scheme, the first financial upgradation shall be allowed after 12 years of regular service and the second financial upgradation after 12 years of regular service from the date of the first financial upgradation, subject to fulfilment of the prescribed conditions. Condition number 5.1 further provides that two financial upgradations under the ACP Scheme shall be available only if no regular promotions during the prescribed periods (12 and 24 years) have been availed by an employee. If an employee has already received one regular promotion, he shall qualify for the second financial upgradation only on completion of 24 years of regular service with reference to entry grade as a direct recruit or 12 years of service from the date of promotion for Ist ACP under the Scheme. Condition number 15 provides that, subject to condition number 4, where the employees have already completed 24 years of regular service, with or without a promotion, the second financial upgradation under the Scheme shall be granted directly. The period of regular service for grant of benefit under ACP will be counted from the grade in which an employee was appointed as a direct recruit. An existing employee of the Institute would be considered if he has been selected to that post on the basis of an examination/selection in which candidates from open market/outside the Institute were allowed to compete.

6. Three stages of the Scales of Pay in respect of all the existing post (entry - ACP-1 & ACP-II) have been given in the Annexure. Therefore, if an employee who is presently drawing a higher scale of pay (say at ACP-1) than his entitlement with reference to entry grade, he may be allowed to retain his existing scale and he would deem to be treated as having been granted premature ACP-1 and he would be considered for 2nd ACP on completion of 24 years of service or 12 years of service from the date of his drawing a higher scale of pay whichever is later. However, no ACP would be applicable if the scale of pay allowed to be retained by an existing employee as personal is considered two steps ahead of his entry level scale of pay.

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7. **Pay fixation:-** The pay of an employee as on 1.4.2004 would be fixed at the same stage in the rationalised scale of pay. But if there is no stage in the rationalised scale of pay, it may be fixed at the next higher stage in the new scale of pay. In such a situation, he/she shall draw his next increment after completion of 12 months of qualifying service only i.e on 1.4.2005

8. After rationalization of the scales of pay w.e.f. 1-4-2004, the Dearness Allowance up to the extent 50% will be treated as Dearness Pay [DP] and it should be shown as a distinct element in the salary ledger & salary slip of the employee. For example, if an employee who was getting a basic pay of Rs. 5000 and DA of Rs. 3050 (@61%), he would get a basic pay of Rs. 5000 + DP of Rs.2500 and DA @ 11% on Basic Pay + DP i.e. Rs.825/ after rationalization. [benefit Rs.8325-Rs8050 =Rs.275) Other allowances like HRA & NPA would be granted based on Basic Pay + DP. However, DP would not count for revised entitlement for grant of TA/DA on tour or LTC and for allotment of quarters. Rate of DA would be @ 11% from 1-4-2004 to 30-6-2004 and @14% from 1-7-2004 and 17% w.e.f. 1-1-2005.

8. Action taken in this regard may please be intimated to this office. For any specific difficulty with regard to implementation of this order, the matter may be referred to the Ministry for appropriate advice.

Yours faithfully,


(B K RAY)

Desk Officer

Tel:23388608

Copy for information to:-

1. DEA (NIT)/TS-III with reference to letter No. F.20-46/2003-TS-III dated 1-3-2005

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to be implemented from 1-4-2004

*Scale 1
without
Dear grade*

Sl. No.	Name of the Post	Rationalised Scale of Pay at entry Grade	ACP-I after 12 years	ACP-II after 24 years	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	Registrar	10000-15200	12000-16500	14300-18300	
2.	Special Officer	10000-15200	12000-16500	14300-18300	
3.	Dy. Registrar	8000-13500	10000-15200	12000-16500	
4.	Asst. Registrar	6500-10500	8000-13500	10000-15200	
5.	Medical Officer	8000-13500	10000-15200	12000-16500	
6.	Junior Engineer	5000-8000	6500-10500	7500-12000	(For existing draughtsmen only)
7.	Security Officer	5500-9000	6500-10500	7500-12000	
8.	Foreman	5500-9000	6500-10500	8000-13500	
9.	Asst Proctor	7450-11450	8000-13500	10000-15200	
10.	Supervisor	5500-9000	6500-10500		
11.	Sr. Asst.	5000-8000			
12.	Assistant	4000-6000	5000-8000	5500-9000	
13.	Junior Assistant	3050-4590	4000-6000	5000-8000	
14.	Stenographer	4000-6000	5000-8000	5500-9000	
15.	PA to Director	5500-9000	6500-10500		
16.	Private Secretary to Director	6500-10500	7500-12000	8000-13500	On promotion only
17.	Driver	3050-4590	4000-6000	4500-7000	
18.	Other Technical Staff				
19.	Jr. Mechanic	3050-4590	4000-6000	4500-7000	
20.	Mechanic	4000-6000	4500-7000		
21.	Sr. Mechanic	4500-7000			
22.	Skilled Mechanic	5000-8000			Non-Functional scale to existing employees. No More ACP

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Lib. Information Asst.	5000-8000	5500-9000	6500-10500	
Sr. Lib. Inf. Asst	5500-9000	6500-10500	8000-13500	
Asst Lib. Inf. Officer / Asst Librarian	6500-10500	8000-13500	10000-15200	
LABORATORY STAFF				
Jr. Lab Technician	4000-6000	4500-7000	5500-9000	
Lab Technician	4500-7000	5500-9000	6500-10500	
Sr. LAB Technician	5500-9000	6500-10500		
EDP Staff				
Asst Programmer / Data Processing Assistant Grade-A	4500-7000	5500-9000	6500-10500	5500-9000 (Graduation + Diploma in Computer Application)
Programmer	5500-9000	6500-10500		6500-10500 BE/B.Tech in Computer Sc./ MCA/MSc. With Math or Stat)
Sr. Programmer	6500-10500	7500-12000		
MEDICAL STAFF				
Pharmacist	4000-6000	5000-8000	5500-9000	
Staff Nurse	5000-8000	5500-9000	6500-10500	
Medical Officer	8000-13500	10000-15200	12000-16500	
Group-D Staff				
Attendant	2610-3200	2650-4000	2750-4400 3050-4590*	* 11nd ACP for those with metric pass
Attendant	2650-4000	2750-4400		
Attendant	2750-4400			

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1.	Registrar	10000-15200	12000-16500	14300-18300	
2.	Special Officer	10000-15200	12000-16500	14300-18300	
3.	Dy. Registrar	8000-13500	10000-15200	12000-16500	
4.	Asst. Registrar	6500-10500	8000-13500	10000-15200	
5.	Medical Officer	8000-13500	10000-15200	12000-16500	
6.	Junior Engineer	5000-8000	6500-10500	7500-12000	(For existing draughtsmen also)
7.	Security Officer	5500-9000	6500-10500	7500-12000	Watch & ward officer
8.	Foreman	5500-9000	6500-10500	8000-13500	6500-10500 for BE/B.Tech degree holders
9.	Asst Proctor	7450-11450	8000-13500	10000-15200	
10.	Supervisor	5500-9000	6500-10500		Superintendent
11.	Sr. Asst.	5000-8000			ACP grade
12.	Assistant	4000-6000	5000-8000	5500-9000	FDA, Storekeeper, Cashier, Library Asst.
13.	Junior Assistant	3050-4590	4000-6000	5000-8000	SDA, Asst. Cashier, Clerk-cum-typist, clerk-cashier, typist, blueprint operator, Manager-caretaker, telephone operator, Work inspector, Jr. library Asst.

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Other Technical Staff						
18.	Jr. Mechanic	3050-4590	4000-6000	4500-7000	4500-7000	Asst.mechanic/ plumber/mechanic grade II Boilerman
19.	Mechanic	4000-6000		4500-7000		
20.	Sr. Mechanic	4500-7000				
21.	Skilled Mechanic	5000-8000				Non-Functional scale to existing employees. No More ACP
LIBRARY STAFF						
22.	Lib. Information Asst.	5000-8000	5500-9000		6500-10500	Degree with B.Lib
23.	Sr. Lib. Inf. Asst	5500-9000	6500-10500		8000-13500	Promotion/ACP
24.	Asst Lib Inf. Officer/Asst Librarian	6500-10500	8000-13500		10000-15200	PG plus B.lib or Mlib
LABORATORY STAFF						
25.	Jr. Lab Technician	4000-6000	4500-7000		5500-9000	Lab technician
26.	Lab Technician	4500-7000	5500-9000		6500-10500	Lab assistant
27.	Sr. LAB Technician EDP Staff	5500-9000	6500-10500			ACP
28.	Asst Programmer / Data Processing Assistant Grade-A	4500-7000	5500-9000		6500-10500	5500-9000 [Graduation + Dip.Comp. Application

33. Medical Officer	5500-9000 10000-15200	6500-10500 7000-16500	
Group-D Staff			
34. Jr. Attendant	2610-3200	2650-4000	2750-4400 3050-4590*
			* Ind ACP for those with metric pass Peon/Masalchi/ Maleservant/ Watchman/Scaven ger/sweeper/ cleaner/cook-cum- watchman/nursing orderly/gardner
35. Attendant	2650-4000	2750-4400	Attender/Daffedar/ attender.cum- caretaker/games attender/hostel asst/lab attender/ helper
36. Sr. Attendant	2750-4400		ACP