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University Grants Commission  
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21/25 January, 2016

The Vice-Chancellor  
Hemwati Nandan Bahuguna Garhwal University  
Srinagar, Garhwal-246 174  
Uttarakhand

**Subject: Approval of the recommendations of UGC Committee on pay allowances and rationalization of pay scales of non-teaching staff of Hemwati Nandan Bahuguna Garhwal University on conversion into a Central University.**

Sir,

The UGC constituted a Committee to consider the matter relating to the rationalization of cadre structure and designations, pay and allowances of non-teaching employees of the university as per the Central Government norms/other central universities in view of different pay structure/nomenclature of posts under the State Government.

The Committee submitted its report and the same was placed before the Commission in its 511<sup>th</sup> meeting held on 21<sup>st</sup> December, 2015. The Commission approved the recommendations of the Committee.

The rationalization of designations and pay scales recommended by the Committee as a part of restructuring may be made effective from 15.01.2009.

As recommended by the Committee, those who have been granted higher scale of pay by the University than the entitled scales of pay and grade pay in violation of the Govt. of India orders, the excess amount paid to such employees may be recovered with effect from 15.01.2009 on installment basis.

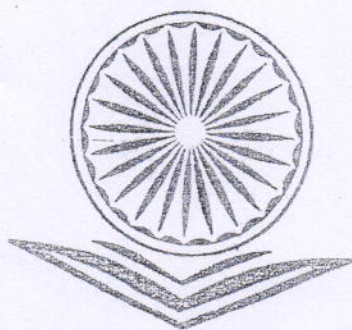
A copy of the report of the Committee is enclosed herewith for implementation.







Report of the UGC Committee on pay & allowances and rationalization of pay scales of non-teaching staff of Hemwati Nandan Bahuguna Garhwal University on conversion into a Central University



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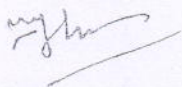
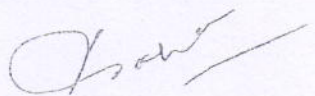
University Grants Commission  
Bahadurshah Zafar Marg  
New Delhi 110 002



**Report of the UGC Committee on pay & allowances and rationalization of pay scales of non-teaching staff of Hemwati Nandan Bahuguna Garhwal University on conversion into a Central University.**

**1. Brief Profile of the University:**

- 1.1 Hemwati Nandan Bahuguna Garhwal University, Srinagar, Garhwal was established on December 1, 1973 as a State university and was converted to a Central University on January 15, 2009 by an Act of Parliament. The University has three campuses i.e BGR campus at Pauri Garhwal, SRT campus at Tehri Garhwal and Birla campus at Srinagar (Garhwal) with its extension at Chauras. There are about 10608 students studying in UG, PG and Ph.D. courses in the three campuses covering all departments and centers of studies in almost all fields of higher education i.e. Science, Engineering, Arts & Humanities, Agriculture, Pharmacy, Commerce, Law, Education, Management and Tourism. Most of the departments are running in all the three campuses of the university and more than 90 units/departments are functioning simultaneously in these campuses.
- 1.2 The University had 187 colleges affiliated to it before its conversion as a Central University. At present 175 colleges are still affiliated with the University. There are more than 1,49,000 students enrolled in affiliated Colleges, out of which PG students are 7801. In the University departments the strength of students is about 10,608 in UG, PG and Ph.D.
- 1.3 The University has presently 468 sanctioned faculty positions, out of which 307 are regular appointed faculties. In addition, the university has engaged 182 part time/contractual/guest faculties to cope up with the teaching load.
- 1.4 There are 860 sanctioned non-teaching positions, out of which 650 have been appointed on regular basis. The teaching to non-teaching ratio as per the sanctioned strength is 1.86 and the ratio in respect of the sanction strength of teaching to existing non-teaching staff is 1.45. In spite of the higher teaching-non-teaching ratio, the university has engaged 184 daily wagers which are not against any sanctioned posts.
- 1.5 In addition, the University has been running several Self Financing Courses (SFS) which were existing before conversion as a Central University and are still continuing till date.





## 1.6 UNIVERSITY AT A GLANCE

SL No.	Item	Details
1	Establishment	Garhwal University was established on December 1 <sup>st</sup> , 1973 vide State University Act, rechristened H.N.B. Garhwal University in 1989 and subsequently converted to a central University on 15-01-2009 by an Act of Parliament.
2	Headquarters	At Srinagar, District Pauri Garhwal (132 K.M. away from Haridwar the nearest major railway station)
3	Campuses	<b>Three (03) campuses</b> I- <b>Birla Campus, Srinagar</b> with its extension at <b>Chauras</b> located at a distance of 15 Km. on right bank of the river Alaknanda. II- <b>SRT Campus Tehri</b> 89 Km. away from Srinagar headquarters. III- <b>B. Gopala Reddy Campus Pauri</b> 32 Km. away from headquarters.
4	Jurisdiction	Over 07 districts of Garhwal region (Chamoli, Dehradun, Garhwal, Haridwar, Rudraprayag, Tehri Garhwal and Uttarkashi)
5	Affiliated Colleges/Institutions	175
6	Number of Students enrolled in 03 campuses	10608
7	Number of Students including affiliated colleges	1.60 lacs
8	Number of Schools	14 (out of which 03 schools in affiliated colleges)
9	Number of Schools in University Campuses	11
10	Number of Departments in University Campuses	<b>Total No. of Deptt- 50</b> <u>Functioning at different campuses</u> Srinagar-Chauras - 49 Tehri - 21 Pauri - 17
11	Total sanctioned Faculty positions	468
12	Existing Faculty	307 (all vacant posts have already been advertised)
13	Total sanctioned position of Non-Teaching position (including statutory positions)	860 (on regular scale) 32 (contractual in Self Financing Courses)
14	Existing Non-Teaching position	680



Sl No.	Item	Details
15	No. of Daily-wagers working	184

## 2. Constitution of the Committee

2.1 The Chairman, UGC constituted a Committee to consider the matter relating to the rationalization and cadre structure and designations, pay and allowances of non-teaching employees of the university as per the Central Government norms/ other central universities in view of different pay structure/ nomenclature of posts under the State Government. A copy of the UGC order on constitution of the Committee is enclosed at **Annexure-I**

## 2.2 Composition :

The composition of the Committee is as under:-

- |       |  |                  |
|-------|--|------------------|
| (i)   | Dr. B.K.Mahopatra<br>Registrar<br>Shri Lal Bahadur Shastri Rashtriya<br>Sanskrit Vidyapeeth<br>Katwaria Sarai<br>New Delhi-110016                                  | Chairman         |
| (ii)  | Shri P.Muralikrishna<br>Former Registrar<br>University of Hyderabad  | Member           |
| (iii) | Shri C.P.Ratnakaran<br>Under Secretary, MHRD<br>(Representative of MHRD)   | Member           |
| (iv)  | Shri R.C.Bhatt<br>Deputy Director (Internal Audit)<br>UGC  | Member           |
| (iv)  | Shri M.S.Yadav<br>(Former CSO, UGC)<br>Former Registrar<br>Central University of Rajasthan<br>N.H.8, Bandarsindri, Kishangarh-305801<br>District-Ajmer (Rajasthan) | Member Secretary |

Shri V.Talreja, Section Officer (CU) and Shri H.C. Yadav, UGC has assisted the committee.



### 2.3 Terms of reference to the Committee

- (i) To examine the pay structure/ allowances as applicable to the non-teaching employees of Hemwati Nandan Bahuguna Garhwal University as per the State Government norms.
- (ii) To recommend the pay scales in respect of various categories of non-teaching posts as per the Central Government pattern as applicable to other Central Universities.
- (iii) To recommend the restructuring of cadre/rationalization of the existing designations & pay scales as applicable to other Central Universities.

### 2.4 Meeting details:

- (i) Before commencement of the visit to the H.N. Bahuguna Garhwal University, a preliminary meeting of the Committee was held informally at UGC. Three members namely, Shri P.Murali Krishna, Shri R.C.Bhatt and the nominee of MHRD could not attend the meeting. The Committee examined the information submitted by the university. The Committee deliberated upon the requirement of essential information to address all issues as per its terms of reference. Accordingly, a communication was sent to the University to provide the desired information on various parameters like sanctioned posts, existing strength, CRRs, State Govt. pay scales before conversion as a Central university, the existing scale of pay given by the university, local committee, recommendation if any, and other related state government GOs etc.
- (ii) After the receipt of desired information, the Committee held its first meeting at Dehradun from 18-20<sup>th</sup> April, 2014 and held discussions with the following:-
  - Officers deputed by the University authorities.
  - Associations of the employees
  - Individuals (who desired to present their cases)

The Committee held deliberations – cadre wise/ post-wise and developed its opinion on rationalization of posts, cadre structure, pay anomaly cases etc.

- (iii) Thereafter, the Committee held its next meeting on 27-28<sup>th</sup> June, 2015 at Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeeth at New Delhi which was attended by all the members (except MHRD representative). The University representatives were also present. The Committee felt that further information may have to be obtained in respect of few cadres like Adult Continuing Education and Extension Department, Folk Performing Arts and Culture, Part-B scales implemented by the university and other miscellaneous departments. A few members of the



Committee met at UGC office to prepare a tentative draft report based on the earlier deliberations and the information provided by the university.

- (iv) The Committee relied upon the documents of State/Central Govt. /UGC order provided by the university.
- (v) The Committee held its third meeting from 17-19<sup>th</sup> July, 2015 at Dehradun. The Vice-Chancellor and his team were present and participated in the discussion on each cadre based on the factual information before finalization of the report. The report of the Committee has been prepared cadre-wise in a structured manner comprising of the following :-

The existing categories of posts, number of sanctioned posts (as on 15.1.2009), No. of posts filled up as on 30.06.2015, State Government Pay Scale (5<sup>th</sup> CPC) before conversion as a Central University (existing scale of pay), existing scale of pay given by the university – the factual information as provided by the university.

Submission of the University regarding restructuring/ rationalization of the cadres/posts if any.

Observations and the recommendation of the Committee

Consolidated cadre structure and cadre strength after the rationalisation

### 3. Observations and the recommendations of the Committee

The cadre-wise report of the Committee is presented.

#### 3.1 Administrative/Ministerial Services

The existing Administrative/ Ministerial Services cadre in the university is as under:-

Sl. No.	Category of post	Group of posts	No. of sanctioned posts	No. of position filled up as on 30.06.2015	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion	Remarks
1	2	3	4	5	6	7	8
1	Deputy Registrar	A	3	3	8500-275-14600	15600 39100 GP-7600	All the existing positions of DR were filled up after 15.1.2009 as per
			2	1	-		



S1. No.	Category of post	Group of posts	No. of sanctioned posts	No. of position filled up as on 30.06.2015	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion	Remarks
1	2	3	4	5	6	7	8
						15600-39100 GP-7600	qualifications prescribed by UGC/MHRD letter No. No.1-32/2006-U.II/U.I(ii) dated 31.12.2008.
2	Assistant Registrar	A	3	0	--	15600-39100 GP-5400	UGC sanctioned posts during XI Plan
			3	0	6500-200-10500	9300-34800 GP-4600	Posts approved by State Govt.
3	Administrative Officer	B	1	1	6500-200-10500	9300-34800 GP-4600	
4	Senior Office Superintendent	B	1	0	5500-175-9000	9300-34800 GP-4200	
5	Office Superintendent	B	14	6	5000-150-8000	9300-34800 GP-4200	
6	Assistant Office Superintendent	C	6	2	4500-125-7000	9300-34800 GP-4200	
7	Head Clerk	C	3	1	4500-125-7000	9300-34800 GP-4200	
8	Senior Assistant	C	34	27	4500-125-7000	9300-34800 GP-4200	
9	Junior Assistant	C	26	21	4000-100-6000	5200-20200 GP-2400	
10	Routine Grade Clerk	C	130	143	3050-75-3950-80-4590	5200-20200 GP-1900	
11	Sr. Store Keeper	C	2	2	4500-125-7000	9300-34800 GP-4200	
12	Store Keeper	C	4	2	3200-85-4900	5200-20200 GP-2000	
13	Store Keeper	C	6	0	3050-75-3950-80-4590	5200-20200 GP-1900	
	<b>Total</b>		<b>238</b>	<b>209</b>			



## 3.1.2 Finance Services

Sl No.	Category of post	Group of Post	No. of sanctioned posts	No. of positions filled up	State Pay (5 <sup>th</sup> before conversion)	Govt. Scale CPC	Existing Scale of Pay given by the University after conversion	Remarks
1	2	3	4	5	6	7	8	
1	Dy. Finance Officer	A	1	0	--		15600-39100 GP-7600	UGC sanctioned posts during XI Plan
2	Internal Audit Officer (on deputation)	A	1	0	--		15600-39100 GP-7600	UGC sanctioned post during XI Plan
3	Account Officer (on deputation)	A	1	0	8000-275-13500		15600-39100 GP-5400	
4	Section Officer (A/c)	B	1	0	--		9300-34800 GP-4600	UGC sanctioned posts during XI Plan
5	Accountant	B	7	7	5000-150-8000		9300-34800 GP-4200	
6	Internal Auditor	B	1	1	5000-150-8000		9300-34800 GP-4200	
7	Internal Auditor (on deputation)	C	1	0	4500-125-7000			
8	Assistant Accountant	B	4	0	4500-125-7000		9300-34800 GP-4200	
9	Cashier	C	1	0	3200-85-4900		5200-20200 GP-2000	
	<b>Total</b>		<b>18</b>	<b>8</b>				

## 3.1.3 Observations and recommendations of the Committee

- (a) Some of the existing designations are proposed to be rationalized, keeping in view the designation approved for other Central Universities, their present scale of pay and duties being performed by them.
- (b) Certain isolated designations like Internal Auditor, Store keeper, Cashier have been rationalized to other accepted designations in the Administrative cadre structure to improve the efficiency of the system and to create promotional avenues for them. While proposing the posting of the people to handle these jobs, persons with adequate knowledge of the jobs and experience have been taken into consideration.



(c) The above mentioned re-structuring has been recommended by the Committee taking into consideration the existing total sanctioned strength, provision for the post of Section Officer (within total sanctioned strength), creation of an appropriate pyramid structure and promotional avenues within the cadre so as to bring efficiency in the system. As the persons have been working in the same positions since long, the financial implications may be nominal.

(d) Recommended sanctioned strength for various posts (i.e. of Section Officer, Assistant, UDC, LDC) within the existing sanctioned strength which may be achieved by way of upgradation of equal number of posts from the next below cadre with immediate effect.

- (i) The Committee observed that there are 5 posts of Deputy Registrar (2 were sanctioned by the UGC in the Grade Pay of Rs.7600 and 3 posts were sanctioned prior to the conversion as a Central University in the pay scale of Rs. 8500-275-14600 (pre-revised). In addition to this, UGC has also approved one post of Deputy Finance Officer in the Grade Pay of Rs.7600. Thus, at present there are 6 posts of DR/DFO in toto.

The Committee recommends that all these posts may be filled up as Deputy Registrar as communicated by the MHRD letter No.1-32/2006-U.II/U.I(ii) dated 31.12.2008 and the functional designation as per the posting may be given in the approved pay scale and qualification as prescribed by UGC i.e. if a Deputy Registrar is posted in the Finance, he may be designated as DR (Finance), DR (Accounts) etc.

- (ii) The Committee noted that the qualification and experience prescribed for the post of Administrative Officer and Accounts Officer are similar to that of Assistant Registrar.

Keeping in view the parity of the scale of pay with other Central Universities, all the five posts of the Assistant Registrar/Administrative Officer/Accounts Officer (other than 3 sanctioned during XI Plan) may be rationalised as Assistant Registrar in the pay scale of Rs.15600-39100 with Grade Pay of Rs.5400. With the above proposed rationalisation, there will be 8 posts of Assistant Registrars in the Grade Pay of Rs.5400.

- (iii) There are 24 sanctioned posts (Section Officer (1), Senior Office Superintendent (1)-Rs.5500-9000, Office Superintendent (14)-Rs.5000-8000, Accountant (7)-(Rs.5000-8000), Internal Auditor (1)-Rs.5000-8000, out of which 10 posts are vacant and the remaining 14 are in position. There was no post of Section Officer in the erstwhile HNB Garhwal University except one post of Section Officer sanctioned by the UGC during XI Plan after its conversion as a Central University.

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Keeping in view the functional requirement of the posts, parity with the structuring pattern of other Central Universities and optimum number of sections required to perform various functions in the area of Administration, Finance, Examination and other Academic Departments, the Committee felt the requirement of rationalisation of 23 posts (other than the one sanctioned during XI Plan) as Section Officers in the pay scale of Rs.6500-10500 (pre-revised). Accordingly, these posts after rationalisation as Section Officer will be revised as PB-II with Grade Pay of Rs.4600 (6<sup>th</sup> CPC). With this, there will be 24 posts of Section Officer including the one already sanctioned by the UGC during the XI Plan.

- (iv) There are 50 sanctioned posts (Assistant Office Superintendent (6), Head Clerk (3), Senior Assistant (34), Internal Auditor (on deputation) (1), Assistant Accountant (4), Senior Store Keeper (2)) in the pay scale of Rs.4500-7000 (pre-revised).

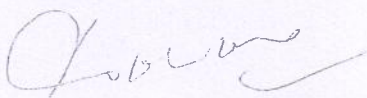
Keeping in view the functional requirement of the posts, parity with other Central Universities and required number of sections to perform various functions in the area of Administration, Finance, Examination and other Academic Departments, the Committee recommends that these posts be rationalised as Assistant in the pay scale of Rs.5000-8000 (pre-revised) in the revised PB-II with Grade Pay of Rs.4200. Out of these 50 posts, 18 posts are vacant.

- (v) There are 26 sanctioned posts of Junior Assistants in the pay scale of Rs.4000-6000 out of which, 5 posts are lying vacant.

These posts may be rationalised as UDC with Grade Pay of Rs.2400 (6<sup>th</sup> CPC).

- (vi) There are 141 sanctioned posts in the scale of pay of Rs.3050-4590 having different designations like Routine Grade Clerk, Store Keeper, Cashier (of which 4 posts of Storekeeper and one post of cashier are in the pay scale of Rs.3200-4900). As against 141 posts, 145 persons are in position leading to an excess appointment of 4 persons over and above the sanctioned positions.

The University is required to limit its number to the sanctioned strength of 141. Once the incumbents appointed against the 4 posts vacate (as and when because of any reason), these posts may not be filled up which will enable the university





to bring down the strength to the limit of the sanctioned strength i.e. 141. Two Store Keeper who are in the Grade Pay of Rs.2000 may be allowed to continue in existing Grade Pay of Rs.2000 as personal to them till they are promoted. Once, these posts are vacated, these may be filled up in the Grade Pay of Rs.1900.

### 3.1.4 Consolidated Cadre Structure and Cadre Strength after rationalisation - Administrative / Ministerial Services

SL No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1	Deputy Registrar / Deputy Finance Officer (15600-39100-GP-7600)	6	4	6	A	Sanctioned by the UGC during XI Plan. May be rationalised as Deputy Registrar (Finance)
2	Internal Audit Officer (on deputation) (15600-39100-GP-7600)	1	0	1	A	Sanctioned by the UGC during XI Plan
3	Account Officer (on deputation) / Assistant Registrar / Administrative Officer (8000-13500-pre-revised)	8	1	8	A	To be rationalised as Assistant Registrar
4	Section Officer (1) (6500-10500), Senior Office Superintendent (1) (5500-9000), Office Superintendent (14) (5000-8000), Accountant (7) (5000-8000), Internal Auditor (1) (5000-8000)	24	14	24	B	One post of Section Officer already sanctioned & remaining 23 posts to be rationalized as Section Officer in the Grade Pay of Rs.4600.
5	Assistant Office Superintendent (6), Head Clerk (3), Senior Assitant (34), Internal Auditor-on deputation	50	32	50	B	To be rationalized as Assistant in the Grade pay of Rs 4200. in view of parity of cadre



Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
	(1), Assistant Accountant (4), Sr. Store Keeper (2) are in pay scale of Rs.4500-7000 (pre-revised)					structure in Govt. of India / Central Universities.
6	Junior Assistants (4000-6000)	26	21	26	C	To be rationalized as UDC in the Grade pay of Rs.2400. in view of parity of cadre structure in Govt. of India / Central Universities.
7	Routine Grade Clerk (130), Store Keeper (10), Cashier (1) (3050-4590)	141	145	141	C	To be rationalized as LDC in the Grade pay of Rs.1900. in view of parity of cadre structure in Govt. of India / Central Universities.
	<b>Total</b>	<b>256</b>	<b>217</b>	<b>256</b>		

### 3.2 Secretarial Services

3.2.1 The existing secretarial services cadre in the University is as under:-

Sl. No.	Category of post	Group of posts	No. sanctioned posts	Existing Strength	State Pay (5 <sup>th</sup> before conversion)	Govt. Scale CPC	Existing Scale of Pay given by the University after conversion	Remarks
1	2	3	4	5	6	7	8	
1	Personal Secretary	B	1	0	5500-175-9000		9300-34800 GP-4200	
2	Senior Steno	C	4	0	4500-125-7000		9300-34800 GP-4200	
3	Steno	C	15	9	4500-125-7000		9300-34800 GP-4200	
	<b>Total</b>		<b>20</b>	<b>9</b>				

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### 3.2.2 Observations and Recommendations of the Committee

- (a) Keeping in view the MHRD/Govt. of India guidelines and parity with other Central Universities, the following may be the pattern in respect of the Personal Staff.
- (i) One of the incumbents of the existing posts of Deputy Registrar/ Assistant Registrar (as the case may be) may be designated as Deputy Registrar/ Assistant Registrar and Secretary to VC.
  - (ii) The existing one post of Personal Secretary in the pre-revised scale of pay of Rs.5500-9000 may be rationalised as Private secretary in the pre-revised scale of pay of Rs. 6500-10500 (GP of Rs.4600-(6th CPC).
  - (iii) One post of Private Secretary each is recommended for the office of Pro Vice Chancellor, Registrar, Finance Officer, Controller of Examination.
  - (iv) One post of Personal Assistant (PA) each is recommended for Director(s) of three campus. Therefore, there may be requirement of four PAs (including one for an equivalent officer).
  - (v) One Stenographer each may be attached to the Deputy Registrars and other equivalent officers as the case may be.
  - (vi) The designations and pay scales of two posts namely Senior Steno, Steno need to be rationalised as PA at par with other Central Universities and Central Govt.

### 3.2.3 Consolidated Cadre Structure and Cadre Strength after rationalisation – Secretarial Services

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1.	Private Secretary (5500-9000)	1	0	5	B	4 posts of Senior Stenographer may be upgraded as Private Secretary in the pay scale of Rs.6500-10500 (pre-revised) (GP of Rs.4600-6th CPC).



Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
						The existing incumbent in the scale of pay of Rs.5500-9000 may be rationalized as Private Secretary in the pay scale of Rs.6500-10500 (GP of Rs.4600-6th CPC)
2.	Senior Steno (4500-7000)	4	0	4	B	4 posts of Stenographer may be upgraded as Personal Assistant in the pay scale of Rs. 5000-8000 (pre-revised) (GP of Rs.4200-6th CPC) The existing incumbent's (senior in the cadre of Steno in the scale of pay of Rs.4500-7000 may be rationalized as Personal Assistant in the pay scale of Rs.5000-8000) revised to PB-II with GP of Rs.4200-(6th CPC)
3.	Steno (4500-7000)	15	9	6	C	The remaining existing post of steno may be rationalized as Stenographer in the pay scale of Rs.4000-6000 (5 <sup>th</sup> CPC) revised to PB-II with GP of Rs. 2400.
Total		20	9	15		

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### 3.2.4 Modalities of implementation

- (i) The four upgraded posts of Private Secretary may be filled up from the cadre of Senior Stenographer/Stenographer subject to the condition that the incumbents have completed five years of regular service and fulfilling the criteria as per rules prescribed by the Govt. of India/ UGC in this regard.
- (ii) The four upgraded posts of Personal Assistant may be filled up from the cadre of Senior Stenographer/Stenographer subject to the condition that the incumbents have completed five years of regular service and fulfilling the criteria prescribed by the Govt. of India/ UGC in this regard.
- (iii) The existing incumbents holding the posts of Senior Stenographer/ Stenographer in the pre-revised pay scale of Rs.4500-7000 (Revised Grade Pay of Rs.2800 as per 6<sup>th</sup> CPC) may continue to draw the scale of pay (i.e. Rs.4500-7000) as personal to the incumbent. Once the post is vacated due to any reason, it may be filled up at the level of Stenographer in the pay scale of Rs.4000-6000 (pre-revised) GP of Rs.2400-6<sup>th</sup> CPC.
- (iv) The vacant 5 posts of Stenographer in the scale of pay of Rs.4500-7000 (GP-2800) may be abolished and treated as matching saving measure for self-financing non-teaching posts.

### 3.3 Technical/Laboratory Services

3.3.1 The existing structure of Technical/Laboratory services is as hereunder:-

Sl. No.	Category of post	Group of Post	No. of sanctioned posts	No. of positions filled up	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Chemist (Research Scientist)	A	1	0	6500-200-10500	15600-39100 GP-5400
2	Technical Assistant (New)	C	4	0	--	5200-20200 GP-2800
3	Technical Assistant (Auto-Cad)	B	1	1	5500-175-9000	9300-34800 GP-4200
4	Instructor	B	2	2	5000-150-8000	9300-34800 GP-4200
5	Technician (HAPPRC)	B	1	0	5000-150-8000	9300-34800 GP-4200
6	Lab Tech. Cum Instructor	B	1	1	4500-125-7000	9300-34800 GP-4200
7	Technical Assistant	B	2	2	4500-125-7000	9300-34800 GP-4200
8	Lab. Technician (Grade IV)	B	1	1	4500-125-7000	9300-34800 GP-4200



Sl. No.	Category of post	Group of Post	No. of sanctioned posts	No. of positions filled up	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
9	Lab. Technician (Grade III)	C	1	1	4000-100-6000	5200-20200 GP-2400
10	Laboratory Assistant (For New Course)	C	4	0	--	5200-20200 GP-2000
11	Lab Assistant	C	1	1	4000-100-6000	5200-20200 GP-2400
12	Lab Assistant	C	10	10	3200-85-4900	5200-20200 GP-2000
13	Lab Assistant	C	13	8	3050-75-3950-80-4590	5200-20200 GP-1900
14	(Junior) Lab Assistant	C	32	25	3050-75-3950-80-4590	5200-20200 GP-1900
15	Lab Bearer	C	31	14	2550-55-3200	5200-20200 GP-1800
16	Gas-Man	C	1	0	2550-55-2660-60-3200, 2610-60-3150-653540	5200-20200 GP-1800
17	Animal Catcher	C	4	1	2550-55-2660-60-3200	5200-20200 GP-1800
	<b>Total</b>		<b>110</b>	<b>67</b>		

### 3.3.2 Submission of the University

- The State Govt. has created various technical posts for different departments carrying different nomenclatures with 3 Pay Grades as follows:

GP 4200 – Technical Assistant (Auto-Cad), Technician (HAPPRC), Instructor

GP 2800 – Lab. Technician-cum-Instructor, Technical Assistant, Lab. Technician (Grade IV)

GP 2800 – Lab. Technician (Grade III)

These are proposed to be rationalized in the corresponding 03 Grades i.e. **Technical Assistant-I/ Sr. Technical Assistant (GP- 4600), Technical Assistant-II (GP- 4200) and Technical Assistant-III (GP- 2800).**

- The State Govt. has created the posts of Lab Assistants in different grades (01 Post in the GP- 2400, 10 Posts in GP- 2000 & 13 Posts in GP- 1900) at different period of time. These are proposed to be rationalized in corresponding 03 Grades i.e. **Lab Assistant-I (GP- 2800), Lab Assistant-II (GP- 2400) and Lab Assistant-III (GP- 2000).**
- To address the anomaly of the same post i.e. Laboratory Assistant with different scales of pay and grades, the incumbents of these posts have been demanding the parity of the scales of

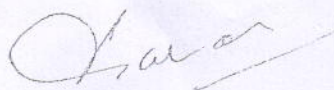
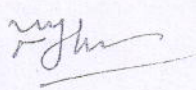
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pay as in the case of University of Delhi where posts of Jr. Lab Assistant and Sr. Lab Assistant have been merged and the University has extended pay scale of 4000-6000 (pre-revised).

### 3.3.3 Observations and Recommendations of the Committee

- (i) The post of Chemist (Research Scientist) in the Grade Pay of Rs.5400 may be rationalized as Scientific Officer.
- (ii) There are 2 sanctioned posts (Technical Assistant (Auto CAD) (1) -Rs.5500-9000, Technician (HAPPRC) (1)-Rs.5000-8000 of which one of the posts i.e. Technical Assistant (Auto CAD) has been filled up. These posts may be rationalised as Senior Technical Assistant with appropriate identification of posts like STA (Auto CAD), STA (HAPPRC) etc. in the Grade Pay of Rs.4200.
- (iii) All posts like Lab. Technician-cum-Instructor, Laboratory Technician (Grade-IV), may be rationalised as Technical Assistant in the pre-revised scale of Pay as 4500-7000 (pre-revised) revised to in the Grade Pay of Rs.2800 (6<sup>th</sup> CPC).
- (iv) Two posts of Laboratory Technician (Grade III) and Laboratory Assistant (1) in the pay scale of Rs.4000-6000 having the recruitment qualification of graduation with relevant experience may be rationalised as Technical Assistant in the scale of pay Rs.4500-7000 and revised in the Grade Pay of Rs.2800.
- (v) The remaining posts of Laboratory Assistant, Junior Laboratory Assistant (in grade pay of Rs.2000 and 1900) may be rationalised as Laboratory Assistant in the GP of Rs.2400 as per the UGC letter No.40-1/2004 (JCRC) Vol.III dated 4th April, 2015 (Annexure-II).
- (vi) Group D posts like Lab. Bearer, Animal Catcher in the grade pay of Rs.1800 may be rationalized as Laboratory Attendant in the grade pay of Rs.1800 in order to maintain a uniformity of designation with other Central Universities. The University may give the functional designations as per its discretion like Animal Catcher be designated as Laboratory Attendant (Animal Catcher).
- (vii) The two posts of instructor in the pay scale of Rs.5000-8000 in Department of Tourism and Mass Communication may be allowed to continue as isolated post in the Grade Pay of Rs.4200.



### 3.3.4 Consolidated Cadre Structure and Cadre Strength after rationalisation - Technical/ Laboratory Services

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1.	Chemist (Research Scientist) PB-3 GP 5400	1	0	1	A	The post may be rationalized as Scientific Officer in the GP of Rs.5400.
2.	Technical Assistant (Auto CAD) (1), Technician (HAPPRC) (1), PB-2 GP 4200	2	1	2	B	The post may be rationalized as Senior Technical Assistant in the grade pay of Rs.4200
3.	Technical Assistants (6), Lab. Technician cum instructor (1), Lab. Technician Grade IV PB-1 GP 2800 (1) and Lab. Technician Grade III (1), Lab. Assistant (GP 2400) (1)	10	5	10	C	The post may be rationalized as Technical Assistant in the GP of Rs.2800.
4	Instructor (2) Grade Pay Rs.4200	2	2	2	B	
4.	Laboratory Assistant (27), Junior Laboratory Assistant (in the grade pay of Rs.2000 and 1900 respectively) (32)	59	44	59	C	The post may be rationalized as Lab. Assistant in the grade pay of Rs.2400 in pursuance of the instructions issued by the UGC vide letter No. 40-1/2004 (JCRC) Vol.III dated 4th April, 2015
5	Lab. Bearer (31), Gas Man (1), Animal Catcher(4) in the grade pay of Rs.1800	36	15	35*	C	The post may be rationalized as Laboratory Attendant in the grade pay of Rs.1800
Total		110	67	109		

\*The post of Gas Man may be treated as redundant in the present working environment and the post may be abolished.




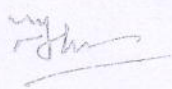
### 3.4 Library Services

#### 3.4.1 The existing structure of Library Services is as under:-

Sl. No.	Category of post	Group of Post	No. of sanctioned posts	No. of positions filled up	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Librarian	A	1	1	--	37400-67000 GP-10000
2	Dy. Librarian	A	2	0	1200-375-16500	15600-39100 GP-7600
3	Asstt. Librarian	A	1	0	8000-275-13500	15600-39100 GP-5400
4	Cataloguer	B	6	5	5000-150-8000	9300-34800 GP-4200
5	Documentation Asstt.	B	1	0	5000-150-8000	9300-34800 GP-4200
6	Professional Assistant (erstwhile Librarian)	B	3	2	4500-125-7000	9300-34800 GP-4200
7	Library Assistant	B	2	0	4500-125-7000	9300-34800 GP-4200
8	Special Library Assistant	B	1	1	4500-125-7000	9300-34800 GP-4200
9	Library Assistant	C	1	0	3050-75-3950-80-4590	5200-20200 GP-1900
10	Book Lifter	C	10	4	2550-55-2660-60-3200, 2610-60-3150-65-3540	5200-20200 GP-1800
11	Counter Boy	C	1	0	2550-55-2660-55-2660-60-3200	5200-20200 GP-1800
12	Genetor	C	3	2	2610-60-3150-65-3540	5200-20200 GP-1800
13	Book Binder	C	5	1	2610-60-3150-65-3540	5200-20200 GP-1800
14	Bundle Lifter	C	1	0	2550-55-2660-60-3200	5200-20200 GP-1800
	<b>Total</b>		<b>38</b>	<b>16</b>		

#### 3.4.2 Observations and Recommendations of the Committee

- (i) The post of Deputy Librarian in the GP of Rs.7600 (since vacant) may be rationalized with the AGP of Rs.8000 in the light of UGC regulations 2010 and to be filled accordingly.



- (ii) The post of Assistant Librarian in the GP of Rs.5400 (since vacant) may be rationalized with AGP of Rs. 6000 as per the UGC Regulation, 2010.
- (iii) The post of Cataloguer (6), Documentation Assistant (1) in the GP of Rs.4200 may be rationalized as Professional Assistant in the GP of Rs.4200 with proper identification of post wherever necessary.
- (iv) Keeping in view the existing designation and magnitude of responsibilities attached to the post, the Committee recommends that the two posts of Professional Assistant (erstwhile Librarian) may be rationalized as Professional Assistant in the Grade Pay of Rs.4200 subject to fulfillment of eligibility requirement for the post of Professional Assistant. One vacant post of Professional Assistant (erstwhile Librarian) may be abolished as a matching saving measure and as a part of restructuring of the Library Cadre.
- (v) The post of Library Assistant (2) and Special Library Assistant (1) in the GP of Rs.2800 may be rationalized as Semi Professional Assistant in the GP of Rs.2800.
- (vi) The post of Library Assistant (1) in the GP of Rs.1900 may be rationalized in the GP of Rs.2000.
- (vii) All other erstwhile Group D posts like Book Lifter (10), Counter Boy (1), Genetor (3), Book Binder (5) and Bundle Lifter (1) in the GP of Rs.1800 may be rationalized as Library Attendant in the GP of Rs.1800. Functional designations may be given by the university as per job specifications.

### 3.4.3 Consolidated Cadre Structure and Cadre Strength after rationalisation – Library Services

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1.	Librarian AGP 10000	1	1	1	A	As approved by UGC
2.	Deputy Librarian GP 7600	2	0	2	A	To be rationalized as Deputy Librarian in the AGP of Rs.8000 as per the UGC Regulation and to be filled up as per UGC prescribed qualification.
3.	Assistant Librarian GP 5400	1	0	1	A	To be rationalized as Assistant Librarian



Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
						in the AGP of Rs.6000 as per UGC Regulation, 2010 and to be filled up as per UGC prescribed qualification.
4.	Catalogurer (6), Documenation Assistant (1), erstwhile Librarian (3) GP 4200	10	7	9	B	To be rationalized as Professional Assistant in the GP of Rs.4200. <b>One post of erstwhile Librarian is proposed to be abolished.</b>
5	Library Assistant (2), Special Library Assistant (1) GP 2800	3	1	3	C	To be rationalized as Semi Professional Assistant in the GP of Rs.2800
6	Library Assistant (1)	1	0	5 1+4*	C	*Four vacant posts of Library Attendant may be upgraded as Library Assistant in the Grade Pay of Rs.2000.
7	Book Lifter (10), Counter Boy (1), Genetor (3), Book Binder (5) and Bundle Lifter (1) GP 1800	20	7	16 (20-4)*	C	To be rationalized as Library Attendant in the GP of Rs.1800. <b>Four posts are upgraded as Library Assistant.</b>
	<b>Total</b>	<b>38</b>	<b>16</b>	<b>37</b>		



### 3.5 Engineering Services

#### 3.5.1 The existing structure of Engineering Services is as below:-

Sl. No.	Category of post	Group of Posts	No. of sanctioned posts	No. of existing positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Executive Engineer (Civil)	A	1	0	10000-325-15200	15600-39100 GP-6600
2	Estate Officer (Civil)	B	1	0	--	9300-34800 GP-4600
3	Assistant Engineer (Civil)	B	1	1	--	9300-34800 GP-4600
4	Assistant Engineer (Electrical)	A	1	1	8000-275-13500	15600-39100 GP-5400
5	Assistant Engineer (Civil)	B	1	1	8000-275-13500	9300-34800 GP-4600
6	Junior Engineer (Civil)	B	2	0	4500-125-7000	93100-34800 GP-4200
7	Junior Engineer (Electrical)	B	2	2	4500-125-7000	9300-34800 GP-4200
8	Draftsman (Civil)	B	1	1	4500-125-7000	9300-34800 GP-4200
9	Draftsman (Civil)	B	1	1	4000-100-6000	9300-34800 GP-4200
10	Patwari cum Amin	C	1	1	3200-85-4900	5200-20200 GP-2400
11	Supervisor	C	1	1	3200-85-4900	5200-20200 GP-2400
12	Electrician	C	5	4	3200-85-4900	5200-20200 GP-2400
13	Mate (Gang man)	C	1	1	3050-75-3950-80-4590	5200-20200 GP-2000
14	Wire Man	C	2	0	3050-75-3950-80-4590	5200-20200 GP-2000
15	Plumber	C	9	6	3050-75-3950-80-4590	5200-20200 GP-2000
					2610-60-3150-65-3540	5200-20200 GP-1900
17	Raj Mistri	C	1	1	3050-75-3950-80-4590	5200-20200 GP-2000
18	Meson Helper/Plumber Helper/Wire Man Helper	C	6	2	2550-55-2660-60-3200	5200-20200 GP-1800
19	Chair Knitter	C	2	1	2550-55-2660-60-3200	5200-20200 GP-1800
20	Carpenter	C	3	1	2610-60-3150-65-3540	5200-20200 GP-1800



Sl. No.	Category of post	Group of Posts	No. of sanctioned posts	No. of existing positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
21	Pump Operator	C	2	2	2610-60-3150-65-3540	5200-20200 GP-1800
22	Generator Operator	C	1	1	2610-60-3150-65-3540	5200-20200 GP-1800
	<b>Total</b>		<b>45</b>	<b>28</b>		

### 3.5.2 Observations and Recommendations of the Committee

- (i) The core pay scale for the post of Assistant Engineer (Electrical) is PB-II with GP 4600, while the University has prescribed the core pay scale for this post at Rs.5400 as earlier approved by the State Government vide letter No.117/4/98/42/28/97 dated 19.02.1998 (**Annexure-III**). The University may prescribe the core pay scale for the post of Assistant Engineer (Electrical/Civil) at GP of Rs.4600. However, the existing incumbents may carry the existing core pay scale personal to them (as this post was sanctioned in higher scale of pay by the State Govt.) once this post is vacated, the same may be filled up in the GP of Rs.4600.
- (ii) One post of Draftsman (Civil) in the GP of Rs.2800 may be **rationalised as Junior Engineer** in the Grade Pay of Rs.4200 subject to fulfilment of qualification of Diploma (3 years) of Engineering.
- (iii) **One post of Draftsman (Civil) in GP of Rs.2400 (being vacant) may be abolished.**
- (iv) The State (Uttarakhand) Government restructured the pay scale of Patwari-cum-Ameen and was fixed as Rs.3050-4590 (Rs.5200-20200+GP 1900) to Rs.4500-7000, 5200-20200+GP 2800 vide GO No.471/XVIII(I)/2011-3/2008 dated 2<sup>nd</sup> April, 2011 with retrospective effect from 1.1.2006. Accordingly, **the pay of Patwari-cum-Ameen may be revised with Grade Pay of Rs.2800 (6<sup>th</sup> CPC).**
- (v) There is a post of Supervisor sanctioned by the State Govt. in the scale of pay of Rs.3200-4900. The Committee recommends that keeping in view the cadre structure existing in other Central Universities, geographical location of the university having separate campuses and the duties and responsibilities of the present incumbents (who also possesses 3 years diploma or certificate), the incumbents may be considered for one of the vacant posts of Junior Engineer (Civil) after following the prescribed procedures and subject to fulfilment of eligibility conditions. **The post of Supervisor once vacated may be abolished.** Till such time he may be allowed to continue as Supervisor (Civil) in the GP of Rs.2000.



- (vi) The post of Raj Mistri (1), Mason Helper/ Plumber Helper/ Wireman Helper (6), Chair Knitter (2), Carpenter (3), Generator Operator (1) may be outsourced against these sanctioned posts. However, keeping in view the essential requirement of the university, the posts of Plumber, Electrician and Pump Operator may be allowed to continue on regular basis.
- (vii) The scale of pay for the post of Electrician may be rationalised in the Grade Pay of Rs.2400 as per UGC letter No.31-8/97 (CU) dated 24th May,2000 (**Annexure-IV**). The incumbent may be awarded the scale subject to the fulfilment of the prescribed qualifications as prescribed by the UGC.
- (viii) Two posts of wireman in the Grade Pay of Rs.2000 are vacant. The university has three separate campuses. In view of the geographical conditions and considering the essential nature of services, these posts may be upgraded as Electrician in the Grade Pay of Rs.2400 prescribing the essential qualification as prescribed by the UGC.

### 3.5.3 Consolidated Cadre Structure and Cadre Strength after rationalisation – Engineering Services

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1.	Executive Engineer (Civil) (10000-15200)	1	0	1	A	
2.	Estate Officer (Civil) (6500-10500)	1	0	1	B	
3.	Assistant Engineer (Civil) (6500-10500)	1	1	1	B	
4.	Assistant Engineer (Electrical) (6500-10500)	1	1	1	B	
5	Assistant Engineer (Civil) (6500-10500)	1	1	1	B	
6	Junior Engineer (Civil) (5500-9000)	2	0	2	B	
7	Junior Engineer (Electrical) (5500-9000)	2	2	2	B	



SL No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
8	Draftsman (Civil)	1	1	1	B	The post may be rationalised as Junior Engineer in the Grade Pay of Rs.4200 subject to fulfillment of qualification
9	Draftsman (Civil)	1	1	0	B	The post may be abolished.
10	Patwari cum Amin	1	1	1	C	To be revised with GP of Rs.2800 as per State Govt. Notification.
11	Supervisor (Civil)	1	1	1	C	The post of Supervisor once vacated may be abolished. Till such time he may be allowed to continue as Supervisor (Civil) in the GP of Rs.2000.
12	Electrician	5	4	5	C	To be rationalized in the Grade Pay of Rs.2400 as per instructions issued by the UGC.
13	Mate (Gang man)	1	1	1	C	To be abolished once vacated
14	Wire Man	2	0	2*	C	*These posts being vacant may be upgraded as Electrician in the Grade Pay of Rs.2400.
15	Plumber	9	6	9	C	The post may be rationalised in the Grade Pay of Rs.1900.
17	Raj Mistri	1	1	1	C	May be outsourced once vacated



Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
18	Meson Helper/Plumber Helper/Wire Man Helper	6	2	6	C	May be outsourced once vacated
19	Chair Knitter	2	1	2	C	May be outsourced once vacated
20	Carpenter	3	1	3	C	May be outsourced once vacated
21	Pump Operator	2	2	2	C	
22	Generator Operator	1	1	1	C	May be outsourced once vacated
	<b>Total</b>	<b>45</b>	<b>28</b>	<b>44</b>		

Explanation:

Considering the posts sanctioned in Engineering Cadre, cadre structure of other Central Universities, UGC norms and the existing cadre strength in this sector the rationalization of abovesaid posts is proposed as shown above.

### 3.6 ICT Services

3.6.1 The existing structure of ICT Services is as below:-

Sl. No.	Category of post	Group of Post	No. of sanctioned posts	Existing positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	System Manager	A	1	1	12000-375-16500	15600-39100 GP-7600
2	Programmer	A	2	1	8000-275-13500	15600-39100 GP-5400
3	Computer Operator	B	6	5	5000-150-8000	9300-34800 GP-4200
4	Technical Assistant	B	2	1	4500-125-7000	9300-34800 GP-4200
5	Data Entry Operator	C	24	24	4000-100-6000	5200-20200 GP-2400
6	Punch Operator	C	2	0	2550-55-2660 60-3200	5200-20200 GP-1800
	<b>Total</b>		<b>37</b>	<b>32</b>		



### 3.6.2 Observations and Recommendations of the Committee

- (i) One post of System Manager in the GP of Rs.7600 may continue. Once vacated it may be filled up as Senior System Analyst.
- (ii) The post of Computer Operator in the GP of Rs.4200 may be rationalized as Senior Technical Assistant (ICT) in the GP of Rs.4200.
- (iii) **Two posts of Technical Assistant may be rationalized in the pay Grade Pay of Rs.2800.**
- (iv) 24 posts of Data Entry Operator in the GP of Rs.2400 may be rationalized as Upper Division Clerk in the GP of Rs.2400 after taking option from the incumbents and subject to the condition that the incumbents of these posts shall be placed at the bottom of the cadre of UDC as per rules. However, they will be required to perform the duties of DEO even after rationalization of designation in addition to assigned duties of UDC.
- (v) The vacant post of Punch Operator (2) may be abolished and the amount thus saved may be utilised towards non-teaching post of Self financing programme.

### 3.6.3 Consolidated Cadre Structure and Cadre Strength after rationalisation .- ICT Services

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1	System Manager	1	1	1	A	The post may be rationalised as Senior System Analyst in the Grade Pay of Rs.7600/- once vacated.
2	Programmer	2	1	2	A	
3	Computer Operator	6	5	6	B	These posts may be rationalised as STA (ICT) with GP of Rs.4200
4	Technical Assistant	2	1	2	B	These posts may be rationalised as TA in the Grade Pay of



5	Data Entry Operator	24	24	24	C	Rs.2800/- These posts may be rationalised as UDC in the Grade Pay of Rs.2400 (to be placed at bottom seniority of the cadre)
6	Punch Operator	2	0	0	C	To be abolished
	<b>Total</b>	<b>37</b>	<b>32</b>	<b>35</b>		

### 3.7 Health and Medical Cadre

3.7.1 The existing cadre structure of Health and Medical Services is as below:-

Sl. No.	Category of post	Group of Posts	No. of sanctioned posts	Existing Positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Medical Officer	A	2	0	--	15600-39100 GP-5400
2	Medical Officer Homeopathy	A	1	0	8000-275-13500	15600-39100 GP-5400
3	Pharmacist	C	1	0	4500-125-7000	5200-20200 GP-2800
	<b>Total</b>		<b>4</b>	<b>0</b>		

### 3.7.2 Observations and Recommendations of the Committee

- One vacant post of Medical Officer (Homeopathy) may be rationalised as Medical Officer (General) to meet the needs of the community (students and staff) in various campuses.
- The designation and pay scale for this cadre and recruitment qualifications may be in conformity with the pattern of the Govt. of India/ UGC/ Other Central Universities.



### 3.8 Transport Services

#### 3.8.1 The existing cadre structure of Transport Services is as below:-

Sl. No.	Category of post	Group of Post	No. of sanctioned posts	Existing Positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1.	Driver (with one Post of Tractor Driver)	C	3	5	3050-75-3950-80-4590	5200-20200 GP-1900
		C	3	3	4000-100-6000	5200-20200 GP-2400
		C	2	0	4500-125-7000	5200-20200 GP-2800
		B	1	0	5000-150-8000	9300-34800 GP-4200
Total			9	8		

#### 3.8.2 Observations and Recommendations of the Committee

- The core pay scale for the post of Driver is in the GP of Rs.1900. The University may implement the promotion policy for award of higher pay scales for Drivers as per the Govt. of India norms. MACP scheme may also be implemented concurrently.
- The existing incumbent drawing the higher grade pay of Rs.4200 as per the State Driver's Policy may be allowed to continue. The vacant posts may be filled up at entry level.

### 3.9 Museum and Archives Services

#### 3.9.1 The existing cadre structure of Museum and Archives Services is as below:-

Sl. No.	Category of post	Group of Post	No. of sanctioned posts	Existing Positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
<b>History and Archaeology Department</b>						
1	Museum Curator	A	1	0	8000-275-13500	15600-39100 GP-5400
2	Assistant Archivist	B	1	0	5000-150-8000	9300-34800 GP-4200
3	Museum Assistant	B	1	1	4500-125-7000	9300-34800 GP-4200



Sl. No.	Category of post	Group of Post	No. of sanctioned posts	Existing Positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
<b>History and Archaeology Department</b>						
4	Mark Man	C	1	1	3050-75-3950-80-4590	5200-20200 GP-1900
5	Gallery Assistant	C	1	0	3050-75-3950-80-4590	5200-20200 GP-1900
6	Gallery Attendant	C	1	0	2550-55-2660-60-3200	5200-20200 GP-1800
	<b>Total</b>		<b>6</b>	<b>2</b>		

### 3.9.2 Observations and Recommendations of the Committee

- (i) The Grade Pay for the post of Museum Curator shall continue in the same Grade Pay of Rs.5400.
- (ii) The Grade Pay for the post of Assistant Archivist may continue with Grade Pay of Rs.4200.
- (iii) The post of Museum Assistant was sanctioned by the State Government in the pre-revised scale of pay of Rs.4500-7000. The same may be rationalised as Technical Assistant (Museum) in the Grade Pay of Rs.2800.
- (iv) One post of Mark Man was sanctioned by State Government in the scale of pay of Rs.3050-4590 (pre-revised) with higher qualification. The incumbent may continue to draw the grade pay of Rs.1900 as personal to him. Once the post is vacated, it may be filled up as Laboratory Attendant (Museum) in the Grade Pay of Rs.1800. In view of the recruitment qualification and job requirement, the post of Gallery Assistant may be rationalised as Laboratory Assistant (Gallery/Museum) in the Grade Pay of Rs.2400. Keeping in view the parity with other Central Universities and Govt. of India.
- (v) One vacant post of Gallery Attendant may be abolished.



### 3.9.3 Consolidated Cadre Structure and Cadre Strength after rationalisation -- Museum and Archive Services

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1	Museum Curator PB-III GP-5400	1	0	1	A	
2	Assistant Archivist PB-II GP-4200	1	0	1	B	
3	Museum Assistant PB-II GP-2800	1	1	1	B	
4	Mark Man	1	1	1	C	The incumbent may be allowed to continue to draw the grade pay of Rs.1900 as personal to him. Once vacated, it may be filled up as Laboratory Attendant (Museum) in the Grade Pay of Rs.1800.
5	Gallery Assistant	1	0	1	C	To be rationalized as Lab Assistant (Gallery/ Museum) in the GP of Rs.2400.
6	Gallery Attendant	1	0	0	C	Gallery Attendant be abolished as redundant
	Total	6	2	5		



### 3.10 Security Services

#### 3.10.1 The existing cadre structure of Security Services is as below:-

Sl. No.	Category of post	Group of Posts	No. of sanctioned posts	No. of Existing Positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Security Officer	B	1	0	--	9300-34800 GP-4600
2	Security Inspector	C	1	1	--	5200-20200 GP-2800
3	Security Guard	C	1	0	2610-60-3150- 65-3540	5200-20200 GP-1800
4	Chowkidar	C	10	6	2550-55-2660- 60-3200	5200-20200 GP-1800
5	Chowkidar (On Contract Basis)	C	12	0		
	Total		25	7		

#### 3.10.2 Observations and Recommendations of the Committee

Keeping in view the geographical location of the university having a three separate campuses, the availability of regular posts of Security Guard/Chowkidar (11) and the essential requirements of one supervisory level post at each campus, the Committee made the observation/ recommendations regarding restructuring/rationalization as under:-

- Three posts of Security Assistant (one supervisory regular posts in each campus) may be created in the PB-I with GP of Rs.2000 in lieu of matching saving measures of three vacant posts of Security Guard/Chowkidar.
- There are 11 posts (Security Guard (1) and Chowkidar (10)), out of which 6 posts are filled up and five posts are lying vacant. 6 existing chowkidars may be rationalized as MTS (Security) in PB-I with GP of Rs.1800. The remaining four posts may not be filled and the posts be outsourced.
- The University was sanctioned 12 posts of Chowkidar to be engaged on contractual basis on the basis of State Government GO. The Committee felt that these posts may not be filled up and should be abolished. The security services may be outsourced.



- (iv) The designations and scale of pay for the posts of Security Officer, Security Inspector which are approved by the UGC under XI Plan post does not require rationalization as the same are in conformity with UGC norms.

### 3.10.3 Consolidated Cadre Structure and Cadre Strength after rationalisation – Security Service

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1	Security Officer	1	0	1	B	9300-34800 GP-4600
2	Security Inspector	1	1	1	C	5200-20200 GP-2800
3	Security Guard/ Chowidar	23	6	6	C	5200-20200 GP-1800
	Total	25	7	8		

### 3.11 Sanitation Services

3.11.1 The existing cadre structure of Sanitation Services is as below:-

Sl. No.	Category of post	Group of Posts	No. of sanctioned posts	No. of Existing Positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Sweeper	C	10	7	2550-55-2660-60-3200	5200-20200 GP-1800
2	Sweeper (18 on Contract Basis and 2 Part Time Post)	C	20	19		
	Total		30	26		

*[Signature]*

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### 3.11.2 Observations and Recommendations of the Committee

- (i) MHRD/UGC has already issued guidelines that the cleaning services are to be maintained through outsourcing. Accordingly, the Committee recommends as under:-
- (ii) There are 10 posts of Sweepers, out of which 7 are filled and 3 are vacant. Once these posts are vacated, the cleaning services may be outsourced and these posts may be abolished.
- (iii) The University was sanctioned 20 posts of Sweeper to be engaged on contractual basis on the basis of State Government GO. **The Committee felt that these posts may not be filled up and should be abolished. The cleaning services may be outsourced.**
- (iv) Thus 23 vacant positions stand abolished.

### 3.12 MTS (Ministerial Services)

#### 3.12.1 The existing cadre structure of MTS (Ministerial Services) is as below:-

Sl. No.	Category of post	Group of Posts	No. of sanctioned posts	No. of Existing Positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Daftari	C	14	7	2610-60-3150-65-3540	5200-20200 GP-1800
2	Jamadar	C	2	0	2610-60-3150-65-3540	5200-20200 GP-1800
3	Peon	C	67	67	2550-55-2660-60-3200	5200-20200 GP-1800
4	Ardali	C	13	4	2550-55-2660-60-3200	5200-20200 GP-1800
5	Bearer	C	122	122	2520-55-2660-60-3200	5200-20200 GP-1800
6	Farash	C	2	2	2550-55-2660-60-3200	5200-20200 GP-1800
7	Water Man	C	3	0	2550-55-2660-60-3200	5200-20200 GP-1800
	<b>Total</b>		<b>223</b>	<b>202</b>		

#### 3.12.2 Observations and Recommendations of the Committee

There are 223 posts like( Daftari, Jamadar, Peon, Ardali, Bearer, Farras, Water Man) , out of which 202 having filledup and 21 post have been lying vacant. The vacant 21 posts may be abolished. The already filled up posts (202) once vacated may gradually be phased out through outsourcing after



retaining the minimum required number of regular positions as MTS, keeping in view the prescribed teaching to non teaching ratio as 1: 1.1.

### 3.13 Horticulture/Garden Services

#### 3.13.1 The existing cadre structure of Horticulture/Garden Services is as below:-

SL. No.	Category of post	Group of Post	No. of sanctioned posts	No. of Existing Positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Museum Curator cum Garden Superintendent	A	1	1	8000-27513500	15600-39100 GP-5400
2	Horticulturist for campus development	B	1	1	--	9300-34800 GP-4600 (sanctioned by UGC during XI Plan)
3	Horticulturist Superintendent	B	1	0	5000-150-8000	9300-34800 GP-4200
4	Gardener	C	21	17	2550-55-2660-60-3200	5200-20200 GP-1800
	Total		24	19		

#### 3.13.2 Observations and Recommendations of the Committee

- (i) The post of Horticulturist Superintendent was sanctioned by State Government in the GP of Rs.4200 vide GO 2085/70-4/98-42(26)/97 dated 26.6.1996. The same is lying vacant prior to conversion. Since UGC has already sanctioned one post of Horticulturist at higher level during XI Plan, the post of Horticulturist Superintendent may be abolished by taking the matching saving mechanism and utilized towards excess posts of LDC.
- (ii) The University has 21 posts of Gardener out of which 17 are filled up. 4 vacant post of Gardener may be abolished with immediate effect. Once these posts are vacated, the same may be outsourced. One post of Horticulturist for Campus Development as sanctioned by UGC in XI Plan in the Grade Pay of Rs.4600 may continue.



### 3.13.3 Consolidated Cadre Structure and Cadre Strength after rationalisation – Horticulture/Garden Services

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1	Museum Curator cum Garden Superintendant	1	1	1	A	15600-39100 GP-5400
2	Horticulturist for campus development	1	1	1	B	9300-34800 GP-4600 (sanctioned by UGC during XI Plan)
3	Horticulturist Superintendent	1	0	0	B	To be abolished
4	Gardener	21	17	17	C	5200-20200 GP-1800
5	Total	24	19	19		

### 3.14 Sports Services

3.14.1 The existing cadre structure of Sports Services is as below:-

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1	Director of Physical Education	1	1	1	A	37400-67000 GP-10000 (sanctioned by UGC during XI Plan)
2	Sports Officer	1	0	1	A	15600-39100 AGP-6000
3	Sports Coach	1	1	1	B	9300-34800 GP-4600 (sanctioned by UGC during XI Plan)
4	Sports Assistant	6	3	3	C	5200-20200 GP-2400
5	Sports Attendant	-	-	3	C	5200-20200 GP-1800
	Total	9	5	9		



### 3.14.2 Observations and Recommendations of the Committee

- (i) The existing vacant post of Sports Officer (1) in the GP of Rs.5400 may be rationalized as Assistant Director of Physical Education in the AGP of Rs.6000 and may be filled up as per UGC Regulation, 2010.
- (ii) There are 6 posts of Sports Assistant, out of which 3 are filled up. The recruitment qualification for the existing post of Sports Assistant is Bachelor of Physical Education. The function & duties performed include organisation of sports activities in the main campus and respective other campuses.
- (iii) The three vacant post of Sports Assistant may be converted as Sports Attendant in the Grade Pay of Rs.1800 for the three campuses to streamline/ strength the sports services.

### 3.14.3 Consolidated Cadre Structure and Cadre Strength after rationalisation – Sports Services

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1	Director of Physical Education	1	1	1	A	37400-67000 GP-10000 (sanctioned by UGC during XI Plan)
2	Sports Officer	1	0	1	A	Rationalised as Assistant Director of Physical Sports 15600-39100 AGP-6000
3	Sports Coach	1	1	1	B	9300-34800 GP-4600 (sanctioned by UGC during XI Plan)
4	Sports Assistant	6	3	3	C	5200-20200 GP-2400
5	Sports Attendant	-	3	3	C	5200-20200 GP-1800
	Total	9	8			



### 3.15 Photography/Reprography Services

3.15.1 The existing cadre structure of Photography/Reporgraphy Services is as below:-

SL No.	Category of post	Group of Post	No. of sanctioned posts	No. of Existing Positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Photographer	B	1	1	5000-150-8000	9300-34800 GP-4200
2	Photographer	B	1	0	4500-125-7000	9300-34800 GP-4200
	Total		2	1		

### 3.15.2 Observations and Recommendations of the Committee

- There are two posts of Photographer of which one is filled up. The existing incumbent may continue in the same scale. Once vacated, the vacant posts may be abolished.
- One vacant post of Photographer may be abolished.

### 3.16 Hindi Cell

3.16.1 The existing cadre structure of Hindi Cell is as below:-

SL No.	Category of post	No. of sanctioned posts	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion	Remarks
1	2	3	4	5	6
1	Hindi Officer	1		15600-39100 GP-4600	
2	Hindi Translator	1		9300-34800 GP-4200	
3	Hindi Typist	1		5200-20200 GP-1900	
	Total	3			



### 3.16.2 Recommendations of the Committee

The above posts have been sanctioned by UGC as per Govt. of India norms. University may be advised to follow the pay scales and designations alongwith prescribed qualification of these posts as per communication sent by UGC vide its letter No.F.32-1/2005 (JCRC) dated 23rd June, 2014 (Annexure-V).

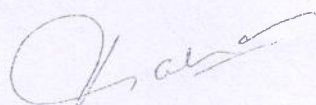
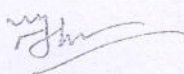
### 3.17 USIC Services

3.17.1 The existing cadre structure of USIC Services is as below:-

Sl. No.	Category of post	Group of Post	No. of sanctioned posts	No. of Existing Positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Technician (Grade IV)	B	2	1	4500-125-7000	5200-20200 GP-4200
2	Technician (Grade II)	C	2	2	4000-100-6000	5200-20200 GP-2400
3	Technician (Grade I)	C	3	3	3050-75-3950-80-4590	5200-20200 GP-1900
4	Technical Officer (Grade I)	A	2	2	8000-275-13500	15600-39100 GP-6000
	<b>Total</b>		<b>9</b>	<b>8</b>		

### 3.17.2 Observations and Recommendations of the Committee

- (i) The Technician Grade IV may be given the Grade Pay of Rs.2800 as a replacement scale of Rs.4500-7000.
- (ii) The existing designation and pay scales are in conformity with the erstwhile UGC USIC guidelines. As per the UGC new policy, Instrumentation Maintenance Facility has been created considering some technical positions to be engaged on contract basis. In view of above, once the posts are vacated, the university may adopt the revised IMF guidelines of UGC. Technical Officers may be rationalized in the PB-3 with Grade Pay of Rs.5400.



### 3.18 Research/Other Miscellaneous Services

3.18.1 The existing cadre structure of Research/Other Miscellaneous Services is as below:-

Sl. No.	Category of post	Group of Posts	No. of sanctioned posts	No. of existing positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
<b>Adult Continuing Education and Extension Department</b>						
1	Asstt. Director	A	1	0	12000-375-16500	37400-67000 GP-9000
2	Project Officer	A	1	1	10000-325-15500	15600-39100 GP-6600
3	Project Officer	A	2	1	8000-275-13500	15600-39100 GP-6000
<b>Folk Performing Arts and Culture Department</b>						
4	Director	A	1	0	16400-450-20000	37400-67000 GP-10000
5	Deputy Director	A	1	0	12000-375-16500	37400-67000 GP-9000
6	Asstt. Director	A	1	0	8000-275-13500	15600-39100 GP-6000
<b>Other Departments</b>						
7	Sr. Scientific Officer	A	1	1	8550-275-14600	15600-39100 GP-6600
8	Research Officer	A	5	5	8000-275-13500	15600-39100 GP-6000
9	Project Officer (History)	B	1	1	6500-200-10500	9300-34800 GP-4600
10	Project Officer (erstwhile Tour & Training Organizer)	B	1	1	5500-175-9000	9300-34800 GP-4200
<b>Total</b>			<b>15</b>	<b>10</b>		

### 3.18.2 Submission of the University:

- Department of Adult Continuing Education & Extension and Department of Folk Performing Arts & Culture are academic departments. These departments are offering various diploma/degree programs with research degree programs. Thus above mentioned posts sanctioned in these departments are of academic nature and are at par with other teaching positions of the University.
- Posts of Assistant Director and Project Officers sanctioned for the Adult Continuing Education & Extension Department have been extended corresponding Academic Grade Pay (AGP) as per UGC OM - F.1-1/92(NFE-1) November 6, 1995, UGC guide lines of X plan & approval of



the University EC. Incumbents of these posts are getting corresponding AGP at par with corresponding teaching positions.

- (c) 01 post of Sr. Scientific Officer is created in High Altitude Plant Physiology Research Center (HAPPRC) and incumbent is getting AGP of 6600 which is proposed to be rationalized in AGP 7000.
- (d) 01 Post of Project Officer has been sanctioned by the UGC for a period of 1994-1999 in the Department of History & Archeology which was continued by the State Government in the pre-revised pay scale of 6500-200-10500. As per UGC norms Project Officers in other Universities are placed in the pay scale of 15600-39100 GP 5400. A proposal for upgradation of the Pay Scale is under consideration with UGC. Therefore, the post of Project Officer is proposed to be rationalized as **Project Officer in Pay Band of Rs. 15600-39100 with 5400 GP.**
- (e) 01 Post of Tour & Training Organizer is created in the Department of Tourism in the pre-revised pay scale of 5500-175-9000. This post has been converted / upgraded into the post of Project Officer (Pre-revised pay scale 8000-13500) by the State Government in year 2010 and UGC has approved the conversion / up gradation.

### 3.18.3 Observations and Recommendations of the Committee

#### (i) Adult Continuing Education and Extension Department

The university established the department of Adult Continuing Education & Extension as per the approval of UGC letter No.F.1-14/85 (NFE) dated 17.05.1989. UGC sanctioned one post of Assistant Director in the prescribed scale of Rs.3700-5700 (pre-revised) and three post of Project Officers in the pre-revised pay scale of Rs.2200-4000 (4<sup>th</sup> CPC). Presently, two incumbents who were originally recruited as Project Officers and in due course of time were awarded higher grade pay and designation under CAS, are serving the department. The Department has also engaged guest faculty members, as per the need.

The department is running Master's Degree and Ph.D. in Extension Education. The Committee observed that there are only 5 students at Postgraduate level and 16 students enrolled at Ph.D. level.

In view of the low students strength, Committee recommends that there is a need to review the continuation of the programme under the departments through an expert committee.

Therefore, the university may take a final view about the continuation of the programme as per the recommendations of the Committee.





**(ii) Folk Performing Arts and Culture Department**

The department is running MA Theatre, Diploma in Folk Music of Uttarakhand, and Diploma in Folk Dance of Uttarakhand. The posts (Director -1, Deputy Director-1, Assistant Director-1) as sanctioned vide GO 116/XXIV (6)/(38)2006 dated 2.11.2006 are vacant. The student enrolment under various programmes of the department is very low.

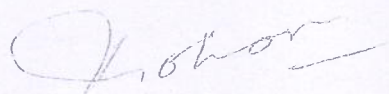
In view of the low students' strength in the department, the Committee recommends that university may review the continuation or restructuring of the existing programmes as per the present need.

**(iii) Other Departments**

- (a) The University has awarded the AGP of Rs. 6000 to incumbents of the post of Research Officer; the Committee observed that the grade pay of Rs.5400 may be awarded to the incumbent as per the MHRD letter No.1-32/2006-U.II/U.I(ii) dated 31.12.2008 (**Annexure-VI**) and UGC vide its letter No.F.7-3/2009 (CU) dated 27.7.2012 (**Annexure-VII**) has further clarified the GP awarded to the Research Officer etc.
- (b) The post of Project Officer as created by the State Govt. vide GO No.1446/28-2-98-5/63/89 dated 29.03.1998 in the grade pay of Rs. 4600 may be rationalized as Project Officer in the grade pay of Rs.5400 subject to the fulfillment of qualifications as prescribed by UGC.
- (c) The Committee noted that the post of Tour and Training Organizer was created by State Govt. GO No 58(1)/28-2-2000 dated 11.09.2000 (**Annexure-VIII**) and subsequently upgraded as Project officer in the revised pay scale Rs 8000-275-13500 vide State GO no. 353/XXIV (6)/2009 dated 01.12.2009 (**Annexure-IX**). The UGC has conveyed its approval vide letter No.7-3/2009 (JCRC) dated 10.12.2010 to be applicable with effect from 15.1.2009 (**Annexure-X**)

**3.18.4 Consolidated Cadre Structure and Cadre Strength after rationalisation – Other Departments**

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1	Sr. Scientific Officer	1	1	1	A	
2	Research Officer	5	5	5	A	
3	Project Officer	1	1	1	B	
4	Project Officer (erstwhile Tour & Training Organizer)	1	1	1	B	
	<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>		





### 3.19 Isolated/Single post Cadre

#### 3.19.1 Particulars of existing staff

Sl. No.	Category of post	Group of Post	No. of sanctioned posts	No. of Existing Positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Course Coordinator (MBA)	B	1	1	6500-200-10500	9300-34800 GP-4600
2	Coordinator-cum-Placement Officer	B	1	1	6500-200-10500	9300-34800 GP-4600
3	Coordinator (DPC)	A	1	1	12000-375-16500	15600-39100 GP-7600
	<b>Total</b>		<b>3</b>	<b>3</b>		

#### 3.19.2 Submission of the University :

- (a) 01 post of Course Co-ordinator was approved by State Govt. vide GO Dated 19-02-1998 in scale of pay Rs. 2200-4000 (pre-revised). Reconsidering the above said GO the scale of post was modified by State Govt. for Rs. 2000-3200 vide GO Dated 20-06-1998. Incumbent of the post has been working since 1999 and facing 'stagnation in promotion/ pay scale due to isolated nature of the post. Considering the isolated nature of this post and duties attached thereupon a proposal for upgradation of the Pay Scale is under consideration with UGC. Therefore, the post of Course Coordinator (MBA) is proposed to be rationalized as **Course Coordinator (MBA) in Pay Band of Rs. 15600-39100 with 5400 GP.**
- (b) 01 post of Coordinator-cum-Placement Officer (Pre-revised Scale of Pay 6500-200-10500) was sanctioned by the State Government in year 2004 to establish Career Counseling and Placement services in the University. Since then the incumbent of the post is working as Placement Officer in the centralized Career Counselling & Placement Service of the University. This post is in the category of Non- Vocational Academic Staff and as per UGC guidelines, Placement Officers in other Central Universities are existing in the Entry level Pay Scale of 15600-39100 GP 5400. Incumbent of the post is working since 2001 and facing stagnancy in promotion/ pay scale due to isolated nature of the post. Considering the isolated nature of this post and qualification & duties attached thereupon the post of Coordinator-cum-Placement Officer is proposed to be rationalized as **Placement Officer in Pay Band of Rs. 15600-39100 with 5400 GP.**
- (c) 01 post of Coordinator (DPC) was sanctioned by State Government vide GO No. 554/XXIV(6)/2006 in scale of 12000-375-16500. The post is having more or less similar

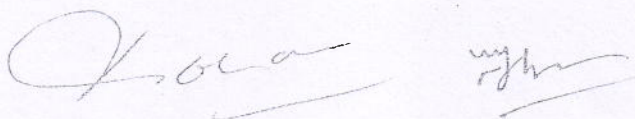


functions/ duties/ responsibilities as the cadre post of Deputy Controller of Examination. Considering the isolated nature of this post and duties attached thereupon a proposal for rationalization of post of Coordinator (DPC) into the post of Deputy Controller of Examination is under consideration with UGC. Therefore, the post of Coordinator (DPC) is proposed to be rationalized as **Deputy Controller of Examination in Pay Band of Rs. 15600-39100 with 7600 GP.**

### 3.19.3 Observations and Recommendations of the Committee

- (i) One post of Course Coordinator was created vide State GO 2085/70-4/98-42(28)/ 97 dtd. 20.06.1998 (**Annexure-XI**) & Changed to Lower scale vide GO No. 2085/70-4/98-42 (28)/97 dtd. 20/7/1998 (**Annexure-XII**) (presently in the grade pay of Rs.4600) may be rationalized as Assistant Registrar in the Grade Pay of Rs.5400 subject to the fulfillment of qualifications as prescribed by MHRD vide letter No. No.1-32/2006-U.II/U.I(ii) dated 31.12.2008.
- (ii) One post of Coordinator – cum Placement Officer was created vide State GO 151/Ucha Siksha/2004 dtd. 7/5/2004 (**Annexure-XIII**) in the Grade Pay of Rs.4600 may be rationalised as Assistant Registrar in the Grade Pay of Rs.5400 subject to the fulfillment of qualifications as prescribed by MHRD vide letter No. No.1-32/2006-U.II/U.I(ii) dated 31.12.2008.
- (iii) The functions and duties of Training & Placement Officer (in place of Coordinator cum Placement Officer) may be assigned to appropriate senior faculty member.
- (iv) One post of Coordinator (DPC) was sanctioned by State Government vide GO No. 554/XXIV(6)/2006 in scale of 12000-375-16500 (**Annexure-XIV**). The post was originally sanctioned for data processing of the Examination Branch. The post was advertised with required and relevant data processing experience of computerisation of university result, inter-alia other. The incumbent have been appointed through direct recruitment. The university has proposed to rationalised the post of Coordinator (DPC) as Deputy Controller of Examination (Computer) **in Pay Band of Rs. 15600-39100 with GP of Rs.7600.**

However, keeping in view the function & duties attached to the post to strengthen the examination brach, the incumbent may be allowed to continue in persona position with present scale of pay. The post once vacated may be rationalised as Senior System Analyst in the Grade Pay of Rs.7600 may be filled up as per UGC prescribed qualification. The financial upgradation to incumbent of the post under MACP will be applicable.





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### 3.19.4 Consolidated Cadre Structure and Cadre Strength after rationalisation - Isolated/Single post cadre

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1	Course Coordinator (MBA)	1	1	1	A	May be rationalized as Assistant Registrar in the GP of Rs.5400.
2	Coordinator-cum-Placement Officer	1	1	1	A	May be rationalized as Assistant Registrar in the GP of Rs.5400.
3	Coordinator (DPC)	1	1	1	A	As explained under observation.
	Total	3	3	3		

### 3.20 Music Services

#### 3.20.1 Existing Staff

Sl. No.	Category of post	Group of Post	No. of sanctioned posts	No. of Existing Positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Tabla Sangat Karta	C	1	1	4000-100-6000	5200-20200 GP-2400
	Total		1	1		

#### 3.20.2 Observations and Recommendations of the Committee

There is no need to rationalize the pay scales and designation for this cadre.

*[Signature]*

*[Signature]*



### 3.21 Press/Publication Services

3.21.1 The existing cadre structure of Press/Publication Services is as below:-

Sl. No.	Category of post	Group of Post	No. of sanctioned posts	No. of Existing positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Public Relation Officer	A	1	0	--	15600-39100 GP 5400
2	Assistant Information & Public Relation & Public Relation Officer ( by converting the post of Statistical Assistant)	B	1	1	4500-125-7000	9300-20200 GP-4200
	<b>Total</b>		<b>2</b>	<b>1</b>		

#### 3.21.2 Recommendation of the Committee

The post of Assistant Information & Public Relation Officer was created by State Govt. vide GO No.570/XXIV(6)/2007 dated 10.12.2007 (**Annexure-XV**) in the scale of pay of Rs.4500-7000 (pre-revised) by converting existing post of Statistical Assistant vide State GO No.89/XXIV(6)/2008. Subsequently, the scale of post was revised for Rs.5000-8000 (pre-revised) by State Govt. vide GO No.02/XXIV(6)/2010 dated 16.04.2010 (**Annexure-XVI**) with effect from 1.12.2008. Therefore, the Committee recommends the awarded Grade Pay of Rs. 4200 for State Govt. with retrospective 1.12.2008 prior to conversion of university to central university

### 3.22 Workshop Services

#### 3.22.1 Existing Staff

Sl. No.	Category of post	Group of Post	No. of sanctioned posts	No. of existing positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Mechanic	C	1	0	3200-85-4900	5200-20200 GP-2000
	<b>Total</b>		<b>1</b>	<b>0</b>		



### 3.22.2 Recommendation of the Committee

The incumbent of the post is retired. The vacant post of mechanic in the pre-revised scale of pay of Rs.3200-85-4900 The post may be rationalized as Laboratory Assistant in the Grade Pay of Rs.2400.

### 3.23 Self-finance non-teaching posts

#### 3.23.1 Existing non-teaching staff

Sl. No.	Category of post	Group of Post	No. of sanctioned posts	No. of existing positions	State Govt. Pay Scale (5 <sup>th</sup> CPC) before conversion	Existing Scale of Pay given by the University after conversion
1	2	3	4	5	6	7
1	Asstt. Cum Data Entry Operator	C	1	0	4500-125-7000	5200-20200 GP-2800
2	Routine Grade Clerk	C	1	0	3050-75-3950-80-4590	5200-20200 GP-1900
3	Account Clerk	C	1	1	3050-75-3950-80-4590	5200-20200 GP-1900
4	Lab Assistant	C	1	0	3050-75-3950-80-4590	5200-20200 GP-2000
5	Account Clerk	C	1	1	3050-75-3950-80-4590	5200-20200 GP-1900
6	Store Keeper	C	1	1	3050-75-3950-80-4590	5200-20200 GP-1900
7	Lab Attendant	C	1	1	2550-55-2660-60-3200	5200-20200 GP-1800
8	Marketing & Sale Supervisor	B	1	1	5000-150-8000	9300-34800 GP-4200
9	Communication Supervisor	B	1	1	5000-150-8000	9300-34800 GP-4200
	<b>Total</b>		<b>9</b>	<b>6</b>		

#### 3.23.2 Submission of the University

- (a) State Government sanctioned abovementioned posts for self-finance courses of the 03 departments i.e. Department of Business Management, Department of Pharmaceutical Science and Centre for Mountain Tourism & Hospitality Studies of the University. As per orders of post creation, expenses incurred towards the payment of salary and other perks are prescribed from the self-finance fund of the respective departments/university.

*[Handwritten signatures]*



- (b) \* Incumbent of the posts sanctioned in Department of Pharmaceutical Science and Centre for Mountain Tourism & Hospitality Studies are getting full pay scale while Incumbent of the posts sanctioned in Department of Business Management are appointed on fixed remuneration basis.

### 3.23.3 Observations and Recommendations of the Committee

- (a) The University, before conversion into a Central University was running self financing courses through Department namely Department of Business Management, Pharmaceutical Sciences and Centre of Mountain Tourism and Hospitality Studies. These courses have now been approved as regular courses by the UGC and accordingly the faculty appointed for this purpose has been merged with the other faculty for the purpose of salary expenditure.
- (b) Before conversion into a Central University, the State Government approved the above mentioned positions in the graded pay subject to condition that the salary expenditure incurred will be met out by the University through its own resources/ out of government grants.
- (c) The above mentioned non-teaching staff which have been engaged on temporary basis in the appropriate grade pay. As the UGC has agreed in case of faculty position to be treated as regular posts, the committee felt that above mentioned nine posts may also be treated as regular posts. However, University may find the equivalent redundant positions against the above positions. The University may adopt appropriate mechanism for regular appointment through advertisement against these positions so that there is no financial burden on the government exchequer.
- (d) Accordingly, the Committee recommends as follows:-
- (i) Three posts of Assistant-cum-Data Entry Operator (1), Routine Clerk (1) Laboratory Assistant (1) which are vacant may be abolished.
  - (ii) Three posts (each one of Store Keeper(1) and Account Clerk (2)) may be merged with LDC cadre.
  - (iii) The post of Laboratory Attendant may be adjusted against the vacant post of Laboratory Attendant under Technical and Laboratory Cadre.
  - (iv) The post of Marketing & Sale Supervisor in the Grade Pay of Rs.4200 may be rationalized as STA (Marketing and Sale) in the Grade Pay of Rs.4200.
  - (v) The post of Communication Supervisor in the Grade Pay of Rs.4200 may be rationalized as STA (Communication) in the Grade Pay of Rs.4200.



- (vi) Under the Secretarial Services Cadre, the Committee has recommended to abolish five posts of Stenographer which are in the grade pay of Rs.2400. In view of the above, Committee recommends that the expenditure towards above five posts may be met from the savings available as a result of abolishing five posts of Stenographer.

### 3.23.4 Consolidated Cadre Structure and Cadre Strength after rationalisation – Isolated/Single post cadre

Sl. No.	Posts / pay scale (pre-revised)	Sanctioned strength	Existing strength	Recommended sanctioned strength	Group of posts	Remarks / rationalization of designations
1	2	3	4	5	6	7
1	Asstt. Cum Data Entry Operator	1	0	0	C	Abolished
2	Routine Grade Clerk	1	0	0	C	Abolished
3	Lab Assistant	1	0	0	C	Abolished
4	Account Clerk	1	1	0	C	May be merged with the LDC cadre
5	Account Clerk	1	1	0	C	
6	Store Keeper	1	1	0	C	
7	Lab Attendant	1	1	0	C	To be adjusted against the vacancy of Lab. Attendant under the Technical and Laboratory Cadre
8	Marketing & Sale Supervisor (5500-9000)	1	1	1	B	To be rationalized as STA (Marketing and Sale)
9	Communication Supervisor (5500-9000)	1	1	1	B	To be rationalized as STA (Communication)
	<b>Total</b>	<b>9</b>	<b>6</b>	<b>2</b>		

*[Handwritten signatures]*



### 3.25 Implementation of financial upgradation scheme in the university

#### 3.25.1 Brief details of ACP/MACP and Career Advancement / Financial Upgradation Schemes implemented at HNB Garhwal University Srinagar, Garhwal :

The following ACP/MACP and Career Advancement / Financial Upgradation Schemes were implemented at HNB Garhwal University Srinagar, Garhwal before its upgradation from State to Central University Status prior to 15.01.2009 :

##### (a) Time Scale Scheme of Financial Upgradation / Increments:

The time scale scheme of financial upgradation and increments was effective from the Dec' 1973 up to 31.08.2008 and implemented as per the State Govt. G.O. NO. 1014/01/foUk/2001 & G.O No os0vk002/560/nl&45 ¼,e½ 99 dated 02<sup>nd</sup> Dec' 2002.

As per the Time Scale Scheme :

- One additional increment was given to the concerned employee after 08 years of regular service.
- The first financial upgradation (next higher pay scale) was given after 14 years of regular service.
- One additional increment was given after 19 years of regular service.
- The Second Financial Upgradation (next higher pay scale) was given after 24 years of regular service.

##### (b) Assured Career Progression (ACP) Scheme:

The ACP Scheme of Financial Upgradation was effective from 01.09.2008 to 14.01.2009 implemented as per the State Govt. G.O. NO. 872/XXVII (7) u0iz0 /2011 Dated 08-03-2011

As per the ACP Scheme and relevant guidelines the eligible cases were given:

- The First Financial Upgradation (next higher grade pay) to be given after 10 years of regular service.
- The Second Financial Upgradation (next higher grade pay) to be given after 18 years of regular service.
- The Third Financial Upgradation (next higher grade pay) to be given after 26 years of regular service.

The above State GO was revised from time to time by the State Govt. and the same was implemented accordingly at the HNBUGU. The aforesaid State GO was revised vide GO No. 589 (1)/ XXVII (7)4 (IX)/ 2011 dated 01.07.2013 by the State Govt. as follows :

- The First Financial Upgradation (next higher grade pay) to be given after 10 years of regular service.



- The Second Financial Upgradation (next higher grade pay) to be given after 16 years of regular service.
- The Third Financial Upgradation (next higher grade pay) to be given after 26 years of regular service.

(c) **Modified Assured Career Progression (MACP) Scheme:**

The MACP Scheme of Financial Upgradation has been effective from 15.01.2009 implemented as per the Central Govt. / DOPT Order No. 10/XXVII(7)/40(IX)/2011 dated 07.04.2011 and DOPT Order No. 35034/3/2008-Estt (D) dated 19.05.2009 and the same has been extended by the UGC .

As per the MACP Scheme and relevant guidelines the eligible cases were given:

- The First Financial Upgradation (next higher grade pay) to be given after 10 years of regular service.
- The Second Financial Upgradation (next higher grade pay) to be given after 20 years of regular service.
- The Third Financial Upgradation (next higher grade pay) to be given after 30 years of regular service.



#### 4. Summary of the recommendations

The Hemwati Nandan Bahuguna Garhwal University, Srinagar, Garhwal was established on December, 1, 1973 as a State University and was converted into a Central University on January 15, 2009 by an Act of Parliament.

1. As per the terms of reference, the Committee started the process of restructuring of various non-teaching cadres after obtaining the relevant information from the University. Accordingly a consolidated list of cadres was prepared to facilitate the process of restructuring and rationalization of various posts under 22 services cadres. The isolated / single posts, which could not be merged in any cadre, have been placed separately.
2. The Committee noted that the teaching -non-teaching ratio as per the sanctioned strength is 1.86 and the ratio for the existing strength (non-teaching) is 1:1.45. Therefore, the primary concern of the Committee was to bring down the teaching to non-teaching ratio to the prescribed ratio of 1:1.1 to the extent possible.
3. Re-structuring of cadre structure and rationalization of designations and scales of pay have been recommended by the Committee within the total sanctioned strength of the cadre in order to create appropriate pyramid structure and to provide promotional avenues. The rationalization of posts in parity with other Central Universities/Govt. of India was attempted by merging certain equivalent posts (particularly erstwhile Group D Posts), adopting appropriate nomenclature as per GOI / other Central Universities and abolishing redundant posts with a view to increasing efficiency in the system and to attain the prescribed ratio.
4. Since the persons have been working in the same positions since long and also availed financial up gradations under the State Government approved schemes, the financial implications after restructuring of the cadres and rationalization may be minimal especially because several vacant posts have been declared as redundant and recommended for abolition. For example the vacant posts like Gas Man, Draftsman (Civil), erstwhile Librarian, Punch Operator, Museum Gallery Attendant, Five Stenos, Horticulturist Superintendent, Photographer Assistant-cum-Data Entry Operator, Routine Clerk, Laboratory Assistant, among others.
5. The strength of LDC is 145 against the sanctioned strength of 141. As stated above, since the Committee has recommended for abolition of a number of posts, it is felt that sufficient matching saving will be available to meet the expenditure of the excess number of posts of 4 LDCs and also regularization of posts presently existing the self- finance scheme. Once the incumbents against the excess numbers of posts (four LDCs) vacate due to superannuation, promotion or otherwise, the non-existent posts shall stand abolished with immediate effect which will enable the university to bring the sanctioned strength of LDC to 141.



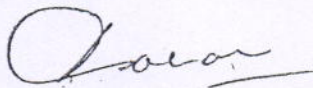


6. As per the MHRD/UGC guidelines, the Committee recommended for outsourcing of the house-keeping services, such as Security, Sanitation, Horticulture, Engineering etc. and vacant posts existing in these services have been recommended for abolition. Even in respect of those posts where persons are working, specific recommendations have been made to the effect that these posts once vacated should also be abolished. These efforts would help the University achieve the prescribed ratio between Teaching and Non-teaching to 1:1.1.
7. The University while implementing 6<sup>th</sup> CPC scales has granted the higher Grade Pay in certain categories of posts viz. award of GP of Rs.4200 for the pay scales of Rs.4500-7000 (pre-revised) and Grade Pay of Rs.2400 in respect of the scale of pay of Rs.3200-4900 (pre-revised) instead of granting the admissible Grade Pay of Rs.2800 and Rs.2000 respectively. This is treated as highly irregular which needs to be rectified and recoveries have to be effected w.e.f 15.1.2009.
8. The UGC vide its letter No .E.7-3/2009 (CU) dated 22.2.2012 has already conveyed to the University to regularize the replacement scale of pay to be given to the non-teaching staff while granting replacement scales for implementing 6<sup>th</sup> CPC.  
  
(The Committee in the above-mentioned cases has recommended relevant replacement scale of PB-1 with Grade Pay of Rs.2800 and Rs.2000 respectively).—
9. However, in certain cases, the Committee, as a part of restructuring of the cadres and rationalization of posts has recommended suitable higher Grade Pay wherever it was felt essential, keeping in view the cadre structures of the other Central Universities.  
  
The rationalization of designations and pay scales recommended by the Committee as a part of restructuring may be made effective from 15-1-2009.
10. In respect of those who have been granted higher scale of pay (PB & GP) by the university than the entitled scales of pay and grade pay (as mentioned at Para 7 & 8 above) in violation of the Govt. of India orders, the excess amount paid to such employees may be recovered with effect from 15.1.2009 on installments basis as per the discretion of the University.
11. The Committee has recommended the rationalisation of two posts (viz.course coordinator (MBA) and Coordinator-cum-Placement Officer) as Assistant Registrar subject to the fulfillment of qualifications as prescribed by MHRD vide letter No. 1-32/2006-U.II/U.I(ii) dated 31.12.2008. Therefore, the sanctioned strength of Assistant Registrar will be 10 (including 8 posts of Assistant Registrar after restructuring/rationalisation of administrative/ministerial services cadre).



The Committee wishes to place on record its appreciation for the Vice-Chancellor who spared his valuable time to interact with the Committee giving his views on the needs of the university and highlighting the requirement of rationalization of certain cadres and posts for the benefit of the employee as well as to bring the efficiency in the system. Further, the Committee also conveys its appreciation to the administrative officers and other staff for providing the support to the Committee without which it would have been difficult to accomplish the task.

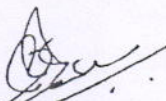
The Committee extends its deep gratitude to the UGC for providing an opportunity to serve on the Committee. Special thanks to the officials of the Central University Unit of the UGC for providing consistent help and assistance to the Committee.



**(Dr. B.K. Mahopatra)**  
**Chairman**



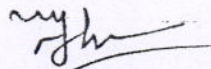
**(P. Muralikrishna)**  
**Member**



**(C.P. Ratnakaran)**  
**Member**



**(R.C. Bhatt)**  
**Member**



**(M.S. Yadav)**  
**Member Secretary**





विश्वविद्यालय अनुदान आयोग  
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

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Dr. Jitendra K. Tripathi  
Joint Secretary

F.No.7-3/2009 (CU) Vol.III

The Vice-Chancellor  
Hemvati Nandan Bahuguna Garhwal University  
Srinagar, Garhwal-246174  
Uttarakhand

October, 2017

02 NOV 2017

Subject : Approval of the recommendations of the UGC Review Committee on pay and allowances and rationalization of pay scales of non-teaching staff of Hemvati Nandan Bahuguna Garhwal University on conversion into a Central University.

Sir,

The UGC constituted a Committee to consider the matter relating to the rationalization, cadre structure, designations and pay and allowances of the non-teaching employees of the HNBSGU as per the Central Government norms/ other central universities in view of different pay structure/ nomenclature of the posts under the State Government.

The Committee after considering various aspects of the matter came out with a report relating to the re-structuring of various cadre Structure and rationalization of designations and scales of pay within the total sanctioned strength of the cadre in order to create appropriate pyramid structure and to provide promotional avenues wherever possible. The rationalization of posts in parity with other Central Universities/Govt. of India was attempted by merging certain equivalent posts (particularly erstwhile Group D Posts), adopting appropriate nomenclature as per GOI / other Central Universities pattern and abolishing certain redundant posts with a view to increasing efficiency in the system, keeping in view the prescribed teaching-non-teaching ratio.

The report of the UGC Committee, duly approved by the Commission, was conveyed to Hemvati Nandan Bahuguna Garhwal University vide UGC letter No.F.7-3/2009 (CU) dated 25<sup>th</sup> January, 2016. On the basis of the approval conveyed by UGC, the University constituted a local committee to examine the representations received from the employees relating to the rationalization of various non-teaching posts in the university. After considering the representation of the non-teaching staff, the University vide its letter No RO/2016/221 dated 12<sup>th</sup> July, 2016 sent the report of the anomaly committee to the UGC with a request to review the rationalization report.

V. Taraga



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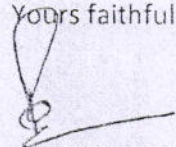
The UGC considered the request of the university and vide its letter No.F.7-3/2009 (CU) dated 1<sup>st</sup> January, 2017 referred the matter to the UGC Rationalization Committee in order to examining the point of grievances. Accordingly, the UGC Review Committee held the meeting on 6<sup>th</sup> / 7<sup>th</sup> January, 2017 at Dehradun. The Committee submitted its report and the same were placed before the Commission in its meeting held on 4<sup>th</sup> September, 2017. The Commission approved the recommendations of the Review Committee.

A copy of the report of the Committee is enclosed herewith for implementation.

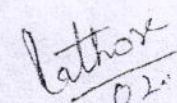
For any doubt/clarification, the matter may be referred to UGC for consideration/rectification.

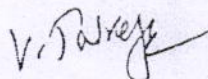
Encl : As above

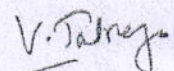
Yours faithfully,

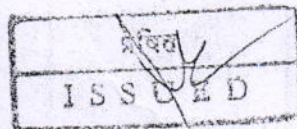
  
(Jitendra K. Tripathi)


Copy to: SO (Meeting Cell) with reference to Item No.3.02 of the 525<sup>th</sup> meeting of Commission held on 4<sup>th</sup> September, 2017.

  
(Sushma Rathore)  
Under Secretary



  
27/11/2017



  
27/11/17



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Report of the UGC Committee based on the comments/submissions of the HNBU Local Committee submitted to the UGC by the Registrar (HNBGU) vide his letter no.RO/2016/221 dated 12<sup>th</sup> July, 2016 on the report of the UGC Rationalization Committee dated 21.1.2016 pertaining to the pay & allowances and rationalisation of pay scales of the non-teaching staff of the HNBGU consequent upon its conversion as a Central University

## 1. BACKGROUND

The UGC constituted a Committee to consider the matter relating to the rationalization, cadre structure, designations and pay and allowances of the non-teaching employees of the HNBGU as per the Central Government norms/ other central universities in view of different pay structure/ nomenclature of the posts under the State Government.

The composition of the Committee is enclosed at **Annexure-I**.

## 2. Terms of reference to the Committee

- (i) To examine the pay structure/ allowances as applicable to the non-teaching employees of the Hemvati Nandan Bahuguna Garhwal University as per the State Government norms.
- (ii) To recommend the pay scales in respect of various categories of non-teaching posts as per the Central Government pattern as applicable to other Central Universities.
- (iii) To recommend the restructuring of cadre/rationalization of the existing designations & pay scales as applicable to other Central Universities.

The Committee after considering various aspects of the matter came out with a report relating to the re-structuring of various cadre Structure and rationalization of designations and scales of pay within the total sanctioned strength of the cadre in order to create appropriate pyramid structure and to provide promotional avenues wherever possible. The rationalization of posts in parity with other Central Universities/Govt. of India was attempted by merging certain equivalent posts (particularly erstwhile Group D Posts), adopting appropriate nomenclature as per GOI / other Central Universities pattern and abolishing certain redundant posts with a view to increasing efficiency in the system, keeping in view the prescribed teaching-non-teaching ratio.

The report of the UGC Committee, duly approved by the Commission, was conveyed to Hemvati Nandan Bahuguna Garhwal University vide UGC letter No.F.7-3/2009 (CU) dated 25<sup>th</sup> January, 2016. The University constituted a local committee to examine the representations received from the employees relating to the rationalization of various non-teaching posts in the university. The University vide its letter No.RO/2016/221 dated 12<sup>th</sup> July, 2016 sent the report



(4) (9)

of the anomaly committee to the UGC with a request to order for review of the rationalization report.

The UGC vide its letter No.F.7-3/2009 (CU) dated 3<sup>rd</sup> January, 2017 referred the matter to the UGC Rationalization Committee in order to examining the point of grievances. The meeting of the UGC Committee was held on 6<sup>th</sup>-7<sup>th</sup> January, 2017 at Dehradun . The Committee examined the relevant documents submitted by the university and interacted with the Representatives of the Staff Union of the non-teaching employees and the selected members of the anomaly committee deputed by the university (Registrar, Finance Officer and System Manager.)

### 3. Observations of the Committee:-

Having examined the report of the Local Committee of HNBGU and after detailed discussions with all concerned, the Committee made the following general observations:

The guiding principles followed by the Committee for restructuring and rationalization of pay scales and designations are as below :-

- Restructuring/ rationalization of pay scales and designations should be within the ambit of the sanctioned strength
- Some posts were upgraded to provide designations and pay scales in parity with the Govt./ other central university pattern. Before its conversion as a Central University, HNBGU was having designations like senior office superintendent, office superintendent etc. in the pre-revised pay scale of Rs.5500-9000 / 5000-8000. The University did not have designation/ post of SO as available with other central universities. The incumbents were drawing sufficiently higher basic pay in PB-II and therefore, there is hardly any financial implication in terms of rationalization of posts as Section Officer. With a view to providing required number of posts of SOs in parity with other central universities/ Central Government, these posts have been rationalized as SO, which otherwise also provide a proper pyramid structure under the administrative and ministerial cadre.
- Categorisation and classifications of all non-teaching posts under various service cadres, merger of isolated/ex-cadre posts into generic service cadres were recommended, keeping in view the nature of duties performed, scale of pay and to provide promotional avenues so as to bring efficiency in the system.
- Redundant and obsolete vacant posts as per today's need, have been proposed/ recommended to be abolished with immediate effect where as in case of other similar posts, abolition has been recommended after vacation of the concerned posts.



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Group C posts (erstwhile Group D posts) in services like cleaning, gardening, security etc. have been proposed to be abolished as per Govt. of India/UGC guidelines and these services have been recommended to be outsourced with immediate effect. All existing posts have been classified in the 23 cadres/services and the information as prescribed in the tabular statement indicating the post and proposed pay scales have been recommended under each cadre/service.

In view of the above, the committee which was authorized by the UGC vide its letter No.F.7-3/2009 (CU) dated 3<sup>rd</sup> January, 2017 to revisit its report specifically with regard to the purported anomalies as pointed out in the report of the local committee of HNBGU made specific observation/recommendation thereto as under:

4. **Specific observations/recommendations of the Committee pertaining to the submissions of the Local committee:**

On perusal of the observations contained in the report of the Local committee submitted to the Secretary to UGC vide letter dated 12<sup>th</sup> July, 2016 of the Registrar, the Committee revisited its recommendations especially with regard to the cadres against which representations have been received. The Committee also perused the representations received from the employees of the university and noted the highlights of the presentations of the Registrar and the Finance Officer on 6.01.2017. Further, the committee met the officer bearers of the Non-teaching union of the University as per the specific request of the Registrar /Finance Officer and took note of their oral and written submissions. Even a few employees also submitted their representations as per the request of the University Administration.

Accordingly, the point-wise observations of the UGC Rationalization Committee with reference to certain cadres on which the Local Committee has primarily focussed at the concluding part of its report (due to discontentment of a few employees constituting a microscopic minority) are as under:

**Data Entry Operators:-**

(a) Regarding the merger of the DEO with UDC and other cadres like Accountant, Store-keeper etc, to the accepted designations in the administrative cadre structure, the Committee did not find any merit in the submissions of different forums. The Rationalization Committee has given proper justification in support of such recommendations, keeping in view the guidelines issued by the UGC from time to time and in conformity with various cadres of the central universities. In spite of it, it was brought to the notice of the Committee that merger of 24 DEOs with the cadre of UDCs would adversely affect the promotional avenues of a large number of existing LDCs with long years of service. The representatives of the university also pressed hard for continuation of the DEOs as a separate cadre as there has been serious resentment in the



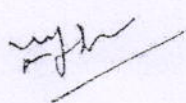
university on this issue. Therefore, keeping in view the representations of the employees, union and the specific request of the university authorities, the Committee recommends the following

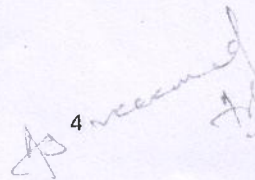
The Data Entry Operator may be allowed to continue as a separate cadre and may be considered as a part of the ICT services cadre. In order to create a proper pyramid structure and to provide promotional avenues to the Data Entry Operators, the Committee noted that :

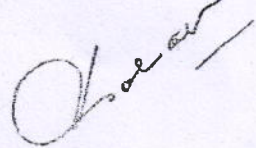
- a) At present there are two sanctioned posts of Technical Assistants in the scale of pay of Rs 4500-7000 (pre revised) of which one post has been vacant.
- b) There are 24 posts of Data Entry Operators in the pre-revised pay of Rs.4000-6000 (Pre revised) and all the posts have been filled up.

In order to have a proper structure of ICT services, the committee recommended the following:

1. Eight posts of Data Entry Operators may be upgraded as Technical Assistants(ICT) in the Grade Pay of Rs.2800 and thus taking the total sanctioned strength of Technical Assistant (ICT) from 2 to 10..
2. Up-gradation of posts will have minimum financial implications to the extent of increase in the Grade pay only. Consequently, there will be 16 posts of Data Entry Operators after up-gradation of 8 posts and promotion of eligible DEOs against these posts. The promotion will however, be subject to fulfilment of prescribed qualifications for the post of Technical Assistant.
3. The University may frame appropriate Cadre Recruitment Rules under the ICT Cadre to provide promotional avenues to the Data Entry Operator as Technical Assistant (ICT). Further, promotional avenues to the post of Computer Operator may be made available from the feeder cadre of Technical Assistant (ICT) subject to the fulfilment of the qualifications as prescribed in the CRR.
4. The required arrangements to provide appropriate training for the growth of the DEOs may be made.
5. With the above-mentioned stipulations, there will be total Ten (10) posts of Technical Assistants in the GP of Rs. 2800 and the 16 posts of Data Entry Operators .



 4 recommended





- (68)
6. Whenever any post of Data Entry operator against these 16 posts gets vacated due to any reason, the post may be merged with the cadre of UDC to provide proper pyramid structure to the Administrative cadre.
  7. Over a period of time and there will be no feeder cadre for promotion to the post of Technical Assistant (ICT) and therefore, the University may review the CRR accordingly for appointment of suitable candidates by direct recruitment possessing relevant qualification as per need.

(b) **Rationalisation of the posts of:**

- (1) Course Coordinator; and
- (2) Coordination cum Placement Officer - as Assistant Registrar

The Committee observed that the two above-mentioned ex-cadre posts were created to run the self-financing courses which were subsequently merged with the maintenance grant of the university. In view of the stagnation and lack of promotional avenues, the university authorities recommended the extension of the GP of Rs.5400 in the pay band of Rs.9300-34800 for these two posts.

The Committee took various factors into account to rationalize the post of Coordinator (MBA), Coordinator – cum – Placement Officer as Assistant Registrar in the Grade Pay of Rs.5400 like the recruitment qualifications for the post(s) being postgraduate, the duties envisaged to be performed at the time of appointment viz- a-viz the present requirement to provide more number of positions at the level of Assistant Registrar in view of the size of the university/ geographical conditions having three different campuses to provide better governance.

It is imperative to make it clear that the Committee never envisaged the automatic conferment of designation as Assistant Registrar on these two incumbents as it has been clearly mentioned in the report that this rationalization is subject to fulfilment of the qualification as prescribed by the MHRD vide letter No.1-32/2006-U.II/U.I(ii) dated 31.12.2008. .

The Committee after considering all aspects of the matter, decided to reiterate its recommendation to rationalize these two posts as Assistant Registrar for effective utilization of their services provided they fulfil the qualification requirements as prescribed in the MHRD letter No.F.1-32/2006-U.II/U.1 dated 31.12.2008. It is further clarified in this connection that the eligibility of these two incumbents for the post of Assistant Registrar as per the MHRD letter quoted above has to be assessed by the DPC / screening committee as the case may be and their rationalization as Assistant Registrar be given effect from the date of DPC/Screening Committee only.

3. As for the contention pertaining to the up-gradation of certain posts to higher pay band/higher GP without applying logic, the committee observed that this submission of the staff Union is non-specific and therefore no observation could be given by the committee.



However, it is clarified that in cases of obsolete and isolated posts, the rationalization committee recommended rationalization of these posts to appropriate cadres prevalent in the University system to bring uniformity in the system.

Point 4 and 5

As regards Sl. Nos.4 and 5 of the submissions of the Local committee, the matter does not fall under the purview of the Committee.

6. Regarding the allegation that the Rationalization Committee has left several instances while suggesting rationalization of posts, this Committee regrets its inability to comment in the absence of specific details.

7. As regards the demand for extending the GP of Rs.2400 to the Routine Grade Clerk/LDCs ignoring the Grade pay of Rs.2000 based on the orders of the State Government, it is clarified that those employees who were fulfilling the eligibility conditions under the ACP scheme prior to the conversion from State University to Central University (i.e. eligible as on 14.01.2009) may be extended such benefits, if not already extended earlier.

#### **5. Assistant Information and Public Relation Officer**

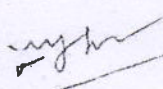
The university brought to the notice of the Committee for maintaining the uniformity of designation with other central universities by designating the post of Assistant Public Relation Officer in place of Assistant Information and Public Relation Officer as there is no financial implication in this proposal. The Committee noted the University order No.Admin/2013/3913 dated 16<sup>th</sup> July, 2013 in which the designation of Assistant Public Relation Officer in place of Assistant Information and Public Relation Officer in the same scale of pay of Rs.5000-8000 (pre-revised) has already been used.

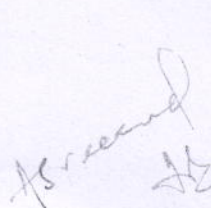
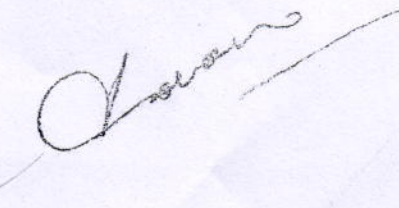
#### **6. General Recommendations:-**

It is also further clarified that rationalization of posts recommended as a part of restructuring of cadres is subject to fulfilment of prescribed norms and qualifications as per the CRRs to be formulated by the university.

The university after taking the approval of the competent authority may immediately take the following steps towards the implementation of the recommendations of the Committee.

- (i) To verify the sanctioned post under each service cadres
- (ii) To develop the CRRs for all cadres/ posts
- (iii) To fill up the Posts as per the CRRs
- (iv) To start implementing the report for each cadre simultaneously so as to complete the process of promotions/direct recruitment against various posts at the shortest possible time.

  
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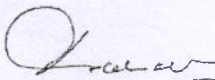
 

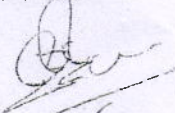


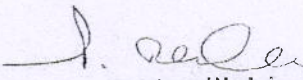
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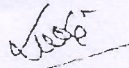
The Committee wishes to place on record its appreciation for the Vice-Chancellor and the University officers for providing necessary assistance and required documents for making this report.

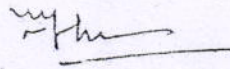
The Committee extends its deep gratitude to the UGC for providing an opportunity to serve on the Committee. Special thanks to the officials of the Central University Unit of the UGC for providing consistent help and assistance to the Committee.


  
(Dr. B.K. Mahapatra)  
Chairman

  
(C.P. Ratnakaran)  
Member

  
(P. Muralikrishna)  
Member

  
(R.C. Bhatt)  
Member

  
(M.S. Yadav)  
Member Secretary

As received  




## ANNEXURE-I

## Composition of the Committee :-

- |       |   |                  |
|-------|---|------------------|
| (i)   | Dr.B.K.Mahapatra<br>Former Registrar<br>ShriLalBahadurShastriRashtriya<br>Sanskrit Vidyapeeth<br>KatwariaSarai<br>New Delhi-110016                                | Chairman         |
| (ii)  | ShriP.Muralikrishna<br>Former Registrar<br>University of Hyderabad  | Member           |
| (iii) | ShriC.P.Ratnakaran<br>Under Secretary, MHRD<br>(Representative of MHRD)   | Member           |
| (iv)  | ShriR.C.Bhatt<br>Deputy Director (Internal Audit)<br>UGC  | Member           |
| (iv)  | ShriM.S.Yadav<br>(Former CSO, UGC)<br>Former Registrar<br>Central University of Rajasthan<br>N.H.8, Bandarsindri, Kishangarh-305801<br>District-Ajmer (Rajasthan) | Member Secretary |

AS received  
JL