

**Government of West Bengal**  
**Higher Education Department**  
C. S Branch  
Bikash Bhavan, Salt Lake, Calcutta-91

**No. 920 -Edn(CS)/5P-52/98**

**Date: 31.12.2012**

From : Shri Vivek Kumar, IAS  
Secretary to the Govt. of West Bengal.

To : The Director of Public Instruction  
Govt. of West Bengal

**Sub : Applicability of the terms and conditions towards Redesignation & Career Advancement Scheme for the teachers, librarians, physical instructors of the Government aided Colleges including erstwhile sponsored colleges in West Bengal.**

Sir,

Consequent on implementation of revised pay structure under the UGC Pay revision scheme in terms of this Department's memo no. 533-Edn (CS) dt. 28.08.2009, references were received in this Department seeking clarification as regards the redesignation of teachers librarians, physical instructors subsequent to revision of their pay and also seeking guidelines in regards to applicability of Career Advancement Scheme (CAS) in the light of UGC Regulations on **Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010.**

2. Now, after careful consideration and keeping in view of the local conditions applicable in the state, the Governor has been pleased to decide that the **Career Advancement Scheme and Other Service Conditions of Teachers, Librarians, Physical Instructors in Government aided Colleges including erstwhile sponsored colleges in West Bengal**, as annexed, will be followed by all Government-aided Colleges in West Bengal under the administrative control of this Department in regard to Redesignation and Career Advancement Scheme of Teachers so that the revised pay structure as introduced in terms of G.O. No. 533 - Edn (CS) dated 28.08.2009 and the scheme of Career advancement and other service conditions of teachers of Government-aided Colleges, as annexed, will be considered a composite one.

3. The above scheme will be applicable only in respect of the teachers, librarians, physical instructors of Government-aided Colleges including erstwhile sponsored colleges under the administrative control of this Department and will take effect from 01.11.2012 with the concurrence of Finance Department vide their U.O. No. 978 Group -P (Pay) dt. 05.09.2012.

4. This order is in continuation of the earlier orders of this Department numbered 609 -Edn(CS) dt. 24.9.2009, 733-Edn (CS) dt. 17.11.2009 and 852 - Edn(CS) dt. 24.12.2009, 461-Edn(CS) dt. 08.06.2010, 188 Edn(CS) dt 25.02.2011, 201 Edn(CS) dt. 28.02.2011, 280 Edn(CS) dt 16.04.2012 issued in this regard as and where applicable. The annexed scheme will be effective from 01.11.2012 except in cases where the date of effect has been specified separately in any individual paragraph of the Scheme.

Yours faithfully,

Enclo : As stated.

**Sd/-**

Secretary.

Copy forwarded for information and necessary action to:-

1. Accountant General, (A&E), West Bengal.
2. Finance Department, Group - P (Pay) of this Government.
3. Finance Department (Group -B) of this Govt.
4. Director of Public Instruction. West Bengal, Bikash Bhavan, Kolkata - 91.
5. The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata - 700 001.
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata - 73.
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata - 106.
9. The Treasury Officer, \_\_\_\_\_ Treasury,  
\_\_\_\_\_  
\_\_\_\_\_.
10. Budget Branch of this Department.
11. Statistical Cell of this Branch.
12. P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
13. P.A. to the Principal Secretary of this Department.
14. Computer Cell of this Department.
15. \_\_\_\_\_.
16. Guard File.

Joint Secretary

## **ANNEXURE TO G.O. No. 920 -Edn(CS)/5P-52/98 dated : 31.12.2012**

### **GUIDELINES FOR REDESIGNATION AND SCHEME PRESCRIBING THE CAREER ADVANCEMENT AND OTHER SERVICE CONDITIONS OF TEACHERS, LIBRARIANS, PHYSICAL INSTRUCTORS OF GOVERNMENT-AIDED COLLEGES INCLUDING ERSTWHILE SPONSORED COLLEGES IN WEST BENGAL.**

1. This Scheme should be called **Career Advancement Scheme and Other Service Conditions of Teachers, Librarians, and Physical Instructors of Government-aided colleges including erstwhile sponsored Colleges in West Bengal** (hereafter referred to as "Scheme")
2. **Coverage**  
These would apply to the Teachers, Librarians, and Physical Instructors of Government-aided including erstwhile sponsored Colleges in West Bengal.
3. **Redesignation of Reader/Lecturer (Selection Grade) to Associate Professor**  
This redesignation will be automatic without undergoing any screening or selection process, if the incumbent concerned becomes a Reader/Lecturer (Selection Grade) or Assistant Professor in the revised pay structure (2006) with AGP of Rs. 8000/- as the case may be on or before 29.06.2010, and such redesignation will take effect after completion of three years of service in the post of Reader/Lecturer (Selection Grade). *Example: One, who has become a Reader/Lecturer (Selection Grade) on 29.06.2010, will be redesignated as an Associate Professor with effect from 29.06.2013 and the remuneration will be fixed in Pay Band 4 with the Academic Grade Pay (AGP) of Rs.9000 from that date. If there still remains any ambiguous or non-obvious case, prayer for clarification and/or condonation may be placed through proper channel before the Higher Education Department, Government of West Bengal, on a case to case basis.*
4. **Qualifications and Other Service Conditions**
  - 4.1 No person shall be appointed in Government-aided including erstwhile sponsored Colleges if he/she does not fulfill the minimum qualifications and other conditions as stipulated by the Government of West Bengal on the basis of U.G.C. guidelines.
  - 4.2 Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each college and university and equivalent academic institution in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defensible basis, viewed in the short, medium as well as long term.
5. **Pay Scales**  
The revised pay scales (see table 5.1) have already been notified by the Department of Higher Education vide G.O. No 533-Edn (CS) dated 28/08/2009.

## 5.1 **Table I: Revised Pay scales of Teachers**

Post	Revised Pay Band	Academic Grade Pay
Assistant Professor(stage 1)	Rs 15,600-Rs 39,100	Rs 6,000
Assistant Professor(stage 2)	Rs 15,600-Rs 39,100	Rs 7,000
Assistant Professor(stage 3)	Rs 15,600-Rs 39,100	Rs 8,000
Associate Professor(stage 4)	Rs 37,400-Rs 67,000	Rs 9,000

## 6. **Career Advancement for Teachers (effective from 01/11/2012):**

6.1 **This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No118-Edn (CS) dated 04.02.1999.**

6.2 As per the revised pay scales already notified, Assistant Professors, after entering into the service (in Stage 1), would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

6.2.1 An entry level Assistant Professor, possessing Ph.D. Degree in the relevant discipline will be eligible, for moving to the next higher grade (stage 2) after completion of four years of service as Assistant Professor (Stage 1).

6.2.2 An entry level Assistant Professor possessing M. Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as L.L.M. / M.Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years of service as Assistant Professor (Stage 1).

6.2.3 An entry level Assistant Professor without Ph.D./M.Phil./M.Tech/L.L.M. or equivalent professional degree will be eligible for the next higher grade (stage 2) only after completion of six years of service as Assistant Professor (Stage 1).

***[Note: The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS (Performance Based Appraisal System) conditions as laid down in this Scheme (UGC Regulation,2010).]***

6.2.4 Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements as laid down in this Scheme, to move up to next higher grade (stage 3).

6.3.1 Incumbents continuing pre-revised designations of Readers or Lecturers (Selection Grade) or redesignated Assistant Professors who have been placed in the Stage 3 (Pay band 15,600-39,100 with AGP of Rs. 8,000) up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage (Stage 4 with Pay band of Rs 37,400-67,000 and AGP Rs. 9,000) with consequent re-designation as Associate Professor as and when they complete 3 years of continuous service in stage 3. **Example:** Incumbent Reader/Lecturer (Selection Grade) who has reached Stage 3 (Pay band Rs. 15,600-39,100 with AGP of Rs 8,000) on 29.06.2010, will be re-designated as an Associate Professor with effect from 29.06.2013 and the

remuneration will be fixed in Stage 4 (Pay band Rs. 37,400-67,000 with AGP of Rs.9,000) from that date.

- 6.3.2 Effective 30.06.2013 and onwards, Assistant Professors completing three years of continuous service in stage 3, will be eligible to move to the next higher grade (stage 4) and to be designated as Associate Professor by qualifying in the requisite selection process (CAS), subject to fulfillment of the minimum requirements (including necessary API scores using PBAS proforma) prescribed under this Scheme.

7. **Formation of Screening/Selection Committee:**

- 7.1 In the case of the intra-grade career progression of Assistant Professors, a 3-member Screening Committee will be constituted, which will consist of the Head of the Institution as the Chairman, and one subject expert nominated by the respective University, one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal as the two other members of the Committee.

- 7.2 In the case of the career progression from the grade of Assistant Professor to that of Associate Professor, a 4-member Selection Committee will be constituted, which will consist of the concerned Head of the Institution as the Chairman, two subject experts nominated by the respective university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal. The quorum in the Selection Committee meeting would be obtained if only the Chairman, one nominee of the respective University and one expert nominated by Director of Public Instruction, West Bengal are present.

***[In order to ensure rational utilization of time, energy and public money, effort has to be made for dealing with an optimum number of career advancement cases by each Screening/Selection Committee.]***

8. **Career Advancement Scheme (CAS) for Librarians etc. (Assistant Librarian/College Librarian)**

**This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No 677-Edn (CS) dated 29.10.2008.**

- 8.1. Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 possessing Ph.D in Library Science at the entry level, after completing 4 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

- 8.2. Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 possessing M.Phil in Library Science at the entry level, after completing 5 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

- 8.3 Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 without Ph.D and M.Phil in Library Science at the entry level, after completing 6 years of service in the AGP of Rs. 6,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.
- 8.4. Assistant Librarian(Sr. Scale)/College Librarian (Sr. Scale) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 7,000 on completion of five years service in the AGP of Rs. 7,000 will be eligible for promotion under CAS to the post of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade) in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 8,000, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.
- 8.5. Incumbents continuing pre-revised designations of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade)who have been placed in the Pay band 15,600-39,100 with AGP of Rs. 8,000 up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage of Pay Band Rs 37,400-67,000 with AGP Rs. 9,000 as and when they complete 3 years of continuous service in pre-revised designations of Assistant Librarian(Selection Grade)/College Librarian (Selection Grade).

***Example:** Incumbent Assistant Librarian(Selection Grade)/College Librarian (Selection Grade)who has reached in the Pay Band Rs. 15,600-39,100 with AGP of Rs 8,000 on 29.06.2010, will be placed in higher Pay Band 37,400-67,000 and AGP Rs. 9,000 with effect from 29.06.2013 and the remuneration will be fixed in the Pay band Rs. 37,400-67,000 with AGP of Rs.9,000 from that date.*

- 8.6. Effective 30.06.2013 and onwards, Assistant Librarian/College Librarian in the Pay Band Rs.15,600-39,100 with AGP of Rs. 8,000 completing three years of continuous service in the AGP of Rs. 8,000, will be eligible to move to the Pay Band 37,400-67,000 and AGP Rs. 9,000 by qualifying in the requisite selection process (CAS), subject to fulfillment of the minimum requirements (including necessary API scores using PBAS proforma) prescribed in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010.

9. **Formation of Screening/Selection Committee in respect of Assistant Librarian/College Librarian**

- 9.1 In the case of the intra-grade career progression of Assistant Librarian /College Librarian, a 3 member Screening Committee will be constituted, which will consist of the Head of the Institution as the Chairman, and one subject expert nominated by the respective University, one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal as the two other members of the Committee.
- 9.2. In the case of the career progression from the grade of Assistant Librarian/College Librarian in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 8,000 completing three years of continuous service in the AGP of Rs. 8,000 to that of higher grade pay of Rs.9,000, a 4 member Selection Committee will be constituted, which will consist of the concerned Head of the Institution as the Chairman, two subject experts nominated by the respective university and one expert (preferably with sufficient knowledge of the service rules and procedures) nominated by Director of Public Instruction, West Bengal.

The quorum in the Selection Committee meeting would be obtained if only the Chairman, one nominee of the respective University and one expert nominated by Director of Public Instruction, West Bengal are present.

**10. Career Advancement Scheme (CAS) for Physical Instructor/Instructress:**

**This Scheme will be effective in respect of the incumbents whose career advancement is due on and from 01/11/2012. In respect of all cases where the career advancement was due from 30.06.2010 to 31.10.2012 the scheme will also be effective from 01/11/2012. In respect of all other cases where the career advancement was due from a date which is prior to 30.06.2010, the same will be guided by G.O. No 677-Edn (CS) dated 29.10.2008.**

**10.1** Every Physical Instructor/Instructress who is in the Pay Band Rs. 15,600-39,100 with AGP of Rs. 6,000 will be eligible for promotion under CAS to the successive higher stages, provided they are assessed to fulfill the eligibility and performance criteria as laid down in this Scheme vide Gazette Notification No. F.3-1/2009 dt. 30.06.2010 in correspondence with the respective scale of Pay of Assistant Director of Physical Education and College Director of Physical Education. The time period required for promotion (CAS) to the higher stages from AGP of Rs. 6,000/7,000/8,000 to the AGP of Rs. 7,000/8,000/9,000 respectively will be regulated by the said UGC guidelines. The screening Committee and the selection Committee for the purpose of CAS will be constituted as per the said UGC guidelines. Existing Physical Instructor/Instructress who have been placed in the Pay band 15,600-39,100 with AGP of Rs. 8,000 up to 29.06.2010, will be eligible for placement (without screening) in the next higher stage of Pay Band Rs 37,400-67,000 with AGP Rs. 9,000 as and when they complete 3 years of continuous service.

**11. Counting of Past Service for Promotion Under CAS**

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

- a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor as the case may be.
- b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader with three years of continuous service).
- c) The concerned Assistant Professor, Associate Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor, as the case may be.
- d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.
- e) The previous appointment was not as guest lecturer for any duration, or an ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
  - (i) the period of service was of more than one year duration;
  - (ii) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and

- (iii) The incumbent was selected to the permanent post in continuation to the ad-hoc or temporary service, without any break.

[**Note:** While counting of past services for CAS, no distinction will be made with reference to the nature of management of the institution where the previous service was rendered (private/local body/Government etc.) by the concerned incumbent, provided the earlier service rendered was in the same or equivalent level as at present.]

**12. Service Agreement and Fixing of Seniority**

**12.1** The service of the teachers of the Government-aided Colleges including erstwhile sponsored colleges will be regulated by the relevant provisions of the UGC guidelines, 2010 and statutory provisions of the concerned affiliating Universities/and also rules or regulations notified by Government.

**12.2** The self appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service agreement/record.

**13. Other Service Conditions**

**13.1 Teaching Days**

The Government-aided Colleges including erstwhile sponsored colleges must adopt at least 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, foundation day etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays.

<b>Particulars</b>	<b>Number of weeks: 6 day a week pattern</b>
Teaching & learning Process	30 weeks (180 days)
Admissions/ Examinations/ preparation for Examination	12 weeks
Vacation	8 weeks
Public Holidays	2 weeks
<b>Total:</b>	<b>52 weeks</b>

**13.2 Workload**

The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours should be as follows:

<b>Post</b>	<b>Direct Teaching-Learning hours</b>
Assistant professor	16 hours/week
Associate Professor	14 hours/week

A relaxation of two hours in the workload may, however, be given to Professors who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.



**Accountability:**

Promotion in service through Career Advancement Scheme (CAS) as envisaged in the UGC Regulations, 2010, is a well-deserved as well as a coveted benefit for the teachers working in the universities and equivalent academic institutions in the country. No doubt, higher position or rank entails higher responsibility and accountability, and demands a stronger sense of commitment and dedication in the incumbents concerned.

- a) Constitution of an Internal Quality Assurance Cell (IQAC) in the line prescribed by the NAAC (National Assessment and Accreditation Council) is compulsory for each Government-aided including erstwhile sponsored colleges in West Bengal. It is emphasized that all the bodies and posts or positions formed/created in the institutions must always remain committed and true to the spirit behind their creation; any undesirable deviation from this has to be promptly and strictly dealt with and rectified by the competent hierarchical authority(ies). All actions or activities performed at any scale and at any level in the academic institutions must have to be buttressed not only on sound logic, but also on proper, honest, practical, rational, and legally and morally defensible basis, viewed in the short, medium as well as long term.
- b) Attendance of the teachers in their work-place must be recorded in the appropriate register(s) regularly by noting their arrival and departure times and by mentioning the number of classes allotted and actually taken by them and also by noting the other administrative work, academic work, research work, co-curricular and extra-curricular work etc. done by them on the day in the interest of the institution.
- c) At the end of every calendar year, each teacher will have to submit a Self-Assessment Report (SAR) along with signed copies of all supporting documents to the Head of the Institution concerned, where the scores based on API (Academic Performance Indicators) would be calculated by the incumbent teacher himself/herself. These would be subsequently authenticated after necessary verification by the IQAC (Internal Quality Assurance Cell) of the institution. Each such authenticated report (SAR) would be ultimately in the Personal Files of the teachers maintained by the respective office of the Government-aided Colleges including erstwhile sponsored colleges.
- d) Though it may sound obvious, still it is emphasized that the active presence of teachers in their work-place (i.e. in the concerned academic institutions) for the full working hours is a basic and primary requirement; any frequent or repetitive failure to do so without legally acceptable reason and proper approval (written/verbal) from the competent authority in the institution would be considered as a serious negligence of duty and also as a bad precedence in society. Apart from carrying out their usual teaching and research assignments, spontaneous and dedicated participation of the teachers is strongly advised in all the jobs assigned to them by the institutional authority for ensuring the smooth running and the fulfillment of the objectives of setting up of the institutions. Institutional authority will keep a proper record (confidential or open) of all the acts of deliberate aberrations from this. Such records of acts of undesirable deviations or aberrations from what is normally expected will be taken serious note of while deciding on the career progression of the teachers.
- e) No remunerative private tuition by a Government-aided College including erstwhile sponsored college teacher will be permitted and, apart from any other action to be taken by competent authority in this regard, this practice will be a disability for promotion through CAS.

**14. On the Refresher Course attendance requirement**

**14.1** A teacher's career progression must not suffer simply due to the non-availability or inadequate availability of the Refresher Course(s) in the country in his/her subject of specialization.

**14.2** If /when a teacher faces such a scarcity of Refresher Course, he/she may immediately inform the matter in writing through the head of the institution to the Director of the Academic Staff College of the affiliating university and seek a solution after proposing a list of the alternative allied subjects. The Director of the Academic Staff College on verifying the authenticity of the problem and in consultation with the competent authority in the university will prepare and communicate to the concerned teacher an approved list of the alternative allied subjects in which the Refresher courses are readily available for the teacher. The teacher may then choose and attend the Refresher Course most suited to his/her purpose.

**15. Certain important points on eligibility for CAS promotion:**

**15.1** Candidates who fulfill the minimum API scores indicated in **Tables (as applicable) as per Gazette notification no F.3-1/2009 dt 30.06.2010** should offer themselves for promotion by submitting an application and the required proforma. They can do so three months before the due date if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.

**15.2** If, however, on final assessment, candidates do not either fulfill the minimum criteria under the prescribed tables or obtain less than 50% in the expert assessment, they will be reassessed only after a minimum period of one year.

- 15.3**
- (i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.
  - (ii) If however, the candidate finds that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effective from that date of eligibility.
  - (iii) If the candidate does not succeed in the first assessment, but succeeds in a later assessment, his/her promotion will be effective from the later date.

**16. Superannuation Benefits:**

Superannuation benefits will be governed by existing relevant rules and Government orders as may be issued from time to time in respect of Govt. aided Colleges including erstwhile Sponsored Colleges..

**17. Leave Rules:**

These will be governed by the existing leave rules applicable to the Govt. aided Colleges including erstwhile Sponsored Colleges.

**18. Code of Professional Ethics:**

Code of professional ethics for teaching and non-teaching staff of Government-aided Colleges including erstwhile sponsored colleges will be governed as per the existing norms/regulations or as may be issued from time to time by the Govt. in Higher Education Department.

**19. Academic Performance Indicators (API) in recruitment and Career Advancement Scheme (CAS) in respect of Government-aided Colleges including erstwhile sponsored college Teachers.**

This will be governed as per provisions and relevant tables enumerated in the Gazette notification no. F.3-1/2009 dt. 30.06.2010

**20. Accountability and attendance of Refresher Course in respect of Assistant Librarian/College Librarian /Physical Instructor/Instructress will be guided by the same principles as laid down in this scheme vide point no. 13.3 and 14 above.**

**21. Anomalies**

**The Redesignation and CAS guidelines outlined here have been prepared in the light of the UGC Regulations, 2010.** If any particular issue is not specifically dealt with hereunder, the UGC guidelines on that issue will be followed. If any issue arises which is not covered either here or in the UGC Regulations, 2010, the statutory authority of the academic institution concerned, after due consultation with the State Government, will settle the issue. Any difficulty which may arise in implementing the provisions enumerated in these guidelines may be brought to the notice of the State Government for necessary clarification.

**Joint Secretary**

**GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION, SCIENCE & TECHNOLOGY  
AND BIOTECHNOLOGY DEPARTMENT  
(C. S. BRANCH)  
BIKASH BHABAN, SALT LAKE  
KOLKATA-700091**

**No. 1373–Edn (CS)/5P-52/98**

**Date: 07.12.2017**

**NOTIFICATION**

Consequent upon the Notification of the University Grants Commission's (4<sup>th</sup> Amendment) Regulations published vide Number F.1-2/2016 dated 11.07.2016, and in continuation of the Department's Order vide No. 920-Edn(CS) dated 31.12.2012, the matter regarding adoption of the Regulations was under active consideration of this Department for sometime past.

After careful consideration of all the aspects in this regard, the Governor, in exercise of the powers conferred by section 18 of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017, has now been pleased to direct that the teachers and librarians of Government-aided Colleges in West Bengal, who come under the administrative jurisdiction of this Department, shall be guided by the Career Advancement Scheme (CAS) detailed in the Annexures to this notification.

In this connection, the Governor is further pleased to direct that if the assessment period of any incumbent for the purpose of Career Advancement falls under both the UGC's Regulations, 2010 and Regulations 2016, then for the purpose of computation of API score, the period prior to issuance of this notification shall be guided by the Department's Order vide No. 920-Edn(CS) dated 31.12.2012 and all corresponding orders issued in this regard, and for the period falling after the date of issuance of this Notification shall be guided by the scheme provided in the Annexures to this notification.

This notification shall take immediate effect from the date of its issuance.

By Order of the Governor,  
SD/-  
(Madhumita Ray)  
Secretary  
Government of West Bengal

To G.O. No. 1373–Edn (CS) dated 07.12.2017

**Guidelines and terms and conditions towards Career Advancement Scheme subject to fulfillment of required API scores as prescribed in the UGC Regulations (4th Amendment) 2016 for the teachers, librarians of Government-aided Colleges in West Bengal.**

**APPENDIX – III: TABLE I**(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

**ACADEMIC PERFORMANCE INDICATORS (API) FOR CAREER  
ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT  
PROFESSOR, ASSOCIATE PROFESSOR IN COLLEGES.**

	<b>Direct Teaching Hours per week</b>
Assistant Professor	16
Associate Professor	14
Professor	14

Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; domain knowledge; (b) participation in examination and evaluation; and (c) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is different for different levels of promotion. The self- assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

**CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

<b>Category</b>	<b>Nature of Activity</b>	<b>Assistant Professor</b>		<b>Associate Professor</b>	
		Max.	Actual Score	Max.	Actual Score
<b>I</b>	a. Direct Teaching	<b>70</b>	Actual hours spent per academic year $\div 7.5$	<b>60</b>	Actual hours spent per academic year $\div 7.75$
	b. Examination duties (question paper setting, Invigilation, evaluation of	<b>20</b>	Actual hours spent per academic year $\div 10$	<b>20</b>	Actual hours spent per academic year $\div 10$

	answer scripts) as per allotment				
	c. Innovative Teaching – learning methodologies, updating of subject contents/courses, mentoring etc.	<b>10</b>	Actual hours spent per academic year ÷10	<b>15</b>	Actual hours spent per academic year ÷10

**Note:**

1. Direct Teaching 16/14/14 hours per week include the Lectures/Tutorials/Practical /Project Supervision/Field Work.
2. University may prescribe minimum cut-off, say 75%, below which no scores may be assigned in these sub-categories.
3. In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the teacher’s self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in Table II (A). A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

<b>Category II</b>	<b>Nature of Activity</b>	<b>Maximum API Score</b>	<b>Actual Score</b>
a.	Student related co-curricular, extension and field based activities  (i) Discipline related co-curricular activities (e.g. remedial classes, career	15	Actual hours spent per academic year ÷10

	counseling, study visit, student seminar and other events.)  (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)  Extension and dissemination activities (public /popular lectures/talks/seminars etc.)		
b.	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.  i). Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge)  (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷10
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refreshers/faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷10

### **CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor.

<b>Category</b>	<b>Activity</b>	<b>Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences</b>	<b>Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management</b>	<b>Maximum score for University / College teacher*</b>
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals	Other Reputed Journals as	10 per

		as notified by the UGC#	notified by the UGC #	Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International -10 per Chapter National – 5 per Chapter
<b>III (C)</b>	<b>RESEARCH PROJECTS</b>			
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project



		(c) Minor Project with grants above Rs. 1 lakh up to Rs.5 lakhs	Minor Project with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs. 10 lakhs and Rs. 2 lakhs
III (C) (iii)	Projects Outcome/ Outputs	Patent/Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO /UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	<b>RESEARCH GUIDANCE</b>			
III (D) (i)	M. Phil.	Degree awarded	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III (E)(i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award/Fellowship from academic bodies/Associations	15 per award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/Associations	10 per award / 10 per Fellowship
		State/University level award from academic bodies	State/University level award from academic bodies/ Associations	5 per award
III (E)(ii)	Invited lectures/ papers	International	International	7 per lecture /5 per paper presented
		National level	National level	5 per lecture /3 per paper presented
		State/University level	State/University level	3 per lecture /2 per paper

			presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (F)	Development of e-learning delivery process/material		10 per module

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# The University shall identify the journal subject wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journal approved from the list, by the UGC Standard Committee shall be included "List of Journal" notified by the UGC.

**APPENDIX - III TABLE - II (A)**

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

**MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT**

<b>Category</b>	<b>Activity</b>	<b>Assistant Professor / equivalent cadres: (Stage 1 to Stage 2)</b>	<b>Assistant Professor / equivalent cadres: (Stage 2 to Stage 3)</b>	<b>Assistant Professor (Stage 3) to Assoc. Professor/equivalent cadres (Stage 4)</b>
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period

III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period
IV	Expert Assessment system	Screening cum evaluation committee	Screening Cum evaluation committee	Selection Committee
	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance

\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

### **APPENDIX-III - TABLE: III**

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

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

Sl.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor/ Equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in	(i) Minimum proforma developed by the UGC as per the norms provided in Table II (A). (ii) One Orientation and one Refresher course/ Research Methodology Course of 2/3 weeks duration. (iii) Screening cum Verification process for recommending promotion.

		Professional courses	
2.	Assistant Professor/equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A) (ii) One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). (ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. (iii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning -Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. (iv) A selection committee process as stipulated in the regulation and in Tables II(A).

### APPENDIX- III TABLE VII

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

#### ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS).

**Direct Work load and weightage to be given to different levels of Librarians**

	Direct working hours per week	Direct working hours per week
Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)	40	100
Assistant Librarian / College Librarian (Stage 3 to 4)	36 + 4*	90

**Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization**

and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and

(c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

**\*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.**

**CATEGORY-I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

Nature of Activity	Assistant Librarian/College Librarian (Stage 1 to 2 & Stage 2 to 3)		Assistant Librarian/College Librarian (Stage 3 to 4)	
	Max. Score	Actual Score	Max. Score	Actual Score
<p>a) Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points)</p> <p>Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc. (15 Points)</p> <p>User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest</p>	<b>70</b>	Actual Score (Actual hours spent per Academic Year ÷20)	<b>60</b>	Actual Score (Actual hours spent per Academic Year ÷20)

learning resources, etc. (15 Points)				
b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools(software), Intranet management	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)
c) Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)	<b>15</b>	Actual Score (Actual hours spent per Academic Year ÷10)

**CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the Librarian Cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian/College Librarian (Stage 3) to Assistant Librarian / College Librarian (Stage 4).

<b>Nature of Activity</b>	<b>Maximum API Score</b>	<b>Actual Score</b>
a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷10
b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷10

c) Professional Development activities (such as participation in seminars, conferences, short term, e- library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	Actual hours spent per academic year ÷10
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### CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The minimum API scores required from this category are different for different levels of promotion in universities/colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian/College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian/College Librarian (Stage 3 to Stage 4).

Category	Activity	University/College Librarian	Maximum score*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author
		Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC	20 per Book for Single Author
		Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	15 per Book for Single Author
		Chapters in Books published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimate to UGC	International-10 per Chapter National – 5 per Chapter
III (C)	<b>RESEARCH PROJECT</b>		
III (C) (i)	Sponsored Projects:	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project

		(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per project
		(c) Minor Project with grants above Rs. 1 lakh up to Rs.3 lakhs	10 per project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.. 2 lakhs	10 for every Rs. 2 lakhs
III (C) (iii)	Projects Outcome/ Outputs	Major policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./ Local bodies prepared	Major policy document of International bodies – 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	<b>RESEARCH GUIDENCE</b>		
III (D) (i)	M. Phil.	Degree awarded	5 per candidate
III (D) (ii)	Ph.D.	Degree awarded / Thesis submitted	15/10 per candidate
III (E)			
III (E)(i)	Awards / Fellowship	International Award/Fellowship from academic bodies	15 per Award/15 per Fellowship
	Awards / Fellowship	National Award/Fellowship from academic bodies/ association	10 per Award/10 per Fellowship
	Awards / Fellowship	State/University level award from academic bodies/ association	5 per Award
III (E)(ii)	Invited lectures/ papers	International	7 per lecture/ 5 per paper presented
		National level	5per lecture/3 per paper presented
		State/University level	3 per lecture/2 per paper presented
	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period		
III (E)(iii)	Development of e-learning delivery process/material		10 per module

\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the



First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

# The University shall identify the journal subject wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journal approved from the list, by the UGC Standard Committee shall be included “List of Journal” notified by the UGC.

**APPENDIX - III TABLE - VII (A)**

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

**MINIMUM APIS FOR THE CAREER ADVANCEMENT SCHEME (CAS) OF PROMOTION OF FOR PROMOTIONS OF ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN COLLEGES**

Category	Activity	Assistant/ College Librarian: (Stage 1 to Stage 2)	Assistant/ College Librarian: (Stage 2 to Stage 3)	Assistant/ College Librarian (Stage 3 to Stage 4)
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50/ Assessment period	50/ Assessment period	50/ Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20/ Assessment period	50/ Assessment period	75/ Assessment period
II + III	Minimum total API score under Categories II and III*	90/ Assessment period	120/ Assessment period	150/ Assessment period
	Expert Assessment system	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library automation and Organizational skills 20% - Interview performance

\* One may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

**APPENDIX-III - TABLE: IX**

(Please refer to UGC notification no. F.1-2/2016 dated 11<sup>th</sup> July, 2016)

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR  
PROMOTION OF LIBRARIAN CADRES IN COLLEGES**

<b>S N</b>	<b>Promotion of Librarian Cadres through CAS</b>	<b>Service (as prescribed by the MHRD Notification) requirement</b>	<b>Minimum Academic Performance Requirements and Screening/Selection Criteria</b>
<b>1</b>	Assistant Librarian/College Librarian to Assistant Librarian (Senior Scale)/College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/College Librarian completed four years of service in Stage 1 with Ph. D or five years of service in Stage 1 with Ph.D or five years of service with M.Phil or six years of service without Ph.D./M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII(A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
<b>2</b>	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale)/College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provide in Table VIII(A) of Appendix III for Librarian Cadres in universities and for college Librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
<b>3</b>	Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) ( stage 3 to stage 4)	Deputy Librarian/Assistant Librarian (Selection Grade)/College Librarian (selection Grade ) with three years of completed service in stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix- III Three publications over 12 years. In Colleges, a exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph.D. holders. (ii) Additionally one course/training under the categories of Library automation/Analytical tool Development for Academic documentation. (iii) A selection committee process as stipulated in the regulation and in Tables VIII(A).

**Note:** The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.

A format for Annual Self-Assessment for the performance Based Appraisal System (PBAS) in respect of Teachers is annexed for ready references to frame the same for Assistant/College Librarian in Colleges.

\*\*\*\*\*

**ANNEXURE (B)**

To G.O. No. 1373–Edn (CS) dated 07.12.2017

**This FORMAT for Annual Self-Assessment for the Performance Based Appraisal System (PBAS) is required to be filled up at the end of each Academic Year during the period of promotion and filled in Format along with all documents will be placed to the Screening / Selection Committee after duly approved by the IQAC and Principal/TIC/OIC of the concerned college.**

**Annual Self-Assessment for the performance Based Appraisal System (PBAS)**

**Session/ Year \_\_\_\_\_**

**(To be completed and submitted at the end of each academic year)**

**PART A: GENERAL INFORMATION**

1. Name (Block letters) :
2. Father's /Mother's name/  
Husband's name :
3. Department :
4. Current Designation & Grade Pay :
5. Date of last Promotion :
6. Address for correspondence :  
(with pin code)
7. Permanent Address :  
(with pin code)  
Telephone No. :  
E-mail:
8. Whether acquired any degrees or fresh academic qualifications during the year:
9. Academic Staff College Orientation/ Refresher Course attended during the year:

<b>Name of the Course/Summer School</b>	<b>Place</b>	<b>Duration</b>	<b>Sponsoring Agency</b>

10. Date of Appointment :
11. For which position & AGP you are applying under CAS :
12. Date of eligibility for Promotion :
13. Educational Qualification (Graduation onwards):

<b>Examination</b>	<b>Name of the University</b>	<b>Year of passing</b>	<b>Marks obtained (%)</b>	<b>Class/ grade</b>
BA/B.Sc./ B.Com.				
MA/M.Sc./ M.Com.				
Other examination, if any				

14. Research Degree(s):

<b>Degree</b>	<b>Name of the University</b>	<b>Date of award</b>	<b>Title</b>
M.Phil			
Ph.D/ D.Phil			
D.Sc./ D.Lit			

15. Details of Teaching/ Research/Academic Experience:

<b>Designation</b>	<b>Employer</b>	<b>Period of service From To</b>	<b>Scale of pay</b>

I declare that the particulars given above are correct to the best of my knowledge and belief.

Signature of the Candidate

All entries made above are checked and verified and found to be correct.

Signature of the Co-ordinator, IQAC

Date:

Seal:

Signature of the Principal/TIC

Date:

Seal:

**Part B: Academic Performance Indicators (API)**

(Please see detailed instruction of the **PBAS-I** Proforma before filling out this section)

**CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

**(a) Direct teaching (16/14) hours per week as applicable) including Lectures, Tutorials, Practical, Project Supervision and Field work**

Sl. No.	Course/Paper	Level	Mode of Teaching*	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 7.5 for Assistant Prof. & ÷ 7.75 for Associate Prof. )	API Score
	<b>Maximum API Score :</b>					
	i) Assistant Professor Stage I :					
	70					
	ii) Assistant Professor Stage II :					
	70					
	iii) Assistant Professor Stage III:					
	70					

\* Lectures, Tutorials, Practical, Project Supervision and Field Work

- Workload as per UGC Regulations 2016:

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14

**b) Examination duties (question paper setting, evaluation of answer scripts) as per allotment**

Sl. No.	Type of Examination Duties	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷ 10 for all Teachers)	API Score

	<b>Maximum API Score :</b> <b>i) Assistant Professor Stage I : 20</b> <b>ii) Assistant Professor Stage II : 20</b> <b>iii) Assistant Professor Stage III : 20</b>			

**(c) Innovative teaching- learning methodologies; updating of subject content/ course, mentoring etc.**

- (a) Updating of Courses/Curriculum Design:
- (b) Participation/Innovative – Interactive courses:
- (c) Participn./Innovative – Learning Modules
- (d) Participn./Innovative – Case Studies prepared:
- (e) Use of ICT or Computer-aided methods – ppt:
- (f) Use of ICT – Multi-media/Simulation etc:
- (g) Dev/Teaching Remedial/Bridge Courses:
- (h) Dev/Teaching Soft skill/Communication/Personality Dev:
- (i) Special Programs in Phys. Edn./Library:
- (j) Innovative Composition/Creation in Music, Fine Arts, Perf Arts:
- (k) Organizing & cond. of popular Prog. /Teaching Web-based/E-Library/IT-asst teaching:

<b>Sl. No.</b>	<b>Short Description (in terms of items) as listed above</b>	<b>Actual hours spent per Academic Year</b>	<b>Actual Score (Actual hours spent per Academic Year ÷10)</b>	<b>API Score</b>
	<b>Maximum API Score :</b> <b>i) Assistant Professor Stage I : 10</b> <b>ii) Assistant Professor Stage II : 10</b> <b>iii) Assistant Professor Stage III : 10</b>			

In consonance with established academic and teaching traditions, and with a view to reinforcing a student-centric and caring approach the teachers are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counseling students. In particular teachers would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome a disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teachers.

**Minimum API Score required for promotion under CAS for CATEGORY I (to be assessed yearly):**

i)	Stage I to II	80/ Year
ii)	Stage II to III	80/Year
iii)	Stage III to IV	75/Year

**CATEGORY 2 : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITY**

Sl.No.	Type of Activity	Actual hours spent per Academic Year	Actual Score (Actual hours spent per Academic Year ÷10)*	API Score
(a)	<b>Student related Extension, Co-curricular &amp; field based Activities</b>			
	i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)			
	ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)			
	iii) Extension and dissemination activities (public /popular lectures/talks/seminars			
	<b>(Max API Score : 15)</b>			
(b)	<b>Contribution to Corporate life and management of the sports units and institution through participation in through participation in responsibilities(including as Principal / Director responsibilities(including as Principal / Director that require regular office hrs for its discharge)</b>			
	i) Administrative Responsibility ( including Dean/Principal/Chairperson/Convenor/Teacher-in-charge/ similar other duties that require regular Office hours for its discharge)			

	iii) Participation in Board of Studies, Academic and Administrative committees			
	(Max API Score : 15)			
(c)	<b>Professional Development activities (such as participation in seminars activities (such as participation in seminars talks, lectures in refresher / faculty development courses membership of associations, dissemination and general articles and any other contribution)</b>			
	(Max API Score : 15)			
	*For all categories of Teachers ( Assistant/Associate)  Total Score (a + b +c) (Max : 45)			

**Minimum API Score for CATEGORY II, required to be assessed cumulatively –**

<b>i)</b>	<b>Stage I to II</b>	<b>50/Assessment Period</b>
<b>ii)</b>	<b>Stage II to III</b>	<b>50/Assessment Period</b>
<b>iii)</b>	<b>Stage III to IV</b>	<b>50/Assessment Period</b>

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS:**

**Minimum API Score for CATEGORY III, required to be assessed cumulatively –**

<b>i)</b>	<b>Stage I to II</b>	<b>20/Assessment Period</b>
<b>ii)</b>	<b>Stage II to III</b>	<b>50/Assessment Period</b>
<b>iii)</b>	<b>Stage III to IV</b>	<b>75/Assessment Period</b>

**III (A) Research Papers Published in**

**- Refereed Journals as notified by UGC in ‘List of Journals’ –  
25/publication**

**-Other Reputed Journals as notified by UGC in ‘List of Journals’ -10 per publication**

<b>Sl. No.</b>	<b>Title with page no.</b>	<b>Journal</b>	<b>ISSN/IS BN No.</b>	<b>Whether peer Reviewed. Impact factor, if any</b>	<b>No. of Co-author</b>	<b>Whether you are the main author</b>	<b>API score</b>



\* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

### **III (B) Publications other than journal articles (books, chapters in books) as prescribed in UGC Regulation 2016.**

- Text /Reference Books published by International Publisher with ISBN/ISSN number as approved by University : 30 per book for single author
- Subject Books published by National level Publisher with ISBN/ISSN number or State /Central Govt. Publications as approved by University :20 per book for single author
- Subject Books published by other local Publisher with ISBN/ISSN number as approved by University :15 per book for single author
- Chapter in Books published by National /International level Publisher with ISBN/ISSN number as approved by University :  
International -10 per chapter  
National – 05 per chapter

<b>Sl. No.</b>	<b>Title of the publication with page no. and year of publication</b>	<b>Name of the of publisher</b>	<b>ISSN/ ISBN No.</b>	<b>No. of Co-author</b>	<b>Whether you are the main author</b>	<b>API score</b>

### **III (C) RESEARCH PROJECTS**

#### **III (C) (i) Sponsored Projects:**

(a) Major Project with grants above Rs.30 lakhs (science)/above Rs.5 lakhs (Arts) - 20 per project

(b) Major Project with grants Rs.05 lakhs up to Rs.30 lakhs (science)/Rs.03 lakhs up to Rs.05 lakhs (Arts) - 15per project

(c) Minor Project with grants above Rs. 01 lakh up to Rs.05 lakhs (science)/Rs.01 lakh up to Rs.03lakhs (Arts) -10 per project

<b>Sl. No.</b>	<b>Title of the Major /Minor Project</b>	<b>Sponsoring Agency</b>	<b>Period</b>	<b>Grant/ Amount mobilized</b>	<b>API score</b>


**III (C) (ii) Consultancy Projects:**

**Amount Mobilized with a minimum of Rs.10 lakhs( Science)/Rs. 02 lakhs ( Arts)- 10 for every Rs.10 lakhs and Rs.02 lakhs**

<b>Sl. No.</b>	<b>Title of the Consultancy Project</b>	<b>Agency</b>	<b>Period</b>	<b>Grant/ Amount mobilized</b>	<b>API score</b>

**III (C) (iii) Projects outcome/outputs**

- **API score:**

Patent / Technology transfer / Product/Process **(for Science)**-  
 International level output--30 / each output  
 National level output--- 20/each output

**(a) For Science: Patent / Technology transfer / Product/Process:**

<b>Sl. No.</b>	<b>Details of the Patent / Technology transfer / Product/Process</b>	<b>Date and year of acceptance of the patent/Technolo</b>	<b>National /International</b>	<b>API score</b>

**(b) For Arts: Major Policy document prepared for International bodies WHO/UNO/UNESCO/UNICEF ETC.) / Central/State Government /local Bodies**

- Major Policy document prepared for International bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government /local Bodies **(for Arts )—**
  - a) Major Policy document prepared for International bodies- 30
  - b) Central Government-20
  - c) State Government --10
  - d) Local Bodies---05

Sl. No.	Title of Major Policy document prepared	Date and year of acceptance of the Major Policy documents	Name of the body for which the policy was prepared	International/National/Central Govt./State Govt./Local Bodies.	API score

### III(D) Research Guidance

API Score – (i) Ph.D. awarded/ Thesis Submitted – 15 / 10 (for both Science & Arts) per candidate

(ii) M. Phil Degree Awarded/Thesis Submitted –5 (for both Science & Arts)/ candidate.

Sl. No.	Number enrolled	Degree awarded	Thesis Submitted	API score
	M.Phil. or equivalent			
	Ph.D.or equivalent			

### III(E) Fellowships, Awards and Invited lectures delivered in conferences/seminar

#### ( III)E.(i) Fellowship /Award :

- International Award/Fellowship from academic bodies- 15/award & 15 / fellowship
- National Award/Fellowship from academic bodies- 10/award & 10 / fellowship
- State /University level Award from academic bodies- 05/award

Sl. No.	Title of the Award /Fellowship	International /National/ State /University level	Name of the ward or Fellowship awarding Academic Body	Date &Year of achievement of Award/Fellowship	API Score

**III)E.(ii) Invited Lectures/papers.**

- a)International-7/lecture or 5/paper presented
- b) National-5/lecture or 3/paper presented
- c)State /University level-3 /lecture or 2/paper presented

Sl. No.	Title of the invited lecture /paper presented	Title of Conference/ Seminar with date	Organized by	Whether International/ National/State or University	API score
	<b>Total* :</b>				

**\*The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period**

i)	Stage I to II	04/Assessment Period
ii)	Stage II to III	10/Assessment Period
iii)	Stage III to IV	15/Assessment Period

**III(F) Development of e-learning delivery process /material**

**API score -10/ Module**

Sl. No.	Title of the Module	Course/Paper for which the module was prepared	Year and Date of presentation	API Score

**\*Minimum total API scores required for promotion under CATEGORY I + CATEGORY II\*:**

i)	Stage I to II	90/Assessment Period
ii)	Stage II to III	120/Assessment Period
iii)	Stage III to IV	150/Assessment Period

**\* Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III**

**IV. Summary of API scores: Name of the applicant:**

**Subject:**

	<b>Criteria</b>	<b>API Score for previous 3 / 4 / 5 / 6 academic years as applicable for specific proposed stage of promotion from Stage I/II/III to Stage II/III/IV.</b>					<b>Total-API score for assessment period</b>	<b>Percentage Distribution of Weightage Points in the Expert Assessment ( applicable only for selection committee)</b>
<b>I</b>	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)							
<b>II</b>	<b>CATEGORY II:</b> Co- curricular, extension and professional development related activity ( to be assessed cumulatively for assessment period)							
<b>III</b>	<b>CATEGORY III:</b> Research and Academic Contributions ( to be assessed cumulatively for assessment period)							
<b>II + III</b>	<b>Total API score (Category II + Category III)/ Assessment Period)</b>							
	<i>Signature of the incumbent</i>	<i>Signature of the Coordinator, IQAC with date and Seal</i>					<i>Signature of the Principal /TIC / OIC with date and seal</i>	
	<i>Date of Screening Committee / Selection committee and Venue</i>	<i>Date:</i>					<i>Venue:</i>	
	<i>Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion</i>	<ul style="list-style-type: none"> <li><i>Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strike out which are not applicable)</i></li> <li><i>Date of effect</i></li> </ul>						
	<i>Signature of the Principal/TIC/OIC with date and seal</i>	<i>Signature of the DPI Nominee with date and seal</i>						
					<i>Signature of the Subject Expert/s with date and seal</i>			<i>Signature of the Subject Expert/s with date and seal</i>

**SUMMARY OF API SCORE: FOR THOSE WHERE ASSESSMENT PERIOD COVERS BOTH UGC REGULATIONS, 2010 AND UGC REGULATIONS, 2016 (4<sup>th</sup> AMENDMENT)**

• Date of Screening Committee / Selection committee :

• Venue:

• Name of the applicant:

Subject:

• Date of RC/OP/ WORKSHOP :

Assessment period						
API score up to 06.12.2017			API score w.e.f 07.12.2017			
		API (A)		API (B)	Total API score in Assessment period (A +B)	Percentage Distribution of Weightage Points in the Expert Assessment ( applicable only for selection committee for Associate Professor)
<b>CAT I</b>	<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)		<b>CATEGORY I:</b> Teaching, learning and evaluation related activities (to be assessed yearly)			
<b>CAT II</b>	<b>CATEGORY II:</b> Co-curricular, extension and professional development related activity ( to be assessed yearly)		<b>CATEGORY II:</b> Co-curricular, extension and professional development related activity ( to be assessed cumulatively for assessment period)			

<b>CAT III</b>	<b>CATEGORY III:</b> Research and Academic Contributions ( to be assessed cumulatively for assessment period)		<b>CATEGORY III:</b> Research and Academic Contributions ( to be assessed cumulatively for assessment period)			
<b>Recommendation of the Screening/Selection Committee for promotion on CAS with date of effect of promotion</b>			<b>Recommended for promotion from Stage I/II/III to Stage II/III/IV (Strikeout which are not applicable)</b> • <b>Date of effect</b>			
<b>Signature of the Principal/TIC/OIC with date and</b>	<b>Signature of the DPI Nominee with date and seal</b>					
		<i>Signature of the Subject Expert/s with date and seal</i>	<i>Signature of the Subject Expert/s with date and seal</i>			

**Part C: For use of the Screening/ Selection Committee**

Name of the College:

Date of the Meeting:

Venue:

Name of the Incumbent: Shri/Smt/Dr.

Present designation: Assistant Professor (Stage 1/ Stage 2/ Stage 3) of .....

Date of joining:

Awarded Ph. D. on:

Date of Confirmation:

Scale of Pay: Rs. 15600-39100/- with AGP of Rs. 6000 / 7000 / 8000

Designation after promotion: Assistant Professor (Stage 2 / Stage 3) /Associate Professor (Stage 4) Scale of Pay: Rs. 15600-39100/- or Rs. 37400-67000/- with AGP of Rs. 7000 / 8000 / 9000

Date of effect:

Score for Interview (for Stage 3 to Stage 4) [F.M. 20]:

The Screening/Selection Committee has considered the proposal for promotion under CAS in respect of the incumbent mentioned above from the post of Assistant Professor (Stage 1/ Stage 2/ Stage 3) to the post of Assistant Professor (Stage 2/ Stage 3) / Associate Professor (Stage 4). As the incumbent has fulfilled all conditions as laid down in G.O. No. .... dated ..... for promotion under CAS , the Committee recommends that the incumbent be promoted to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 /

8000 / 9000 with effect from

The Committee further recommends that the post held by the incumbent be upgraded to the post of Assistant Professor (Stage 2/ Stage 3) /Associate Professor (Stage 4) with AGP of ` 7000 / 8000 /

9000 with effect from ..... and the same would be reverted back to the post of Assistant Professor (Stage 1) as soon as it would fallen vacant due to superannuation or any other reason.

Necessary particulars with all relevant documents be sent to the Government for approval.

Signature of the Expert with Date and Seal  
(Nominated by the VC of the affiliating University)

Signature of the Expert with Date and Seal  
(Nominated by the VC of the affiliating University)

Signature of Govt. Nominee with Date and Seal  
(Nominated by the DPI, West Bengal)

Signature of the Principal/ TIC of  
College with Date and Seal

**Part D: for use of the Governing Body / Administrator of the College**

The Governing body in its meeting held on ..... Resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, Sri/Smt./Dr..... of the Department of ..... of this college be promoted to the post of Assistant/ Associate Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 with effect from .....

It is resolved that the post held by Sri/Smt./Dr. .... be upgraded to the post Assistant/ Associate Professor in the scale of pay Rs. 15600/- - 39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/TIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- i. All Pay Fixation memos countersigned by the Principal/TIC.
- ii. Year-wise detailed leave statement countersigned by the Principal/TIC.

Date:

Signature of the President/ Administrator

Seal

\*\*\*\*\*



Copy forwarded for information and for necessary action to:–

- (1) Accountant General, (A&E), West Bengal,
- (2) Finance Department, Group – P (Pay) of the State Government,
- (3) Finance Department (Group –B) of the State Government,
- (4) Director of Public Instruction, West Bengal, Bikash Bhavan, Kolkata – 91.
- (5) The Director of Treasuries and Accounts, 4, Lyons Range, Kolkata – 700 001.
- (6) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-700012.
- (7) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jahar Building, Kolkata – 73.
- (8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Block, Sector III, Salt Lake City, Kolkata – 106.
- (9) The Treasury Officer, \_\_\_\_\_ Treasury,
- (10) Joint Secretary, Budget Branch of this Department,
- (11) Joint Secretary, College Sponsored Branch of this Department,
- (12) P.S. to Hon'ble MIC, Higher Education Department, Government of West Bengal.
- (13) Sr. P.A. to the Additional Chief Secretary of this Department,
- (14) Sr. P.A to the Secretary of this Department,
- (15) Computer Cell of this Department,
- (16) Guard File.

Joint Secretary



**Government of West Bengal**  
**Department of Higher Education**  
**University Branch**  
**Bikash Bhavan, 6<sup>th</sup> Floor, Bidhannagar, Kolkata – 700 091.**

**No. 120 (22) - Edn (U)/EH/1U - 77/17**

**Dated, Kolkata, the 3<sup>rd</sup> February, 2020.**

**From: The Principal Secretary to the Govt. of West Bengal.**

**To: 1. The Vice Chancellor, \_\_\_\_\_ University;**  
**2. The Director of Public Instruction, West Bengal.**

I am directed by order of the Governor to say that the Governor is pleased to make the following amendments to this Department's Order bearing no. 1306(22)-Edn(U)/EH/1U-77/17 dated 30.12.2019:

1. Under Pay Fixation method under Sl. 2 (i), after the para at (g) **insert** the following:-

“If a situation arises whenever more than two stages are bunched together, grant of one additional increment equal to 3 percent may be given for every two or more stages bunched, and pay may be fixed in the subsequent cell in the pay matrix, in order to maintain the seniority of the Teacher, who is actually senior. However, the Administrative Department shall examine each such case and to its satisfaction, allow additional increment to the eligible Teacher.”

2. The Table under Sl. 2. (ii) stands **supplemented** with the following table:-

<b>Existing Pay</b>	<b>Revised Pay</b>
Assistant Professor (at Rs. 6000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Professor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Assistant Professor (at Rs. 7000/- AGP in PB Rs. 15,600-39,100/-)	Assistant Professor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Assistant Professor (at Rs. 8000/- AGP in PB Rs.15,600-39,100/-)	Assistant Professor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Associate Professor (at Rs. 9000/- AGP in PB Rs. 37,400-67,000/-)	Associate Professor (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)
Professor (at Rs. 10000/- AGP in PB Rs. 37,400- 67,000/-)	Professor (at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/-)
Professor (HAG Scale / PB of Rs. 67,000-79,000/-)	Professor (at Academic Level 15 with rationalized entry pay of Rs.1,82,200/-)



3. The entries relating to the 'Revised pay of Principals in Colleges' stands **supplemented** with the following entries:-

"The pay of Principals of Colleges shall be equivalent to the pay of Professor i. e. at Academic Level 14 with rationalized entry pay of Rs. 1,44,200/- per month."

**Note:**

- (i) The existing pay scale of person appointed as Principal shall be protected.
- (ii) Principals would continue to have lien in their main academic post where they would continue to get notional increments / promotions while they are functioning as Principals."
4. After the entries in relation to the 'Revised pay of Principals in Colleges' in Sl. 3, **insert** Sl. 3A with the heading '**Revised pay for Graduate Laboratory Instructor in Universities and Colleges**'. The Table relating to the heading in Sl. 3A shall be as follows:-

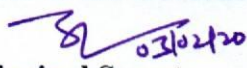
Existing Pay	Revised Pay
Graduate Laboratory Instructor (at Rs. 6000/- AGP in PB Rs. 15,600-39,100/-)	Graduate Laboratory Instructor (at Academic Level 10 with rationalized entry pay of Rs.57,700/-)
Graduate Laboratory Instructor (at Rs. 7000/- AGP in PB Rs. 15,600-39,100/-)	Graduate Laboratory Instructor (at Academic Level 11 with rationalized entry pay of Rs.68,900/-)
Graduate Laboratory Instructor (at Rs. 8000/- AGP in PB Rs.15,600-39,100/-)	Graduate Laboratory Instructor (at Academic Level 12 with rationalized entry pay of Rs.79,800/-)
Graduate Laboratory Instructor (at Rs. 9000/- AGP in PB Rs. 37,400-67,000/-)	Graduate Laboratory Instructor (at Academic Level 13A with rationalized entry pay of Rs. 1,31,400/-)

5. The para relating to the heading i. e. 'Incentive increment for higher qualification' under Sl. 5 stands **supplemented** with the following para:-

"The incentives in the form of advance increments for teachers obtaining the degrees of M. Phil or Ph. D. shall be continued."

All other provisions in the Order bearing no. 1306(22)-Edn(U)/EH/1U-77/17 dated 30.12.2019 shall remain unaltered.

This issues with the approval of the Finance Department, Govt. of West Bengal vide U. O. No. Group P1/2019-2020/0370 dated 24.01.2020.

By Order of the Governor,  
  
 Principal Secretary  
 Department of Higher Education

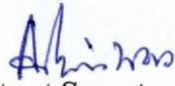


**No. 120/1(100)-Edn(U)**

**Dated, Kolkata, the 3<sup>rd</sup> February, 2020.**

Copy forwarded for information and necessary action to:-

- 1) The Principal Accountant General (A&E), Treasury Buildings, Kolkata-700 001;
- 2) The Principal Accountant General (Audit), Treasury Buildings, Kolkata-700 001;
- 3) The Principal Accountant General (Receipt, Works & Local Bodies Audit), CGO Complex at Salt Lake, Kolkata- 700 091;
- 4) Finance Department, (Group-P) of this Government;
- 5) The Financial Advisor, Education, Bikash Bhavan, 8<sup>th</sup> Floor, Salt Lake, Kolkata – 700 091;
- 6) The Pay and Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012;
- 7) The Pay and Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata- 700 012;
- 8) The Pay and Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> and 6<sup>th</sup> Floor, Plot no. 9, DF Block, Sector 1, Bidhannagar, 700064;
- 9) Director of Treasuries & Accounts, New India Assurance Buildings,4, Lyons Range, Kolkata-700 001;
- 10) The Treasury Officer,..... District;
- 11) The Registrar,..... University;
- 12) The Joint Secretary, West Bengal State Council of Higher Education;
- 13) The Audit Officer, Internal Audit Wing, Todi Mansion (9<sup>th</sup> Floor), P-15, India Exchange Place, Kolkata-700 073;
- 14) Animal Resources Development Department of this Government;
- 15) Agriculture Department of this Government;
- 16) The Special Secretary, Technical Branch of this Department;
- 17) The Special Secretary, Appointment Branch of this Department;
- 18) Budget Branch of this Department;
- 19) Sr. Personal Secretary to the Principal Secretary of this Department;
- 20) IT Cell (*for uploading the Order in the Department Website Portal*)

  
**Assistant Secretary to the  
Government of West Bengal**



No.2081 -Edn (CS)/ 10M-83/2019

Date: 23/12 /2019

### Memorandum


The matter of restructuring of service conditions and other benefits for Government approved Part Time teachers (PTTs), Government approved Contractual Whole time teachers (CWTTs) and Guest teachers, in any nomenclature, engaged in different Government/ Government aided colleges in the State of West Bengal up to 13.07.2019, was under active consideration of the State Government for sometimes past. After careful consideration of the matter, the Governor is hereby pleased, in supersession of all previous orders in this regard, to restructure the service conditions along with the change of nomenclature of the aforesaid category of teachers commensurate with their qualifications and period of service rendered in the following manner:–

1. Part Time Teachers, Contractual Whole Time Teachers and Guest Teachers having qualification for being appointed as teachers in the colleges as prescribed by the University Grants Commission and as followed by the West Bengal College Service Commission, on the date of issuance of this order, will be renamed as **State Aided College Teacher, Category-I**, and will be entitled for the following remuneration:
  - a. Rs. 31,000/- (consolidated) per month for those served the college less than 10 years;
  - b. Rs. 35,000/- (consolidated) per month for those served the college more than 10 years;
2. Part Time Teachers, Contractual Whole Time Teachers and Guest Teachers don't having qualification for being appointed as teachers in the colleges as prescribed by the University Grants Commission, and as followed by the West Bengal College Service Commission on the date of issuance of this order, will be renamed as **State Aided College Teacher, Category-II** and will be entitled for the following remuneration:
  - c. Rs. 20,000/- (consolidated) per month for those served the college less than 10 years;
  - d. Rs.25,000/- (consolidated) per month for those served the college more than 10 years;
3. Remuneration of existing Government approved PTTs and CWTTs, who are getting higher remuneration at present, shall be protected.
4. Remuneration of above mentioned category of teachers will be enhanced @ 3% of the total remuneration per year on 1<sup>st</sup> July of every year.



5. Such category of teachers will be entitled for Rs. 5.00 Lakh (Five Lakh) only on attaining the age of 60 years, provided the teacher concerned has rendered service for a period not less than 10 years.
6. State Aided College Teacher, Category-II, on acquirement of UGC qualifications subsequently will be considered as State Aided College Teacher, Category-I with effect from the date of acquiring such qualification, subject to the approval of DPI, West Bengal.
7. General conditions in respect of approval of all the state aided College teachers mentioned above:-
- I. Fresh letter of engagement will be issued by the college authority to all category of teachers mentioned hereinabove after obtaining approval of the Director of Public Instructions, West Bengal.
  - II. Notional vacancies are to be created to accommodate all State Aided College Teachers who are engaged as per 7(I) above and these posts would be treated as personal and supernumerary ones.
  - III. Both the above two category of teachers ( i.e. State Aided College Teacher, Category-I & Category-II) will be allowed to continue their engagement till they attain the age of 60 years. However, service of any particular teacher of above categories may be terminated by the Governing Body, with the approval of the State Government for non-performance, incapacitation, delinquency, misconduct, involvement in any criminal case or any other culpable offence, in such manner as may be prescribed by the State Government.
  - IV. The above category of teachers will be required to take classes, along with works related to examination etc, as per the following schedule:-
    - a. State Aided College Teacher, Category-I: 15 hours per week.
    - b. State Aided College Teacher, Category-II: 15 hours per week.
  - V. The benefit of this Order shall be allowed to the Part Time Teachers, Contractual Whole Time Teachers and Guest Teachers who were engaged in the college on or before 13.07.2019.
  - VI. If required, the above category of teachers may be deployed in any other Govt. aided colleges in the interest of public service.
  - VII. **The financial benefit will however, be effective from the 1<sup>st</sup> day of January, 2020.**


This order is issued with the concurrence of Finance Department Vide their U.O. No.1232/1 dt.16.08.19 and U.O. No.1644 dt.19.11.19.

By order of the Governor,  
  
Joint Secretary to the  
Government of West Bengal



Copy forwarded for information and necessary action to:-

1. Principal Accountant General (A &E), West Bengal,
2. Finance Department (Group-P2) of this Government,
3. Vice Chancellor ... (all State aided universities),
3. Director of Public Instruction, West Bengal. He / She is requested to take appropriate action regarding approval of the said teachers on verification of documents.
4. Principal/Vice-Principal/Teacher-in-Charge ... (all Government/Government aided Colleges), He/she is requested to issue fresh letter of engagement as per approval above.
5. PS to Hon'ble Minister in Charge of this Department,
6. IT Cell of this Department to upload in the Departmental website,
7. PA to Principal Secretary of this Department,
8. Guard File.

  
Joint Secretary

Government of West Bengal  
Higher Education Department  
C.S.Branch  
Bikash Bhawan, Salt Lake, Kolkata-700 091.

No. : 762-Edn(CS)  
2L-10/08

Dated, Kolkata, the 3<sup>rd</sup> December, 2009.

MEMORANDUM

The question of uniform leave rules for the whole time teachers of Govt. aided including erstwhile sponsored colleges in the State has been under consideration of the Government for some time past. The West Bengal State Council of Higher Education has made certain recommendations in respect of uniform leave rules for the whole time teachers of the Govt. sponsored colleges in the State.

2. After careful consideration of the matter the Governor has been pleased to accept the recommendations with some modifications and approve the benefits as incorporated in the annexure in respect of whole time teachers of Govt. sponsored colleges in the State.
3. Concerned Universities will make amendments in their Statutes where necessary for incorporation of the provisions of this Memorandum.
4. Any difficulty, which may arise in implementing the provisions of this order, may be referred to this Department for clarification and/or order.
5. This order issues with the concurrence of Finance Deptt. vide their U.O.No. 4095 Group-P (Service), dated 02.12.09.
6. All concerned are being informed accordingly.

Sd/- M.Chakravarty,  
Joint Secretary.

No. : 762(15)-Edn(CS).

Dated, Kolkata, the 3<sup>rd</sup> December, 2009.

Copy forwarded for information and necessary action to the :-

1. Accountant General (A&E), West Bengal.
2. Finance Deptt. of this Government.
3. Director of Public Instruction, West Bengal.
4. Registrar, Calcutta University, Senate House, College Street, Kol-700 073.
5. Registrar, Burdwan University, Rajbati, Burdwan, Pin-713 104.
6. Registrar, Vidyasagar University, P.O. Vidyasagar University, Dist. Paschim Medinipur, Pin-721 102.
7. Registrar, Kalyani University, Kalyani, Nadia, Pin-741 235.
8. Registrar, Gour Banga University, Malda College, P.O. Malda, Dist. Malda, Pin-732 101.
9. Registrar, West Bengal State University (Barasat, North 24 Parganas), Barasat Govt. College, P.O. Barasat, Dist. North 24 Parganas, Pin-743 201.
10. Registrar, North Bengal University, Raja Rammohanpur, P.O. North Bengal University, Dist. Darjeeling, Pin-734 430.
11. Member-Secretary, West Bengal State Council of Higher Education, 147A, Rash Behari Avenue, Kolkata-700 029.
12. Computer Cell of this Department.
13. P.S. to the M-I-C, H.E.Deptt.
14. P.A. to the Principal Secretary, H.E.Deptt.
15. Guard file.

M. Chakravarty  
Joint Secretary.



ANNEXURE

Leave Rules for Teachers of Govt. sponsored Colleges in the State.

1. These leave rules are applicable to all teachers of govt. aided including erstwhile sponsored colleges in the State.
2. Leave of absence from duty can not be claimed as a matter of right and may, on application by a teacher of a college/Principal, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave of any description or any such leave is granted, revoke such leave or part thereof.
3. No teacher who is under suspension shall be granted any leave.
4. Absence without leave shall render a teacher/Principal subject to such disciplinary action as provided in the Statute/Act/Regulations of the concerned Universities under which a college is affiliated.
5. All applications of leave or for extension of leave shall be made in writing and addressed to Principal/President of the Governing Body in case of Principal and sanction for the leave or extension of leave as the case may be, applied for shall be obtained before it is availed of ;  
Provided that if the authority competent to grant leave, is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand leave may be granted with retrospective effect ; but all applications of leave with retrospective effect shall be filed at the earliest possible opportunity.
6. Leave ordinarily shall commence on the date with effect from which it is actually availed of and terminate on the date preceding the date of resumption of duty provided that Sundays are holidays may be prefixed or suffixed to leave, so however for the purpose of prefixing or suffixing to leave holidays exceeding three days ; previous sanction of the authority competent to grant the leave shall be obtained.
7. No teacher on leave shall return to duty before the expiry of leave granted to him/her, without permission of the leave sanctioning authority.
8. If a teacher of a college is absent from duty on all the days of a week on which he/she has been assigned duties, whether such days are consecutive or not, he/she shall be deemed to be absent from duty for the whole of the week.
9. No leave shall be credited in the leave account of a teacher after he/she retires on superannuation or retires voluntarily or resigns.
10. The Principal/The President of the Governing Body may recall the teacher/the Principal at any time as the case may be who may be on leave except on medical ground and when the teacher/the Principal is so recalled to duty he/she shall be granted such travelling allowances as the Principal/the President may consider reasonable.
11. If the teacher of a college has been granted leave to which holidays have been suffixed or prefixed and such the Principal/teacher absents himself/herself from duty beyond the expiration of such holidays shall be treated as absent from duty without leave and he/she shall not be entitled to his/her salary or allowances for such period unless and until the Governing Body otherwise directs.
12. Subject to the foregoing general principles "leave" shall mean (i) Casual Leave, (ii) Earned Leave, (iii) On Duty Absence, (iv) Study Leave, (v) Special Study Leave, (vi) Maternity Leave, (vii) Quarantine Leave, (viii) Medical Leave/Half Pay Leave, (ix) Commuted Leave, (x) Extraordinary Leave, (xi) Compensatory Leave (xii) Leave Not Due (xiii) Special Disability Leave.

**(A) CASUAL LEAVE :**

- (i) Casual Leave on full pay may be allowed to Principal/Teacher of a college upto a maximum of 14 days in any one calendar year but not more than 4 days at a time.

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(ii) Casual Leave can not be combined with any other kind of leave or Puja holidays, but can be prefixed and or suffixed to Sundays and other holidays, provided such leave shall not exceed 7 days at a time including Sundays and Holidays.

(iii) All casual leave to which any teacher of a college may be entitled during any calendar year shall cease to be due to him at the end of such calendar year and can not be accumulated or taken over or brought forward to any other calendar year.

(iv) A teacher on casual leave shall not be treated as absent from duty.

**(B) EARNED LEAVE :**

i) Earned Leave is the leave which is earned by a teacher by discharge of duties for a certain period as mentioned herein below and granted to him/her at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all case applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave even if the period of leave applied for is less than twenty days.

ii) Earned leave admissible to a teacher shall be  $1/3^{\text{rd}}$  of the period, if any, during which he/she is required to perform duty during vacation by the college authority or equal to one eleventh of the period spent on actual service in a non-vacation department subject to a maximum of thirty days in a calendar year provided that the upper limit of accumulation of earned leave shall be 300 (three hundred) days and the maximum period of earned leave that may be granted at a time shall not normally exceed sixty days. Earned leave exceeding sixty days but not more than 180 days at a time may be sanctioned in case of higher study/training /leave with medical certificate.

iii) Earned leave can be combined with any other kind of leave except casual and quarantine leave.

iv) Earned Leave is admissible with full pay and allowances.

(v) When a teacher moves from one college to another on lien or otherwise, his/her accumulation of earned leave/half-pay leave in the new college will be as per previous accumulation of leave i.e. in other words his/her leave account will be a continuous procedure.

**(C) ON DUTY ABSENCE :**

(i) Absence from duty of a teacher with the permission of the Principal of the college and in case of the Principal, the permission of the Governing Body, on account of duties assigned by the Government or any constitutional authority or the college or the Public Service Commission or the College Service Commission or the School Service Commission etc. or on account of obligations in regard to the NCC or the Social Service Camps and similar other obligations shall be deemed to be on duty absence and shall not be counted towards casual or earned leave.

(ii) On duty absence is admissible with full pay and allowance.

**(D) STUDY LEAVE :**

(i) Study leave for advanced study and research directly related to his/her work in the College may be granted to a teacher by the Governing Body of the college subject to approval of the Higher Education Department provided the concerned teacher has put in at least three years continuous service and is not due to retire there from within five years of her/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

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The amount of scholarship, fellowship or other financial assistance that the concerned teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances provided the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted as per norms of the University Statutes/Regulations/Guidelines of the U.G.C.

(ii) An application of study leave with particulars of international assignments, Scholarship/Fellowship of financial assistance including travel grant, if any statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.

(iii) Study leave on full pay (without allowances in India and with Dearness Allowances outside India) may be granted for a maximum period of twelve months at any one time and twenty four months in all during the entire service period. However, such leave may not be granted by the Syndicate/Executive Council/Governing Body in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.

(iv) A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have earned in course of time if he/she has not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(v) Study leave shall count as service for Pension/Contributory Provided Fund, provided the teacher joins the college on the expiry of his/her study leave.

Study leave granted to a teacher shall be deemed to be cancelled incase it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(vi) A teacher availing himself/herself of study leave shall submit a written undertaking that he/she shall serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave failing which they shall have to refund the emoluments received from the Government/college/UGC during the period of study leave.

(vii) After the leave has been sanctioned, the teacher shall before availing himself/herself of the leave execute a bond in favour of the college binding himself/herself for the due fulfillment of the conditions laid down in sub clause above.

**(E) SPECIAL STUDY LEAVE :**

(i) A whole time teacher of a college may be granted leave with full pay and Dearness allowances for pursuing study or research in an institution considered by the Governing Body of the college as suitable for the purpose subject to approval of the Higher Education Department, for such period ordinarily not exceeding 12 months during the whole period of his/her service, provided that the concerned Teacher has put in at least 2 years of continuous service and not to retire therefrom within 3 years of his/her return from such leave.

Provided that any application for special study leave with particulars of institutional assignments, financial assistance inclusive travel grants, if any, with supporting documents should be submitted to the Governing Body at least one month before the start of the leave applied for.

(ii) The Teacher of a college shall furnish an undertaking that he/she shall serve the college for at least 3 years on his/her return from study leave on such terms and conditions as the college may decide failing which he/she shall be required to refund the amount paid to him/her as leave salary for the period of Study Leave ;

Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the college while on study leave, leave salary shall be reduced to the extent as followed in case of University teachers.

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**(F) MATERNITY LEAVE :**

(i) Maternity leave with full pay and allowances may be granted to a whole time lady teacher on full pay for a period not exceeding 135 days including the period of confinement as per advice of a registered medical practitioner.

(ii) Maternity leave, combined with any other kind of leave may be granted only if the application is supported by a medical certificate signed by registered medical practitioner.

(iii) Maternity leave may also be granted to a lady teacher of a college on full pay in cases of miscarriage including abortion subject to the condition that such leave shall not exceed 6 weeks and the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.

(iv) Maternity leave shall not be debited to leave account.

(v) In case of legal adoption of a child as per prescribed norms of the Government from time to time child adoption leave may be allowed to a female teacher as per existing govt. rules.

**(G) QUARANTINE LEAVE :**

Leave of absence from duty may be granted to a teacher of a college on full pay when he/she is ordered by the Principal of the college, in case of the Principal by the President of the Governing Body, not to attend his/her duties on account of the presence of any infectious disease in family or household. Such leave may be granted with full pay and allowances, on a certificate signed by a registered medical practitioner for a period not exceeding 21 days or in case of exceptional circumstances 30 days. Such leave shall be called quarantine leave and may be combined with any other kind of leave except casual leave. Quarantine leave shall not be debited to leave account.

**(H) MEDICAL LEAVE/HALF PAY LEAVE :**

(i) A Teacher shall be entitled to Half Pay Leave for 20 days in respect of each completed year of service. This leave may be granted on production of certificate from a qualified registered medical practitioner or on private affairs.

(ii) Half Pay Leave may be combined with any other kind of leave except casual and quarantine leave.

(iii) Maximum period of accumulation of such leave will be 720 days.

**(I) COMMUTED LEAVE :**

(i) A Teacher shall be entitled to commute the half pay leave that he/she has earned to full pay leave on medical ground subject to production of a certificate from a registered medical practitioner.

Provided that when commuted leave is granted, twice the such number of half pay shall be debited against the leave account, provided also that total commuted leave may be granted not exceeding 180 days during the whole service period of the employee.

ii) Half Pay Leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course certified to be in the interest of the college by the Governing Body.

(iii) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

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**(J) EXTRAORDINARY LEAVE :**

(i) Extraordinary leave without pay and allowances may be granted to a Teacher in special circumstances.

- (a) When no other leave is admissible to him/her, or  
(b) When the other leave is admissible, but still he/she applies in writing for the grant of extraordinary leave.

(ii) Except in case of a permanent teacher, the duration of extraordinary leave shall not exceed 3 months on any one occasion.  
Provided that

- (a) When such a teacher is undergoing treatment for tuberculosis in a recognized hospital or at an approved sanatorium or at his/her residence under a specialist recognized as such by the Governing Body OR for leprosy in a recognized leprosy institution by a Medical Officer of Health Deptt. or a specialist in Leprosy recognized as such by the Governing Body ; he/she may, subject to such conditions as may be prescribed, be granted extraordinary leave for a period not exceeding 12 months.

NOTE (1) : The concession of extraordinary leave upto 12 months under the proviso above would be admissible to a teacher if he/she produces a certificate signed by the Superintendent of the hospital or the specialist, as the case may be, to the effect that he/she has reasonable prospect of recovery on the expiry of the leave recommended.

NOTE (2) : The concession of extraordinary leave under the proviso above will be admissible only to those teachers who have been in continuous service for a period exceeding one year.

(iii) The authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.

**(K) COMPENSATORY LEAVE :**

(i) Any teacher of a college who may be required, in the interest of the college, to work during holidays shall be entitled to compensatory leave for an equal number of days for which he/she is required to work during the holidays.

(ii) There will be no accumulation of such compensatory leave and it is to be availed within 3 months from the date of accrual.

**(L) LEAVE NOT DUE :**

'Leave not due' with half pay may be granted by the Governing Body to a Teacher/Principal for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise thereon medical ground. Such leave shall be debited against the half pay leave earned by him/her subsequently. 'Leave not due' generally shall be granted in exceptional cases of illness.

'Leave not due' shall not be granted unless the Governing Body is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

A teacher to whom 'Leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Governing Body.

Provided further that the Governing Body may in any other exceptional case waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.

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**(M) SPECIAL DISABILITY LEAVE :**

- (i) A teacher who is disabled by injury accidentally occurred in consequence of due performance of his/her official duties or by illness incurred on the performance of any particular duty which has the effect of increasing his/her liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave on full pay and allowances for a maximum period of 24 months during the whole course of service.
- (ii) Special Disability Leave may be combined with any other kind of leave except casual leave.
- (iii) The concerned teacher is entitled to normal annual increment in time scale pay during such leave of absence.
- (iv) Special disability leave shall not be granted unless the disability manifested itself within 3 months of occurrence to which it is attributed and teacher disabled acted with due promptitude in bringing notice of the appropriate authority.
- (v) Such leave shall be granted only on the recommendation of a Medical Board and such leave in no case should exceed 24 months.
- (vi) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months.
- (vii) Since Special Disability Leave is granted owing to an injury caused during due discharge of official duty of a teacher concerned the appropriate leave sanctioning authority should be satisfied first as to the cause of accident which sustained him/her the injury for the entitlement of such leave.
- (viii) Leave salary during such leave shall be with full pay and allowances for the first 120 days and half pay for the remaining period.
13. At the request of a Teacher of a college the Governing Body of the college may, by order, convert any kind of leave already granted into leave of a different kind, which may be admissible, with effect from such date as may be specified in the order, but a teacher shall not be entitled to claim such conversion of leave as a matter of right.
- If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and the arrears of leave salary shall be paid to, or, as the case may be amounts overdrawn shall be recovered from the employee concerned.
14. Except as otherwise provided in this order any kind of leave may be granted in combination with or in continuation of any other kind of leave.
15. Every Teacher shall be entitled to leave salary of the earned leave accumulated at his/her credit after cessation of his/her service by way of retiring on superannuation, voluntary retirement or death in harness provided the maximum number of accumulated leave and maximum of leave encashable shall be 300 days.
- The leave salary shall be calculated on the rate of pay drawn by a teacher of a college on the day preceeding that on which the leave commences unless otherwise determined by the Governing Body. Leave salary on retirement, voluntary retirement or death in harness shall be calculated on the basis of the pay drawn on the day preceeding the date of retirement or death as the case may be.
16. A leave account shall be maintained by the Principal of the college for every teacher and Principal thereof but any leave granted under provisions 12(C) to 12 (F) of this Memorandum shall not be debited to such account.

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The leave account of every teacher shall be credited with earned leave, in advance, in a single installment of 15 days on the first day of July for the first seven years of service and two installments of 15 days each on the first day of July and January of every academic year from the eighth year of service onwards. And as such the earned leave may be credited at the rate of two and a half days for each completed calendar month for those who have completed seven years of service and at the rate of one and one-fourth day for those who are in the first seven years of service. Ultimate fraction of a day shall be rounded off to a nearest integer.

The period of any leave without pay shall be excluded from the calculation of earned leave.

17.(i) A Principal/Teacher of a college appointed on substantive basis to any permanent post shall acquire a lien on that post. If the teacher is appointed substantively and confirmed to another permanent post either in the college or outside and in case of the Principal to another post outside, his/her lien on the permanent post held earlier in the college shall be terminated, unless he/she indicates in writing his/her refusal to accept the appointment so made substantively in another permanent post ; in such event the concerned teacher/Principal shall immediately report back to duty in the post on which he/she held lien.

(ii) A Principal/Teacher holding substantive appointment in a college may be granted lien on his/her permanent post if he/she applies for the grant of lien consequent upon his/her obtaining an appointment offer either in another college or in any other establishment.

(iii) The period of lien shall initially be for a period of one year which may be renewed or extended if the teacher concerned is not confirmed in his/her services in the new establishment within that period.

Provided that the total period of lien so granted shall not exceed 2 years.

18. Every teacher of a college shall follow a six day week and shall abide by the pattern of holidays, vacation etc. as may be determined by the University.

19. A part-time teacher of a college shall be entitled to the following leave :

(i) Casual leave upon a maximum of 10 days in an academic year.

(ii) Extraordinary leave without remuneration for such period as may be determined by the Governing Body considering the special circumstances of any particular case.

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Joint Secretary 09



**Government of West Bengal**  
**Department of Higher Education**  
**College Sponsored Branch**  
**Bikash Bhavan, 6th Floor, Salt Lake, Kolkata -700 091**

No. 819-Edn(CS)/1363/SACT/2021

Date: 12.08.2021

**ORDER**

Service conditions and other benefits for Government approved Part Time Teachers (PTTs), Government approved Contractual Whole Time Teachers (CWTTs) and Guest Teachers engaged in different Government / Government aided colleges in the State of West Bengal up to 13.07.2019 have been restructured under **Memorandum No. 2081-Edn(CS)/10M-83/2019 dated 23.12.2019** in supersession of all previous orders in this regard and nomenclatures of such teachers have been changed to State Aided College Teacher (SACT).

Whereas the above mentioned G.O. is devoid of benefits of (i) **Leaves** like casual leave, medical leave, maternity leave, study leave and (ii) **Swasthya Sathi Scheme** which had earlier been enjoyed by the erstwhile Government approved Part Time Teachers, Contractual Whole Time Teachers, the State Government in the Department of Higher Education have no objection to allow SACTs leaves as described here below in supersession of all previous orders in this regard.

**Casual Leave**

State Aided College Teachers (SACTs) of Government / Government aided Colleges are entitled to avail of 14 (fourteen) days casual leave in a calendar year with full remuneration.

**Medical Leave**

State Aided College Teachers (SACTs) of Government / Government aided Colleges are entitled to avail of 20 (twenty) days medical leave with half ( $\frac{1}{2}$ ) remuneration in a calendar year on production of medical certificate from a registered medical practitioner.

Such medical leave with half ( $\frac{1}{2}$ ) remuneration can be commuted to and in that case SACTs are entitled to avail of 10 (ten) days commuted medical leave with full remuneration in a calendar year on production of medical certificate from a registered medical practitioner.

Unutilised medical leave with half ( $\frac{1}{2}$ ) remuneration or commuted medical leave with full remuneration in a calendar year, shall be allowed to be carried forward to the following year, subject to accumulation of a maximum of sixty days (with half remuneration) or thirty days (with full remuneration), and the accumulated medical leave may be utilised from time to time depending on the type of medical need but not exceeding thirty days at a time (with full remuneration), subject to submission of medical documents to the satisfaction of the college authority.



## **Maternity Leave**

State Aided College Teachers (SACTs) of Government / Government aided Colleges are entitled to avail of maternity leave as admissible under Government rules.

## **Study Leave**

Considering the necessity of acquiring higher degrees by SACTs towards improvement of the quality of teaching in the State's higher educational institutions, the State Government is pleased to order that the SACTs shall be entitled to avail themselves of Study leave, to be granted by the Governing Body of the college and subject to approval of the State Government, for the purpose of pursuing further studies and acquiring higher degrees for a maximum period of 12 months in one spell and for a period not exceeding 24 months in their entire service period, provided the concerned teacher has put in at least three years of service and is not due to retire within five years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

The State Government is further pleased to order that a SACT when granted study leave shall, upon his / her return and rejoining the institution, shall be eligible for receiving the monthly remuneration accrued during the said leave period (and periodical enhancement of remuneration notionally), as admissible, which he/she would have earned in course of time if he/she had not proceeded on study leave. On return from the study leave, he / she will submit a certificate from the competent authority relating to satisfactory completion of higher degree or submission of thesis etc., to the satisfaction of the college authority. The said leave period will count towards their total length of service for calculating the admissible service benefits.

Further, before proceeding on the study leave, the concerned SACT will be required to execute a Bond / Undertaking that he/she will serve the institute for at least three years after acquiring the higher degree. However, the concerned SACT may be permitted during the bond period to join any Government College or Government -aided college in the event of selection by the West Bengal Public Service Commission or the West Bengal College Service Commission, as the case may be. The study leave granted to a SACT shall be deemed to have been cancelled in case it is not availed of within twelve months of sanction.

## **Group Health Insurance Scheme named "Swasthya Sathi"**

The issue of providing a comprehensive Health Insurance Scheme to the serving SACTs of Government Colleges and Government-aided Colleges of West Bengal has been considered by the State Government with a view to providing such persons and their families' protection from the financial consequences of ill health.

2. The State Government is pleased to extend the benefit of the Group Health Insurance Scheme namely "Swasthya Sathi" as contained in Finance Department's Notification no. 1104-F(P) dated 25.02.2016 to the serving SACTs of Government Colleges and Government-aided Colleges of West Bengal.

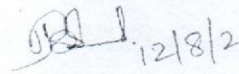
3. The main features of the Scheme are:

- i. The Scheme will have basic health cover for secondary and tertiary care up to Rs. 1.5 Lakhs per annum.
- ii. There will be no cap on the family size.
- iii. Critical illness like, Cancer, Neuro Surgeries, Cardiothoracic Surgeries, Liver diseases, Blood disorders etc. will be covered up to Rs.5.0 lakh.



- iv. All pre-existing diseases will be covered.
- v. The entire premium will be borne by the State Government with no contribution from the beneficiaries.
4. The Scheme will be implemented by the Department of Health and Family Welfare, Government of West Bengal.
5. The Scheme for the aforesaid category of teachers/employees will be effective from the date of issuance of this order.

This is issued with the concurrence of Finance Department (Group-P<sub>1</sub>), vide their U.O. No. Group-P<sub>1</sub>/2021-2022/0083 dated 26.06.2021. This will be effective from the date of issuance of this order.


  
Deputy Secretary,  
Higher Education Department.

**No. 819/1(9)-Edn(CS)/1363/SACT/2021**

**Date: 12.08.2021**

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A & E), West Bengal
2. Finance Department (Group-P<sub>1</sub>) of the State of West Bengal
3. Vice Chancellor, .....(all State aided Universities)
4. Director of Public Instructions, West Bengal
5. Principal / Vice Principal / Teacher-in-Charge, .....(all Govt. & Govt. aided Colleges)
6. PS to Hon'ble Minister-in-Charge, Higher Education Department
7. Sr. PS to the Principal Secretary, Higher Education Department
8. IT Cell of this Department for uploading in the departmental website
9. Guard File.

  
Deputy Secretary,  
Higher Education Department.