

MAHARISHI MARKANDESHWAR (DEEMED TO BE UNIVERSITY)

(Deemed University Established under Section 3 of the UGC Act, 1956)

MULLANA-AMBALA, 133-207 (HARYANA)

EXTRACT OF SERVICE RULES REGARDING INCREMENTS

INCREMENTS

- 1.1 An increment shall ordinary be drawn as a matter of course, unless it is withheld. An increment may be withheld from a university employee by the competent authority if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments.

Note: 1. An increment shall be drawn from the 1st day of the month in which it falls due.

Note: 2. The increment of an employee on leave on the 1st of the month shall be actually drawn from the date of resuming duty on return from leave.

Note: 3. Where a normal increment is withheld for specific period and the period of such penalty expires after the 1st of the month, increment shall be granted/restored from the date of penalty cases.

- 1.2 Where an efficiency bar is prescribed in a time scale, the increment next above the bar shall not be given to a university employee without the specific sanction of the authority empowered to withhold increments.

Note:1. When a university employee is allowed to pass an efficiency bar which had previously been enforced against him, he should come to the time scale at such a stage as the authority competent to declare the bar removed may fix for him, subject to the pay admissible according to his length of service.

Note:2. The cases of all employees held up at the efficiency bar should be reviewed annually with a view to determine whether the quality of their work has improved and generally whether the defects for which they were stopped at the bar have been remedied to an extent sufficient to warrant the removing of the bar.

- 1.3 The following provisions prescribes the conditions on which service counts for increments in a time scale;

- a) All duty in a post on a time scale counts for increment in that time scale.
- b) All leave except extraordinary leave taken otherwise than on medical certificate.

Provided that the competent authority may in any case in which it is satisfied that the extraordinary leave was taken for any cause beyond the college employee's control or for prosecuting higher technical studies, direct that extraordinary leave shall be counted for increments.

Note: 1. A period of overstay of leave does not count towards increments in a time scale unless it is converted into extraordinary leave and extraordinary leave is specially allowed to count for increments.

Note: 2. In the case of temporary/officiating university employee, a certificate that university employee concerned would have continued to officiate in that post but for his proceeding on extra ordinary leave is necessary and the period of extra ordinary leave would count for increment only to the extent covered by the certificate.


c) If a university employee, while officiating in a post or holding a temporary post on a time scale pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post or is appointed or re-appointed to a post on the same time scale of pay count for increments in the time scale applicable to such lower post. The period of officiating service in the higher post which counts for increments in the lower is, however, restricted to the period during which the college employee would have officiated in the lower post but for his appointment to the higher.

This clause applies also to a university employee who is not actually officiating in the lower post, at the time of his appointment to the higher post, but who would have so officiated in such lower post or in a post on the same scale of pay had he not been appointed to the higher post.

Note: For the purpose of this clause, the officiating and temporary service in the higher post will also include the period of leave except extraordinary (leave taken otherwise than on medical certificate) provided it is certified by the appointing authority that the employee concerned would have actually officiated in the lower post but for proceeding on leave from the higher post.

1.4 The competent authority may grant premature increments to a university employee on a time scale of pay for good work done by him, while in service of university.

Note: In the case of increments granted in advance, it is usually the intention that the university employee should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and the absence of special orders to the contrary he should be placed on exactly the same footing, as regards future increments, as a college employee who has so risen.


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