

GOVERNMENT OF TELANGANA

ABSTRACT

PUBLIC SERVICES – Revised Pay Scales, 2020 – Orders – Issued.

-FINANCE (HRM.IV) DEPARTMENT

G.O.Ms.No.51

Dated: 11th, June, 2021

Read the following: -

1. G.O.Ms.No.25, Finance (HRM.IV) Department, dated:18.03.2015.
2. G.O.Ms.No.86, General Administration (Spl.A) Department, Dated: 18.05.2018.
3. G.O.Ms.No.36, Finance (HRM.IV) Department, dated:1.6.2019.

ORDER:

In the Government order second read above, orders were issued constituting the 1st Pay Revision Commission. The Pay Revision Commission has submitted its report to the Government on 31.12.2020 and recommended, inter alia, the following in regard to Revised Pay Scales and fixation of pay in the Revised Pay Scales;

- a) To continue the concept of Master Scale.
- b) A revised master scale of **Rs.19000 - 640 - 20920 - 660 - 22900 - 690- 24970 - 720 -27130 - 750 -29380 - 830 - 31870 - 940 - 34690 - 1030- 37780 - 1110 - 41110 - 1190 - 44680 - 1280 - 48520 - 1400 - 52720 - 1500 - 57220 -1630 - 62110 - 1730 - 67300 - 1850 - 72850 - 1990 - 78820 - 2140 - 85240 - 2270 - 92050 - 2420 - 99310 - 2560 - 106990- 2760 - 115270 - 2960 - 124150 - 3160 -133630 - 3420 - 147310 - 3690 - 162070 (80).**
- c) To continue the existing (32) grades and (80) segments of the Revised Master Scale.
- d) To merge the Dearness Allowance as on 01.07.2018, i.e., 30.392% sanctioned vide Government order third read above, in the pay.
- e) A fitment benefit of 7.5% for fixing the pay in the Revised Pay Scales.
- f) To sanction five stagnation increments beyond the time scale in all grades in the event of stagnation.
- g) The Revised Pay Scales should come into force from 1.7.2018 and as regard giving monetary benefit, the Government may take a view on the date from which the financial benefit would accrue keeping in view its resources and the demands on those resources.

2. Government have constituted a three members committee with Chief Secretary as Chairman and Principal Secretaries to Government, Finance Department and Irrigation and Command Area Development Department as Members, to obtain the views of various service associations on the recommendations of the Pay Revision Commission. The Committee has conducted group wise meetings with various service associations in a phased manner in regard to implementation of the major recommendations of the Pay Revision Commission and submitted its report to Government.

3. Government, after careful consideration of the matter, have decided to implement the recommendations of the Pay Revision Commission mentioned in para 1 above, subject to the modification that the fitment benefit for fixation of

pay in the revised pay scales shall be 30% instead of 7.5% recommended by the Pay Revision Commission and accordingly order the following on the Revised Pay Scales and fixation in the Revised Pay Scales, 2020;

- i The Revised Master Scale shall be Rs.19000 - 640 - 20920 - 660 - 22900 - 690 - 24970 - 720 - 27130 - 750 - 29380 - 830 - 31870 - 940 - 34690 - 1030 - 37780 - 1110 - 41110 - 1190 - 44680 - 1280 - 48520 - 1400 - 52720 - 1500 - 57220 - 1630 - 62110 - 1730 - 67300 - 1850 - 72850 - 1990 - 78820 - 2140 - 85240 - 2270 - 92050 - 2420 - 99310 - 2560 - 106990 - 2760 - 115270 - 2960 - 124150 - 3160 - 133630 - 3420 - 147310 - 3690 - 162070 (80).
- ii The existing (32) Grades shall continue with (80) segments in the Revised Master Scale.
- iii The Revised Scales of Pay shall be as set out in Schedule-I to the Notification appended to this order against each of the corresponding existing pay scales specified therein. These scales shall be common to all the employees in various categories except where specified otherwise in the Departmental Pay Schedule as shown in Schedule-II, appended to the Notification. Holders of posts not included in Schedule-II will be governed by the Revised Pay Scales corresponding to the present scales as shown in the Schedule-I.
- iv The requests for any further revision of pay scales for the categories already included in the Schedule-II shall not be entertained in any case.
- v A fitment benefit of 30% shall be given for fixing the pay in the Revised Pay Scales, 2020.
- vi The dearness allowance of 30.392% as on 1.7.2018 shall be merged in the pay as recommended by the Pay Revision Commission.
- vii The Revised Pay Scales, 2020 shall be deemed to have come into force on and from 01.07.2018.
- viii The monetary benefit shall be allowed from 01.04.2020.
- ix The arrears for the period from 01.04.2020 to 31.03.2021 shall be paid at the time of superannuation of the Government employee or to the legal heirs in case of demise of the employee.
- x The arrears for the period from 01.04.2021 to 31.05.2021, will be paid during the financial year 2021-22.
- xi The salary in the Revised Pay Scales, 2020 will be paid from the month of June, 2021 payable in July, 2021.
4. The Pay of the employee in the Revised Pay Scales, 2020 shall be fixed with effect from 01.07.2018 or any other subsequent date in accordance with the option exercised as per the rules in the appended Notification. The Rules for exercise of option and fixation of pay in the Revised Pay Scales are notified in the Notification appended to this order.
5. The Revised Pay Scales shall apply to –
 - a. all employees of the State Government;
 - b. the employees of the Local Bodies and Aided Institutions including Aided Polytechnics, who are in receipt of pay in a regular pay scale in the Revised Pay Scales of 2015; and
 - c. the Work-charged Establishment in receipt of pay in a regular pay scale in the Revised Pay Scales of 2015.

6. Wherever statutory Notifications are required to be issued for applying these orders to the employees other than Government employees, the Administrative Departments of the Secretariat concerned shall issue such notifications in consultation of Finance (HRM.IV) Department.

7. Separate orders will be issued in regard to Officers and Staff of the High Court of Judicature at Hyderabad for the State of Telangana.

8. The Revised Pay Scales, 2020 will not be applicable to;

- a) the teaching and other staff in Government Colleges, including Medical Colleges, Government Aided Private Colleges who are drawing pay in the Revised UGC/ICAR/AICTE Pay Scales.
- b) to the officers of the Telangana State Higher Judicial Service and Telangana State Judicial Service who are governed and covered by the recommendations of the First National Judicial Pay Commission and subsequent pay revisions.
- c) the persons who were re-employed before 1st of July, 2018 and are continuing on re-employment beyond that date.
- d) the employees of Industrial and Commercial undertakings of the Government, Contingent Establishment both full time and part time and employees who are engaged on contract and or on out sourcing basis.

9. In respect of employees of Public Sector Undertakings, Corporations, Co-operative Societies and other such institutions under Government, the concerned administrative department shall obtain specific orders of the competent authority in consultation of Public Enterprises and Finance (HRM.IV) Departments, duly following the Business Rules, in respect of each such entity.

10. In respect of employees who are already enjoying the benefits of Automatic Advancement Scheme, the Pay shall be fixed in the corresponding revised scales of Automatic Advancement Grades in accordance with these instructions.

11. Government also hereby orders that all the employees falling under Grade-I to Grade-XXXII are entitled for five (05) stagnation increments beyond the time scale in the Revised Pay Scales, 2020. These stagnation increments shall be treated as increments for all purposes such as fixation of pay on promotion, Automatic Advancement Scheme and Pension.

12. The above orders are issued in so far as the recommendations relating to the scales of pay, pay fixation and other related matters are concerned. Separate orders will be issued covering the other recommendations of the Pay Revision Commission regarding Dearness Allowance, House Rent Allowance, Additional House Rent Allowance in lieu of rent-free quarters, City Compensatory Allowance and other Allowances, Special Pays, Automatic Advancement Scheme, Loans and Advances, Pension, terminal benefits and other related matters.

13. All Drawing Officers shall take immediate action for fixing the pay of all Gazetted and Non-Gazetted Officers whose pay and allowances are drawn by Heads of Offices in their substantive as well as officiating posts. In the case of Heads of Departments, the pay shall be fixed by the Pay and Accounts Officer, Hyderabad under intimation to the administrative department of the Secretariat concerned.

14. The following Notification shall be published in the Telangana Gazette:

NOTIFICATION

In exercise of the powers conferred by the Proviso to article 309 of the Constitution of India, the Governor of Telangana hereby makes the following rules, namely;

1. Short title, commencement and application:

- I. These rules may be called the Telangana Revised Scales of Pay Rules, 2020.
- II. The Revised Scales shall be deemed to have come into force on the 1st of July, 2018.
- III. These rules shall apply to all the Government employees whether temporary, regular or permanent appointed before 1st of July, 2018.

2. Definitions:

In these rules, unless the context otherwise requires;

1. Basic pay means pay as defined in Fundamental Rule 9 (21) (a) (i).
2. existing emoluments means the aggregate of:
 - a.
 - (i) the basic pay, including the stagnation increments if any, in the existing scale of pay as on 1st of July, 2018 or on any other date of entry into the Revised Pay Scales, 2020 according to clause (b) of sub rule (1) of rule 5;
 - (ii) personal pay sanctioned under Rule 9 (23) (a) of the Fundamental Rules or Rule 7 (40) (a) of the Hyderabad Civil Service Rules, as the case maybe;
 - (iii) personal pay sanctioned in pursuance of proviso (ii) under rule 6 (b) of the Revised Scales of Pay Rules, 2015 to the extent such personal pay has not been absorbed in increases in pay on promotion till the date of entry into the Revised Pay Scales, 2020.
 - b. Dearness allowance admissible at the rate which existed on the 1st of July, 2018 appropriate to the basic pay referred to in sub-rule 2 (a) (i);
3. existing scales of pay means the Revised Pay Scales, 2015;
4. Revised Pay Scales, 2020 means the Revised Pay Scales set out in column (4) in Schedule-I or in column (4) in Schedule-II, as the case may be.

3. Revised Pay Scales, 2020:

- 1) Except as otherwise provided in sub-rule- (2), the existing scales of pay specified in column (2) of Schedule-I shall be revised as specified in the corresponding entry in column (4) of the said schedule.
- 2) Where, in the case of any post on an existing scale of pay specified in column (2) of Schedule-I, a revised scale of pay, other than the revised scale of pay specified in the corresponding entry in column (4) of Schedule I, is specified in column (4) of Schedule-II, the revised scale of pay so specified in column (4) of Schedule-II shall apply.

4. Date of entitlement to the Monetary Benefit:

No Government employee who enters into the Revised Pay Scales, 2020 before 01.04.2020 shall be entitled to any monetary benefit for any period prior to that date.

5. Principles for exercising option:

- (1) Subject to other provisions of this rule, a Government employee holding a post under the Government on 1st July, 2018, the scale of which is revised, may opt:
- (a) to remain in the existing scales of pay, or
 - (b) to draw pay in the Revised Pay Scales, 2020 either from 1st of July, 2018 or from the date on which he earns his next increment in the existing scales of pay, but not beyond 30.06.2019.
 - (c) Employees whose date of increment in the existing scales of pay happens to be 01.07.2018, shall be allowed option to get their pay fixed in the Revised Pay Scales, 2020 as indicated below:
Either based on the pay in the existing scales of pay as on 01-07-2018 excluding the increment which is due on 01-07-2018.

OR

Based on the pay in the existing scales of pay including the increment due on 01-07-2018.

- (2) A Government employee, who is entitled to exercise option under sub-rule (1) shall do so within a period of 6 (six) months from the date of publication of these rules in the Telangana Gazette. The option once exercised shall be final.
- (3)
- (a) If a Government employee does not exercise his option in writing within the time specified in sub-rule (2), he shall be deemed to have opted to the Revised Pay Scales, 2020 from 01-07-2018.
 - (b) If a Government employee exercises option to enter into the Revised Pay Scales, 2020 from a date beyond 30-06-2019, such option shall be deemed to be invalid and shall be governed by sub-rule (3) (a) of this rule.
- (4) A Government employee shall exercise his option in respect of the post held by him on the 1st July, 2018 and also in respect of each of the lower posts which he would have held on that day but for his holding the higher posts.
- (5) Every Government employee shall exercise his option in writing in the form specified in the Annexure and shall communicate it in triplicate to;
- a) the head of office in which he is for the time being working at the time of giving the option if he is a Non-Gazetted Officer or a Gazetted Officer whose salary is drawn by the head of his office;
 - b) the next superior officer, if he is the Head of the Office;
 - c) the Pay and Accounts Officer, Hyderabad if he is the Head of the Department
- and obtain an acknowledgment of its receipt.
- (6) In a case where the date of increment in the existing scales of pay of a Government employee is altered, or the circumstances that existed on the date of exercise of option are materially altered by any order of the Government or other authority, he may exercise a revised option within a period of one month from the date of receipt of the relevant order.
- (7) Such of the employees who are either on leave or on deputation/Foreign Service or under suspension on the date of issue of these orders and could

not join duty before the expiry of the last date for exercising option, are allowed to exercise option to the Revised Pay Scales, 2020 within a period of one month from the date of joining duty after the expiry of the leave or on return from deputation out of India or reinstatement after suspension, as the case may be.

- (8) A Government employee who retired on or after 01.07.2018, but before the date of publication of these rules in the Telangana Gazette, may exercise option under this rule within a period of six months from the date of receipt of the communication in that behalf by him from the Head of Department of the Office in which he was employed.
- (9) In the case of a Government employee who died while in service on or after the 01.07.2018 or who expired before the last date for the exercise of option under sub rule (2), his legal heirs may exercise option in the manner set out in sub-rule (8) of this rule.

6. Principles of fixation of pay in the Revised Pay Scales of 2020:

Not-with standing anything in the Fundamental Rules or in the Hyderabad Civil Service Rules, the principles which shall govern the fixation of pay of a Government employee who opts to the Revised Pay Scales, 2020 shall be as follows:

- (a) An amount representing thirty percent (30%) of the Basic Pay referred to in Rule 2(2)(a)(i) above, be added to the existing emoluments referred to in Rule 2 (2) above;
- (b) After the existing emoluments are increased as required by clause(a), the pay shall be fixed in the Revised Pay Scales, 2020 at the stage next above the amount of the existing emoluments as so increased irrespective whether the amount of the existing emoluments as so increased is a stage or not in the Revised Pay Scales, 2020.

Provided that:

- I. if the amount of the existing emoluments as so increased under clause(a) is less than the minimum of the Revised Pay Scales, 2020, the pay shall be fixed at the minimum of that scale;
- II. if the amount of the existing emoluments as so increased under clause(a) is more than the maximum of the Revised Pay Scales, 2020, the pay shall be fixed at the maximum of that scale and the difference shall be treated as Personal Pay to be absorbed in future rises in pay. If it could not be absorbed, it shall be continued to be paid till the date of cessation of duties.
- (c) The short fall, if any, in the sum total of pay and other allowances in the Revised Pay Scales, 2020 compared to the pay and other allowances in the existing scale shall be allowed as Personal Pay to be absorbed in future increases.
- (d)
- (i) A Government employee who is on leave without leave salary on 1.07.2018, shall be entitled to get the pay fixed with effect from the date of entry into the Revised Pay Scales, 2020 and he shall be entitled for monetary benefit from the date of assumption of duty or **01.04.2020** whichever is later.
- (ii) A Government employee who is under suspension on 01-07-2018 shall be entitled to get his pay fixed in the Revised Pay Scales,

2020 from the date of entry into the Revised Pay Scales, 2020 based on the pay on the date preceding his suspension. However, he shall continue to draw subsistence allowance based on the existing scale of pay. In case of re-instatement after 01-07-2018, the monetary benefit of Revised Pay Scales, 2020, accrues with effect from 01.04.2020 or from the date of re-instatement, whichever is later. His pay in Revised Pay Scales, 2020 for the period of suspension shall be subject to final outcome of the decision on the period of suspension.

(e) Where an employee is covered by an order of stoppage of increments without cumulative effect on the date of entry into the Revised Pay Scales, 2020 and opted for the Revised Pay Scales, 2020 from a date which falls within the period during which the order imposing the penalty of stoppage of increment is operative, his pay shall be fixed in the following manner:

- (i) based on the actual pay drawn by him on the date of entry into the Revised Pay Scales, 2020; and
- (ii) based on the presumptive pay, that is, the pay which he would have drawn on the date of entry into the Revised Pay Scales, 2020 but for stoppage of the increments.

He shall draw the pay as fixed under clause (i) above based on the pay drawn by him on that date of entry into the Revised Pay Scales, 2020 until the expiry of the period during which the order imposing the penalty of stoppage of increments is operative and the pay as fixed in clause (ii) above on the presumptive pay after the expiry of the period covered by the stoppage of increments.

(f) The principles of fixation of pay laid in this rule shall apply to substantive, officiating and temporary holders of Government posts.

(g)

(i) Where the pay of a Government employee in a higher officiating or temporary post as fixed in the Revised Pay Scales, 2020 is less than or equal to the pay fixed in the lower post, his pay in the higher post shall be fixed at the stage next above his substantive pay in the lower post.

(ii) Where a Government employee exercises option to remain in the existing scales of pay in respect of a post held by him in an officiating capacity, for the purpose of regulation of pay in that scale under Fundamental Rule 22 or 31, his substantive pay shall be the substantive pay which he would have drawn had he remained in the existing scales of pay in respect of the permanent post on which he holds a lien or would have held a lien, had his lien not been suspended.

(iii) Where a Government employee who had actually officiated in higher post prior to 01.07.2018 in a regular capacity but who stood reverted to the lower post on the crucial date of 01.07.2018 for want of vacancy and who would be re-promoted on or before 30.06.2019 shall be allowed the benefit of fixation of pay in the Revised Pay Scales, 2020 in the higher category subject to the following conditions:

a) The employee should have held the post prior to 01.07.2018 in the regular capacity and stood reverted to the lower post on the date for want of vacancy.

- b) On subsequent appointment to the post after 01.07.2018 the employee should draw pay in the Revised Pay Scales, 2020.
- c) Pay in such cases shall be fixed in the Revised Pay Scales, 2020 in accordance with the principles laid down in proviso to Fundamental Rule 22 / Rule 34 of Hyderabad Civil Service Rules notionally treating the employee to have held the higher post on 01.07.2018 and elected to the Revised Scale of Pay from that date. In other words, the employee should be deemed to have held the post in question on 01.07.2018 and elected to the Revised Pay Scales, 2020 from 01.07.2018 only.
- d) The pay in the Revised Pay Scales, 2020 shall be fixed in accordance with the principles of pay fixation laid down in these rules on the basis of the pay which he would have drawn in the pre-revised scales had he been holding that post on 01.07.2018.
- e) The subsequent increments shall be allowed in accordance with the rule 7 of the Telangana Revised Scales of Pay Rules, 2020.
- f) The monetary benefit shall be allowed from the date of actual re-promotion or 01.04.2020 whichever is later.
- g) Where the pay of such employee on re-promotion to the higher post after 01.07.2018 happens to be less than what would be admissible at the stage next above his substantive pay, the pay in the higher post shall be fixed at the stage next above his pay in the lower post.
- h) The principles of fixation of pay laid down in this rule shall not apply to a Government employee who elects to remain in the existing scales of pay.

7. Date of next increment in the Revised Pay Scales, 2020:

The next increment of a Government employee whose pay in the Revised Pay Scales of 2020 is fixed on 01.07.2018, in accordance with the principles specified in rule 6 shall be on the date on which he would have drawn his increment had he continued in the existing scale of pay.

Provided that;

- (i) In the case of employees whose date of increment is 01.07.2018 and who opt to get pay fixed without getting increment on 01.07.2018 in the existing scales, the next increment shall be allowed in the Revised Pay Scales, 2020 with effect from 01.07.2018 after the pay is fixed with effect from 01.07.2018 in the Revised Pay Scales, 2020.
- (ii) In the case of employees whose date of increment is 01.07.2018 and who opt to get pay fixed after getting increment on 01.07.2018 in the existing scale, the next increment shall be allowed in the Revised Pay Scales, 2020 on completion of the service required to earn an increment.
- (iii) In the case of an employee whose pay in the Revised Pay Scales, 2020 is fixed on the 1st July, 2018 at the same stage as that fixed for another Government employee junior to him in the same cadre, and drawing pay at a lower stage than his pay in the existing scale of pay, prior to that date, the next increment shall be deemed to have accrued on the same date as admissible to his junior, if the date of increment of the junior is earlier.

- (iv) In the case of an employee whose pay is fixed under Proviso (i) under Rule 6 (b), the date of next increment shall accrue on the date on which his junior gets his increment in the Revised Pay Scales, 2020.
- (v) In the case of an employee who has reached maximum of the pre-revised scale and has exhausted all the stagnation increments beyond the maximum of the time scale and stagnated for less than one year on 01.07.2018, the next increment shall be allowed on completion of one year from the date on which he has reached that stage.
- (vi) In the case of an employee who has reached maximum of the pre-revised scale and has exhausted all the stagnation increments beyond the maximum of the scale and stagnated for more than one year on 01.07.2018, the next increment shall be allowed on 01.07.2018.
8. In the event of stagnation, five stagnation increments shall be allowed beyond the time scale in the Revised Pay Scales, 2020. These stagnation increments shall be treated as regular increments for all purposes such as fixation of pay on promotion, Automatic Advancement Scheme, Pension etc.

9. Power to remove difficulties:

If any difficulty arises in giving effect to the provisions of these rules, the Government may by order make such provisions or give such directions as appear to them to be necessary for removing the difficulty.

10. Effect of other Rules:

- (i) No rules made or deemed to have been made under proviso to Article- 309 of the Constitution shall, in so far as those are inconsistent with any of the provisions of these rules, have any effect.
- (ii) Save as otherwise provided in these rules, these rules shall be in addition to any other rules made or deemed to have been made under the proviso to Article-309 of the Constitution.

11. Recovery:

Any pay fixations contrary to the above Rules are liable for revision of pay and the excess amount paid thereon shall be recovered from the salaries of the concerned employees without any notice.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

**K. RAMAKRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT**

**GOVERNMENT OF TELANGANA
ABSTRACT**

RETIREMENT GRATUITY – Enhancement of maximum limit from Rs.12,00,000/- to Rs.16,00,000/- Orders – Issued.

FINANCE (HRM.V) DEPARTMENT

G.O.Ms.No.56

Dated:11-06-2021.

Read the following:-

1. G.O.Ms.No.99, Finance (HRM.V) Department, dated.21.07.2015.
2. G.O.Ms.No.86, G.A. (Spl.A) Department, dated.18.05.2018.
3. G.O.Ms.No.51, Finance (HRM.IV) Department, dated.11.06.2021.
4. G.O.Ms.No.55, Finance (HRM.V) Department, dated.11.06.2021

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ORDER:

In the Government Order second read above, orders were issued constituting the 1st Pay Revision Commission. The Pay Revision Commission has submitted its report to the Government on 31.12.2020.

2. The Pay Revision Commission, inter-alia, recommended the following on Retirement Gratuity:

“Keeping in view the increase in the pay structure, the Commission recommends enhancing the maximum limit of Gratuity, from the existing Rs.12.00 lakhs to Rs.16.00 lakhs”.

3. After careful consideration, Government decided to accept the above recommendation of the First Pay Revision Commission and hereby order that:

- i. The maximum limit of Retirement Gratuity fixed in G.O.Ms.No.99, Finance (Pen.I) Department, dated.21.07.2015 be raised from Rs.12,00,000/- (Rupees Twelve lakhs) to Rs.16,00,000/- (Rupees Sixteen Lakhs).
- ii. The formula for calculation of Retirement Gratuity shall be followed as ordered in para 3 of G.O.Ms.No.14, Finance & Planning (FW: Pen.I) Department, dated.30.01.1999.

4. These orders shall come into force with effect from 01.04.2020 and shall apply to all Government Servants including the retired University/ Government/Aided College Teachers who are drawing the UGC Pay Scales in the State and to all Non- Government Service Pensioners whose service pension is being charged to M.H.- 2071 Pension and Other Retirement benefits and who retired or whose death took place on or after this date.

5. The revised Gratuity shall be paid from the month of June, 2021 onwards.

6. The arrears on account of revision of Gratuity from 01.04.2020 to 31.05.2021, will be paid in thirty six (36) equal monthly installments.

7. Necessary amendments to Rule 46 of the Telangana Revised Pension Rules 1980, will be issued separately.

8. The Government Order is available on Internet and can be accessed at the address

<http://www.goir.telangana.gov.in> and <http://www.finance.telangana.gov.in>.

(BY ORDER AND IN THE NAME OF GOVERNOR OF TELANGANA)

**K. RAMAKRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT**

**GOVERNMENT OF TELANGANA
ABSTRACT**

PENSIONS – NATIONAL PENSION SYSTEM – Contributory Pension Scheme - Extension of option of Invalidation Pension and Family Pension to the State Government employees covered by Contributory Pension Scheme (National Pension System) and their family member in case of premature exit due to invalidation/death - Orders – Issued.

FINANCE (HRM.V) DEPARTMENT

G.O.Ms.No.58

**Dated.11-06-2021.
Read the following:-**

1. G.O.Ms.No.653, Finance (Pen-I) Dept., dated.22.09.2004.
2. O.M.No.38/41/05, P&PW (A), dated.05.05.2009 of Ministry of Personnel Public Grievances and Pensions, Department of Pension and Pensionary Welfare.
3. Cir.Memo No.30857/422/A1/Pen.I/2010, Finance (Pen.I) Department, dated.08.03.2010.
4. G.O.Ms.No.62, Finance (Pen.I) Department, dated.07.03.2014.
5. The PFRDA regulations dated.11.05.2015 on Exit and Withdrawals under the NPS Regulations, 2015.
6. O.M.No.7/5/2012, P&PW (F)/B, dated.26.08.2016 of Ministry of Personnel Public Grievances and Pensions, Department of Pension and Pensionary Welfare.
7. O.M.No.28/03/2016-P&PW (B), dated.10.01.2017 of Ministry of Personnel Public Grievances and Pensions, Department of Pension and Pensionary Welfare.
8. G.O.Ms.No.60, Finance (HRM.V) Department, dated.23.05.2018.
9.G.O.Ms.No.55, Finance (HRM.V) Dept., dated.11.06.2021.

* * *

ORDER:

In the Government Order 1st read above, the Government introduced Contributory Pensions Scheme with effect from 01.09.2004 to all State Government employees who were appointed on or after 01.09.2004. The Telangana State Revised Pension Rules, 1980 are not applicable to the employees covered by the Contributory Pensions Scheme.

2. In the reference 2nd read above, the Government of India has allowed certain additional benefits to employees covered by the New Defined Contribution Pension Scheme (NPS) on provisional basis subject to the condition that the funds accumulated in the NPS account should be adjusted against the payment made under CCS Pension Rules, 1972, until further orders. These benefits are

- (i) Invalid Pension and Retirement Gratuity, in case of retirement from Government Service on invalidation not attributable to Government duty;
- (ii) Family Pension (including enhanced Family Pension) and Death Gratuity, in case of death in service not attributable to Government duty;

- (iii) Disability Pension and Retirement Gratuity, in case of discharge from Government Service due to decease or injury attributable to Government Duty and;
- (iv) Extraordinary Family Pension and Death Gratuity, in case of Death in service attributable to Government duty.

3. Accordingly, in the Circular Memo 3rd read above, instructions were issued provisionally extending the aforementioned benefit to the employees of State Government covered by Contributory Pension Scheme (NPS) in toto, duly applying similar provisions of the Telangana State Revised Pension Rules, 1980 with a condition to adjust the payments/relief made to the employees against the amount of accumulated funds in CPS account, pending finalisation of the guidelines. However, while issuing orders vide G.O. 4th read above adopting exit policy and interim guidelines, the order issued in the reference 3rd read above was withdrawn, as a result of which the benefits of Retirement/Death Gratuity and Family Pension, extended as additional relief by the Government of India to its employees are not admissible to the similarly placed persons in the State Government Service or their legal heirs.

4. The Pension Fund Regulatory and Development Authority (PFRDA) has framed "Exit and Withdrawals under NPS Regulations, 2015" on 11.05.2015. The matter regarding framing of rules on NPS inter alia providing option to its employees or their family members to avail benefits either under NPS or under Old Pension Scheme as per O.M. dated. 05.05.2009, in case of death or disability of a Government Servant, is separately under examination of the Government of India. Meanwhile the cases of death/disability of Central Government civilian employees covered by NPS continue to be dealt with in accordance to O.M. dated.05.05.2009.

5. As per the regulation 6(e) of "Exit and Withdrawals under NPS Regulations, 2015" of the PFRDA, if the subscriber or the family members of the deceased subscriber, upon his death, avails the option of additional relief on death or disability provided by the Government, the Government shall have right to adjust or seek transfer of the entire accumulated Pension wealth of the subscriber to itself. The subscriber or family members of the subscriber availing such benefit shall specifically and unconditionally agree and undertake to transfer the entire accumulated Pension wealth to the Government, in lieu of enjoying or obtaining such additional reliefs like Family Pension or Disability Pension or any other pensionary benefit from such Government Authority.

6. The Government of India has issued final orders in its O.M.No.7/ 5/ 2012- P&PW(F)/B, dated.26.08.2016 allowing Gratuity in cases of retirement and death of the employees covered by the NPS. Orders in this regard were already issued by the State Government in the Government Order 8th read above.

7. Representations have been received from employees covered by the Contributory Pension Scheme for restoration of additional benefit/relief on death/disability of Government servants covered by the Contributory Pension Scheme (NPS) appointed on or after 1.9.2004.

8. After careful consideration, the Government hereby order that the additional benefits extended by the Government of India and adopted by the State Government in the Circular Memo 3rd read above and subsequently withdrawn in the G.O.4th read above, be restored for the purpose of extending invalidation pension and family pension, as the case may be, to the State Government employees and their family members. For the sake of clarity it shall be noted that only similar provisions of the Telangana State Revised Pension Rules, 1980 are to be adopted for calculation of the relevant benefits mentioned above but it shall not be construed as though the employees are governed by the said rules.

9. Accordingly, Government order that an option be given to the employees covered by the Contributory Pension Scheme (NPS) or their family members either to opt for the benefit of additional benefits restored in para eight (8) above, or to draw the accumulated pension wealth as per the regulations of PFRDA. In case, they opt for the additional benefits in para 8 above, the employee (subscriber of NPS) or family members of the employee (family members of the subscriber of NPS) availing such benefit shall specifically and unconditionally agree and undertake to transfer the entire accumulated Pension wealth to the Government, in lieu of enjoying or obtaining such additional reliefs like Family Pension or Disability Pension or any other pensionary benefit from the State Government.

10. These orders shall take effect from 01.09.2004 and are applicable to those Government Employees appointed on or after 01.09.2004 and are covered by Contributory Pension Scheme.

11. In all cases of premature exit due to invalidation/death which were settled in terms of G.O.Ms.No.62, Finance (Pen.I) Department, dated.07.03.2014, as per the existing regulations of the PFRDA, the benefit mentioned in para 8 above shall be extended only after remitting to the Government account the amount withdrawn from their CPS account by the employees or their family members.

12. The Pension Sanctioning Authorities/Pension Payment Authorities are requested to ensure that the amounts accumulated in the CPS account of the subscriber at the time of premature exit due to invalidation/death are adjusted to Government account before release of the benefits mentioned in para 8 above.

13. The Government Order is available on Internet and can be accessed at the address

<http://www.goir.telangana.gov.in> and <http://www.finance.telangana.gov.in>.

(BY ORDER AND IN THE NAME OF GOVERNOR OF TELANGANA)

**K. RAMAKRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT**

To

All Special Chief Secretaries/Principal Secretaries/Secretaries to Government, Telangana Secretariat, Hyderabad.

All Heads of Departments, Government of Telangana, Hyderabad.

All District Collector & Magistrates, Telangana.

All District Superintendent of Police, Telangana.

The Director of Treasuries and Accounts, Government of Telangana, Hyderabad.

The Director of Works and Accounts, Government of Telangana, Hyderabad.

The Director of State Audit, Government of Telangana, Hyderabad.

The Pay and Accounts Officer, Hyderabad.

The Principal Accountant General (Audit-I), Telangana, Hyderabad.

The Principal Accountant General (Audit-II), Telangana, Hyderabad.

The Accountant General (A & E), Telangana, Hyderabad.

All the District Treasury Officers (with copies to Sub-Treasury Officers)

The Joint Director, Pension Payment Office, Jambagh, Hyderabad

The Registrar General, High Court of Judicature at Hyderabad for the State of

Telangana.

The Chairman and Managing Director, Telangana TRANSCO, Telangana GENCO,

VidyuthSoudha, Hyderabad.

The Secretary, Telangana Public Service Commission, Hyderabad.

The Vice Chairman and Managing Director, Telangana State Road Transport

Corporation, Hyderabad.

File No.CCE-SER1/POLY/1/2021-SER1

PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
TELANGANA STATE :: HYDERABAD

PRESENT: Navin Mittal, I.A.S.,

Sub:- Collegiate Education – Award of Career Advancement Scheme to the eligible Assistant Professors/Librarians/Physical Directors to move from Academic Level 10 to 11 and Academic Level 11 to 12 in the UGC RPS 2016 Scales in Government Degree Colleges – Fresh Notification – Issued.

Read:- 1. G.O.Ms.No. 15, HE (UE) Dept., dated: 29.06.2019

2. CCE's Proc.File No. CCE-SER1/POLY/1/2021-SER1, Dated: 22.08.2021.

3. Minutes of the Meeting dated.02.09.2021.

The attention of the Principals of Government Degree Colleges in the State are informed that in supersession of the orders issued in the CCE's proceedings in the reference 2nd read above, a Fresh notification is hereby issued for the award of Career Advancement Scheme to the Eligible Assistant Professors / Librarians / Physical directors to move from Academic Level 10 to 11 and Academic Level 11 to 12 in the UGC RPS 2016.

The Promotion Criteria and Eligibility conditions for award of CAS to the Assistant Professors/Librarians/Physical Directors, Application Form, Annual Performance Indicators proforma (Annexure I, II & III) are enclosed with the notification herewith.

The Principals are requested to complete the above process as per time schedule in the notification.

The receipt of these proceedings should be acknowledged.

Encl: As above.

Commissioner Collegiate Education

To

All the Principals of Government Degree Colleges in the State for necessary action and with request to duly communicate to all faculty members immediately.

Copy to RJDCE, Warangal at Hyderabad

Copy to ICT Officer of this office with a request to post in official website.

SEPTEMBER 2021 NOTIFICATION FOR AWARD OF CAREER ADVANCEMENT SCHEME TO THE ELIGIBLE ASSISTANT PROFESSORS / LIBRARIANS / PHYSICAL DIRECTORS WITH ACADEMIC LEVEL 10 & 11 IN GOVERNMENT DEGREE COLLEGES OF TELANGANA STATE, UNDER UGC REVISED PAY SCALES 2016.

(For the Eligible Faculty and Staff working under the administrative control of Commissioner of Collegiate Education.)

Applications are invited from the Eligible Assistant Professors/Librarians/Physical Directors with Academic Level 10 & 11 in Government Degree Colleges of Telangana State for Award of Career Advancement Scheme under UGC Revised Pay Scales 2016 issued vide G.O. Ms. No. 15 Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019.

Eligibility and Promotion Criteria as per 2.9 (B) of Part II and Academic Performance Indicators for various Promotion levels of Asst. Professors, Librarians and Physical Directors as per Appendix – II Table-1, Table – 4 and table – 5 of G.O.Ms.No. 15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019 are attached here with as Annexure I, II and III seperatly. The status of the Applicants in all respects as on the **30th September 2021** only be considered for the CAS Purpose.

The Applicants should utilize the Application Format enclosed herewith. Applicants should submit applications in duplicate, to the Principal of the College. The Principal should consolidate all the applications of applicants under their administrative control and only those with minimum academic performance and service requirements for promotions to teachers & equivalent cadres in colleges as per G.O.Ms.No. 15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019 are to be submitted along with the original S.R and relevant documents to the Principal, ID College of erstwhile District after due verification and certification as per profarma in the Application for award of Career Advancement Scheme.

The Career Advancement Scheme Promotions of Assistant Professors and Equivalent Cadres from Academic Level 10 to 11 and Academic Level 11 to 12 shall be conducted by a Screening Cum Evaluation Committee as Prescribed at Para 2.1.X.B, 2.1.X.D and 2.1.X.F of G.O.Ms.No. 15, Higher Education (UE) Dept., Government of Telangana dated: 29.06.2019. The Screening Cum Evaluation Committee meetings will be held at the ID Colleges of the erstwhile districts and the ID College Principals will coordinate and supervise the entire process. The following

points may be noted while conducting the Screening Cum Evaluation Committee meetings.

1. Where the Applicant himself is the Principal (FAC) of the College the ID College Principal will be the member of Screening Cum Evaluation Committee.
2. If the Applicant himself is Head of the Department, the HOD of the Same Department from ID College will be the member of Screening Cum Evaluation Committee.

After Evaluation of each application by the Screening Cum Evaluation Committee, the Evaluation Committee reports along with Eligible Candidates List must be sent to the Commissioner Collegiate Education by the ID College Principal for award of CAS promotion in the given Proforma. The Schedule for the award of CAS is also appended to this notification.

Time Schedule for the Award of CAS to the Eligible Assistant Professors and Equivalent Cadres:

S.No.	EVENT	CUT OFF DATE
01	Submission of Applications for CAS by the Eligible Assistant Professors and Equivalent Cadres to the respective college Principals.	30.09.2021
02	Scrutiny and Submission of Eligible Assistant Professors and Equivalent Cadres CAS Applications to the IDCollege Principals by the College Principals	07.10.2021
03	Screening Cum Evaluation Committee Meetings	08.10.2021 to 29.10.2021
04	Submission of Screening Cum Evaluation Committee Reports along with Eligible Candidates Lists for Award of CAS by the ID College Principals to the Commissionerate of Collegiate Education.	30.10.2021

Commissioner of Collegiate Education

**COMMISSIONERATE OF COLLEGIATE EDUCATION
TELANGANA STATE - HYDERABAD**

**APPLICATION FORM FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME
FOR ASSISTANT PROFESSORS AND EQUIVALENT CADRES
(TO BE SUBMITTED IN DUPLICATE)**

- i) From Academic Level 10/AGP 6000 to Academic Level 11/AGP 7000 ()
ii) From Academic Level 11/AGP 7000 to Academic Level 12/AGP 8000 ()
(Tick whichever is applicable)

1. Name (in Block Letters) :
2. Father's Name :
3. Place of work :
4. Subject :
5. Date of appointment as Lecturer
(Page No. of S.R. & Volume) :
6. Category (tick the category) : OC / SC / ST / BC (A,B,C,D,E)
7. Date of UGC Scale (Page No. of S.R. & Volume) :
8. Current Designation with Academic Level/AGP :
9. Academic Level / Grade Pay applied for :
under CAS :
10. EOL Particulars if any
(Page No. of S.R. & Volume) :
11. Relaxation / Exemption Claimed/
Applicable (Mention Rule position also) :
12. Calculation of Qualifying Service :
13. Date of Eligibility for promotion :
14. Date of Retirement :
15. Address for correspondence :
(with Pin code) :
16. Permanent Address (with Pin code) :

17. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M.Phil.			
Ph.D.			

18. Details of Orientation/Refresher Courses/Summer Institute/Workshop/
Training Programmes.: (Enclose copies of the courses attended)

- a. Orientation Courses (For the Assessment Period).

Name of the Course	Academic Staff College/University	Dates from to	Duration	S.R. Page No. & Volume

b. Refresher Courses (For the Assessment Period).

Name of the Course	Academic Staff College/University	Dates from to	Duration	S.R. Page No. & Volume

c. Workshop / Training / Technology Programme / Faculty Development Programme of atleast One Week Duration (For the Assessment Period).

Name of the Course	Academic Staff College/University	Dates from to	Duration	S.R. Page No. & Volume

d. MOOCs Completed with e-certification

Sl. No.	Details of MOOC	Subject	Certification providing Agency	Date of Certificate	Level UG/ PG/Other	E-Certification No.

19. Any other information which is not covered in the above proforma or any matter relevant to your CAS Promotion :

20. Performance Appraisal Report
Enclose API Scores (As Annexure I or Annexure II) :

Date:

Signature of the Applicant

Certified, that all the Particulars mentioned by the applicant in the application are found correct and the application of above candidate has been verified with the entries in the service book of the individual and noted the Page number against each column above and found correct. He is eligible for _____ (CAS as applied in the application) from date: _____ as per Service Qualifications and eligibility conditions in accordance with the rules in force. One identical copy of the application is kept in this institution for record.

Remarks if any:

Station:

Signature of the Principal

ANNEXURE – I

**ACADEMIC PERFORMANCE INDICATORS (API) FOR ASSISTANT PROFESSORS
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES APPENDIX II TABLE 1**
[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated
29.06.2019]

ASSESSMENT CRITERIA AND METHODOLOGY FOR COLLEGE TEACHERS

S.No. 1: TEACHING (includes Lectures, Practicals, Tutorials and other teaching related Activities)

S.No.	Subject/ Paper Taught	No. of Classes Assigned	No. of Classes Taught	Grading Criteria in % (Total No. of Classes Taught per Academic Year ÷ Total No. of Classes Assigned per Academic Year) X 100	
				Self-Evaluation	Principal Evaluation
Total					
Grading Obtained (Good/Satisfactory/Not Satisfactory)					

Grading Criteria: (a) **Good:** 80% & Above, (b) **Satisfactory:** Below 80% but 70% & Above and (c) **Not satisfactory:** Less than 70%

S.No. 2: ACTIVITIES

(Involvement in the College Students related Activities/Research Activities)

S. No.	Name of the Activity / Contribution (all activities/ contributions shall be considered in the one academic year only)	Name of the Activity	Self Assessment (Yes / No)	Principal Assessment (Yes / No)
A	Administrative Responsibilities such as Dept. In-charge/Chair person/ Dean/ Director/ Co-ordinator/ Warden etc.			
B	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.			
C	Professional Development; (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses/RC/OC/ARPIT, dissemination and general articles and any other contribution)			
D	Student related Co-curricular, Extension and Field based Activities such as Student Clubs, Career Counselling, Study Visits, Student Seminars and other events, Cultural, Sports, NCC, NSS and Community Services.			

E	Organising Seminars/ Conferences/ Workshops/ other College Activities.			
F	Evidence of actively involved in guiding Ph.D. students.			
G	Conducting Minor or Major Research Project sponsored by National or International Agencies.			
H	At least one single or joint Publication in peer- reviewed or UGC list of Journals.			
Total No. of Activities / Contributions involved in (No. of Yes)				
Overall Grading Obtained (Good / Satisfactory / Not satisfactory)				

Grading Criteria:

- (a) **Good: Involved in at least 3 Activities**
- (b) **Satisfactory: 1-2 Activities**
- (c) **Not-satisfactory: Not involved/Undertaken any of the activities**

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

- 1. A
- 2. B
- 3. C
- 4. D
- 5. E
- 6. F
- 7. G
- 8. H

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

Signature of the Teacher
Designation

Counter signed by:

Head of the Department

Signature of the Principal
with College seal

**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR
PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES**
Para 2.9 (B) of Part-II of the Annexure to the G.O.Ms. No. 15,
Higher Education (UE-II) Department, dated 29.06.2019.

Sl. No.	Stages of Promotion	Eligibility	Promotion Criteria
I	Assistant Professor Academic Level 10 to Assistant Professor (Senior Grade) Academic Level 11	<p>1).Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.</p> <p>2). Attended one Orientation course of 21 days' duration on teaching methodology; and Any one of the following: Completed one Refresher/Research Methodology Course</p> <p align="center">OR</p> <p>Any two of the following: Workshop, Syllabus Up- gradation Workshop, Training Teaching-Learning-Evaluation,Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,</p> <p align="center">OR</p> <p>Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.</p>	<p>(i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/ four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;</p> <p>(ii) The promotion is recommended by the screening-cum-evaluation committee.</p>
II	Assistant Professor (Senior Scale) Academic Level 11 to Assistant Professor (Selection Grade) Academic Level 12	<p>1) Assistant Professors who have completed five years of service in Academic Level 11/ Senior Scale.</p> <p>2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/Technology Programmes/Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/Technology Programmes/Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.</p>	<p>(i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment re-ports of at least four of the last five years of the assessment period, (as prescribed in Appendix II,Table 1) and</p> <p>(ii) The promotion is recommended by the Screening-cum-evaluation committee.</p>

OVERALL GRADING FOR THE ASSISTANT PROFESSORS IN THE ASSESSMENT PERIOD

	Academic Year	Category	Grading Obtained Category wise (Good/ Satisfactory/ Not satisfactory)	Overall Grading Obtained (Good / Satisfactory/ Not satisfactory)
1		I – Teaching		
		II – Activities		
2		I – Teaching		
		II – Activities		
3		I – Teaching		
		II – Activities		
4		I – Teaching		
		II – Activities		
5		I – Teaching		
		II – Activities		
6		I – Teaching		
		II – Activities		
Whether the Teacher is Eligible or Not Eligible for CAS Promotion				

(Note: If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Four/Five/Six years of the assessment period as the case may be is eligible for CAS promotion)

ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES

APPENDIX II, TABLE - 4

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]
Assessment Criteria and Methodology for Librarians

S.No	Activity	Details (or) %	Grading	
			Self-Assessment	Principal Assessment
1	<p>Regularity of attending library (Specify in percentage) (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work:</p> <ul style="list-style-type: none"> · Library Resource and Organization and maintenance of books, journals and reports. · Provision of Library reader services such as literature retrieval services to researchers and analysis of report. <p>Assistance towards updating institutional website</p> <p>Good - 90% and above Satisfactory - Below 90% but 80% and above Not satisfactory – Less than 80%</p>			
2	<p>Conduct of seminars/ workshops related to library activity or on specific books or genre of books.</p> <p>Good – 1 National level seminar/ workshop + 1 State/institution level workshop/ Seminar Satisfactory – 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar/ workshop Unsatisfactory – Not falling in above two categories</p>			
3	<p>If library has a computerized database then Physical books and journals in computerized database (Specify in Percentage) Good - 100% of physical books and journals in computerized database. Satisfactory - At least 99% of physical books and journals in computerized database. Unsatisfactory - Not falling under good or satisfactory</p>			

	<p>OR If library does not have a computerized database Catalogue database made up to date (Specify in Percentage) <i>Good – 100% Catalogue database made up to date</i> <i>Satisfactory-90% catalogue database made up to date</i> <i>Unsatisfactory – Catalogue database not up to mark]</i></p>																			
4	<p>Checking inventory and extent missing books <i>Good : Checked inventory and mission book less than 0.5%</i> <i>Satisfactory – Checked inventory and missing books less than 1%</i> <i>Unsatisfactory – Did not check inventory OR Checked inventory and mission books 1% or more</i></p>																			
5	<p>(i) Digitalisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work extra-curricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals. <i>Good : Involved in any two activities</i> <i>Satisfactory : At least one activity</i> <i>Not Satisfactory: Not involved/ undertaken any of the activities.</i></p>																			
6	OVERALL GRADING																			
<p>Overall Grading Criteria: Good: Good in Item 1 and satisfactory/ good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and satisfactory/ good in any other two items including Item 4. Not satisfactory: It neither good nor satisfactory in overall grading.</p>																				
<p>List of Enclosures: (Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)</p> <table> <tr> <td>1.</td> <td>A</td> <td>5.</td> <td>E</td> </tr> <tr> <td>2.</td> <td>B</td> <td>6.</td> <td>F</td> </tr> <tr> <td>3.</td> <td>C</td> <td>7.</td> <td>G</td> </tr> <tr> <td>4.</td> <td>D</td> <td>8.</td> <td>H</td> </tr> </table>					1.	A	5.	E	2.	B	6.	F	3.	C	7.	G	4.	D	8.	H
1.	A	5.	E																	
2.	B	6.	F																	
3.	C	7.	G																	
4.	D	8.	H																	
<p>Undertaking: I certify that the information provided above is correct as per records available and to the best of my knowledge.</p>																				
Date:		<p>Signature of the Teacher with Designation</p>																		
		<p>Signature of the Principal with College seal</p>																		
		<p>Counter signed by:</p>																		

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIANS IN COLLEGES UNDER CAS

(Para 2.9 (B) of Part - II of the Annexure to the G.O.Ms. No. 15, Higher Education (UE- II) Department, dated 29.06.2019)

Sl. No.	Stages of Promotion	Eligibility	Promotion Criteria
I	From College Librarian (Academic level 10) to College Librarian (Senior Scale/ Academic level 11):	An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/Information Science/Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree. (i) He/she has attended at least one Orientation course of 21 days' duration; and (ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.	A. Assistant Librarian/ College Librarian may be promoted if: (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/ four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and (ii) The promotion is recommended by a screening-cum-evaluation committee.
II	From College Librarian (Senior Scale/ Academic level 11) to College Librarian Selection Grade/ Academic level 12)	1) He/she has completed five years of service in that grade. 2) He/she has done any two of the following in the last five years: (i) Training/Seminar/Workshop/Course on automation and digitalisation, (ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.	An individual shall be promoted if: (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and; The promotion is recommended by a screening-cum-evaluation committee.

OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR LIBRARIANS

S.No.	Academic Year	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		
2		
3		
4		
5		
6		
7	Whether the applicant is Eligible or Not Eligible for CAS Promotion	

(Note: If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Four/Five/Six years of the assessment period as the case may be is eligible for CAS promotion)

Signature of the Principal

ANNEXURE - III
ACADEMIC PERFORMANCE INDICATORS (API)
FOR PROMOTIONS UNDER CAS OF UGC 2016 PAY SCALES
APPENDIX II TABLE 5

[For details, see the G.O.Ms. No.15, Higher Education (UE-II) Department, dated 29.06.2019]

**Assessment Criteria and Methodology for Directors of
Physical Education and Sports**

S.No	Activity	Details (or) %	Grading	
			Self-Assessment	Principal Assessment
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.(Specify in Percentage) Good - 90 and above. Satisfactory - Above 80 but below 90. Not satisfactory - Less than 80			
2	Organizing intra college competition Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor Satisfactory			
3	Institution participating in external competitions Good – National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory – State level competition in at least one discipline plus district level competition in at least 3 disciplines.Or District level competition in at least 5 disciplines. Unsatisfactory – Neither good nor satisfactory.			
4	Up-gradation of sports and physical training infrastructure with scientific and technological inputs.Development and maintenance of playfields and sports and physical Education facilities. Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee			
5	(i) At least one student of the institution participating in national/ state/ university/ (for college levels only) teams. Organizing state/ national/ inter university/ inter college level competition. (ii) Being invited for coaching at state/national level. (iii)Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college			

	administration and governance related work including work done during admissions, examinations and extra curricular college activities. Good: <i>Involved in any two activities.</i> Satisfactory: <i>One activity</i> Not Satisfactory: <i>Not involved/undertaken any of the activities</i>			
6	OVERALL GRADING			

OVERALL GRADING Criteria:

Good : Good in Item 1 and satisfactory/good in any other items.
 Satisfactory : Satisfactory in Item 1 and satisfactory/good in any other two items.
 Not Satisfactory : If neither good nor satisfactory in overall grading.

List of Enclosures:

(Attach copies of certificates, sanction orders, etc. and 6 sets of Research Publications, Articles, Conference Proceedings, Books, etc., wherever necessary)

- 1. A
- 2. B
- 3. C
- 4. D
- 5. E
- 6. F
- 7. G
- 8. H

Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Date:

Signature of the Teacher
Designation

Counter signed by:

Signature of the Principal
with College seal

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PHYSICAL DIRECTORS IN COLLEGES UNDER CAS
(Para 2.9 (B) of Part - II of the Annexure to the G.O.Ms. No. 15, Higher Education (UE-II) Department, dated 29.06.2019)

Sl. No.	Stages of Promotion	Eligibility	Promotion Criteria
I	From College Director of Physical Education and Sports (Academic Level 10) to College Director of Physical Education and Sports (Senior Scale/ Academic Level 11)	<p>(i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.</p> <p>(ii) He/she has attended one Orientation course of 21 days' duration; and</p> <p>(iii) He/she has done any one of the following: (a) Completed Refresher/Research Methodology Course/ workshop, (b) Training Teaching-Learning-Evaluation Technology Programme/Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).</p>	An individual may be promoted if: (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three /four/five of the last four/five/six years of the assessment period as the casemay be, as specified in Appendix II, Table 5; and (ii) The promotion is recommended by a screening- cum-evaluation committee.
II	From College Librarian (Senior Scale/ Academic level 11) to College Librarian Selection Grade/ Academic level 12)	<p>1) He/she has completed five years of service in that grade.</p> <p>2) He/she has done any two of the following in the last five years: (i) Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii) Teaching-Learning-Evaluation Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration, (iii) Completed two courses of at least one week(five days) duration in lieu of every single course/programme of atleast two weeks (ten days) duration), and (iv) Taken/developedone MOOCs course in the relevant subject(with e-certification).</p>	An individual may be promoted if; (i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II, Table 5, and; (ii). The promotion is recommended by a screening- cum-evaluation committee .

OVERALL GRADING FOR THE ASSESSMENT PERIOD FOR PHYSICAL DIRECTORS

S.No.	Academic Year	Overall Grading Obtained (Good / Satisfactory / Not satisfactory)
1		
2		
3		
4		
5		
6		
7	Whether the applicant is Eligible or Not Eligible for CAS Promotion	

(Note: If the individual gets satisfactory or good grade in the annual performance assessment reports of at least Three/Four/Five of the last Four/Five/Six years of the assessment period as the case may be is eligible for CAS promotion)

Signature of the Principal

CAS Notification - Instructions to the ID College Principals

File No.CCE-SER1/POLY/1/2021-SER1

**GOVERNMENT OF TELANGANA
COMMISSIONER OF COLLEGIATE EDUCATION**

CIRCULAR

Sub:- Collegiate Education – Award of Career Advancement Scheme to the eligible Assistant Professors / Librarians / Physical Directors to move from Academic Level 10 to 11 and Academic Level 11 to 12 in the UGC RPS 2016 Scales in Government Degree Colleges – Certain instructions issued to the ID College Principals – Reg.

Ref:- 1. GO.Ms.No. 15, HE (UE) Dept., dated: 29.06.2019.
2. CCE's Proc.File No.CCE-SER1/POLY/1/2021-SER1, dated 04.09.2021

In Continuation to the CCE's proceedings in the reference 2nd read above for the Award of Career Advancement Scheme to the eligible Assistant Professors / Librarians / Physical Directors to move from Academic Level 10 to 11 and Academic Level 11 to 12 in the UGC RPS 2016 Scales in Government Degree Colleges the following instructions are issued to the Principals of ID Colleges of the erstwhile districts as follows:

1. As per the Rule 2.1.X.B, D and F of G.O.Ms.No. 15 HE (UE) Dept., Dated: 27.06.2019 the Screening Cum Evaluation Committees be constituted by the ID College Principals.
2. The Subject Experts be chosen from the Concerned Universities in consultation with the Vice Chancellors of the respective Universities.
3. The Proforma Enclosed herewith be used for recording minutes of the Screening Cum Evaluation Committee meetings and to send Assistant Professors Lists who are eligible for CAS Promotion from Academic Level 10 to 11 and Academic Level 11 to 12, subject wise separately to the office of the CCE promptly.
4. The lecturers who have joined in the colleges with NET/SET/Ph.D qualification the Date of Joining of lecturers be considered for fixing the Date of eligibility for awarding the CAS Promotion irrespective of Date of Entry into UGC Scales, subject to satisfaction of other conditions prescribed in the G.O. 1st read above.

NAVIN MITTAL
Commissioner of Collegiate Education

To
The Principals ID Colleges of the erstwhile districts .
The Principals of Government Degree Colleges in the State. Copy to RJDCE,
Warangal at Hyderabad.
Copy to ICT Officer of this office with a request to post in official website.

File No.CCE-AC/GEN/34/2020-ACADEMIC CELL

**Commissionerate of Collegiate Education
Government of Telangana**

CIRCULAR

Sub:- Collegiate Education - Isha Foundation - Inner Engineering Online Course - Treated as Short Term Course for CAS promotion - Instructions - Issued - Reg.

Ref:- 1. File No.CCE-AC/CAPB/OTR/4/2019-ACADEMICCELL;Dt:22.7.2019
2. File No: CCE-AC/GEN/34/2020-ACADEMIC CELL Dt:10.04.2020

Vide reference 1st read above, the Commissionerate of Collegiate Education has conducted a five day Physical training program on "Inner Engineering" for Principals and Faculty members of Government Degree Colleges in association with ISHA Foundation from 23rd July to 27th July 2019, at Dr. B.R. Ambedkar Open University Hyderabad.

Further, Vide 2nd read, the Commissionerate of Collegiate Education has conducted Seven Module Online Sessions of ISHA Foundation's Inner Engineering Program to the Principals and Faculty members working in Government Degree Colleges.

In view of the above, the Principals of Government Degree Colleges are hereby directed to treat these "Inner Engineering" training programs as "One Week Short Term Course (STC) for CAS Promotions."

(CCE orders have been obtained in the Note file)

For Commissioner of Collegiate Education

**Subsequently Qualified Conditional promotees-conversion of pay from
State RPS 2015 to UGC RPS 2006**

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
TELANGANA STATE :: HYDERABAD**

PRESENT: Sri Navin Mittal, I.A.S.,

Sub: Collegiate Education – Conditional promotes from the cadre of Junior Lecturer during the year 2010 – Drawing state RPS-2015 and subsequently acquired qualification (NET/SLET or Ph.D) – Conversion of their pay into UGC 2006 Pay Scales – Orders – Issued.

- Read:- 1. G.O.Ms.No.47, HE (CE.I) Dept., dated:14.05.2007 2. G.O.Rt.637, HE(CE.I) Dept., dated.29.08.2009.
3. G.O.Ms.No.128 HE (CE.I-1) Dept., dated:24.08.2010.
4. G.O.Ms. No.14, HE(UE.II) Dept., dt.20.02.2010.
5. G.O.Ms.No.12, HE(CE), Dept., dated.10.02.2021.
6. This office Lr.File No.CCE-SER2/PMRL/2/2019-SER2, dated. 18.09.2021.
7. Representation dated.27.07.2021, 08.10.2021 of General Secretary, TCGGTA, Hyderabad.

In reference 5th read above, Government issued orders for Fitment formula for fixation of pay of Lecturers in UGC pay scales of 2006 from State RPS 2015 of Telangana State (Junior Lecturers promoted as Lecturer and drawing State RPS-2015). Further ordered the Commissioner of Collegiate Education, Telangana State, Hyderabad for fixation of pay of lecturers working in Government Degree Colleges in UGC pay scales of 2006 from State RPS-2015 and who have opted for UGC scales on promotion from the category of Junior Lecturer irrespective of their date of promotion, whether before or after 01.01.2016.

In the reference 7th read above, the General Secretary, TCGGTA, Hyderabad requested that the conditionally promoted lecturers who are drawing state pay scales 2015 and acquired qualification i.e.NET/SLET or Ph.D., subsequently may be allowed to convert their state pay scales 2015 into UGC 2006 Pay Scales, in terms of Government orders issued in reference 5th read above.

In the circumstances of the above, the Commissioner of Collegiate Education, Hyderabad hereby issue instructions to the Principals of Government Degree Colleges in the state, that the Junior Lecturer promoted conditionally as Lecturer in Government Degree College and drawing state pay scale of 2015 and acquired qualification NET/SLET or Ph.D., subsequently be allowed fitment formula for fixation in the reference 5th read above, subject to the following condition that in case of either non-receipt of clarification of the letter in the reference 6th read above or negative clarification from the Government, the financial benefit / increments given will be recovered without any notice and reverted back to the original position.

The receipt of these Proceedings should be acknowledged.

(Orders of the Commissioner of Collegiate Education, Hyderabad have been obtained in the note file)

G. YADAGIRI

For Commissioner of Collegiate Education

To
The Principals of Government Degree Colleges in the State.
Copy to the Regional Joint Director of Collegiate Education, Warangal at Hyderabad.
Copy to the Assistant Director, Multi Zone-I. Copy to the ICT OFFICER, Hyderabad

File No.CCE-AC/GEN/35/2021-ACADEMIC CELL

**COMMISSIONERATE OF COLLEGIATE EDUCATION
GOVERNMENT OF TELANGANA**

CIRCULAR

Sub: Collegiate Education–Leakage of College Buildings–Cleaning of Roofs of the College Buildings & Maintaining of Campus Hygiene – Instructions - Issued-Reg.

As the new academic year has started and regular physical classes are commencing, Principals of all the Government Degree Colleges are here by directed to clean the campus on regular basis and maintain the campus clean and hygiene.

Further, it is observed that most of the College Buildings have leakage problems due to congestion of dust, leaves and non-cleaning the roofs regularly.

In view of the above, the Principals of all Government Degree Colleges in the State are hereby instructed to take necessary initiations for cleaning the roof tops and porticos of the college building on first Saturday of every month throughout the year. More particularly in the rainy season i.e. during July to October months, the roofs of the buildings shall be cleaned twice in a month i.e. on first and third Saturday in order to avoid the leakage problems of the buildings and water storages on the roof tops of the college buildings.

Hence, all the Principals of Government Degree Colleges in the state are directed to take all necessary steps for compliance of these instructions.

(Orders of CCE have been obtained in Note File)

Ghanshyam
for Commissioner of Collegiate Education

To

The Principals of Government Degree Colleges in the State

**GOVERNMENT OF TELANGANA
ABSTRACT**

The Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order 2018 – Organization of Local Cadres – Allotment of persons holding posts required to be organized into local cadres – Orders – Issued.

GENERAL ADMINISTRATION (SPF-I) DEPARTMENT

G.O.Ms.No.317

Dated:06.12.2021

Read the following:

1. G.O.Ms.No.124, G.A.(SPF-MC) Dept., dated 30.08.2021.
2. G.O.Ms.No.128, G.A.(SPF-I) Dept., dated 30.06.2021.
3. G.O.Ms.Nos.141 to 221 dated 04.08.2021, G.O.Ms.Nos.254, 255 & 256, dated 27.08.2021 and G.O.Ms.Nos.257 and 258 dated 28.08.2021 of GA (SPF.II) Department.

* * *

1. The President of India has, in exercise of the powers conferred by clauses (1) and (2) of Article 371D of the Constitution of India, in supersession of the Notification under G.S.R. 524(E) dated 18.10.1975, in its application to the State of Telangana, made the Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 2018, providing among other things, for the organization of local cadres in respect of posts under the State Government and for the allotment of persons holding such posts to the local cadres to be so organized.

2. In pursuance of the provisions contained in Paragraph 3 of the Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 2018, Government have issued orders, approving the schemes for organization of local cadres in respect of various categories of posts in all the Departments.

3. Paragraph 4 of the Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 2018 provides that the persons holding posts required to be organized into local cadres, shall be allotted to such cadres by the State Government or any officer or authority authorized by it in this behalf, in accordance with the principles and procedure specified therein.

4. In exercise of the powers conferred by Paragraph 4 of the Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order, 2018, Government hereby authorize the following Committees for allotment of persons holding posts in the existing local cadres, to the new local cadres organized vide orders 3rd read above, in accordance with the principles and procedure specified in Paragraph 4.

S. No.	Local Cadre	Allotment Committee
1	District Cadre posts	1. District Collector of erstwhile district - Chairman 2. District Heads of the Departments concerned – Member
2	Zonal posts and MultiZonal posts	1. Prl. Secretary to Government GAD. 2. Special CS/Prl.Secy./Secretary to Government of the concerned Department. 3. Head of the Department concerned. 4. Senior Consultant to Government (HRM & Services), Finance Department. 5. Any other Senior Officers/ as decided by the Government.

5. The detailed guidelines are appended to this order. The clarifications, if any required, would be issued by the Government from time to time.

6. The schedule will be communicated separately.

Model Code of Conduct

7. The above process shall be taken up in the first instance in the districts where the Model Code of Conduct of the Election Commission of India is not in force. In the remaining districts, it shall be taken up after the Model Code of Conduct is lifted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

**SOMESH KUMAR
CHIEF SECRETARY TO GOVERNMENT**

To
 All Departments of Secretariat,
 All Heads of the Departments,
 All the District Collectors in the State.
 SF/SCs

//FORWARDED:: BY ORDER//

SECTION OFFICER

STATE LEAVE RULES – 1933

Leave:

Duty periods(RULE-4(a))

- 1) C L
- 2) public holidays
- 3) Leave periods before and after holidays(prefix/safix)
- 4) Vacation period
- 5) Foregin service
- 6) Joining time
- 7) Sanctioned leave

FR67-Leave is not a right a)Proper sanctioned b)Proper relief c)Proper handing over of charge FR70-recall FR71-physical fitness certificate FR69-No employment on leave FR55-No leave sanction to suspended employee

Casual Leave

- * A concession to Government servant in special circumstances to be absent from duty for short period.
- * Treated as duty.
- * Maximum period for availment in a calendar year is 15 days in general.
- * If not availed in the calendar year leave will lapse.
- * Can be combined with Optional Holidays and Public Holidays.

Period of absence should not exceed 10 days.

- * For temporary employees, sanction depends on discretion of the sanctioning authority.
- * Grant of half day C.L. either from 10.30.A.M. to 1.30.P.M. or from 2.00 P.M. to 5.00 P.M. is allowed.
- * A register of C.L. should be maintained.

Special Casual Leave-Rule 85 -4 Occasion

1. Donating Blood One day
2. Summons to give witness in a court in which his private interest is not in issue

As per the attendance Certificate (G.o.Ms.No.137 dt:23-2-84)

1. For Family Planning operations
 - (a) Male-Vasectomy 6 working Days(G.O.Ms.No.607 dt:12-11-91)
 - (b) Female-Tubectomy 1st & 2nd Operations14 Working Days
(G.O.Ms.No.124) F&P dt:13- 4- 82
 - (c) Male – For Tubectomy of wife 1st & 2nd Operations 7 Days
 - (d) Insertion of Contraceptive 1 Day (G.O.Ms.No.128 F&P DT:13-4-92)
 - (e) Recanalisation (Both) 21 Days

Sports

1. For participating in Sporting events - not exceeding 30 days.

2. If exceeded 30 days – excess period treated as regular leave.
3. Principal Office bearers of Recognized service Associations – 21 days in a calendar year.
4. To participate in Rallies, Camps etc. Organized by A.P. Bharat Scouts and Guides 10days.
5. Elected as President or Secretary of National Sports bodies- 15 days in a calendar Year
6. AP Secretariat Cultural Association Members for dramas – 6 days in a calendar Year
7. Members of Institutions Engineers:
 - (a) For attending annual Meeting at Hyd -- 7 days
 - (b) For attending annual convention to any part of the country 10 days

Earned Leave – Rules 8,10,17 and 20

- * All temporary and permanent employees are eligible for Earned Leave.
- * Earned Leave is earned for duty and leave also.
- * Completed months are to be considered and fraction of a month is to be ignored Leave Rules has been liberalized w.e.f. 01.01.1978.
- * The Teaching and non teaching working in schools/ educational institutions, who have availed vacation/ summer vacation, 6 days E.Ls in two spells i.e., 3 days from 1st January to 30th June and 3 days from 1st July to 31 December in a calendar year may be credited to their leave account as G.O.Ms No317 Edn (service V) Dept DT 15-09-1994
- * Leave will be credited, in advance, in two spells on 1st Jan. and on 1st July every year.
- * The credit for all temporary employees is 8 days for calendar half year.
- * The credit for all permanent employees is 15 days for calendar half year.
- * All the permanent employees will earn leave at 2 ½ days for each completed month of service.
- * If appointed Temp. in the middle of the half year, credit for first two months will be one day each, third month two days and so on.
- * If the employee is on EOL, during the preceding half year the advance credit for the present half year will be reduced by 1/10 of the period of EOL taken during the preceding half year subject to a maximum of 15/8 days. (G.O.Ms.No.384 F&P dt:5-11-77)

The maximum accumulation of E.L. has been further enhanced from 240 to 300 days w.e.f. 16-09-2005 vide G.O.Ms.No:232, Fin. (FR.I) Dept, dated: 16.09.2005.

- * The maxim leave availed at a time only(120) 180 days as per G.O.Ms.No.153 fin.(FR1)dept.dt.4-5-2010

Recasting of leave account

- * When a Govt. servant is appointed temporarily in the first instance and placed on probation at a subsequent date with retrospective effect his leave account should be recast w.e.f. the date of regularization of his service-Ruling under FR rule 20.

- * The leave availed between the date from which his services are regularized and the date of issue of orders shall not be altered as a result of the additional leave that becomes due after recasting the leave account.
- * The additional leave that becomes due as a result of recasting of the leave account shall be availed of only after later date. Rule:20 of A.P.L.R 1 Surrender of Earned Leave (Introduced from 13-08-1969) G.O.Ms.No.238 dt:13-8-69
- * Employee who takes earned leave for not less than 30 days can surrender E.L to a maximum of 30 days and receive leave salary in lieu of leave so surrendered.
- * Leave sanctioning authority is competent to sanction surrender of E.L.
- * E.L. surrendered will be debited against leave account.
- * There should be an interval of 24 months between one surrender and another for surrender of 30 days .
- * There should be an interval of 12 months between one surrender and another for surrender of 15 days
- * The total of E.L. availed and E.L. surrendered should not exceed 300 days at any time.
- * No deductions will be made in surrender leave salary.

Temporary Government servants are eligible to surrender 15 days of EL after completing 24 months of service

- * The employees are permitted to encash 300 days of E.L. at the time of superannuation or by death and has been enhanced to, from 240 to 300 days w.e.f. 16.09.05.

Half Pay Leave

- * All regular Government servants – 20 days for each completed year of service.
- * Credit of H.P.L. is allowed for duty, leave and E.O.L.
- * Grant of H.P.L. either on Medical Certificate or on Private affairs. No limit for sanction of HPL. RULE 11. Up to 4 months Pay D.A. full allowances half to be drawn.
- * H.P.L on full pay up to 6 months can be granted to regular Government servants suffering from Leprosy/ Heart diseases/ Tuberculosis/ Cancer/ Mental illness and Renal failure (Kidney). G.O.Ms.No 386 dt:6-9-76 READ WITH

(G.O.Ms.No.268.Fin & Plg (FWFR-I) Department, dated 28-10-1991.

As per G.O.Ms.No.29 Fin & Plg. (FWFR-I) Department, dated 9-3-2011 extended up to 8 months for above diseases

As per circular Memo No.14568-A/63/PCI/A2/2010 dated.31-01-2011 up to 6 months Half pay and half DA allowances full.

Commuted Leave

- * To be granted on Medical Certificate.
- * Limited to 240 days during entire service.
- * Twice the amount of H.P.L. be deducted from the leave account.
- * E.L. + Commuted leave shall not exceed 180 days.

- * The limit of 180 days removed.
- * Sanctioning authority has to believe that the Government servant will return to duty on expiry of leave.

Leave for Employment in Abroad

- * Conditions for grant of EOL 5 years for employment in abroad.
1. Any category of employees Technical & Non-Technical employees are eligible.
 2. After receipt of appointment letter from employer then only leave can be sanctioned.
 3. Leave cannot be sanctioned for searching the job in abroad.
 4. If the Govt. employee services are need in emergency circumstances, HOD can reject the leave
 5. Vol. Retd. & Resignation is not necessary for working in abroad. This period is not treated as service break.
 6. If not joined after completion of leave, that can be treated as cease the employment.
 7. After completion of employment in abroad, the employee should not demand excesses salary.
 8. Only one time in entire service.
 9. Permission must be obtained before joining.
 10. Peacemile leave also be sanctioned..

Leave Not Due

- * If no balance of H.P.L/EL, Leave not due is given
- * To be granted on Medical certificate only.
- * Maximum limit for availment is 180 days during entire service.
- * Deducted from H.P.L. account against future credit.
- * If retired voluntarily or resigned after availing leave not due before the adjustment of minus balance, leave salary paid should be recovered.

If retirement is on medical invalidation or death recovery will not be insisted.

- * Sanctioning authority has to believe that the Government servant will return to duty on expiry of leave.
- * The leave not due should be limited to the H.P.L, he is likely to earn thereafter.
- * Extra Ordinary Leave
- * May be granted to a permanent Government Servant in superior service and last grade service in special circumstances.
- * When no other leave is available.
- * When leave is available, but if the Government servant request for grant of EOL in writing.
- * The sanctioning authority can treat the period of absence without leave into E.O.L. and dies -non
- * Maximum period for absence on leave of any kind is 5 years, in case of permanent Government employee. FR 18

For non-permanent Government servant E.O.L. shall not exceed 3 months.

- * If completed 3 years of service – 6 months on production of Medical Certificate.
- * For undergoing treatment (T.B., Leprosy) – 18 months.
- * For SC's and ST's HOD can sanctioned E.O.L. for 12 months for Cancer or Mental Illness.
- * HOD can sanctioned E.O.L. to SC's and ST's for 24 months for prosecuting studies.
- * E.O.L. granted on medical certificate counts for qualifying service.
- * Gazetted Officers are to submit medical certificate from a doctor not below the rank of Civil Surgeon.
- * N.G.Os and last grade employees are to submit medical certificate from not below the rank of civil surgeon.
- * OD can permit E.O.L. on M.C. for not more than 6 months to count for grant of increment.
- * In case of E.O.L. on M.C. exceeding 6 months Government is competent to count for grant of increment.

Special Disability Leave (FR – 83)

- * Permanent or temporary Government servants who is disabled by injury inflicted or caused in, or in consequence of due performance of his official duties or in consequence of his official position.
- * Government is competent to sanction leave.
For Gazetted Officers certificate by Medical Board and in case of N.G.Os certificate by Civil Surgeon is necessary.
- * The leave in no case shall exceed 24 months.
If the leave required does not exceed 2 months a certificate from Government Medical Officer is sufficient.

The leave can be combined with any other kind of leave.

- * If the disability is aggravated leave may be granted more than once.
- * The leave shall be counted as duty for calculation of service for pensions.
- * The leave shall not debited against the leave account.

Study Leave (FR 84)

- * Leave is granted by Government only.
- * For the study of Scientific, Technical studies for the use of department to reduce the similar problems in dept. are to undergo special courses of instructions.
- * Government servant of less than 5 years service and due to retire within 3 years is not eligible for sanction of leave.
- * Leave should not exceed 2 years in entire service.

If it is combined with leave with allowances the period of leave should not exceed 28 months.

- * This leave is not debited against the leave account.

- * E.O.L. may be taken in combination of this leave without any limit.
- * The employee will draw leave salary on half pay during Study leave.
- * Maternity Leave FR 101(a)
- * Admissible to married female Government Servants, for a period not exceeding 180 days GO Ms No 152Fin FR I Dept Dt 4.05.2010 for each confinement.
- * In case of miscarriage including abortion leave does not exceed 6 weeks.
- * The leave application should be supported by the medical certificate.
- * This leave can be combined with leave of any other kind, supported by medical certificate.
- * HOD and other competent authorities may grant leave.

Leave should not be granted if female Government servant is having two living children.

- * If leave falls during vacation , the leave and vacation put together should not exceed 180 days
- * Leave salary is equal to leave salary on full pay.
- * This leave is not debitable to leave account.

Hospital Leave FR 101 (b)

- * Temporary Government servants are not eligible.
- * Applicable to all last grade employees shown under SR (2).
- * Should not exceed 6 months in every 3 years of service.
- * The leave salary is equal to half pay leave salary.

Paternity Leave

This provision has been introduced vide G.O.Ms.No:231, Fin. (FR.I) Dept., dt; 16.09.2005 to be granted to married male permanent or temporary Government Employees having one surviving children.

- * Leave to be granted for a period of 15 days on full pay.
- * Leave sanctioning authority is competent to sanction the leave.

PREFIX, SUFFIX: S.R-5 Under F.R.68

Earned leave, Half Pay leave, Commuted leave, EOL can be utilised by prefixing or suffixing the public holidays, Summer holidays (DPI.Progs. rc.No 1549, d1/68, 1-3-68)

- * Prefix or suffix is not applicable to Dasara and Sankranthi Holidays (DPI Prog.Rc.No 10324/E4-2/69 dt 7-11-1969)
- * If the Lecturer is present either on Closing Day or Re opening day of the Summer vacation, Summer Vacation can be Prefixed or suffixed (any one only)

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Public service - Paternity Leave to Male Government Employees - Orders - Issued.

FINANCE (F.RI) DEPARTMENT

G.O.Ms.No.231

Dated: 16-9-2005

Read the following:-

I. G.O.Ms.No. 734, General Administration (special-A) Department,
dt. 17-2-2004.

ORDER:

In the reference read above, Government have constituted Pay Commission Among other things the Pay Revision Commission, 2005 has recommended for sanction of 15 days Paternity Leave to all the eligible persons and restricted to two children for a family.

2. Government have accepted the above recommendation of Pay 2005 and accordingly hereby order that the competent authority may grant paternity leave on full pay to married male Government employees temporary or permanent for a period of 15 days subject to the condition that is shall be granted to those with less than two surviving children.

3. These orders shall come into force within immediate effect.

4) Necessary amendments to the relevant rules will be issued separately.

5) These orders are available on internet and can be accessed at the address <http://www.aponline.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

RANJEEV. R. ACHARYA,
SECRETARY TO GOVERNMENT(FP).

**GOVERNMENT OF TELANGANA
ABSTRACT**

Public Services – Recommendations of 10th Pay Revision Commission on Child Care Leave – Sanction of Child Care Leave for Three months to the women employees of the State – Orders – Issued.

FINANCE (HRM-III) DEPARTMENT

G.O.MS.No. 209

Dated: 21/11/2016
Read the following :

1. G.O.Ms.No. 254, Fin & Plg (FR-I) Department, dt: 10-11-1995.
2. G.O.Ms.No. 152, Finance (FR-I) Department, dt: 4-5-2010.
3. G.O.Ms.No. 95, G.A.(Spl.A) Department, dt: 28-2-2013.

ORDER:

In the Government Order 3rd read above, orders were issued constituting 10th Pay Revision Commission and Government appointed Sri P.K. Agarwal, IAS (retired) as Pay Commissioner.

2. The 10th Pay Revision Commission submitted its report to the Government which, inter alia, recommended sanction of Child Care Leave to all women employees to look after two eldest children upto the age of eighteen (18) years.

3. Government, after careful consideration of the report, hereby order that women employees of the State Government having minor children be granted Child Care Leave, by the authority competent to grant leave, for a period of three (3) months, not exceeding 15 days in any spell, in the entire service to look after two eldest children upto the age of 18 years (22 years in case of disabled children) for any of their needs like examinations, sickness etc., subject to the following conditions:

- (a) Child Care leave of three months can be sanctioned in not less than 6 spells to look after two eldest children up to the age of 18 years and in case of disabled children up to 22 years. The Child Care leave shall be permitted only if the child is dependent on and residing with the Government servant.
- (b) LTC cannot be availed during the Child Care Leave.
- (c) The leave account for child care shall be maintained in the prescribed proforma enclosed and it shall be kept along with the Service Book of Government servant concerned. The leave shall be deducted from the child care leave account. It should not be clubbed with regular leave account.
- (d) The Head of the office shall ensure that the availment of Child Care leave to an employee will not affect the functioning of the office for which necessary orders depending upon the circumstances of the office may be issued.
- (e) Child Care leave cannot be construed as a matter of right. It requires the prior sanction of the competent authority.
- (f) The Women employees shall be paid leave salary equal to the pay drawn immediately before proceedings on leave.
- (g) Child Care Leave may be combined with leave of any kind due and admissible, except LTC.
- (h) The Child Care Leave is admissible during the period of probation also. However, the period of probation shall be extended to that extent.
- (i) The existing facility of maternity leave up to 180 days is separate from the Child Care Leave and the Child Care leave may be sanctioned in continuation of maternity leave or any other leave, other than Casual Leave and Spl.Casual leave.

5. These orders shall come into force with immediate effect.

6. This order can be accessed at the addresses, <http://goir.telangana.gov.in> and <http://finance.telangana.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

K. RAMAKRISHNA RAO,
PRINCIPLE SECRETARY TO GOVERNMENT

INCOME TAX INFORMATION

Every employee whose income exceeds Rs. 2,50,000 for the Financial year 2021-22 has to furnish a return of his/her income on or before 31-07-2022 for the assessment year 2022-23.

Important Deductions and Exemptions in case of Employees are given below:

1. House Rent Allowance (HRA): The least of the following items should be deducted from the actual HRA received U/S 10(13a).
 - a) Actual HRA received.
 - b) Actual rent paid minus 10% of salary.
 - c) 40% of salary. Note: Salary means (Basic pay + DA)
 2. Conveyance Allowance (CA): The least of the following 2 items should be deducted from the actual CA received.
 - a) Actual conveyance allowance received.
 - b) Rs. 800/- per month.
 3. Professional tax paid by employees is deductible from income U/S 16(iii).
 4. Interest on House building loan: Amount paid towards interest on house building loan during the year up to Rs.2,00,000 is deductible from U/S 24, if the loan taken is after 1-4-1999 and the loan taken before 1-4-1999 is Rs. 50,000/-
 5. Deduction U/S 80C, 80CC, 80CCF: The amount saved/invested/spent for the following purposes out of salary income deduction is available up to 1,50,000/-
 - a) Life insurance premium for self, wife, dependent children.
 - b) Contributions to ULIP, Provident fund, Pension fund, Superannuation fund etc.
 - c) Investment in NSC, Post Office Time deposits of 10 and 15 years.
 - d) Payment of Tuition fee for full time education of his/her two children studying in India.
 - e) Amount paid towards loan repayment (Principle) taken for construction/ purchase of Residential house.
 - f) Stamp duty paid for house registration in this year.
 - g) Investment in annuity plan.
 - h) Investment in infrastructural bonds.
 - i) The additional deduction of Rs.50,000/- U/S 80CCD (1B) is available.
 6. Standard Deduction Rs.50,000/-
 7. Deduction U/S 80D: Payment towards medical/health insurance, the actual amount or Rs. 25,000/- whichever is less (w.e.f) is deductible. For senior citizens this limit is Rs.30,000/-.
 8. Deduction U/S 80DD: Rehabilitation of handicapped dependent relative, this deduction is allowed up to Rs. 75,000/ in respect of a) Expenditure incurred on medical treatment, training and rehabilitation. b) Payment or deposit to Specified Scheme for maintenance of dependent handicapped relative. If the disability is severe and permanent nature i.e. with 80% or more of one or more disabilities including blindness, mentally retarded as certified by physician/ psychiatrist, this deduction is allowed up to Rs. 1,25,000/
 9. Deduction U/S 80DDB: This is in respect of medical expenditure incurred on self or dependent relative for specified diseases. This deduction is allowed Rs. 60,000/ or actual expenditure whichever is less. In case of patient being senior citizen the amount is Rs.80,000/-
- Note: Specified diseases: 1. Neurological diseases where the disability level has been certified as 40% or more. 2. Malignant Cancers. 3. AIDS. 4. Chronic Renal Failure. 5. Hemophilia, Thalassaemia.

10. Deduction U/S 80E: This is in respect of interest on loan for pursuing Higher Education. The actual amount paid towards interest during the year is allowed as deduction without any limit. This facility can be availed for dependent relative also.

Deduction U/S 80E : Amount paid out of income chargeable to tax by way of payment of interest on loan taken from financial institution/approved charitable institution for pursuing higher education. (subject to certain conditions) (maximum period : 8 years)

Deduction U/S 80EE : Interest payable on loan taken by an individual from any financial institution for the purpose of acquisition of a residential house property subject to certain condition. (Maximum deduction 50,000)

80EEA Interest payable on loan taken by an individual, who is not eligible to claim deduction under section 80EE, from any financial institution for the purpose of acquisition of a residential house property subject to certain condition. (Maximum deduction 1,50,000)

11. Deduction U/S 80G: This is in respect of various donations given by assessee during the year. The deduction is allowed 100%, 50% with or without restriction in the amount of donations depending on the purpose/institution receiving the donation.

12. Deduction U/S 80GGC: This is respect of donations given to Recognised Political Parties in India. The actual amount donated is 100% deductible.

13. Deduction U/S QQB: This is in case of resident authors for Royalty income for the books other than text books. Actual Royalty income received or Rs. 3,00,000/ whichever is less is deductible.

14. Deduction U/S 80RRB: This is in case of any income by way of Royalty of a patent registered on or before 1-4-2003 under Patent act 1970 received by assessee, deduction shall be available Rs. 3,00,000/ or actual income received. The individual must be a resident in India who is a patentee.

15. Deduction U/S 80U: This is in respect of employees suffering from physical disability. Deduction of Rs. 75,000/ to an individual who suffers from physical disability (including blindness) or mental retardation. If the individual is a person with severe disability (80%) Rs.1,25,000/ is allowed for deduction. Certificate can be obtained from a Govt. Doctor.

Income Tax Rates and Education Cess for the Assessment Year 2022-23

Tax Rate	Men & Women employee below 60 years	Senior citizen above 60 years	Super senior citizen above 80 years
Basic exemption limit	Rs.2,50,000	Rs.3,00,000	Rs.5,00,000
5% Tax on	Rs.2,50,001 to Rs. 5,00,000	Rs.3,00,001 to Rs.5,00,000	No Tax
20% Tax on	Rs.5,00,001 to Rs.10,00,000	Rs.5,00,001 to Rs.10,00,000	Rs.5,00,001 to Rs.10,00,000
30% Tax on	Rs.10,00,001 and above	Rs.10,00,001 and above	Rs.10,00,001 and above

Note: Rebate u/s 87A for FY 2021-22 (AY 2022-23)
The amount of rebate u/s 87A for FY 2021-22 (AY 2022-23) has been kept unchanged under both old and new income tax regime. A resident individual having taxable income upto Rs 5,00,000 will get a tax rebate of Rs 12,500 or equal to the amount of tax payable (whichever is lower).

Surcharge : 10% of tax where total income exceeds Rs.50 lakhs 15% of tax where total income exceeds Rs. 1 crore.

Education Cess: 4% of tax plus surcharge.

In this FY 2021-22, taxpayers has an **OPTION** to choose either New regime or Old regime.

**Income tax slab rate applicable for New Tax regime – FY 2021-22.
(Applicable for All Individuals & HUF)**

Income Tax Slab	New Regime Income Tax Slab Rates
Rs 0.0 – Rs 2.5 Lakhs	NIL
Rs 2.5 lakhs- Rs 3.00 Lakhs	5% (tax rebate u/s 87a is available)
Rs. 3.00 lakhs – Rs 5.00 Lakhs	5% (tax rebate u/s 87a is available)
Rs. 5.00 lakhs- Rs 7.5 Lakhs	10%
Rs 7.5 lakhs – Rs 10.00 Lakhs	15%
Rs 10.00 lakhs – Rs. 12.50 Lakhs	20%
Rs. 12.5 lakhs- Rs. 15.00 Lakhs	25%
> Rs. 15 Lakhs	30%

Note :

1. To continue to pay taxes under the existing tax rates (old regime), the assessee can avail rebates and exemptions by staying in the old regime and paying tax at the existing higher rate.

(Or)

2. To pay income tax at lower rates as per New Tax regime on the condition that they forgo certain permissible exemptions and deductions available under income tax like,

1. Leave Travel Allowance (LTA)
2. House Rent Allowance (HRA)
3. Conveyance allowance
4. Children education allowance
5. Other special allowances [Section 10(14)]
6. Standard deduction on salary
7. Professional tax
8. Interest on housing loan (Section 24)
9. Deduction under Chapter VI-A deduction (80C, 80D, 80E and so on) (Except Section 80CCD(2))

UGC Pay Matrix (As per G.O.Ms.No.15, dated 29.06.2019)

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
	6,000	7,000	8,000	9,000	10,000	
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.)	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
1						
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,100	1,39,400	1,53,000	1,93,300
4	63,000	75,300	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,100	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,800	
12	79,800	95,400	1,10,400	1,81,800	1,99,600	
13	82,200	98,300	1,13,700	1,87,300	2,05,600	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,100		
17	92,500	1,10,500	1,27,900	2,10,800		
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					