राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान

[मानव संसाधन विकास मंत्रालय, भारत सरकार]

सेक्टर 26, चण्डीगढ़ - 160 019

[आई. एस. ओ. 9001 : 2008 संस्थान]

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH

[Ministry of Human Resource Development, Government of India]

SECTOR 26, CHANDIGARH - 160019

(ISO 9001: 2008 Institute)



कार्यसूची /	
AGENDA FOR THE_	BOARD OF GOVERNORS
बैठक की संख्या	
MEETING NO	NINETEENTH
तिथि	O E MAD 20th
DATE	1.5 MAR 2011
समय	गर्जाट्य / श्रागहन
TIME	2.30 a/m./p.m. पूर्वाह्न / अपराह्न
स्थान	
VENUE	NITTTR, CHANDIGARH

AGENDA FOR THE NINETEENTH MEETING OF BOARD OF GOVERNORS TO BE HELD ON 24.02.2011 AT 2.30 p.m. IN THE BOARD ROOM OF THE INSTITUTE

CONTENTS

ITEM No.	PARTICULARS	Page No(s)
ITEM FOR FOLLOW UP	CONFIRMATION OF MINUTES OF LAST MEET	TING & ITS
B.19.1 (a)	TO CONFIRM THE MINUTES OF THE 18 TH MEETING OF THE BOARD OF GOVERNORS HELD ON 09.11.2010 AND TO REPORT ACTION TAKEN THEREON	1
FOLLOW UP	of items of previous meeting (s):	
B.19.1 (b)	FOLLOW UP OR ACTION TAKEN REPORT ON MINUTES OF THE PREVIOUS MEETING OF BOARD OF GOVERNORS	1 – 09
	ITEM FOR REPORT	
B.19.2.1	TO REPORT REGARDING PROMOTION OF SHRI SUDHAKAR RAO PATANGE, ASSISTANT PROFESSOR MECHANICAL ENGINEERING FROM AGP Rs.6000/- TO Rs.7000/- UNDER CAREER ADVANCEMENT SCHEME OF AICTE	10
	ITEMS FOR CONSIDERATION	
B.19.3.1	TO CONSIDER AND APPROVE THE MINUTES OF THE 19 TH MEETING OF FINANCE COMMITTEE TO BE HELD ON 24.02.2011	10
B.19.3.2	TO CONSIDER AND APPROVE THE MINUTES OF THE 11 TH MEETING OF ACADEMIC COUNCIL TO BE HELD ON 23.02.2011	11

B.19.3.3	TO CONSIDER AND APPROVE THE OPERATION PLAN OF THE INSTITUTE FOR THE YEAR 2011-12	11
B.19.3.4	TO CONSIDER DELEGATION OF POWERS REGARDING DISCIPLINARY / PUNITIVE ACTION, TO THE DIRECTOR OF THE INSTITUTE	11 – 12
B.19.3.5	TO CONSIDER EXTENSION OF DEPUTATION TERM OF SH.K.L. SINGLA, SENIOR ADMN. OFFICER	12 – 13
B.19.3.6	PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATING TO THE INSTITUTE	13 – 14

ANNEXURE

	ANNEXURE	
1	Enclosure to Item No. B. 19.1(a)	01 – 10
II	Enclosure to Item No. B.19.1(b) (Against Item No. B.15.4.8 & 15.4.9)	11 – 18
	Enclosure to Item No. B.19.1(b) (Against Item No. B.17.3.6)	19 – 22
IV	Enclosure to Item No. B.19.1(b) (Against Item No. B.18.4.6)	23 – 26
V	Enclosure to Item No. B.19.2.1	27 - 28
VI	Enclosure to Item No. B.19.3.1	Separate booklet
VII	Enclosure to Item No. B.19.3.2	Separate booklet
VIII	Enclosure to Item No. B.19.3.4	29 – 30
IX	Enclosure to Item No. B.19.3.5	31 – 33

- TO CONFIRM THE MINUTES OF THE 18TH **ITEM No.B.19.1** MEETING OF THE BOARD OF GOVERNORS HELD ON 09.11.2010 AND TO REPORT ACTION TAKEN THEREON.
- The minutes of the 18th meeting of the Board of Governors of the (a) institute held on 09.11.2010 were circulated amongst all its members vide institute letter No. NITTTR/Board/18th -Minutes/ 27707-23 dated 03.12.2010, for their information and comments, if any. A copy of the minutes is enclosed as Annexure - I (at Page Nos.1 to 10). Since no comments have been received from any of the members, the same may please be confirmed as recorded.
- **FOLLOW UP** (b) FOLLOW UP OR ACTION TAKEN REPORT ON MINUTES OF THE PREVIOUS MEETING OF BOARD OF GOVERNORS

Follow up Minutes of the last meeting

Against **ITEM No.B.18.1**

MINUTES OF THE 17TH TO CONFIRM THE MEETING OF THE BOARD OF GOVERNORS HELD ON 28.07.2010 AND TO REPORT ACTION TAKEN THEREON.

The minutes were confirmed as Noted recorded

Against

TO CONSIDER THE REVIEW OF EFFECTIVE DATE ITEM NO B.15.4.8 IMPLEMENTATION OF AICTE OF SCHEME ADVANCEMENT

PROMOTIONS OF INSTITUTE FACULTY ON IN-

SITU BASIS

AND

Against **ITEM NO B.15.4.9** TO CONSIDER THE REVIEW OF GRANT OF INCREMENTS TO ASSISTANT PROFESSORS OF THE INSTITUTE ON ACQUIRING Ph.D DEGREE

The matter was discussed at length but finally it was concluded

As per decision of 17th Board of meeting Governors

that these items be deferred till next meeting to seek information on the subject from other sister organizations.

28.07.2010, the minutes Agenda of the meeting held on 24.07.2010 were sent to the board members vide institute letter No. NITTTR / Board / 17th -Minutes / 17828 to 17843 dated 01.09.2010 for their kind perusal Since no and comments. comments were received from any member by the stipulated date, the same were considered as confirmed. Accordingly, a U.O. Note No.49 dated 21.09.10 was submitted to the Chairman for his kind approval so that the decisions could be implemented straightaway by the institute authority. The Chairman. however, returned the said UO with the remarks, 'this may be put up to the BoGs'. Accordingly, Annexure - II (at page No.11 to 18) was placed before BoG in its 18th meeting held on 09.11.2010. The same is being placed before BoG for consideration.

Against
ITEM NO B.16.4.3 TO REVIEW DELEGATION OF POWERS OF
DIRECTOR OF NITTTR

The Board noted the item

Noted

Against

ITEM NO B. 16.4.10(3) TO PLACE UNDER SUSPENSION SHRI SUNIL JASSAL ASSISTANT PROFESSOR MECHANICAL ENGINEERING DEPARTMENT

This item was deliberated at length. The Hon'ble Chairman said that the delegation of powers to the Chairman by the Board with regard to disciplinary/punitive action, which was decided

sometime in 1982 be reviewed and such powers, with regard to class 'A' officers and faculty members, be proposed to be delegated to Director with the approval of the It was decided that the Board. issue be brought before the Board in its next meeting as an item for consideration and discussion. The procedure being followed before 1982 be also brought before the Board.

ITEM NO.B.17.3.3 TO CONSIDER REDISTRIBUTION OF EXISTING VACANT POSTS OF ASSISTANT PROFESSORS AND TO ADVERTISE THE VACANT POSITIONS.

The Board noted the item

Noted

Against

TO CONSIDER EXPUNGEMENT OF ADVERSE REMARKS THAT APPEARED IN THE ACR OF ITEM NO.B.17.3.4 ASSISTANT SHARMA, KANIKA PROFESSOR (ERSTWHILE LECTURER), THE YEAR 2008-09.

The Board noted the item

Noted

ITEM NO.B.17.3.5 TO DELEGATE POWERS / RESPONSIBILITIES OF SENIOR ADMINISTRATIVE OFFICER TO FACULTY IN CHARGE ADMINISTRATION.

The proposal was approved and the Chairman desired that from the next meeting onwards, Dr. Rakesh Incharge, Faculty Wats, attend all Administration may Board Meetings as a special invitee.

Against ITEM NO.B.17.3.6 TO CONSIDER PROVISION OF HEADSHIP BY ROTATION

It was pointed out by the Member Secretary that there were two classes' of Professors in the institute viz. ones directly recruited and others promoted under CAS. The directly recruited professors claim upperhand in seniority. The Chairman opined that headship by rotation amongst Professors, irrespective of they being directly recruited or promoted under CAS, can be considered. But final decision on the subject could not be taken and it was suggested to gather information on this from similar institutions and place the matter in the next Board of Governors meeting as an item.

The institute sent letters to other NITTTRs (Chennai, Bhopal and Kolkatta) vide letter dated 04.01.2011, requesting them to inform action taken by them on the subject cited above. Replies received from these NITTTRs and briefs prepared and letters received are attached as Annexure - III (at page Nos.19 to 22).

Similar information has also been sought from NITs at Kurukshetra, Jalandhar and Hamirpur, vide this institute letter dated 04.02.2011. Replies, if any, will be placed in the meeting.

Against
ITEM NO.B.17.3.7 TO CONSIDER DONATION OF UNUSED
COMPUTERS OF THE INSTITUTE

The Board noted the item

Noted

Against
ITEM NO.B.18.2.1 PERSONS WITH DISABILITY PROJECT
COORDINATOR DR JS SAINI

The Hon'ble Chairman and Members, Board of Governors appreciated the work undertaken by the Rural Development department under the leadership of Dr. JS Saini.

Against

ITEM NO.B.18.2.2 TECHNOLOGY PARK OF **EMERGING** TECHNOLOGIES FOR RURAL DEVELOPMENT -IIT DELHI SPONSORED PROJECT

The Board noted the item

Against ITEM NO.B.18.2.3 MeLT VAN - A PRIZED ACQUISITION GIFTED BY IIT, ROORKEE

The Board noted the item

Noted

ITEM NO.B.18.2.4 INVITATION FROM MS. MICHELLE GRIMLEY, DEVELOPMENT BUSINESS SCOTLAND COLLEGES INTERNATIONAL

The Board noted the item

Noted

ITEM NO.B.18.2.5 HOSTEL CONSTRUCTED BY CPWD AWARDED FIRST PRIZE BY CPWD

The Board noted the item

Noted

ITEM NO.B.18.2.6 TO INFORM THE BOARD REGARDING BLOOD DONATION CAMP

The Chairman and Members of the Board appreciated the effort

Noted

ITEM NO.B.18.2.7 TO REPORT JOINING OF PERSONS AT THE INSTITUTE

The Board noted the item

Against ITEM NO.B.18.2.8 TO REPORT RETIREMENT OF STAFF DURING THE PERIOD FROM 01.01.2010 TO 31.10.2010

The Member Secretary apprised the Board members that a large number of retirements at the nonteaching staff level are affecting the working of the institute. It is also not possible to fill up these non-teaching positions as per the instructions of MHRD, Government It was decided that the of India. institute authority may take necessary steps to overcome this crisis situation by following suitable rules and regulations.

Noted

Against

ITEM NO.B.18.2.9 TO REPORT CONTINUATION OF SERVICE OF PROFESSOR (DR.) SS BANWAIT ON ATTAINING THE AGE 50 YEARS

The item was discussed and the Chairman and Members of the Board questioned the need of screening of individuals continuation of service beyond the age of 50 years. It was apprised that such was the requirement under Rule 56(j) of Fundamental Rules and Supplementary Rules of Government of India on the subject which were placed at page 18 of the agenda. The Board members, while going through the rule, said that as per their interpretation, such screening be undertaken only in cases where there was some doubt that the employee was not either physically or mentally fit to continue beyond the age of 50 years. The Board, thus, was of the view and took the decision that screening of every staff member at the age of 50 years is not required to be undertaken any longer.

Against

ITEM NO.B.18.3.1 TO RATIFY THE SELECTION PANEL FOR THE POST OF SYSTEM PROGRAMMER AND JUNIOR SYSTEM PROGRAMMER

The item was ratified

Noted

Against

ITEM NO.B.18.4.1 TO CONSIDER AND APPROVE THE MINUTES OF THE 18TH MEETING OF FINANCE COMMITTEE HELD ON 09.11.2010.

The minutes were circulated and were recorded as approved.

Noted

ITEM NO.B.18.4.2 TO CONSIDER AND APPROVE THE ANNUAL REPORT OF THE INSTITUTE FOR THE YEAR 2009-2010.

The Annual Report of the institute for the year 2009-10 was approved by the Board of Governors. The Board advised that the Audit and Utilization Certificate which was to Principal issued by the (Audit), General Accountant and UT, Chandigarh, Puniab should be pursued vigorously and on its receipt the same be incorporated in the Annual Report before sending it to the MHRD.

The Audit Report of the accounts of the institute was received from the Principal Accountant General Punjab & U.T., (U.T. (Audit) Office), Chandigarh vide letter No.OAD/©/AA/NITTTR/460 dated 02.12.2010. The same has been incorporated in the Annual Report. The Annual Report has been sent to MHRD New Delhi vide letter no. NITTTR / Board / AR-2009-2010 / 27762 dated 06.12.2010.

Against **ITEM NO.B.18.4.3**

IMPLEMENTATION GOI OF TO CONSIDER ORDER DATED 17-05-2010 ON THE SUBJECT RULES RECRUITMENT MODEL POST IN STENOGRAPHER GRADE-II SECRETARIAT ORGANIZATIONS REGARDING

approved as was recommended by the Government of India.

Against ITEM NO.B.18.4.4

PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATING TO THE INSTITUTE

The Board noted the item

Noted

Against

ITEM NO.B.18.4.5 TO CONSIDER ISSUANCE OF CHARGE SHEET TO SH. K.L.SINGLA, SENIOR ADMINISTRATIVE OFFICER

The item was discussed and the Board decided to authorise Director, by way of delegation of power, to issue the chargesheet under his signature.

Noted

/ Against

ITEM NO.B.18.4.6 TO CONSIDER INTERNAL CANDIDATES FOR INTERVIEW WHO HAVE NOT BEEN SHORT LISTED BY THE SCREENING COMMITTEES

The matter was discussed at length. The Chairman enquired as to why, and how, a limited number of candidates are being called for the interviews. The Member Secretary apprised him that in the past, selection chairmen, Dr. Manoj Dutta and Dr. committee Pawan Kapur, had stated that only a limited number of candidates be called for interview. Accordingly, this time, screening of applications was done by respective academic department by inviting two outside experts and they were advised to restrict the number of candidates to be called for interview.

However, it was decided by the Board that screening be reviewed and a uniform criteria be evolved. It was also advised by the Board

Copy of the Criteria developed by NIT Raipur (Chhattisgarh) sent to Board members vide letter no.NITTTR / Admn / RA / 30323-35 dated 06.01.2011 for their comments. Copy of the said letter dated 06.01.2011 is attached as **Annexure** – **IV** at page nos. 23 to 26.

It may be mentioned that the post of Assistant Professor of Applied Science cannot be filled as the HOD, Applied Sc. has pointed out that UGC is yet to issue some latest instructions with regard to qualifications, etc. Even under the existing qualification norms of UGC, NET qualification is a must for such posts. This, however, does not figure in the criteria developed by NIT Raipur.

members that the practice followed by other organizations for screening candidates be also kept in view. One of the honourable Board members, Dr.(Mrs.) SK Pandey, Director, NIT, Raipur explained the criteria adopted by her institute for screening the candidates for various faculty positions. Accordingly, a uniform criteria for the faculty posts advertised needs to be framed.

This needs reconsideration by the Hon'ble Board Members

Against ITEM NO.B.18.4.7 PROMOTION OF DR. HEMANT SOOD FOR THE POST OF PROFESSOR UNDER CAREER ADVANCEMENT SCHEME

The Board was apprised by the Member Secretary that AICTE under the head 'Frequently Asked clarified that Questions' has Faculty Cadre and qualifications provided in the new approval will handbook process applicable only for the faculty and henceforth recruited existing faculty will continue to be governed by the qualifications as per the old approved process till the faculty are in the same institution. However, if they seek appointment in another fresh institution, new qualifications will be applicable. The Chairman was of the opinion that the information be first obtained from the AICTE in writing either by the institute or the faculty concerned before the same is sent to the Chairman for his final approval.

No written information received either by the Institute or the individual concerned from AICTE.

ITEM FOR REPORTING

ITEM NO.B.19.2

ITEM NO.B.19.2.1 TO REPORT REGARDING PROMOTION OF SHRI SUDHAKAR RAO PATANGE, ASSISTANT PROFESSOR MECHANICAL ENGINEERING FROM AGP Rs.6000/- TO Rs.7000/- UNDER CAREER ADVANCEMENT SCHEME OF AICTE

The Chairman, Board of Governors, vide UO No.NITTTR/02 dated 01.02.2011 (attached as Annexure–V at page Nos. 27 to 28) has approved the recommendation of Selection Committee held on 18.01.2011 at NITTTR, Chandigarh to consider the case of Shri Sudhakar Rao Patange, Assistant Professor, Mechanical Engineering Department for promotion from AGP Rs.6000/- to Rs.7000/- under the Career Advancement Scheme of AICTE.

IT IS FOR INFORMATION ONLY

ITEM NO.B.19.3

ITEMS FOR CONSIDERATION

ITEM NO.B.19.3.1 TO CONSIDER AND APPROVE THE MINUTES OF THE 19TH MEETING OF FINANCE COMMITTEE TO BE HELD ON 24.02.2011

The 19th meeting of Finance Committee is scheduled to be held on 24.02.2011 at 11.30 A.M. Agenda papers for this meeting are attached herewith in a separate booklet as **Annexure-VI**. The minutes of the meeting of Finance Committee will be placed before the Board of Governors for consideration and approval.

THE BOARD OF GOVERNORS MAY KINDLY CONSIDER AND APPROVE

ITEM NO.B.19.3.2 TO CONSIDER AND APPROVE THE MINUTES OF THE 11TH MEETING OF ACADEMIC COUNCIL TO BE HELD ON 23.02.2011

The 11th meeting of Academic Council is scheduled to be held on 23.02.2011. Agenda papers for this meeting are attached herewith in a separate booklet as **Annexure-VII**. The minutes of the meeting of Academic Council will be placed before the Board of Governors for consideration and approval.

THE BOARD MAY CONSIDER AND APPROVE THE MINUTES

ITEM NO.B.19.3.3 TO CONSIDER AND APPROVE THE OPERATION PLAN OF THE INSTITUTE FOR THE YEAR 2011-12

The Operational Plan of the Institute for the year 2011-12 may please be perused at page Nos.15-49 of Academic Council Agenda for the 11th meeting attached as separate booklet.

THE BOARD OF GOVERNORS MAY KINDLY CONSIDER AND APPROVE

TO CONSIDER DELEGATION OF POWERS REGARDING DISCIPLINARY / PUNITIVE ACTION, TO THE DIRECTOR OF THE INSTITUTE

An item No.B.18.1(b) (Against item No.B.16.4.10(3) – to place one of Lecturers/Assistant Professor under suspension was placed before the Board of Governors. The Board deliberated as under:-

"This item was deliberated at length. The Hon'ble Chairman said that the delegation of powers to the Chairman by the Board with regard to disciplinary/punitive action, which was decided sometime in 1982 be reviewed and such powers, with regard to class 'A' officers and faculty members, be proposed to be delegated to Director with the approval of the Board. It was decided that the issue be brought before the Board in its next meeting as an item for consideration and discussion. The procedure being followed before 1982 be also brought before the Board."

It is pertinent to mention here that earlier the Board of Governors vide item No.B.33.5 held on 21.09.1982 titled "To consider delegation of powers to the Chairman, BoGs, regarding disciplinary cases in respect of the staff whose appointing authority is Board of Governors" deliberated as under :-

"The Board of Governors after detailed deliberations resolved to delegate the authority to the Chairman, Board of Governors to initiate necessary disciplinary action under his Memorandum of charges being issued on subjects involving minor penalties and charge-sheet for major penalties, against staff members whose appointing authority is the Board of Governors. The Board of Governors also delegated authority to the Chairman to impose minor penalty to such staff members, keeping in view the substance of a particular case, subject to report to the Board of Governors in its next meeting.

The powers regarding imposition of major penalty would continue to vest with the Board of Governors."

So far as the procedure before 1982 is concerned, the agenda item No.B.33.5 is placed as Annexure-VIII at page Nos.29 to 30 for kind perusal of Board members, which is self explanatory.

THE BOARD OF GOVERNORS MAY CONSIDER TO DELEGATE POWERS OF DISCIPLINARY/PUNITIVE ACTION TO THE DIRECTOR FOR SUCH MEMBERS (i.e. CLASS | EMPLOYEES) APPOINTING AUTHORITY IS **GOVERNORS** THE BOARD

ITEM NO.B.19.3.5 TO CONSIDER EXTENSION OF DEPUTATION TERM OF SH.K.L. SINGLA, SENIOR ADMN.

Sh.K.L. Singla, Senior Administrative Officer of this institute, was allowed to join National Institute of Pharmaceutical Education and Research (NIPER) on deputation w.e.f. 17.03.2009 for a period of one year vide item No.B.16.2.4 held on 13.04.2010. Officiating Director, NIPER vide his letter dated 07.02.2011 has sought extension of deputation of Sh.Singla up to

30.11.2011. A UO No.NITTTR/05 dated 09.02.2011 regarding extension of deputation term of Sh.K.L. Singla, Senior Admn. Officer for above period was sent to the Chairman, BOG for approval. The Chairman desired that the same may be placed before the BOG for consideration. A UO No.NITTTR/05 dated 09.02.2011 along with relevant papers are attached as ANNEXURE-IX at page Nos 31 to 33

THE BOARD MAY CONSIDER AND ALLOW EXTENSION OF DEPUTATION TO SH.K.L. SINGLA, SENIOR ADMN. OFFICER UP TO 30.11.2011.

ITEM No.B.19.3.6 PLACEMENT OF STATUS REPORT ON VARIOUS ISSUES RELATING TO THE INSTITUTE

As per directions received from the Ministry of Human Resource Development vide its letter No. 4-6/2006-TS.IV(Part) dated December 6, 2006, the status report on the following issues is required to be reported to the Board of Governors in its every meeting:

- 1. Filling up of backlog vacancies of SC/STs and OBCs.
- 2. Annual Report and Audited Accounts.
- 3. Comments in respect of outstanding audit paras.
- 4. Progress of Plan and Non Plan expenditure.
- 5. Pending vigilance matters and enquiry report thereto.
- 6. Redressal of public grievances.

Accordingly, the status report in respect of the above issues is being placed which is as under:

1. Filling up of backlog vacancies of SC/STs and OBCs

There is no backlog vacancies of SCs/STs at this institute. However, there are three backlog OBC vacancies in Group A posts for which recruitment process is on.

2. Annual Report and Audited Accounts

The Audit of Annual Accounts of the Institute for the year 2009-10 was conducted by the office of the Principal Accountant General(Audit), Punjab & U.T. Chandigarh during the period from 23.7.2010 to 4.8.2010. Audit Certificate dated 2.12.2010 received from that office has been incorporated in the Annual Report of the Institute for the year 2009-10.

3. Comments in respect of outstanding Audit Paras

Regular audit of expenditure/records of the Institute for the financial year 2009-10 has been conducted by the office of the Principal Accountant General(Audit), Punjab & U.T. Chandigarh during the period from 12.10.2010 to 15.11.2010. Audit & Inspection report has been received vide their letter No. OAD/Civil/Audit/454 dated 29.11.2010. As per report, out of 19 old outstanding paragraphs up to the year 2008-09, 9 paragraphs have been settled. For the year 2009-10, 9 paras have appeared in the current Audit & Inspection Report. Annotated replies to the audit paras have been sent to their office vide this office letter No. NITTTR/B&ITA/Audit/31592 dated 19.1.2011.

4. Progress of Plan and Non Plan expenditure

The status report on progress of expenditure under Non Plan. Plan(General) and Plan-(OSC)-OBC scheme at the end of 3rd quarter i.e.31.12.2010, placed in Finance Committee Item No.F.19.2.1, may please be perused.

5. Pending vigilance matters and enquiry report thereto

There is no pending vigilance case in the institute.

6. Redressal of public grievances

There is no pending matter of public grievances in the institute.

....

SUPPLEMENTARY ITEMS

TO CONSIDER THE CASES OF EMPLOYEES FOR MACP WHO DO NOT FULFIL THE PRESCRIBED BENCHMARK UNDER THE SCHEME

In pursuance of the decision of the Board of Governors in its 15th meeting held on 11.10.2009 (vide item No.B.15.4.10) the institute had requested the Government of India, Ministry of Human Resource Development for extending the Modified Assured Career Progression Scheme to its employees in accordance with provisions of the scheme. The Ministry vide its letter No.F.7-29/2009-TS.IV dated 8/12.10.2010, approved the extension of the benefit of MACP Scheme to the non-teaching employees of the institute.

Consequent upon MHRD approval, a Committee consisting of the following was constituted to examine the cases for the award of benefit to be given in line with the norms prescribed under the scheme:

- Dr(Mrs) HK Gill, Professor (since retired) as Chairman
- 2. Dr UN Roy, Associate Professor, Member
- 3. Shri PP Kaushik, Accounts Officer, Member

The above Committee verified the particulars and APARs of the employees for the preceding five years from the date of implementation of MACP i.e from 01.09.2008 or preceding five years from the date the employees became eligible for the award of MACP, as laid down under the scheme. Presently, the employees whose cases became due for MACP upto 31.1.2011 have been considered. As per the norms laid down in para 17 of the Annexure 'A' of GOI, Ministry of Personnel, Public Grievances and Pensions(Department of Personnel & Training) New Delhi's letter No.35034/3/2008-Estt(D) dated 19th May 2009, the financial upgradation under MACP is subject to fitness in the hierarchy of grade Thereafter, for upgradation under the scheme, the pay within the PB-1. benchmark of 'Good' would be applicable till the grade pay of Rs.6600/- in PB-3 and the benchmark of 'Very good' for the financial upgradation in the grade pay of Rs.7600/- and above. Considering the above parameters, the committee recommended the cases of 103 employees. A copy of the MACP scheme is attached as Annexure `A'.

The GOI, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training vide their letter No. 35034/3/2008-Estt(D) (Vol.II) dated Ist November, 2010 have clarified that where the financial upgradation under MACP also happen to be in the promotional grade and benchmark for promotion is lower than the benchmark for granting the benefit under MACP, the benchmark for promotion shall also apply to MACP. Accordingly, the cases of three more employees were cleared by the Committee viewing them in that light.

The Committee, however, could not recommend the cases of eleven employees who did not fulfil the criteria/benchmark prescribed in the Government of India, Ministry of Personnel, Public Grievances and Pensions(Department of Personnel & Training) letter No.35034/3/2008-Estt(D) dated 19th May 2009. A copy of the recommendations of the Committee is enclosed as **Annexure** 'B'

In order to motivate the employees and anticipating they would thus exert more for dishing out excellent performance in future, it is proposed that employees who score 50% and above out of the maximum weightage(score) of APARs for the preceding five years i.e., out of 25 if one gets 12.5, he/she may be considered for MACP. In addition, a special report regarding the performance of the employee from the concerned Head of Department may also be taken. The MACP may be granted provisionally with the condition that the individual will live upto his/her undertaking, to be obtained in writing, for coming up with excellent performance during the next five years to make up for the less than excellent performance in the previous years.

THE BOARD MAY CONSIDER THE ABOVE PROPOSAL/CRITERIA OF 50% AND ABOVE SCORE FOR IMPLEMENTATION OF MACP IN THE CASES UNDER QUESTION.

No.35034/3/2008-Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi, the 19th May, 2009

OFFICE MEMORANDUM

SUBJECT: - MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES.

The Sixth Central Pay Commission in Para 6.1.15 of its report, has recommended Modified Assured Career Progression Scheme(MACPS). As per the recommendations, financial upgradation will be available in the next higher grade pay whenever an employee has completed 12 years continuous service in the same grade. However, not more than two financial upgradations shall be given in the entire career, as was provided in the previous Scheme. The Scheme will also be available to all posts belonging to Group "A" whether isolated or not. However, organised Group "A" services will not be covered under the Scheme

- 2. The Government has considered the recommendations of the Sixth Central Pay Commission for introduction of a MACPS and has accepted the same with further modification to grant three financial upgradations under the MACPS at intervals of 10, 20 and 30 years of continuous regular service.
- 3. The Scheme would be known as "MODIFIED ASSURED CAREER PROGRESSION. SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES. This Scheme is in supersession of previous ACP Scheme and clarifications issued there under and shall be applicable to all regularly appointed Group "A", "B", and "C" Central Government Civilian Employees except officers of the Organised Group "A" Service. The status of Group "D" employees would cease on their completion of prescribed training, as recommended by the Sixth Central Pay Commission and would be treated as Group "C" employees. Casual employees, including those granted 'temporary status' and employees appointed in the Government only on adhoc or contract basis shall not qualify for benefits under the aforesaid Scheme. The details of the MACP Scheme and conditions for grant of the financial upgradation under the Scheme are given in Annexure-1.
- 4. An Screening Committee shall be constituted in each Department to consider the case for grant of financial upgradations under the MACP Scheme. The Screening Committee shall consist of a Chairperson and two members. The members of the Committee shall comprise officers holding posts which are at least one level above the grade in which the MACP is to be considered and not below the rank of Under Secretary equivalent in the Government. The Chairperson should generally be a grade above the members of the Committee.

Contd_P-2/-

- 5. The recommendations of the Screening Committee shall be placed before the Secretary in cases where the Committee is constituted in the Ministry/Department or before the Head of the organisation/competent authority in other cases for approval.
- 6. In order to prevent undue strain on the administrative machinery, the Screening Committee shall follow a time-schedule and meet twice in a financial year preferably in the first week of January and first week of July of a year for advance processing of the cases maturing in that half. Accordingly, cases maturing during the first-half (April-September) of a particular financial year shall be taken up for consideration by the Screening Committee meeting in the first week of January. Similarly, the Screening Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half (October-March) of the same financial year.
- 7. However, to make the MACP Scheme operational, the Cadre Controlling Authorities shall constitute the first Screening Committee within a month from the date of issue of these instructions to consider the cases maturing upto 30th June, 2009 for grant of benefits under the MACPS.
- 8. In so far as persons serving in The Indian Audit and Accounts Departments are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.
- 9. Any interpretation/clarification of doubt as to the scope and meaning of the provisions of the MACP Scheme shall be given by the Department of Personnel and Training (Establishment-D). The scheme would be operational www.e.f. 01.09.2008. In August, 1999) would be granted till 31.08.2008.
- 10. No stepping up of pay in the pay band or grade pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACP Scheme.
- II. It is clarified that no past cases would be re-opened. Further, while implementing the MACP Scheme, the differences in pay scales on account of grant of Scheme within the same cadre shall not be construed as an anomaly.
- 12. Hindi version will follow.

(S.Jainendra Kumar) Deputy Secretary to the Govt. Of India

To

Copy to :-

President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Supreme Secretariat/UPSC/CVC/C&AG/Central Administrative Tribunal (Principal Bench), New Secretariat/ Sabha Secretariat/Lok Sabha Court/Rajya

All attached/subordinate offices of the Ministry of Personnel, Public Grievances and

Secretary, National Commission for Minorities.

Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi Secretary, National Commission for Scheduled Castes/Scheduled Tribes

All Staff Side Members of the National Council (JCM)

7. Establishment (D) Section - 1000 copies

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MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS)

- 1. There shall be three financial upgradation s under the MACPS, counted from the direct entry grade on completion of 10, 20 and 30 years service respectively. Financial upgradation under the Scheme will be admissible whenever a person has spent 10 years continuously in the same grade-pay.
- 2. The MACPS envisages merely placement in the immediate next higher grade pay in the hierarchy of the recommended revised pay bands and grade pay as given in Section I, Part-A of the first schedule of the CCS (Revised Pay) Rules, 2008. Thus, the grade pay at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher grade pay attached to the next promotion post in the hierarchy of the concerned cadre/organisation will be given only at the time of regular promotion.
- 3. The financial upgradation s under the MACPS would be admissible up-to the highest grade pay of Rs. 12000/ in the PB-4.
- Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme. Therefore, the pay shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same grade pay as granted under MACPS. However, at the time of actual promotion if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of grade pay would be made available. To illustrate, in case a Government Servant joins as a direct recruit in the grade pay of Rs. 1900 in PB-1 and he gets no promotion till completion of 10 years of service, he will be granted financial upgradation under MACPS in the next higher grade pay of Rs. 2000 and his pay will be fixed by granting him one increment plus the difference of grade pay (i.e. Rs. 100). After availing financial upgradation under MACPS, if the Government servant gets his regular promotion in the hierarchy of his cadre, which is to the grade of Rs. 2400, on regular promotion, he will only be granted the difference of grade pay between Rs. 2000 and Rs. 2400. additional increment will be granted at this stage.
- 5. Promotions earned/upgradations granted under the ACP Scheme in the past to those grades which now carry the same grade pay due to merger of pay ignored for the purpose of granting upgradations under Modified ACPS.

The pre-revised hierarchy (in ascending order) in a particular organization was as under:-

Rs. 5000-8000, Rs. 5500-9000 & Rs. 6500-10500.

- (a) A Government servant who was recruited in the hierarchy in the pre-revised pay scale Rs. 5000-8000 and who did not get a promotion even after 25 years of upgradations under ACP to the next grades in the hierarchy of his organization, i.e., to the pre-revised scales of Rs. 5500-9000 and Rs. 6500-10500.
- (b) Another Government servant recruited in the same hierarchy in the pre-revised scale of Rs. 5000-8000 has also completed about 25 years of service, but he got two promotions to the next higher grades of Rs. 5500-9000 & Rs. 6500-10500 during this period.

In the case of both (a) and (b) above, the promotions/financial upgradations granted under ACP to the pre-revised scales of Rs. 5500-9000 and Rs. 6500-10500 prior to 1.1.2006 will be ignored on account of merger of the pre-revised scales of Rs. 5000-8000, Rs. 5500-9000 and Rs. 6500-10500 recommended by the Sixth CPC. As per CCS (RP) Rules, both of them will be granted grade pay of Rs. 4200 in the pay band PB-2. After the implementation of MACPS, two financial upgradations will be granted both in the case of (a) and (b) above to the next higher grade pays of Rs. 4600 and Rs. 4800 in the pay band PB-2.

- 6. In the case of all the employees granted financial upgradations under ACPS till 01.01.2006, their revised pay will be fixed with reference to the pay scale granted to them under the ACPS.
- 6.1 In the case of ACP upgradations granted between 01.01.2006 and 31.08.2008, the Government servant has the option under the CCS (RP) Rules, 2008 to have his pay fixed in the revised pay structure either (a) w.e.f. 01.01.2006 with reference to his prerevised scale as on 01.01.2006; or (b) w.e.f. the date of his financial upgradation under ACP with reference to the pre-revised scale granted under ACP. In case of option (b), he shall be entitled to draw his arrears of pay only from the date of his option i.e. the date of financial upgradation under ACP.
- 6.2 In cases where financial upgradation had been granted to Government servants in the next higher scale in the hierarchy of their cadre as per the provisions of the ACP Scheme of August, 1999, but whereas as a result of the implementation of Sixth CPC's recommendations, the next higher post in the hierarchy of the cadre has been upgraded by granting a higher grade pay, the pay of such employees in the revised pay structure will be fixed with reference to the higher grade pay granted to the post. To illustrate, in the case of Jr. Engineer in CPWD, who was granted 1th ACP in his hierarchy to the grade of Asstt. Engineer in the pre-revised scale of Rs.6500-10500 corresponding to the revised grade pay of Rs.4200 in the pay band PB-2, he will now be granted grade pay of Rs.4600 in the pay band PB-2 consequent upon upgradation of the post of Asstt. Enggs. In CPWD by granting them the grade pay of Rs.4600 in PB-2 as a result of Sixth CPC's recommendation. However, from the date of implementation of the MACPS, all the financial upgradations under the Scheme should be done strictly in accordance with the hierarchy of grade pays in pay bands as notified vide CCS (Revised Pay) Rules, 2008.

- 7. With regard to fixation of his pay on grant of promotion/financial upgradation under MACP Scheme, a Government servant has an option under FR22 (1) (a) (1) to get his pay fixed in the higher post/ grade pay either from the date of his promotion/upgradation or from the date of his next increment viz. 1st July of the year. The pay and the date of increment would be fixed in accordance with clarification no.2 of Department of Expenditure's O.M. No.1/1/2008-IC dated 13.09.2008.
- 8. Promotions earned in the post carrying same grade pay in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.
- 8.1 Consequent upon the implementation of Sixth CPC's recommendations, grade pay of Rs. 5400 is now in two pay bands viz., PB-2 and PB-3. The grade pay of Rs. 5400 in PB-3 shall be treated as separate grade pays for the purpose of grant of upgradations under MACP Scheme.
- 9. Regular service' for the purposes of the MACPS shall commence from the date of joining of a post in direct entry grade on a regular basis either on direct recruitment basis or on absorption/re-employment basis. Service rendered on adhoc/contract basis before regular appointment on pre-appointment training shall not be taken into reckoning. However, past continuous regular service in another Government Department in a post carrying same grade pay prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purposes of MACPS only (and not for the regular promotions). However, benefits under the MACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.
- 10. Past service rendered by a Government employee in a State Government/statutory body/Autonomous body/Public Sector organisation, before appointment in the Government shall not be counted towards Regular Service.
- II. 'Regular service' shall include all periods spent on deputation/foreign service, study leave and all other kind of leave, duly sanctioned by the competent authority.
- 12. The MACPS shall also be applicable to work charged employees, if their service conditions are comparable with the staff of regular establishment.
- 13. Existing time-bound promotion scheme, including in-situ promotion scheme, Staff Car Driver Scheme or any other kind of promotion scheme existing for a particular category of employees in a Ministry/Department or its offices, may continue to be administrative authorities to retain such Schemes, after necessary consultations or they with the MACPS. However, these Schemes shall not run concurrently
- It will not get automatically extended to employees of Central Autonomous/Statutory Bodies under the administrative control of a Ministry/Department. Keeping in view the by the respective Governing Body/Board of Directors and the administrative Ministry of Finance shall be obtained.

- 15. If a financial upgradations under the MACPS is deferred and not allowed after 10 years in a grade pay, due to the reason of the employees being unfit or due to departmental proceedings, etc., this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of first financial upgradation.
- 16. On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status. However, financial and certain other benefits which are linked to the pay drawn by an employee such as HBA, allotment of Government accommodation shall be permitted.
- 17. The financial upgradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-I. Thereafter for upgradation under the MACPS the benchmark of 'good' would be applicable till the grade pay of Rs. 6600/- in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs. 7600 and above.
- 18. In the matter of disciplinary/ penalty proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued thereunder.
- 19. The MACPS contemplates merely placement on personal basis in the immediate higher Grade pay /grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Therefore, no reservation orders/roster shall apply to the MACPS, which shall extend its benefits uniformly to all eligible SC/ST employees also. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to associate members of SC/ST in the Screening Committee meant to consider cases for grant of financial upgradation under the Scheme.
- 20. Financial upgradation under the MACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the grade has got higher pay/grade pay under the MACPS.
- 21. Pay drawn in the pay band and the grade pay allowed under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.
- 22. If Group "A" Government employee, who was not covered under the ACP Scheme has now become entitled to say third financial upgradation directly, having completed 30 year's regular service, his pay shall be fixed successively in next three immediate higher grade pays in the hierarchy of revised pay-bands and grade pays allowing the benefit of 3% pay fixation at every stage. Pay of persons becoming eligible for second financial upgradation may also be fixed accordingly.

- 23. In case an employee is declared surplus in his/her organisation and appointed in the same pay-scale or lower scale of pay in the new organization, the regular service rendered by him/her in the previous organisation shall be counted towards the regular service in his/her new organisation for the purpose of giving financial upgradation under the MACPS.
- 24. In case of an employee after getting promotion/ACP seeks unilateral transfer on a lower post or lower scale, he will be entitled only for second and third financial upgradations on completion of 20/30 years of regular service under the MACPS, as the case may be, from the date of his initial appointment to the post in the new organization.
- 25. If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal.
- 26. Cases of persons holding higher posts purely on adhoc basis shall also be considered by the Screening Committee alongwith others. They may be allowed the benefit of financial upgradation on reversion to the lower post or if it is beneficial visavis the pay drawn on adhoc basis.
- 27. Employees on deputation need not revert to the parent Department for availing the benefit of financial upgradation under the MACPS. They may exercise a fresh option to draw the pay in the pay band and the grade pay of the post held by them or the pay plus grade pay admissible to them under the MACPS, whichever is beneficial.

28. Illustrations

- A (i) If a Government servant (LDC) in PB-I in the Grade Pay of Rs.1900 gets his first regular promotion (UDC) in the PB-I in the Grade Pay of Rs.2400 on completion of 8 years of service and then continues in the same Grade Pay for further 10 years without any promotion then he would be eligible for 2nd financial upgradation under the MACPS in the PB-I in the Grade Pay of Rs.2800 after completion of 18 years (8+10 years).
 - (ii) In case he does not get any promotion thereafter, then he would get 3rd financial upgradation in the PB-II in Grade Pay of Rs.4200 on completion of further 10 years of service i.e. after 28 years (8+10+10).
 - (iii) However, if he gets 2nd promotion after 5 years of further service in the pay PB-II in the Grade Pay of Rs.4200 (Asstt, Grade/Grade "C") i.e. on upgradation after completion of 30 years i.e. 10 years after the 2nd ACP in the PB-II in the Grade Pay of Rs.4600.

B.

In the above scenario, the pay shall be raised by 3% of the total pay in the Pay Band and Grade Pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same Grade Pay or in the higher Grade Pay. Only the difference of grade pay would be admissible at the time of promotions.

If a Government servant (LDC) in PB-I in the Grade Pay of Rs.1900 is granted 1st financial upgradation under the MACPS on completion of 10 years of service in the PB-I in the Grade Pay of Rs.2000 and 5 years later he gets 1st regular promotion (UDC) in PB-I in the Grade Pay of Rs.2400, the 2nd financial upgradation under MACPS (in the next Grade Pay w.r.t. Grade Pay held by Government servant) will be granted on completion of 20 years of service in PB-I in the Grade Pay of Rs.2800. On completion of 30 years of service, he will get 3nd ACP in the Grade Pay of Rs. 4200. However, if two promotions are earned before completion of 20 years, only 3nd financial upgradation would be admissible on completion of 10 years of service in Grade Pay from the date 2nd promotion or at 30th year of service, whichever is earlier.

If a Government servant has been granted either two regular promotions or 2nd financial upgradation under the ACP Scheme of August, 1999 after completion of 24 years of regular service then only 3rd financial upgradation would be admissible to him under the MACPS on completion of 30 years of service provided that he has not earned third promotion in the hierarchy.

(S.Jainendra Kumar)
Deputy Secretary to the Govt. Of India

Annexure 'B' Enclosure to item No.B.19.3.7

Subject.

Grant of benefit to employees who do not fulfil the prescribed bench mark under MACP Schme

The following 14 employees did not fulfil the prescribed criteria/bench mark prescribed by the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training vide their letter No.35034/3/2008-Estt(D) dated 19.05.2009

CATEGORY 'A'

1. Shri TN Thukral,				
	Research Assistant	2005-06	Good	
	Research Assistant	2007-08	Good	
1-	Sei DE Malil	2008-09	Good	
12.	Sri BS Malik,	2003-04	Good	
l	Electronics Engineer	2006-07	Good	

CATEGORY 'C'

Shri Ashok Pasrija, LDC	2007-08	Average	Promoted as UDC
2. Shri Pritam Singh, Draftsman	2004-05	Satisfactory	on 25.01.2011

Multi Skilled Attendants

11.	Shri Hoshiar Chand			
	San Floating Chang	2004-05	Fair	Promoted as Lab
				Attendant on
12.	Shri Mohinder Singh	2005.05		01.02.2010
	Sitt Worlder Singh	2005-06	Fair	Promoted as Lab
				Altendant from
3.	Shri Amarjit Singh			27.07 2010
4.		2007 08	Fair	
	Shri Kuldip Kumar Sapra	2006-07	Normal/Average	Promoted as Lab
				Attendant on
5.	St. W. H.			21.09.2005
1	Shri Krishan Pal	2007-08	Fair .	Retired on
6.				31.10.2009
0.	Shri Mahant Ram	2004-05	Average &	Retired on
7			Satisfactory	30.06.2010
7.	Sirri Rajesh Kumar	2003-04	Poor	
		2004-05	Fair	
		2005-06	Fair	
8.	Shri Sultan Singh	2003-04	Fair	
		2004-05	Fair	
		2005 06	Fair	1
		2007-08	Fair	1

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9. Shri Tara Chand	2003-04	Fair	
	2005-06	Fair	
	2007-08	Fair	
10. Shri Pritam Ram	2003-04	Poor	
	2004-05	Poor	
	2005-06	Fair	
	2006-07	Fair	A Committee
	2007-08	Poor	
	2008-09	Poor	

The Committee verified the particulars and Annual Confidential Reports of preceding five years, submitted by Administrative Section) from the date of implementation of MACP Scheme i.e from the September, 2008 or preceding five years from the date the employee having become due for award MACP. The employees who became due for MACP upto 31 January 2011 have been covered. As penorms laid down in Para 17 of Annexure I to Government of India, Ministry of Personnel, Publication of Personnel & Training), New Delhi's letter No.35034/3/2008 Estt(D) dated 19th May, 2009, the financial upgradation under MACP is subject to fitness in the hierarch of grade pay within the PB-1. Thereafter for upgradation under the scheme, the benchmark of 'good would be applicable till the grade pay of Rs.6600/- in PB-3. The benchmark would be 'Very good' for financial upgradation to the grade pay of Rs.7600/- and above.

However, the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training vide their letter No.OM No.35034/3/2008-Estt(D)(Vol.II) dated 1st November 2010 have clarified that where the financial upgradation under MACP also happen to be in the promotional grade and benchmark for promotion is lower than the benchmark for granting the benefit under MACPs, the benchmark for promotion shall apply to MACP also.

The following three employees have been promoted from the dates indicated in the note above:

- 1. Ashok Pasrija
- 2. Hoshiar Chand
- 3. Mohinder Singh

Though the crucial date for award of benefit under MACP for these three employees is 1st September, 2008, the DPC constituted earlier to consider their cases for promotion, cleared them by considering their Annual Confidential Reports for five years and recommended their promotion. In view of this fact, these three employees may be considered for award of MACP, though their one ACR each for the year indicated above is Fair/Average, in the light of GOI's clarification dated 1st November, 2010 referred to above.

(Didnits) HK Gill)

Chairman MACP Committee

(Dr UN Roy) Member

(PP Ka

Member

Director

For his kind

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TO REPORT REGARDING REQUEST OF FACULTY MEMBERS OF NITTTR, CHANDIGARH FOR PAYMENT OF PENDING PAY ARREARS.

A joint petition by the faculty members of this institute for payment of pending pay arrears was submitted to the Director. The Director enquired from MHRD about release of additional sum for payment of arrears to faculty. Technical Bureau of MHRD gave verbal assurance that the institute shall get a minimum sum of rupees six crores under Non-Plan at the end of current financial year. If the said amount is actually received, only then this office will be able to pay the pending arrears of the faculty.

THE ABOVE IS FOR INFORMATION OF THE BOARD OF GOVERNORS

ITEM NO.B.19.3.9 TO REPORT ACHIEVEMENT IN RESPECT OF INTER-NITTERS SPORTS

7th Inter NITTR Sports Tournament was held at NITTR Kolkata from 01 – 04 March, 2011. A contingent of 18 persons of NITTR Chandigarh, took part in it. It is to record that NITTR Chandigarh emerged as an overall champion to win the Trophy. The following are brief results:-

Gold Prizes (Ist Position) : 07 Numbers

Silver Prizes (2nd Position) : 04 Numbers

Total points scored by NITTTR Chd: 47 Points

NITTTR Kolkata secured second position with 39 points.

NITTTR Chandigarh won the trophy 4th time.

Events conducted: Badminton, TT, Carrom, Chess - separately for

Men and women and also mixed double category,

Volley Ball and Auction bridge - Men.

THE ABOVE IS FOR THE KIND INFORMATION OF THE BOARD MEMBERS