

Dibrugarh University Officers' Personal Promotion on Merit Rules, 2010 for the Officers from the level of the Assistant Registrar onwards.

[Approved by the Executive Council, D.U., vide Resolution No. (9) of its 307th Meeting held on 03 May, 2011]

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| Title | These rules may be called ' Dibrugarh University Officers' Personal Promotion on Merit Rules, 2010 ' framed in compliance of the Resolution No. (28) of the 305th Meeting of the Executive Council held on 30.11.2010 & 01.12.2010. |
| Preamble | Dibrugarh University strongly feels that there should be provision for incentive for meritorious service and hard work of those officers of the University having <u>no scope for promotion in the existing administrative set up</u> . For this purpose, the ' Dibrugarh University Officers' Personal Promotion on Merit Rules, 2010 ' is introduced. These rules are basically meant for removing stagnation in the <u>existing rank</u> for those <u>meritorious, sincere and hard working officers having no promotional avenues from the existing rank</u> . |
| Commencement | 1. These rules shall come into force from such date as may be fixed by the Executive Council. |
| Definition | 2. In these rules, unless there is anything repugnant in the subject or context : (a) 'University' — means the Dibrugarh University. (b) 'Officers' — means Officers of the University in permanent posts <u>except the term posts</u> |

- (c) 'Year' means a completed year of service with reference to one's date of joining in a permanent post.
- (d) 'Continuous service' - means the service discharged by an Officer in a particular post without any break of service for any reason whatsoever. For this purpose the period of service in temporary capacity in an equivalent/ higher post will be considered and will be added to the period of permanent service in the lower category. Unless otherwise decided in each case specifically, the word "continuous service" for purpose of these rules shall not include the period of absence granted on extra-ordinary leave without pay or leave on half average pay for purpose of study/ or consequent upon penal measure or for accepting appointment in service other than in the University and also period of suspension not regularized.

The Executive Council shall have the right to take any decision whatsoever it may deem fit, in any case considering its merit.

- (e) 'Satisfactory meritorious service' - means the service satisfactorily discharged by an Officer as may be ascertained from the individual service book, personal file, confidential records etc. self appraisal, performance appraisal reports and by assessment made by a Committee constituted for the purpose.
- (f) 'Committee' - means a Committee appointed by the Vice-Chancellor to determine the eligibility of cases for Personal Promotion on merit as per norms laid down in the Rules.
- (g) Controlling Officer - means the Head of the office to which the officer belongs.

The Rules

3. This scheme shall be governed by the "Dibrugarh University Officers' Personal Promotion on Merit Rules, 2010" and the scheme is introduced to infuse dynamism and efficiency among the existing officers for discharging additional duties and responsibilities/ higher responsibility as may be delegated by the Vice-Chancellor, to cope up with the increased volume of works due to the recent expansion of the activities of the University.

Eligibility criteria 4. To be eligible for promotion under these Rules, an officer shall fulfill the following eligibility criteria -

(i) He/she must have been serving as Assistant Registrar or in pay band of Rs.15,600-39,100/- with GP of Rs.5,400/- under UGC scheme of pay revision, and the pay band of Rs.12,000-40,000/- with GP of Rs.5,400/-, Rs. 6,100/- and above, but below the pay band & grade pay of Registrar and other tenure posts and has served the University for a continuous period of minimum eight years or more than eight years as provided in the subsequent provision of these rules.

Norms to be eligible for promotion as incentive

5. (a) He/ she must be holding a post of officer having no promotional avenues at the University.

(b) He/ she must have the Post-Graduate degree in any discipline. However, officer having Bachelor degree in medical, engineering and law and working in their respective professional areas in Dibrugarh University shall also be considered for promotion.

(c) (i) The officers enjoying the pay band of Rs. 15,600-39,100/- with grade pay of Rs. 5,400/- and above recommended by the UGC and the pay band of Rs. 12,000-40,000/- with GP of Rs. 5,400/- and above in the CPC recommendations 2010 shall be eligible for promotion under these rules.

Proposed to be inserted as advised by the Executive Council in its meeting held on 03.05.2011.

(ii) The officers who are placed in the pay band of Rs. 12000-40000/- with grade pay of Rs. 5400/- and having no scope for regular promotion shall be considered eligible within the scope of these rules, provided they forego their claim for promotion under scale promotion scheme as recommended by the C.P.C., 2010, and such category of officers, even though is lower rank with that of Assistant Registrar, their cases shall be covered under these rules, considering the nature of their job, stagnancy and grade pay allowed by the C.P.C.

(d) Clean and meritorious service record as evidenced by the Performance Appraisal Report (Annexure- I), Self-Appraisal Report (Annexure- II) and Confidential Report to be submitted by the Controlling Officer.

- (e) The officer concerned should not have been punished for any misconduct or offence during the last eight years preceding the date of application for promotion.

However, such cases shall be taken up for consideration of personal promotion under these rules after a lapse of 4 years from the date of completion of eight years of service.

- (f) Any officer given promotion under these rules shall be liable to be reverted to his/her original pay band and grade pay and designation in case he/she fails to render satisfactory service as delegated to him/her, during the first two years of his/ her promotion.

Such cases shall be dealt with as per provision of the 'Dibrugarh University Employees' Services Conditions Ordinance, 2000 (amended upto May, 2007)'.

The hierarchy to be maintained under this rules of promotion

6. (i) The officer who is initially recruited and placed in the pay band of Rs.15,600-39,100/- with GP of Rs.5,400/- on personal promotion subsequently shall move to the next higher grade pay, but the pay band of such an officer will remain same. Such an officer shall be designated by prefixing the word 'Senior' to his original designation in case of the first promotion and shall be suffixed by the word 'Selection Grade' after the original designation of the officer concerned. Such an officer shall be placed in the next higher grade pay in the same pay band.

Note : (a) In case of future revision of pay scale of the officers, the Executive Council shall take appropriate decision in the matter of placement.

- (b) In case of officers who have been appointed or placed in a particular pay band and grade pay at the time of revision of pay scales shall move to the next higher grade pay as recommended by the CPC, 2010 and the pay band of such officer shall remain the same.

The application of these rules to the Deputy Registrar and other equivalent posts

7. (a) In case of Deputy Registrar and other equivalent posts as approved by the CPC, 2010.
- (b) Next promotion under these rules shall be given to such officer after completion of eight years of satisfactory service with a change of designation and one additional increment only, but without changing pay band and grade pay.
- (c) The second personal promotion under these rules shall be given to such officers after completion of eight years of satisfactory service with two additional increments, without any change of grade pay.

Screening procedure

8. Every year the Registrar shall issue a notification, usually in the month of June/ July, inviting applications for personal promotion from eligible officer(s) under the 'Dibrugarh University Officers' Personal Promotion on Merit Rules, 2010'.

The eligibility of an officer to be promoted under these Rules shall be scrutinised by a Screening Committee constituted by the Vice-Chancellor. The Screening Committee shall at the time of screening the eligibility shall consider the following :

- (a) Whether the applicant fulfills the eligibility criteria as laid down under clause No. (4) of these rules.
- (b) The Performance Appraisal Report, Self Appraisal Report and Confidential Report from the Controlling Officer.
- (c) Personnel File and Service Book.
- (d) Any other particulars of the officer considered relevant for the purpose

Selection Procedure and Appointment

9. (i) The Selection Committee for selection of officers of the University shall select the eligible officer for promotion and recommend the selection to the Executive Council for approval and appointment.
- (ii) The appointment shall be made by Executive Council on the basis of the recommendation of the statutory Selection Committee.

- (iii) After confirmation of the recommendation of the Selection Committee and appointment by the Executive Council, the designation of the officer shall be as provided in Rule (6) & (7).
- Miscellaneous provisions 10. (i) The promotion under the scheme is a privilege only and no officer shall claim the benefit as a matter of right.
- (ii) An Officer under the scheme shall be eligible for maximum of two promotions under this scheme during his entire service period in the University and the officer shall be such that he/she has already not availed of any promotion under any scheme of the University. The post previously held by the officer before promotion shall be kept in abeyance till vacated by the promotee.
- Savings 11. While implementing these rules if Executive Council feels any hardship has been caused to an officer, the Executive Council shall review and decide such cases in any manner it deems fit.

A NOTE FROM THE COMMITTEE FOR CONSIDERATION OF EXECUTIVE COUNCIL.

While formulating these rules, the Committee noted that there are certain categories of officers in the University who are below the rank of Assistant Registrar in terms of pay scale.

This category of officers were given a modified scale by the University at the time of implementation of immediately preceding CPC recommendations. These modified scales of pay have not been accepted by the CPC and the Govt. of Assam and the pay scale of such officers have been revised as per recommendations of the state government and fixed at the pay band of Rs. 12,000-40,000/- with GP of Rs. 5,400/-.

In this situation though these officers have the scope availing promotional avenues under the scale promotion scheme, as per the CPC recommendation of 2010, but have no scope of regular promotion and any consequent change of designation. This Committee therefore, feels that this group of officers may be brought under the provision of the 'Dibrugarh University Officers' Personal Promotion on Merit Rules, 2010' provided they forego their claim of promotion under the scale promotion scheme. Considering this aspect of the problem this Committee has included this category of officers in the provisions of the Rules.

Sd/-
(Prof. D.C. Baroowa)

Sd/-
(Prof. A.R.M. Rahman)

Sd/-
(Shri Kamal Gogoi)

Sd/-
(Shri K.C. Dutta)

DIBRUGARH UNIVERSITY

PERFORMANCE APPRAISAL REPORT

1. Name :
2. Designation :
3. Present pay as on :
- From

| | | |
|----------------|-------------|--|
| Excellent | : 10 points | Kindly use points as indicated whenever possible except under 0 to 5 |
| Very Good | : 9 -do- | |
| Good | : 8 -do- | |
| Fairly Good | : 7 -do- | |
| Fair | : 6 -do- | |
| Average | : 5 -do- | |
| Below Average | : 3 -do- | |
| Unsatisfactory | : 0 -do- | |

| Item for Report/ Assessment | Comments of Controlling Officer | Assessment/ observation by the Registrar | Observation by the Vice-Chancellor |
|---|---------------------------------|--|------------------------------------|
| 1 | 2 | 3 | 4 |
| A. Attendance : (a) punctuality (b) regularity | (a) (b) | | |
| B. Attitude towards (a) students (b) colleagues (c) teachers (d) higher officer | (a) (b) (c) (d) | | |
| C. Skill of communication (a) oral communication (b) drafting file note for higher officer (c) understanding of rules & regulation | (a) (b) (c) | | |
| D. Commitment of the officer (a) to the University (b) to the work (c) others | (a) (b) (c) | | |
| E. Leadership quality (a) in managing the office/ staff (b) expeditions disposal of official assignments (c) foresightedness | (a) (b) (c) | | |
| F. Organizing ability | | | |
| G. Special recommendations/ comments (if any) | | | |



DIBRUGARH UNIVERSITY

SELF-APPRAISAL REPORT

(To be submitted by the officer applying for Promotion under PPS)

[Additional sheet(s) be attached, if required]

1. Name of the Officer :
2. Father's Name :
3. Present designation :
4. Date of birth :
5. Date of joining in the University service :
6. No. of days of Earned leave, Casual leave, Medical leave etc. availed (year-wise) during the last five years with purpose (to be submitted on an additional sheet) :
 - (i) Casual leave :
 - (ii) Earned leave :
 - (iii) Medical leave :
 - (iv) Duty leave :
 - (v) Any other :
7. Participation in Training (in-house and external) :
8. Nature of duties and responsibilities performed during last 8 (eight) years :
9. Efficiency in performing duties and responsibilities :
10. Contribution to the corporate life of the University, other than his/ her allotted official duties (if any) :
11. Maintenance of discipline and punctuality :
12. Development of skill/ qualification in IT finance, administration, examination etc.) :
13. Achievements in the field of art, culture, literature, sports etc. (if any) :
14. Justification for promotion :
15. Disciplinary proceedings faced, if any :

I hereby declare that above information is true to the best of my knowledge and belief.

Signature of the Officer

Signature
(Receiving Officer)