

# UNIVERSITY OF DELHI

BASIC INFORMATION  
on  
LAW AND PROCEDURE

RELATING TO GOVERNANCE OF COLLEGES



NIEPA DC



D00809

JUNE, 1973

**Sub. National Systems Unit,**  
**National Institute of Educational**  
**Planning and Administration**  
**17-B, SriAurobindo Marg, New Delhi-110016**  
DOC. No. **D-809**  
Date ..... **29.11.02**

## CONTENTS

	PAGE
DEFINITIONS	...
CHAPTER I : <i>Statutes, Ordinance, Rules and Regulations.</i>	
(1) <i>Statute 30</i> : Conditions for recognition of Colleges	1
(2) <i>Ordinance XVIII</i> : Organization and Conditions of Maintenance and Management of Colleges	... 4
Amended clause 3(2) of Ordinance XVIII providing for representation of teachers of Evening classes on the Governing Bodies of the Colleges	238
(3) <i>Model Rules</i> : Constitution, Rules and Regulations of Governing Bodies of Colleges	... 16
(4) <i>Ordinance XII</i> :	
(a) Conditions of Service of Teachers	... 29
(b) Form of Agreement of Service for College Teachers	... 32
(5) <i>Ordinance XIII</i> : Teaching Load and Part-Time Teachers	... 35
(6) <i>Ordinance XXIV</i> : Qualifications of Teachers (appointed and recognised) and Principals	... 36
(7) <i>Teachers of Colleges</i> : Procedure for recognition	... 38
(8) Conditions of Government (U.G.C.) Grant to Colleges	... 44
CHAPTER II : <i>Teachers and Physical Directors.</i>	
(1) Leave Regulations (new)	... 52
(2) Selection Grade Lecturers in Colleges-Qualifications and Procedure for appointments of	... 61
(3) Pay scales and Allowances of College Teachers	... 65
(4) Higher initial pay in the Colleges	... 66

(5) Guide lines for recommending initial pay of Principals on their appointments in Colleges	66
(6) Provision of free houses for Principals and payment of Allowance in lieu thereof	67
(7) Delegation of Powers and Allowance to the Vice-Principals in-charge of the Evening Classes in the Colleges	68
(8) Rules and procedure laid down for grant of permission to teachers to accept Part-time Teaching Assignments	70
(9) E.C. Resolution laying down the principles and mode of fixation of pay on initial appointment to the teaching posts in the University	72
(10) Physical Directors in Colleges-Qualifications for appointment	73
(11) Study Leave Rules	74
(12) Form of Application for recognition as a teacher of the University under St. 18(2)	239
(13) Proforma for Grant of Higher initial pay to teachers	243

### CHAPTER III : *Non-Academic Staff*

(1) Strength of Ministerial Staff and Scales of pay	83
(2) Selection Grade to Superintendents	84
(3) Special pay attached to the post of Cashiers and P.A.'s	85
(4) Grant of Higher initial pay to non-academic Staff in Colleges	86
(5) Pay and Allowances for holding additional Charge of post	86
(6) Qualifications prescribed for the different categories of Ministerial Staff	87
(7) Strength of Class IV Staff and Scale of pay	90
(8) Payments of Allowance to the Bank Peon	91

(9) Payment of Washing Allowance to Class III and Class IV employees	...	91
(10) Qualifications prescribed for the different categories of Class IV Staff	...	92
(11) Scale of Issue of Liveries	...	93
(12) Strength of Library Staff and their scales of pay	...	94
(13) Qualifications prescribed for the different categories of the Library Staff	...	96
(14) Strength of Laboratory Staff with scales of pay and other relevant information	...	98
(15) Revision of scales of pay of Laboratory Staff—conditions there of	...	99
(16) Qualifications prescribed for Laboratory Staff	...	101
(17) <i>Hostel Mess Staff</i> : Norms, scale of pay, leave admissible and Grant	...	104
(18) Rules governing the grant of leave and lien to permanent non-academic employees	...	106
(19) Provision of leave arrangement in the Library Staff	...	106
(20) Grant of an ad-hoc increment to Class III and Class IV Employees stagnating at the maximum of their Pay Scales	...	107
(21) Advance payment of leave salary for period of one month	...	108
(22) Transfer of leave account	...	108
(23) Rules for grant of Advance for the purpose of a new cycle	...	108
(24) General Principles for determining seniority of Non-academic Employees	...	109
(25) Study leave rules for the Non-academic Employees	...	113

(26) Rehabilitation of Defence Services Personnel disabled during the recent Hostilities and for providing employment to the dependents of the servicemen killed in action.	...	132
 <b>CHAPTER IV <i>Financial Norms and Procedure—Payment of Grants by U.G.C.</i></b>		
(1) Basis of Payment of Maintenance grants to College	...	134
(2) Utilisation of Income from the Hostels	...	136
(3) Excursion of Students	...	137
(4) Insurance for Cash-in-Transit or Bank Peon's Insurance	...	138
(5) Income from Unclaimed Caution Deposits	...	138
(6) Insurance of Library/Laboratory and other Buildings	...	139
(7) Release of 'On Account' Maintenance Grant	---	139
(8) Basis of payment of Grant to the Constituent/Affiliated Colleges for different schemes	...	141
(9) Basis of assistance to the Colleges affiliated to Delhi University for starting B.Sc. (Genl.) Groups 'A' and 'B' with effect from 1967-68	..	146
(10) Limit of Non-recurring Expenditure for the purchase of furniture and Equipment by New Colleges	...	148
(11) Items of Approved Income (Morning Classes)	...	149
(12) Items of Approved Expenditure (Morning Classes)	...	149
(13) Statements to be sent to the U.G.C. for information	...	151
(14) Certificates to be sent alongwith the Annual Audited Accounts	...	152
(15) Details of Expenditure to be supplied alongwith the Audited Accounts	...	153
(16) Norms prescribed for Extended Colleges	...	154
(17) Basis of payment of the Grant	...	155

(18)	Payment of Allowance to the Vice-Principal	...	156
(19)	Approved items of Income Expenditure (Evening Classes)	...	157
(20)	Norms and Standards for the College Build- ings in Delhi	...	159
(21)	Summary of important recommendations made by the U.G.C. regarding construction of Hostels	...	162
(22)	Construction of Residence for Warden's House and the Pattern of Assistance there of	...	163
(23)	Specimen proforma prescribed by the U.G.C. for supply of Tender information	...	164
(24)	Rules for the Establishment of Students' Aid fund in the Colleges	...	165
(25)	Provident fund Rules for the Colleges	...	166
(26)	Investment of Provident fund in fixed deposit in the Scheduled Banks	...	167
(27)	Overtime admissibility	...	168
(28)	Travelling and Halting Allowances	...	170
(29)	Investment of Endowment funds	...	173
(30)	Fixation of Rent and payment of House Rent Allowance to the Allottes of Staff Quarters constructed partially or wholly out of Endow- ment Fund	...	174
(31)	Grant of House Rent Allowance—Varification of claims	...	175
(32)	Grant of Compensatory (City) and/or House Rent Allowance—varification of claims	...	176
(33)	Schedule of fees payable to the Advocates for appearing in the various courses	...	177
(34)	Reports of the Committee appointed by the U.G.C. to consider procedural irregularities pointed out by the A.G.C.R. on the Inspec- tion Report of the Delhi Colleges	...	181
(35)	Rules regarding grant of House Rent Allow- ance to the employees of Delhi Colleges	...	209

(36) Rules regarding the Grant of Children's Education Allowance to the Employees of the Colleges	220
(37) Rules regarding re-imbusement of Tution fee in respect of Children of Employees of the Colleges	... 224
(38) Maintenance of records regarding construction of Buildings	... 229
(39) Maintenance of separate cash books in respect of 'General fund' 'Boys fund'	... 230
(40) Maintenance of A/CS RE Cycle Advance	... 230
(41) Procedure writing off the Loss of Book	... 230
(42) Procedure for writing off Unsersivable Stores	... 231
(43) Maintenance of the Accounts of Created/ Acquired by the Educational Institutions out of the Grants Sanctioned to them by U.G.C.	... 232
(44) Schedule of Dates to be observed by the College.	... 236
(45) Programme of the A. G. C. R. Inspection Report on the Accounts of the Colleges	... 237
(46) Proforma for applying for recognition as a teacher of the University	239
(47) Proforma for applying for grant of Higher initial pay.	243



## DEFINITIONS

- (a) 'COLLEGE' means an institution maintained or admitted to its privileges by the University and includes an Affiliated College and a Constituent College ;

*Explanation I*—'Affiliated College' means an institution recognised by the University in accordance with the provisions of this Act and the Statutes in which instruction is provided in accordance with the provisions of the Statutes and the Ordinances upto the Bachelor's degree, but exclusive of Honours and Post-graduate degrees ;

*Explanation II*—'Constituent College' means an institution recognised as such by the Executive Council in accordance with the provisions of this Act and the Statutes ; (Section 2 of the Act)

- (b) 'PRINCIPAL' means the Head of a College ; and includes when there is no Principal, the person for the time being duly appointed to act as Principal and in the absence of the Principal or the acting Principal, a Vice-Principal duly appointed as such ;
- (c) 'TEACHERS' includes Professors, Readers, Lecturers and other persons imparting instruction in the University or in any College or Hall
- (d) 'TEACHERS OF THE UNIVERSITY' means persons appointed or recognised by the University for the purpose of imparting instruction in the University or in any College. (Section 2 of the Act)
- (e) The Colleges shall be such as may, after the commencement of the Delhi University (Amendment) Act, 1943, be recognised by the Executive Council in accordance with this Act and Statutes but shall include all Colleges recognised at the commencement of the said Act as Colleges of the University so long as such recognition continues. (Section 34 of the Act)

## STATUTE—30

30(1) (A) (i) The University may establish and maintain such Post-Graduate Colleges, Institutions and Halls as may be decided upon by the Executive Council from time to time.

(ii) The organisation, conditions of maintenance and management of such Colleges, Institutions and Halls shall be prescribed by the Ordinances.

(B) Colleges shall be of two types, namely, Constituent and Affiliated.

Constituent Colleges will be those Colleges and Institutions which will impart instruction at least upto the Honours standard, or for a Bachelor's Degree in a professional course recognised as such by the University.

Affiliated Colleges will be those Colleges and Institutions which will impart instruction upto the Bachelor's Pass Degree excluding a degree in a professional course.

(C) Colleges and other Institutions within the limits of the State of Delhi, may be admitted to such privileges of the University as the Executive Council may decide on the following conditions, namely :—

- (i) Every such College or Institution shall have a regularly constituted Governing Body, consisting of not more than twenty persons approved by the Executive Council and including, among others, at least two representatives of the University and at least three representatives of the teaching staff, of whom the Principal of that College or Institution shall be one. The rules relating to the composition and personnel of the Governing Body, and those relating to other matters affecting the management of the College shall conform to the Statutes and the Ordinances of the University and the Conditions of Government Grants to Colleges. Such rules and the personnel will require the approval of the Executive Council.

Provided that the said conditions shall not apply in the case of Colleges and Institutions maintained by Government which shall, however, have an Advisory Committee, which shall consist of, among others, at least three teachers, including the Principal of the College or Institution, and two representatives of the University.

- (ii) Every such College or Institution shall satisfy the Executive Council on the following points, namely :—
  - (a) the suitability and adequacy of its accommodation and equipment for teaching ;
  - (b) the qualifications and adequacy of its teaching staff and the conditions of their service ;
  - (c) the arrangements for the residence, welfare, discipline and supervision of its students;
  - (d) adequate financial provision has been made for the continued maintenance of the College; and
  - (e) such other matters as are essential for the maintenance of the standards of University education.
- (iii) No College or Institution shall be admitted to any privileges of the University except on the recommendation of the Academic Council made after considering the report of a committee of inspection appointed for the purpose by the Academic Council.
- (iv) Organisations/Colleges and Institutions desirous of admission to any privileges of the University shall be required to intimate their intention to do so in writing so as to reach the Registrar not later than the 15th August, preceding the year from which permission applied for is to have effect.
- (v) A College may not, without the previous permission of the Executive Council and the Academic Council suspend instruction in any subject or course of study which it is authorised to teach and teaches.

(2) Appointments to the teaching staff of such College or Institution shall be made on the recommendation of a Selection Committee, which shall include the Principal (unless the post to be

filled is that of the Principal), at least one of the representatives of the University on the Governing Body and one expert nominated by the Academic Council :

Provided that the provisions of this clause shall not apply in the case of College and Institutions maintained by the Government.

(3) The service conditions of the Administrative and other non-academic staff of every such College shall be in accordance with those laid down by the University for similar posts in the University :

Provided that the provisions of this clause shall not apply in the case of Colleges and Institutions maintained by Government.

(4) Every such College or Institution shall be inspected at least once in every two academic years by a Committee appointed by the Academic Council, and the report of that Committee shall be submitted to the Academic Council, which shall forward the same to the Executive Council with such recommendations as it may deem fit to make. The Executive Council, after considering the report and the recommendations, if any, of the Academic Council, shall forward a copy of the report to the Governing Body of the College or Institution with such remarks, if any, as it may deem fit, for suitable action.

(5) The Executive Council may, after consulting the Academic Council, withdraw any privileges granted to a College or Institution if at any time it considers that the College or Institution is not fulfilling the requisite conditions :

Provided that before any privileges are so withdrawn the Governing Body shall be given an opportunity to represent to the Executive Council why such action should not be taken.

(6) Subject to the conditions set forth above, the Ordinances may prescribe any other conditions which may be considered necessary and also the procedure for the admission of Colleges and Institutions to the privileges of the University and for the withdrawal of those privileges.

---

## ORDINANCE—XVIII

*(Colleges other than those maintained by the Government of India)*

1. No College shall have more than 1,000 students on its rolls and in case of an Extended College, not more than 1,500 students, except with the specific approval of the University.

1 (A) A College seeking recognition as a Constituent College must have an endowment fund of Rs. 5 lakhs of which at least Rs. 3 lakhs should be immediately available and the balance to be deposited within four years, and have either suitable buildings or a building fund of at least Rs. 3 lakhs. It shall also satisfy the University that either it already has 7-8 acres of land (4-5 if there is no hostel attached) or has reasonable prospects of having the same for the College building.

A College seeking recognition as an Affiliated College must have an endowment fund of Rs. 3 lakhs of which Rs. 2 lakhs should be immediately available and the balance to be deposited within two years, and have either suitable buildings or a building fund of at least Rs. 2 lakhs. It shall also satisfy the University that either it already has a minimum of 3 acres of land (or 5 acres of land if hostel is attached) or has reasonable prospects of having the same.

2. The Governing Body will meet at least once in a term and, subject as hereinafter provided, shall have general supervision and control of the affairs of the college and shall maintain its own records of its proceedings which shall be open to inspection by the inspection authority.

3. (1) The members of the Governing Body, other than the Principal, shall hold office for a period of one year and shall be eligible for re-appointment or re-election, provided that in respect of teachers' representatives provisions of Sub-Clause (2) of this Clause shall apply.

(2) The teachers' representatives shall become members of the Governing Body by rotation according to seniority determined

according to the length of continuous service and in accordance with such principles as the Executive Council may, from time to time prescribe. At least one of the representatives shall be from among those with more than 10 years' service and at least one from among those with less than 10 years' service. If, however, eligible candidates are not available in one of those categories, all the representatives may be taken from the other. The term of teachers' representatives shall be one year.

Provided that a teacher who has become a member of the Governing Body of a College under the category of teachers with less than ten years' service and completes his ten years of service during the term of his membership as such, will nevertheless continue to be a member of the Governing Body for the full term of one year.

*Note*—For the purpose of this clause, 'teachers' will be understood to be those holding a permanent whole-time post, with requisite service in the College in question.

(3) The Governing Body shall elect from among its own members a Chairman to hold office for one year provided this does not exceed his current term as a member of the Governing Body and shall be eligible for re-election.

4. (1) The Governing Body shall appoint a Treasurer from among its own members to supervise the receipts and expenditure of the Governing Body, who shall be responsible for the proper keeping of its accounts.

(2) The Governing Body, on the recommendation of the Principal, shall appoint a Bursar who shall be a member of the teaching staff and who shall assist the Principal in the maintenance of accounts and in the day-to-day financial affairs of the College. The Principal and the Bursar shall jointly operate the Bank account within the budget estimates relating to maintenance grant items duly approved by the Governing Body.

(3) The Principal shall be the Member-Secretary of the Governing Body and shall not accept the membership of the Govern-

## ORDINANCE—XVIII

*(Colleges other than those maintained by the Government of India)*

1. No College shall have more than 1,000 students on its rolls and in case of an Extended College, not more than 1,500 students, except with the specific approval of the University.

1 (A) A College seeking recognition as a Constituent College must have an endowment fund of Rs. 5 lakhs of which at least Rs. 3 lakhs should be immediately available and the balance to be deposited within four years, and have either suitable buildings or a building fund of at least Rs. 3 lakhs. It shall also satisfy the University that either it already has 7-8 acres of land (4-5 if there is no hostel attached) or has reasonable prospects of having the same for the College building.

A College seeking recognition as an Affiliated College must have an endowment fund of Rs. 3 lakhs of which Rs. 2 lakhs should be immediately available and the balance to be deposited within two years, and have either suitable buildings or a building fund of at least Rs. 2 lakhs. It shall also satisfy the University that either it already has a minimum of 3 acres of land (or 5 acres of land if hostel is attached) or has reasonable prospects of having the same.

2. The Governing Body will meet at least once in a term and, subject as hereinafter provided, shall have general supervision and control of the affairs of the college and shall maintain its own records of its proceedings which shall be open to inspection by the inspection authority.

3. (1) The members of the Governing Body, other than the Principal, shall hold office for a period of one year and shall be eligible for re-appointment or re-election, provided that in respect of teachers' representatives provisions of Sub-Clause (2) of this Clause shall apply.

(2) The teachers' representatives shall become members of the Governing Body by rotation according to seniority determined

according to the length of continuous service and in accordance with such principles as the Executive Council may, from time to time prescribe. At least one of the representatives shall be from among those with more than 10 years' service and at least one from among those with less than 10 years' service. If, however, eligible candidates are not available in one of those categories, all the representatives may be taken from the other. The term of teachers' representatives shall be one year.

Provided that a teacher who has become a member of the Governing Body of a College under the category of teachers with less than ten years' service and completes his ten years of service during the term of his membership as such, will nevertheless continue to be a member of the Governing Body for the full term of one year.

*Note 1*—For the purpose of this clause, 'teachers' will be understood to be those holding a permanent whole-time post, with requisite service in the College in question.

(3) The Governing Body shall elect from among its own members a Chairman to hold office for one year provided this does not exceed his current term as a member of the Governing Body and shall be eligible for re-election.

4. (1) The Governing Body shall appoint a Treasurer from among its own members to supervise the receipts and expenditure of the Governing Body, who shall be responsible for the proper keeping of its accounts.

(2) The Governing Body, on the recommendation of the Principal, shall appoint a Bursar who shall be a member of the teaching staff and who shall assist the Principal in the maintenance of accounts and in the day-to-day financial affairs of the College. The Principal and the Bursar shall jointly operate the Bank account within the budget estimates relating to maintenance grant items duly approved by the Governing Body.

(3) The Principal shall be the Member-Secretary of the Governing Body and shall not accept the membership of the Govern-



ing Body of any other College of the University of Delhi. It shall be the duty of the Member-Secretary to summon meetings with the consent of the Chairman and in accordance with the Regulations framed by the Governing Body for the purpose and to record proceedings of the meetings.

(4) If the Governing Body wish to appoint a Vice-Principal it should do so with the prior approval of the University. The appointment of the Vice-Principal shall be made from among the Lecturers in the Senior Grade in the College, and shall require the approval of the University.

5. The accounts of the College shall be kept in such form as the Government of India may prescribe, and shall be audited by an auditor chosen by the Government of India from a panel of three, furnished by the Governing Body from the list of registered auditors recognised by the Government of India.

6. (1) There shall be a Staff Council in every College which shall be a decision-making body on all policy matters relating to the administration of the College.

(2) Within the framework of the provisions and regulations of the University in force from time to time, the Principal in the administration of the College, shall act as Principal-in-Council.

(3) All the members of the teaching staff, the Librarian and the Director of Physical Education shall constitute the Staff Council.

(4) (a) The Principal shall be *ex-officio* Chairman of the Staff Council.

(b) The Council shall elect its Secretary, who shall hold office for a term of one year. The Secretary may be re-elected for a second term, but no person shall hold the office of Secretary for more than two consecutive terms.

(5) (a) The Principal or the Secretary shall convene the meetings of the Staff Council, and the Secretary shall maintain the minutes of the meetings.

- (b) The Staff Council shall meet at least twice a Semester.
- (c) The Principal or the Secretary shall convene a meeting of the Staff Council, if at least one-eighth of the total number of members requisition a meeting, and such a meeting shall be held within seven days from the date of receipt of the requisition.

(6) Within the framework of the provisions and regulations of the University in force from time to time, the functions of the Staff Council shall include the following ;

- (a) allocation of work-load of teachers and preparation of College time-table ;
- (b) allocation of extra-curricular work of teachers ;
- (c) formulation of recommendations on introduction of new teaching post (s)/department (s) and expansion of the existing departments and other academic questions ;
- (d) formulation of recommendations on admission of students ;
- (e) formulation of guide-lines regarding arrangements for the residence, welfare, discipline and supervision and organization of teaching of students in consultation with the appropriate student's organizations ;
- (f) formulation of recommendations on extra-curricular activities, including cultural activities of students, sports, games, National Service Scheme and other social services schemes, academic societies, college canteen and other amenities, in co-operation with the appropriate students' organization ;
- (g) formulation of policies and guide-lines for allocation of staff quarters and financial assistance to teachers ;

- (h) making purchase of library books and laboratory equipment in consultation with the appropriate departments ; and
- (i) such other policy matters as may concern the functioning of the College.

(7) (a) The Staff Council shall function through Committees appointed by the Council. Ordinarily (i) no person shall be a member of more than two Committees at a time, and (ii) no person shall hold office as a member of a Committee for more than two consecutive terms.

- (b) The Principal shall have the right to be present and to speak at any meeting of any Committee.
- (c) Each Committee shall have a convener appointed by the Staff Council, who shall convene the meetings of the Committee, and the minutes of the meetings shall be prepared and maintained by him.
- (d) The decisions of the Committee shall be reported to the subsequent meeting of the Staff Council for ratification, wherever necessary.
- (e) In consultation with the Principal, the Committees shall implement all decisions of the Staff Council. If, in the opinion of the principal, however, any emergency has arisen which requires that immediate action should be taken, the Principal shall take such action as he deems necessary and shall report the same to the next meeting of the Staff Council for confirmation.

7. (1) The appointment of the Principal and other members of the teaching staff shall be made after advertisement.

The Principal should, in addition to his duties as Principal, also be required to undertake some teaching work in the College or the University.

(2) The appointment of the Principal shall be made by the Governing Body of the College on the recommendation of a

Selection Committee consisting of the Chairman of the Governing Body, two representatives of the University on the Governing Body, one expert nominated by the Academic Council for the purpose and two members of the Governing Body nominated by it, provided that prior to final selection and appointment (a) the Governing Body shall submit to the University a list of persons who have applied for the post of Principal, as also names of persons, who may not have applied but whose names the Governing Body may desire to consider for the post, in a form as prescribed by the University and shall indicate the persons from whom, in their opinion, the final selection may be made ; (b) the list thus submitted by the Governing Body shall be considered by a Selection Committee constituted for the purpose and consisting of the following :—

- (i) The Vice-Chancellor
- (ii) The Pro-Vice-Chancellor
- (iii) The nominee of the visitor appointed under Statute 19(1)
- (iv) The Chairman of the Governing Body of the College concerned, and
- (v) Two members of the Executive Council, nominated by it,

and (c) on the recommendation of the Selection Committee, the University shall transmit to Governing Body a list of persons mentioned in the order of preference whom the University would be prepared to recognise as Principal or, if none of the applicants are considered suitable, shall refrain from sending a list, in which case the post shall be re-advertised :

Provided that where in the opinion of the Vice-Chancellor, emergency action is called for or where in his opinion, it would be unnecessary to adopt the procedure prescribed in (b) and (c) above, the Vice-Chancellor may indicate merely which of the candidates included in the list submitted by the Governing Body under sub-clause 2(a) of Clause 7 of Ordinance XVIII, will not be acceptable to the University, briefly indicating ground for the decision. In such a case, the Governing Body will be free to appoint any person from any of the candidates against whom no such disapproval has been indicated.

(3) In case of a casual vacancy in the office of the Principal, the Vice-Principal, if any, until the appointment of a Principal shall, act as the Principal. In case there is no Vice-Principal, the Governing Body of the College may appoint an Acting Principal from among the Lecturers in the Senior Grade in the College or in the absence of any Lecturer in the Senior Grade, from among the Senior Lecturers.

Such temporary arrangements shall be made ordinarily for a period not exceeding six months and shall require the prior approval of the University.

(4) Members of the teaching staff shall be appointed by the Governing Body on the recommendation of a Selection Committee constituted as follows :—

- (i) Chairman of the Governing Body or a member of the Governing Body nominated by him;
- (ii) The Principal of the College; and also the Vice-Principal looking after the evening classes in case the selection is for a teacher for the evening classes;
- (iii) One of the representatives of the University on the Governing Body ;
- (iv) One expert member nominated by the Academic Council, viz., the Head of the Department in the University in the subject and failing him any member out of a panel of names suggested by the Head of the Department and approved by the Academic Council;
- (v) One Senior member of the teaching staff responsible for teaching of the particular subject, provided that for selection of a teacher for evening classes, the senior member of the teaching staff shall be from amongst the teachers teaching the evening classes.

---

“.....that as a rule, no person who is not a member of the Selection Committee should be attending its meetings unless, in very special circumstances, a person with expert knowledge of the subject concerned is invited by the Chairman to attend the meeting as an adviser. In the latter case, the other regular members should also agree to his (the invitee's) presence”. (*Univ. No. 37 (24)/67-CB/dt. 23-8-1967*)

Provided that the constitution of the Selection Committee for direct appointment of a teacher to the Senior grade post will be as follows :—

- (i) Chairman of the Governing Body or a member of the Governing Body nominated by him ;
- (ii) The Principal of the College; and also the Vice-Principal looking after the evening classes in case the selection is for a teacher for the evening classes;
- (iii) The representatives of the University on the Governing Body;
- (iv) One expert member nominated by the Academic Council, viz., the Head of the Department in the University in the subject, and failing him any member out of a panel of names suggested by the Head of the Department and approved by the Academic Council.
- (v) One expert member in the subject concerned who may not necessarily be from outside Delhi University, appointed by the Vice-Chancellor.

(5) The Governing Body, before advertising an appointment on the teaching staff shall give notice to the University of their intention so to do and shall take into consideration any representations which the University may make thereon within fourteen days.

(6) Subject to the provisions of Clauses 6, 7 and 8 of the Agreement of Service, a person appointed permanently as a Principal of a College or institution or as a teacher therein shall be entitled to be in the service of that College or Institution until he completes the age of sixty. Extension of service for a period not exceeding 3 years may be granted by the Governing Body of the College or the Institution if it is satisfied that such extension is in the interest of the College or the Institution. In the case of a teacher such extension may be granted by the Governing Body on the recommendation of the Principal Provided that the question whether any extension should or should not be granted to the Principal or a teacher should not be decided upon by the Governing Body except with the approval of the Vice-Chancellor.

No teacher or Principal shall be granted more than one extension, but in special cases where extension for a total period of three years, i. e., upto the completion of 63 years, has been given and the person concerned is still considered to be fit for work after that period and his services are required in the interests of the College/Institution, a further extension for a period not exceeding two years may be given by the Governing Body on the recommendation of the Principal, in the case of a teacher. In both the cases the question whether any extension should or should not be granted shall not be decided upon by the Governing Body except with the approval of the Vice-Chancellor.

\*Where the date of retirement of a Principal or a teacher with or without extension falls during the course of an academic year, the Governing Body may, on the recommendation of the Principal, in the case of a teacher, and with the approval of the Vice-Chancellor in both the cases, allow the Principal or the teacher to continue till the end of the term or till the end of the academic year.

(7) Members of the teaching staff of the college (other than a member appointed temporarily in case of emergency, or a member appointed to take the place of a member absent on leave or by reason of sickness, or on a contract basis) may be appointed on probation for not more than one year and if confirmed after the probationary period shall be appointed to the post on a permanent basis.

The period of probation may be extended in special case for a further period of one year.

In the case of teachers on probation whose work was not found to be satisfactory, periodical warnings should be given to them.

---

\*.....that while fixing the date of retirement and/or extension of teachers, the University should see that the *date of actual retirement does not go beyond completion of 65 years of age*' (UGC letter No. F. 50-20/63 (cu) dt. 5-3-69).

Principals of Colleges will be exempted from the above and shall be appointed on a permanent basis.

In the case of members of the teaching staff appointed on probation or on a temporary basis, the engagement may be terminated by one month's notice on either side or by the payment of a sum equivalent to one month's salary by the party choosing to terminate such engagement :

Provided that where the engagement is for a period less than one month, neither notice nor payment of salary in lieu of notice shall be necessary.

(8) Not more than one-third of the total number of the teaching staff shall be on a temporary or contractual basis at the same time.

(9) The engagement of the Principal or of any other member of the teaching staff may be summarily determined by the Governing Body for misconduct, but save as aforesaid shall not be determined except for good cause and after three months' notice in writing or the payment of three month's salary in lieu of notice.

In the case of a teacher who has served for not less than one academic year on the staff of the College the notice given under this condition shall take into account any period by which the vacation already taken with salary falls short of three months.

(10) No decision for the termination of service of any teacher, appointed on substantive basis whether on probation or permanent, shall be taken by the College or the Institution concerned without the prior approval of the Vice-Chancellor.

(11) A member of the teaching staff of a College, including the Principal, may at any time terminate his engagement by giving three month's notice in writing to the Governing Body, and if three months' notice in writing is not given, such member of the teaching staff shall become liable to pay to the Governing Body a sum equivalent to thrice his monthly salary unless the Governing Body decides in any particular case not to realise such sum from such member :



Provided that in the case of a member of the teaching staff on a contractual basis, the contract may provide for a lesser period of notice than three months but not less than one month and the provisions of this paragraph shall be construed accordingly.

(12) Any dispute arising in connection with the termination of the service of either the Principal or of any member of the teaching staff of a College except when on probation or on a temporary basis shall be referred to the arbitration of an Appeal Committee of three independent persons appointed by the Chancellor. The Appeal Committee shall have power to enquire into the facts and to interpret the terms of any Agreement, and its decision shall be final and binding on both parties and the Indian Arbitration Act, 1940, shall apply to such arbitration. The Appeal Committee shall give its decision within a reasonable time :

Provided that during the pendency of the appeal the teacher shall draw his/her full salary.

8. (1) The payment of salaries to teachers shall be made in accordance with scales approved by the Government of India.

(2) Increments shall be granted by the Governing Body on the recommendation of the Principal and shall not be withheld without the consent of the University.

9. The number of recognised teachers in any College shall be such that the proportion of students on the rolls of the College to the teachers in the College shall not exceed twenty to one in the case of Pass students and twelve to one in the case of Honours and Post-graduate students unless a higher proportion is approved by the Government of India.

10. (1) Every Governing Body shall maintain a Provident Fund for the benefit of members of its teaching staff, in accordance with rules prescribed by the Government of India.

(2) The accounts of the Fund shall be duly audited each year and a copy of the accounts so audited shall be furnished to each subscriber to the Fund.

11. The Executive Council may from time to time cause an Inspection to be made of the College for the purpose of satisfying themselves that the conditions of this Ordinance or any conditions on which recognition has been given are being complied with.

---

## MODEL RULES

**Constitution, Rules and Regulation of governing Bodies of Colleges***(EC No. 66 dt. 27-4-63)*

The University had appointed a Committee to consider the Constitution and Rules and Regulations of the Governing Bodies of Colleges in 1961. The Model Rules finally framed by the Committee were placed before the Executive Council at their meeting held on 19th November, 1966. The Council decided to adopt the Memorandum of Association and Rules (Model Rules) for the Governing Bodies of the Colleges. The Model Rules are given below :—

**Memorandum of Association of the.....  
College Society : Delhi/New Delhi**

1. The Society shall be named as the.....  
College Society.
2. The registered Office of the Society shall be in the Union territory of Delhi.

*Note 1* With regard to the applicability of the *Model Rules* to the Colleges, the Executive Council had a their meeting held on 23-4-1966 concurred in the following observations made by the Vice-Chancellor on these Rules :—

- (a)                    x                    x                    x                    x                    x
- (b) Some of the Rules without being repugnant to the Act, the Statutes, the Ordinances and the Conditions of Grant, aimed at uniformity and rationalisation of practices and procedures relating to the governance of the Colleges. It is not the intention of the University to impose these Rules on the older Colleges ;
  - (c) As regards the recently started Colleges, which were required to frame their Memorandum of Association and Rules and Regulations in accordance with the provisional Model Rules framed earlier by the University and passed by the Executive Council in April, 1963, as well as the Colleges which will be coming into existence in future these Rules will be expected to be adopted by them subject to such deviations in individual cases as the Executive Council may approve.
  - (d) So long as the Constitution and the Rules of any College did not infringe any provisions of the Act, the Statutes or the Ordinances, if the traditional practices of the College involve slight deviations from the conditions of Government Grant, the authorities of the College may represent to the University Grants Commission through the Vice-Chancellor for necessary condonation of such deviations.

3. The objects for which the Society is established are :—

To establish, develop and maintain the educational Institution called..... college and to manage, supervise and administer its affairs.

4. Subject to the Act, Statutes, Ordinances, Rules and Regulations of the University of Delhi and to the conditions of Government grant, the Society shall have the power to do all things and acts necessary and incidental to the above mentioned objects and without prejudice to the generality of the above to do the following things in particular :

- (i) to construct, demolish or alter any building which may be necessary or expedient for its objects ;
- (ii) to provide hostels for students and residential accomodation for staff (teaching and other staff) ;
- (iii) to purchase, take on lease or accept as gift, or otherwise acquire, transfer, surrender, give on lease or otherwise alienate any real or personal property or rights therein or privileges attaching thereto which may be necessary or convenient for its purposes.
- (iv) to buy, sell, endorse, negotiate or transfer, government or other securities, negotiable Instruments including Hundis and to collect and realise interest, bonus, dividends and profits on such securities, negotiable instruments etc., for the purpose of the society ;
- (v) to invest funds belonging to the society or under the control of the Sociiey in such property and/or securities as is authorised by law for the investment of trust funds or such other classes of securities as may from time to time be approved by the Government of India or in any other manner as may be specifically approved by the University Grants Commission.
- (vi) to borrow or raise money for the fulfilment of the objects of the Society with or without security by creating a charge, lien or mortgage on whole or any part of its properties, assests, rights or privileges on such terms and conditions and to such extent as may be determined by the Society from time to time.

“Provided that no such loan with or without security shall be taken by the Society without the prior approval of the University. The University shall have the right to examine the purpose for which loan is taken and whether or not the terms and conditions for grant of loan are reasonable and in the interest of the College.”

- (vii) to do all such other acts and things incidental and ancillary to attainment of any of the objects specified above as may be expedient for the functioning of the Society as an educational Institution ;
- (viii) to appoint, promote, remove or dismiss, reduce in rank any of the members of the teaching or non-teaching staff of the Society ;
- (ix) to frame rules, regulations, bye-laws for the administration of the Society provided, however, such rules, regulations and bye-laws shall always be in conformity with the Act, Statutes, Ordinances, rules, regulations, and resolutions of the University of Delhi and such other conditions as may be prescribed for Government Grants to Colleges.
- (x) to appoint such committees or sub-committees as may be expedient.

5. The membership of the Society shall be identical with that of the Governing Body. The affairs of the Society shall be administered and be vested in the Governing Body which shall be constituted in accordance with and subject to the provision of the Act, Statutes, Ordinances, regulations and resolutions of the University of Delhi.

6. (a) All leases, properties, documents and title deeds relating to the properties movable and immovable of the Society shall be in the name of the Society.

(b) All deeds of transfer and all leases, deeds and documents shall be signed by the Chairman and the Treasurer of the Governing Body jointly.

7. The income of the Society from its property or any other source howsoever derived shall be applied solely towards the promotion of the objects of the Society and no portion thereof shall be



**2. *Applicability of the Rules :***

The Rules hereinafter contained shall apply to the Society and the College subject to such Acts, Statutes and Ordinances, Regulations and Resolutions of the University as are in force and as may be amended or revised from time to time.

3. The constitution, composition, term of office of members and the chairmanship of the Governing Body of the Society shall be in accordance with Statute 30 read with Ordinance XVIII of the University of Delhi.

**4. *Vacation of Office :***

A member of the Governing Body shall cease to hold office if he/she—

- (a) dies or voluntarily resigns his office;
- (b) is adjudged to be an insolvent or of unsound mind;
- (c) is convicted of any offence involving moral turpitude;
- (d) ceases to hold the qualifications, if any, required for nomination or election or appointment as member of the Society.

**5. *Proceedings not invalidated by vacancies :***

No action or proceedings of the Governing Body shall be invalid or called in question merely by reason of the existence of any vacancy or vacancies among its members, or any irregularity in the nomination or election of any of its members.

**6. *Powers and Duties of the Governing Body :***

Subject to the Act, Students and Ordinances and Regulations of the University of Delhi, the Governing Body shall be the Executive authority and shall have general supervision and control of the affairs of the college and shall maintain its own record of its proceedings which shall be open to inspection by the inspection authority of the University. The Governing Body shall hold, control and administer the property and funds of the College as well as other funds placed at the disposal of the College for any specific object. The Governing Body shall appoint a Treasurer from among its own members who shall discharge such duties and exercise such powers

as are hereinafter specified. It may also appoint a Finance Committee to advise it on matters relating the finance. The Governing Body shall, in addition to other duties vested in it, have the following powers :—

- (i) To enter into, vary, carry out, confirm and cancel contracts on behalf of the College.
- (ii) To consider the Annual Report, the Annual Accounts and the Financial Estimates.
- (iii) To lay before the University and/or the University Grants Commission annually a statement of the financial requirements of the College.
- (iv) To fix admission, tuition and other fees to be charged from students reading and/or residing in the College (subject to any limitations laid down by the Delhi University).
- (v) To appoint Principals and other members of teaching and non-teaching staff excluding Class IV employees of the College in accordance with the procedure laid down under Ordinance XVIII.

Provided that every teacher shall be appointed under an agreement of service to be executed by the teacher in accordance with Ordinance XII of the University and no action shall be taken which shall be in contravention of any Statute, Ordinance or Regulation or Rule made by the University in this behalf.

- (vi) To grant on the recommendation of the Principal, Study Leave and Leave without pay to the teaching staff of the College subject to the Rules and Regulations of the University and the directions of the University Grants Commission from time to time.
- (vii) To institute, suspend or abolish such teaching and non-teaching posts, as may be considered necessary.
- (viii) To open an account or accounts in the name of the College with such scheduled bank or banks as the Governing Body may think fit and to keep the funds of the College deposited with such banks.



- (ix) To take such insurance in respect of property or employees of the College, as the Governing Body may think fit.
- (x) To make rules and to alter, amend or repeal the same, provided, all such alterations and amendments and repeals receive the approval of the University of Delhi
- (xi) To delegate, at its discretion, any of its power as may be necessary from time to time to the Chairman and/or the Principal.
- (xii) To exercise such other powers and to do such other acts or things as may be necessary or expedient for the proper performance of its duties.

7. *Powers of Chairman :*

(i) The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any particular meeting, the members present shall elect one of their member to be chairman of the meeting.

(ii) In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinion of the Principal of the College, take such action subject to these "Rules" as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting for approval and confirmation.

8. *Treasurer :*

(a) The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII (4) (1) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.

(b) The Treasurer shall advise the Governing Body in regard to its financial policy.

(c) The Treasurer shall, subject to the direction and control of the Governing Body, manage the property and investments of the College and shall be responsible for the presentation of the Annual Estimates and the Annual Statements of Accounts.



(g) The Principal shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the Rules.

(h) The Principal shall sanction all types of leave excepting study leave, leave without pay and privilege leave to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman.

(i) The Principal may suspend any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decision regarding punishment etc. will be taken by him without the prior approval of the Governing Body.

(j) Subject to control by the Governing Body the Principal shall in addition to his other powers and functions (i) operate the Students' Fund (ii) have powers to appoint Class IV staff, and suspend and dismiss such staff and report the same to the Governing Body.

(k) The Principal will decide the policies regarding Examination (College), promotion and admission to the College after consultation with the Staff Council as constituted under Ordinance XVIII (6).

(l) The Principal will sanction the remission of tuition fees within the financial limit laid down under the rules on the basis of the recommendations of the Committee of teachers constituted for the purpose.

(m) The Principal, in order to keep the members of the Governing Body informed of the progress of expenditure of the College shall submit a half yearly statement of income and expenditure of the College through the Treasurer, to the Governing Body for information according to the Budget heads.

#### 10. *Domestic Bursar*

The Governing Body on the recommendation of the Principal shall appoint a Domestic Bursar in accordance with the provision of

Ordinance XVIII (4) (2). The Bursar shall be a member of the teaching staff and he shall, subject to the directions of the Governing Body through the Principal and of the Treasurer, manage the domestic and internal finances of the College.

The Bursar of the College shall help the Principal in the maintenance of the accounts and in the day-to-day financial affairs of the College.

11. *Secretary :*

The Principal shall be the Member-Secretary of the Governing Body and shall not accept the membership of the Governing Body of any other College of the University of Delhi. It shall be the duty of the Member-Secretary to summon meetings in accordance with the Regulations framed for the purpose and to record proceedings of the meetings.

12. *Teaching Staff :*

The appointment of the teaching staff, their confirmation, extension of service, termination of service, grant of increment, scales of pay, leave, conditions of service and any dispute arising therefrom, will be governed by the provisions laid down under Ordinance XVIII and conditions of the Government grant to Colleges, as amended from time to time.

13. *Staff Council :*

The College shall have a Staff Council, subject to the general supervision of the Governing Body in accordance with the provisions of Ordinance XVIII (6).

14. *Meetings :*

The Governing Body shall meet at least once in every quarter or four times in each year and, subject as hereinafter provided, shall have general supervision and control of the affairs of the College and shall maintain records of its own proceedings.

15. The Chairman may, whenever he thinks fit, and shall upon requisition in writing signed by not less than five members of the Governing Body, convene a special meeting of the Governing Body, provided that no such meeting shall ordinarily be convened during any period of vacations.

16. The Secretary shall ordinarily circulate among the members a notice of such meeting of the Governing Body at least seven days before the date fixed for such meeting, together with a statement of the nature of business to be brought before the meeting. The Chairman may direct, *in case of emergency*, special meetings to be called by a shorter notice. At every meeting of the Governing Body, 1/3rd of the members shall form the quorum.

17. *Accounts and Audit :*

The Accounts of the College shall be maintained in the name of the College and not in the name of a particular Trust or Society whether financing or sponsoring the College or not. The accounts of the College shall be kept in such form as may be laid down by the Governing Body and shall conform to the rules prescribed by the University Grants Commission.

The Governing Body will submit a panel of three auditors for the approval of the University Grants Commission and out of the panel approved, appoint one auditor to audit the accounts for a particular year, provided that no auditor shall audit the accounts of the College for more than three consecutive years. The Audit Certificate shall be appended to the application for grant. The accounts of the College will be open to audit by the Comptroller and Auditor General of India at his discretion.

All funds, belonging to the College or under the control of the Governing Body, shall be shown separately in the accounts of the College.

The College shall maintain the following Bank accounts :—

1. Capital
2. Maintenance Grant
3. Students' Societies
4. Hostel

Subject to the availability of funds and the limits laid down for expenditure under different items by the University Grants Commission for purposes of approved expenditure, the accounts will be operated and the cheques will be signed by persons as follows :—

<i>Name of Account</i>	<i>Persons authorised to operate and to issue cheques</i>	<i>Alternative Persons</i>
Capital Account	The Chairman and the Treasurer signing jointly.	In the absence of either of the two the Principal will sign the cheques in his place.
Maintenance Grant Account	The Treasurer and the Principal signing jointly.	In the absence of the Treasurer, the Principal and the Bursar will sign the cheques.
Students' Societies Accounts	The Principal and the Bursar signing jointly.	In the absence of either of the two, the Treasurer will sign the cheques in his place.
Hostel Accounts	The Principal and the Warden signing jointly.	

All expenditure will be incurred in accordance with the rules to be framed for the purpose. There shall be a suitable imprest cash for the Principal to meet the Day-to-day contingent expenses.

#### 18. *Investment of Funds* :

Investment of Funds belonging to the College or under the control of the Governing Body shall be made in property and securities authorised by law for the investment of trust funds or such other classes of security as may, from time to time, be approved by the Government of India, or in any other manner as may be specifically approved by the University Grants Commission.

#### 19. *Provident Fund* :

(a) The Governing Body shall establish and maintain a Provident Fund for the member of the College Staff in accordance with Ordinance XVIII(10) and such other ruler as may be approved by the Government of India.

(b) The accounts of the Fund shall be duly audited each year and a copy of the accounts so audited shall be furnished to each subscriber to the Fund

20. *Amendment of the Memorandum of the Association :*

In case it is deemed expedient to alter, extend or abridge, the purpose for which the Society is established or to amalgamate wholly or partially with any other society or change any other clause of the Memorandum, the same shall be done in accordance with the procedure laid down in Section 12 of Societies Registration Act, 1860 (Act XXI of 1860).

*Amendment of the Rules :*

The Governing Body may at any time amend any of the Rules of the Society but no such amendment shall be made which is not in conformity with the Act, Statutes and Ordinances, of the University and further no such amendment shall come into force unless the same is approved by the Executive Council of the University.

21. No college shall be closed without the consent of the University.

If the College ceases to exist with the consent of the University, the disposal of its assets, where not already specifically provided for, shall be settled by the Governing Body and the University of Delhi in consultation with the Government of India. Should these bodies fail to reach an agreement, the Government of India shall appoint an arbitrator acceptable to the other two. The decision of the arbitrator shall be final.

We the undersigned members of the Governing Body certify that this is a true copy of the Rules of the .....  
..... College Society, Delhi/New Delhi.

---

## ORDINANCE—XII

### COLLEGE APPOINTED TEACHERS

1. Every whole-time teacher shall be engaged by a College as a member of its staff on salaries in the scales prescribed by the University for the various categories of its teachers.

2. No whole-time teacher shall be engaged by any College as a member of its staff except on an Agreement of Service in the form annexed hereto, or an agreement substantially to like effect, and every teacher shall sign the Agreement before he enters upon his duties.

3. (1) All vacancies of teachers shall be filled after advertisement and by open recruitment, save in the cases of vacancies appointments to which may be required to be made urgently in the interest of organisation of teaching in the College concerned for a period not exceeding one year.

(2) A temporary appointment may be made in the case of a temporary vacancy caused by the absence of a teacher on leave, but shall not extend beyond the date of the termination of the leave of absence of that teacher, and shall be reported forthwith to the University.

(3) The temporary appointment of a teacher :

- (a) shall not be made to terminate before the end of the term in which it is made or continued, and
- (b) if made on or before the 16th of October, and, continued to the end of the third term, shall not be made to terminate before the end of the long vacation immediately following the third term :

Except where (i) it is made against a post sanctioned for a specified duration and the termination is caused by the expiry of the period, or (ii) it is made in the leave vacancy of an incumbent and the termination is caused by such incumbent resuming his duty on the expiry of the leave causing vacancy; provided that where the



temporary appointment is made on or before the 16th of October and is terminated during the long vacation by reason of the incumbent resuming his office as stated above or for any other reason, the teacher whose appointment is so terminated shall be entitled to an *ex-gratia* payment equivalent to the amount of the emoluments he would have received had his appointment continued to the end of the long vacation provided he is not holding any salaried post elsewhere during the period.

(4) A teacher who has been in service up to the last day of the preceding session shall be entitled to vacation salary provided he has been re-appointed and is in position on the reopening day after the vacation. In such cases the vacation will not constitute a break in service.

3. (A) Subject to the provisions of Clauses 6,7 and 8 of the Agreement of Service, a person appointed permanently as a Principal of a college or Institution or as a teacher therein shall be entitled to be in the service of that College or Institution until he completes the age of sixty. Extension of service for a period not exceeding 3 years may be granted by the Governing Body of the College or the Institution if it is satisfied that such extension is in the interests of the College or the Institution. In the case of a teacher such extension may be granted by the Governing Body on the recommendation of the Principal. Provided that the question whether any extension should or should not be granted to the Principal or a teacher shall not be decided upon by the Governing Body except with the approval of the Vice-Chancellor.

No teacher or Principal shall be granted more than one extension, but in special cases where extension for a total period of three years, i.e., upto the completion of 63 years, has been given and the person concerned is still considered to be fit for work after that period and his services are required in the interests of the College/Institution, a further extension for a period not exceeding two years may be given by the Governing Body on the recommendation of the Principal, in a case of a teacher. In both the cases the question whether any extension should or should not be granted shall not be decided upon by the Governing Body except with the approval of Vice-Chancellor.

\*where the date of retirement of a Principal or a teacher with or without extension falls during the course of an academic year, the Governing Body may, on the recommendation of the Principal, in the case of a teacher, and with the approval of the Vice-Chancellor in both the cases, allow the Principal or the teacher to continue till the end of the term or till the end of the academic year.

4. No deduction of any kind shall be made from the salary of a teacher, except that :—

- (a) where a teacher contributes to a duly established Provident Fund, the rules whereof have been approved by the University, his contribution to that Fund at the prescribed rate may be deducted from his salary each month;
- (b) where a teacher occupies a house or other dwelling accommodation provided by a College, the amount of the rent of that house or other dwelling accommodation may be deducted from his salary each month, but where the teacher is required to occupy the house or other dwelling as part of the term of his engagement, the amount of rent payable shall not exceed one-tenth of his monthly salary.

5. No teacher shall be required to contribute directly or indirectly to the funds of his College, except that a teacher may, if he so desires, contribute voluntarily to any sports fund or literary society of the College, or to any fund in aid of poor students of the College.

Provided that all voluntary contributions by teachers to any sports fund, literary society or fund in aid of poor students as aforesaid shall be reported by the College to the University.

---

\*See Foot note on page 12 of Ordinance XVIII.

## Annexure to Ordinance XII

**FORM OF AGREEMENT OF SERVICE FOR COLLEGE  
TEACHERS**

An Agreement made the..... day of ..... 19 .. between ..... (hereinafter called the Teacher) of the first part, and the Governing Body of the ..... College, Delhi (hereinafter called the Governing Body) of the second part.

1. The Governing Body hereby..... (or, as from the day of ..... ) appoints the teachers as a member of the staff of the..... College upon the terms and conditions hereinafter set out.

*The following proviso may be omitted if the Governing Body so desire :*

Provided that the teachers shall be on probation for a period of ..... months, and shall be confirmed in his appointment on the expiration of that period unless not later than one month before expiration thereof the Governing Body inform him in writing of their intention not to confirm him :

Provided further that in case during the period of probation the work of the teacher is not found satisfactory, periodical warnings should be given to him.

2. The Governing Body shall pay to the teacher during the continuance of the engagement a salary at the rate of Rs ... p m. rising by annual increments of Rs..... to a maximum of Rs ..... p.m. and no increment shall be withheld without the consent of the University.

3. The teacher shall during the continuance of his engagement be entitled to the benefit of the Provident Fund maintained by the Governing Body for the teaching staff of the College in accordance with the rules prescribed by the Government of India for Provident Funds of Colleges.

4. The teacher shall devote his whole-time to the service of the College, and shall not, without the permission of the Governing

Body, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work which may interfere with the proper discharge of his duties; but this prohibition shall not apply to work undertaken with the permission of the Principal in connection with the examinations of a University, Board or Public Service Commission.

5. The Governing Body shall be entitled summarily to determine the engagement of the teacher for misconduct, but subject as aforesaid, shall only be entitled to determine the engagement after giving three months' notice in writing or payment of three months' salary in lieu of notice, and for good cause.

6. The Governing Body shall not determine the engagement of the teacher whether summarily or otherwise without informing him in writing of the grounds on which they propose to take action and giving him a reasonable opportunity of stating his case in writing, and before coming to a final decision shall duly consider the teacher's statement and if he so desires given him a personal hearing.

7. The question of termination of the services of the teacher shall not be decided by the College/Institution without the prior approval of the Vice-Chancellor.

8. The teacher may at any time terminate his engagement by giving the Governing Body three months' notice in writing.

9. (1) Any dispute arising in connection with the termination of the services of the teacher except when on probation, by the Governing Body shall be referred to the arbitration of an Appeal Committee of three independent persons appointed by the Chancellor, who shall have power to inquire into all the facts of the case and to interpret the terms of this agreement, and their decision shall be final and binding on both parties. The Appeal Committee shall give its final decision within a reasonable time :

Provided that during the pendency of the appeal, the teacher shall draw his/her fully salary.

(2) The Indian Arbitration Act, 1940, shall apply to an arbitration under this Clause.

10. On the termination of this agreement from whatever cause, the teacher shall deliver up to the Governing Body all books, apparatus, record and such other articles belonging to the College or to the University as may be in his possession.

11. The teacher shall be entitled to leave according to the University Leave Rules as in force from time to time.

---

## ORDINANCE XIII

### TEACHING LOAD AND PART-TIME TEACHERS

1. No whole-time teacher appointed by the University or by any College shall be required to do teaching work, whether lecturing or tutorial, or laboratory work, for a number of working periods of fifty minutes each exceeding eighteen or for more than fifteen hours in all, during each week :

Provided that the foregoing provisions may in case of College and Institutions imparting instruction for degrees in professional courses be modified by the Vice-Chancellor to the extent he deems fit in each case.

2. The proportion of part-time teachers shall not exceed at a time, one-fifth of the strength of the whole-time teaching staff.

3. No part-time teacher shall be appointed for a period exceeding two years, but he shall not be ineligible for re-appointment.

(a)            x            x            x            x            x

(b) The engagement of a part-time teacher may be terminated at any time by either side by giving one month's notice in writing or by payment of an amount equal to one month's salary in lieu of notice.

4. A part-time teacher shall not be required to work for more than nine hours a week.

5. The monthly salary of a part-time teacher shall not be less than Rs. 300/- p. m.

6. He shall be subject to such conditions of service, as may be prescribed.

**Sub. National Systems Unit,**  
**National Institute of Educational**  
**Planning and Administration**  
**17-B, SriAurbindo Marg, New Delhi-110016**  
**DOC. No.....**  
**Date.....**

## ORDINANCE XXIV

### QUALIFICATIONS OF UNIVERSITY TEACHERS

*(Appointed and recognised) and Principals*

*Faculties of Arts, Science Social Sciences and Education*  
Professors ;

A scholar of eminence.

Independent published work of high standard and experience of teaching post-graduate classes and guiding research for a considerable period desirable.

Readers :

Good academic record with first or high second class M.A./ M.Sc. Degree in the subject concerned with a Doctor's Degree or equivalent published work.

Independent published work (in addition to the published work mentioned above) with at least 5 years' teaching experience in Honours/Post-Graduate classes essential.

Lecturers :

Good academic record with a first or high second class Master's degree or an equivalent degree of a foreign University in the subject concerned.

Part-time Lecturers ;

Qualifications as prescribed for Lecturers.

Principals :

**ESSENTIAL:**

- (i) Good academic record with a first or high second class Master's Degree with Doctor's Degree or equivalent published work and teaching experience of Degree Classes of not less than 10 years; or
- (ii) Good academic record with a first or high second class Master's Degree with teaching experience of Degree Classes of not less than 15 years.

**DESIRABLE:**

“Administrative experience in a recognised Institution teaching Degree classes or above.

*Note* : Relaxation of any of the qualification may be made in exceptional cases in respect of all posts on the recommendation of the Selection Committee”.

*Faculty of Science :***Department of Home Science**

(a) For teachers in Physics, Chemistry, Biology, English, Hindi, Physiology and Anatomy, Hygiene, Economics and Psychology, qualifications and experience as prescribed for Lecturers teaching these subjects in their respective Departments of the University.

(b) Housewifery, Cookery, Laundry and Needle work :

A Second Class B.Sc. Degree in Home Science with B.Ed. (specialisation in Home Science)

Or

A Second Class diploma in Home Science with Teachers' Training Diploma of the Lady Irwin Colloge and five years' teaching experience, provided that the Teachers' Training Diploma was obtained before 1952.

(c) Dietetics and Bio-Chemistry :

M.Sc. in Chemistry with experience in Bio-Chemistry and/or Nutrition.

\* \* \* \*

(1) Obviously '*Experience*' is not explicitly related to the '*subject*' in the Ord. we may accept the recommendation if it has been accepted by the University representatives. In that case it may be deemed to have been a case under the relaxation clause (File 17 (15)/66. CB/V.C. 12.91967.)

(2) The Executive Council have decided that the experience as Tutorial Fellow in the Tutorial Scheme, as Assistant Director at the Directorate of Correspondence Courses and as Part time Lecturer in a College or the University be counted towards teaching posts in the University and the Colleges.

The Executive Council also decided that teaching in a Certificate or Diploma Course in the University be treated as Teaching Degree Classes.

(3) It was suggested that experince of teaching Pre-Medical Classes might be taken as equivalant to teaching B.Sc. (General).

After discussion, it was agreed that such cases could be covered by relaxation of minimum qualifications at the discretion of the Selection Committee and individual cases could be decided by the Selection Committee on their own merits". (E.C. 257 dt. 22-12-62).



## TEACHERS OF COLLEGES—PROCEDURE FOR RECOGNITION

### SECTION 7 (1) OF THE UNIVERSITY ACT

All recognised teaching in connection with the University courses shall be conducted under the control of the Academic Council by teachers of the University, and shall include lecturing, laboratory work and other teaching conducted in accordance with any syllabus prescribed by the Regulations.

#### *University Teachers*

#### STATUTE 17.

- (1) Teachers of the University shall be of two classes, namely :—
  - (i) Appointed teachers of the University; and
  - (ii) Recognised teachers of the University.
- (2) Appointed teachers of the University, shall be either—
  - (a) servants of the University paid by the University and appointed by the Executive Council as Professors, Readers or Lecturers or otherwise as teachers of the University, or
  - (b) persons appointed by the Executive Council as Honorary Professors, Readers or Lecturers or otherwise as teachers of the University.
- (3) 'Recognised teachers of the University' shall be—
  - (a) members of the staff of a recognised College of the University, or
  - (b) members of the staff of a recognised Institution which provides Graduate and Post-graduate courses of study approved by the University.

Provided that no such member of the staff of a recognised College or institution shall be deemed to be a recognised teacher unless—

- (a) he is recognised by the Executive Council as a Professor, Reader or in any other capacity as a teacher of the University; and

- (b) his teaching in his own College or Institution relating to Graduate and Post-graduate courses is approved by the University.

*Recognition of teachers :*

**STATUTE 18**

(1) The qualifications of recognised teachers of the University shall be such as may be determined by the Ordinances.

(2) All applications for the recognition of teachers of the University shall be made in such manner as may be laid down by the Regulations made by the Executive Council in that behalf.

(3) The period of recognition of a teacher of the University as Professor or Reader shall be determined by Ordinances made in that behalf. A person in the service of a College, recognised as a teacher of the University otherwise than as a Professor or Reader shall continue to be recognised so long as he is in the service of the College.

(4) The Executive Council may, on a reference from the Vice-Chancellor, withdraw recognition from a teacher :

Provided that the teacher or the College concerned may, within a period of thirty days from the date of the order of withdrawal, appeal against the order to the Chancellor whose decision shall be final.

*Selection Committee :*

**STATUTE 18-A.**

No person shall be appointed or recognised as a teacher of the University except on the recommendation of a Selection Committee constituted for the purpose.

**STATUTE 19. (2)**

The Selection Committee for the recognition of teachers of Colleges shall consist of the following members :—

- (a) (1) For the purpose of recognising a College teacher as a Professor :
- (i) The Vice-Chancellor;
  - (ii) The Pro-Vice-Chancellor,

- (iii) The nominee of the Visitor appointed under Statute 19(1).
  - (iv) The Dean of the Faculty,
  - (v) The Head of the Department concerned, if he is a Professor,
  - (vi) Three persons not connected with the University nominated by the Academic Council for their special knowledge of, or interest in the subject with which the Professor will be concerned.
- (2) For the purpose of recognising a College teacher as a Reader :
- (i) The Vice-Chancellor,
  - (ii) The Pro-Vice-Chancellor (if any),
  - (iii) The nominee of the Visitors appointed under Statute 19 (1).
  - (iv) The Dean of the Faculty,
  - (v) The Head of the Department concerned,
  - (vi) Two persons not connected with the University, nominated by the Academic Council for their special knowledge of, or interest in the subject with which the Reader will be concerned.
- (b) For the purpose of recognising a College teacher as Lecturer of otherwise as a teacher of the University :
- (i) The Vice-Chancellor,
  - (ii) The Pro-Vice-Chancellor (if any),
  - (iii) The nominee of the Visitor appointed under Statute 19 (1),
  - (v) The Dean of the Faculty concerned,
  - (iv) The Head of the Department concerned.

(Also see Ordinance XVIII)

*Regulation for recognition of Teachers of the University (E C. 29-1-71)*

1. All applications for the recognition of teachers of the University shall be made by the Principal of the College concerned

in respect of each teacher in the form prescribed by the University. The application should be completed in all respects accompanied by a copy of the relevant minutes of the Selection Committee. The Selection Committee minutes should also indicate the number and nature (permanent/temporary/ad-hoc) of posts.

2. All applications for recognition as teachers of the University shall be sent so as to reach the University within a month of a teacher joining a College.

3. Teachers appointed on probation against permanent posts need not apply for recognition again on confirmation in case they have already been recognised while on probation. In such cases the College may ask for permanent recognition of the teacher(s) concerned.

4. In case of teachers appointed on a temporary basis against permanent or temporary posts, recognition shall be sought as such and also on placement on permanent basis subsequently.

---

**RECOGNITION OF DOCTORS WORKING IN HOSPITALS  
AS TEACHERS (PART TIME) OF THE UNIVERSITY  
(E.C. dated 18-12-1970)**

The Committee laid down the following criteria for recognition of Doctors working in the Hospitals and Recognised Institutions other than Medical Colleges for their recognition as "*Part-time Teachers*" instead of External Teachers in the Faculty of Medical Sciences and recommended as follows :—

(1) Persons, who are not on the permanent staff of the Medical Colleges affiliated to Delhi University (L.H.M.C. & M.A.M.C.) and participating in the lecture programmes for Post-Graduate Degree and Diploma Courses instituted by Delhi University could be recognised as "*Part-time Teachers*" if they fulfil the qualifications as recommended below :—

- (i) The persons should have Post-Graduate Degree or equivalent qualification as recognised by the Medical Council of India in the subject in which he/she seeks recognition as "*Part-time Teachers*".
- (ii) That this person should have at least six years standing in the profession after his/her Post-Graduate Degree qualification.
- (iii) Such a person should necessarily have an experience of teaching for a period of not less than 6 years of which at least 3 years in the subject concerned.

*Note* :—Relaxation of any of the above qualifications may be made in respect of those senior doctors, who are already participating in the Post-Graduate teaching programme organised by the Medical Faculty of the University of Delhi.

(2) The Committee noted that the Willingdon Hospital is working under the direct control of the Principal, Lady Hardinge Medical College for teaching purposes for Under-Graduate Course. The Committee, therefore, suggested

that the Doctors who are on the staff of Lady Hardinge Medical College but are physically working in Willingdon Hospital should be treated like other teachers of the Lady Hardinge Medical College for the purpose of recognition as teachers on the recommendation of the Principal, Lady Hardinge Medical College.

- (3) The Faculty of Medical Sciences should conduct the Inspection of the recognised Institutions and their Departments once in two years to ensure the standard of teaching in the Institutions for Post-Graduate Degree & Diploma Courses run by the University.

*Statute 37(1)*

“Whenever, in accordance with these Statutes, any person is to hold an Office or be a member of any Authority of the University by rotation, according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade or post, as the case may be, and in accordance with such other principles as the Executive Council may, from time to time prescribe.”

*Principles of seniority prescribed by the Executive Council for determining the seniority of teachers for purposes of membership of the Authorities of the University, and of the College Governing Body.*

“That for the purpose of determining the seniority of a teacher in a particular grade or post, according to the length of continuous service, a person shall be deemed to be in continuous service as from the date he has joined his duties in a particular grade or post, as the case may be, after having been appointed through open advertisement and duly constituted Selection Committee :

Provided that where two or more persons of the same grade or post have joined on one and the same date and have equal length of service, such persons shall be bracketed together in the list of seniority and when their turn for membership to any Authority comes, the seniority of such persons shall be determined by drawing lots among them.”

---

**CONDITIONS OF GOVERNMENT (U. G. C.)  
GRANT TO COLLEGES**

*(These conditions of Govt. Grant enforced in 1942  
now await revision)*

1. Subject to its compliance with the terms and conditions herein mentioned a college shall be a self-contained and autonomous institution and have complete control over its own affairs and its own property and finances. When a college ceases to exist with the consent of the University, the disposal of its assets, where not already specifically provided for shall be settled by the Governing Body, the University and the Government of India in consultation. Should these bodies fail to reach an agreement, the Government of India shall appoint an arbitrator acceptable to the other two.

2. Every College shall comply with the relevant Statutes, Ordinances and Regulations of the University and also with the conditions herein prescribed and such further conditions as may be imposed by Government in connection with future, special and increased grants.

3. Where a College at present forms part of group of institutions under one general control, its separation, as herein contemplated, shall be accompanied by an equitable allocation from the existing funds of the controlling body.

4. No College shall have more than 600 students\* on the roll. In the special case of Hindu College where the number of students at present exceeds the maximum prescribed herein they shall be progressively reduced over a period of six years so that the prescribed maximum shall not be exceeded after the end of the academic year 1947-48. The number in the Preparatory classes for the Delhi University Degree courses during the transition stage will not be included in the college roll for the purpose of this condition.

5. The Governing Body of a College shall normally consist of 15 persons of whom not more than 10 shall be Foundation/Ordinary members as hereinafter defined. Of the remaining members

---

\*The maximum figure of 600 has been raised to 1000 (See Ordinance XVIII).

not less than three including the principal, who shall be an ex-officio member, shall be members of the teaching staff of the college and not less than two shall be appointed by the University. With the consent of the University the Governing Body may consist of more than 15 members provided that the number of Foundation/Ordinary members under no circumstances exceeds two thirds of the total number.

6. The members of a Governing Body, except in the case of the Principal, shall not hold office for more than three years at a time but shall be eligible for re-appointment or re-election.

7. Foundation/Ordinary members shall be appointed in the first instance by the bodies at present responsible for the control of the Colleges. When vacancies occur or the terms of office of such members expire, appointments or re-appointments shall be made by the bodies in question or by such bodies as may hereafter be constituted for this purpose. Members appointed by the University need not be members of the University. Of the teachers' representatives excluding the Principal, one shall be elected by the whole teaching staff of the College from among the teachers with more than 10 years service, and one from among those with less than 10 years service; if however, eligible candidates are not available in any one of these categories, both the representatives may be elected from the other.

8. The Governing Body shall elect from among its own members a Chairman to hold office for not more than three years, provided this does not exceed his current term as a member of the Governing Body.

9. The Governing Body shall appoint a Secretary, not being a member of the Governing Body, who shall summon meetings, record proceedings and perform such other clerical functions as the Governing Body may direct.

10. The Principal of a College shall not be eligible for membership of the Governing Body of any other College of the University.

11. The Governing Body shall meet at least once every quarter or four times in each year and, subject as hereinafter provided shall have general supervision and control of the affairs of



the College and shall maintain its own records and proceedings which will be open to inspection by the inspection authority.

12. Every Governing Body shall appoint a Treasurer from among its own members to supervise the receipts and expenditure of the Governing Body and he will be responsible for the proper keeping of its accounts.

13. The Governing Body, on the recommendations of the Principal, shall appoint a Domestic Bursar who shall be a member of the teaching staff and who shall, subject to the directions of the Governing Body and of the Treasurer manage domestic and internal finances of the College. Where a Governing Body decide that the offices of the Treasurer and Domestic Bursar should be held by the same person, it will be necessary for him to be appointed from among the teachers' representative on the Governing Body.

14. All trust funds belonging to the college or under the control of the Governing Body shall be shown separately in the accounts of the college.

15. Investment of funds belonging to the college or under the control of the Governing Body shall be made in property and securities authorised by law for the investment of trust funds or such other classes of security as may, from time to time, be approved by the Government of India, or in Scheduled Banks (vide UGC letter No. F. 1-9/61(CU) dated 29-5-1967).

16. The accounts of the college shall be kept in such form as the Government of India may prescribe, and shall be audited by an auditor chosen by the Government of India from a panel of three furnished by the Governing Body from the list of registered auditors of the Commerce Department of the Government of India. The audit certificate shall be appended to the application for grant. subject to this normal procedure, Government shall have the right in Special cases to have the accounts of the colleges audited by auditors appointed by themselves.

17. Every college, subject to the general supervision of the Governing Body, shall have a duly constituted College Council consisting of the Domestic Bursar and not less than seven members of the teaching staff elected by the staff, to advise the Principal in the administration of the college.

18. The following shall be included in the rules to be framed by the Governing Body in accordance with articles 22 of Statute 33 (now Statute 32 (6)).

- (i) The appointment of the Principal and other members of the Teaching staff shall be made after proper advertisement.
- (ii) The appointment of the Principal shall be made by the Governing Body or in such other manner as the constitution of the College may provide, provided that before proceeding to a final selection, the Governing Body shall submit to the University a list of the persons from whom the final selection is to be made and the University shall have the right of objecting to any person on the list on the ground that his appointment would not be acceptable to the University. In the event of the University raising objection to any of the proposed persons, they shall state in writing to the college the reasons of their objection.
- (iii) Members of the teaching staff shall be appointed by the Governing Body on the recommendation of a Committee of the Governing Body consisting of the Principal, one of the two members of the Governing Body appointed by the University and at least one other member of the Governing Body, together with the senior member of the teaching staff responsible for the teaching of the particular subject concerned.

The University Professor incharge of the particular subject shall also be present at the meetings of the Selection Committee so as to give his advice in the matter of selection of teachers. He shall not, however, have a vote in that deciding the appointment.

- (iv) The Governing Body, before advertising an appointment on the teaching staff shall give notice to the University of their intention so to do, and shall take into consideration any representations which the University may make thereon within ten days.
- (v) The Principal and other members of the teaching staff shall subject as hereinafter provided and subject to the constitution of the college, hold office until the

age of 55, but the Governing Body shall have power, if they are of opinion that it would be in the interests of the college so to do, to continue any of them in office for a further period not exceeding 5 years.

*N.B.*—Exceptions to this condition may only be made if approved by the Government of India.

- (vi) Members of the teaching staff of the college (other than a member appointed temporarily in case of emergency, or a member appointed to take the place of a member absent on leave or by reason of sickness or on a contract basis) may be appointed on probation for not more than two years and if confirmed after the probationary period shall be appointed to the post on a permanent basis.

Principals of colleges shall be exempted from the above and shall be appointed on a permanent basis.

In the case of members of the teaching staff appointed on probation or on a temporary basis the engagement may be terminated by one month's notice on either side or by the payment of a sum equivalent to one month's salary by the party choosing to terminate such engagement.

Provided that where the engagement is for a period less than one month, neither notice nor payment of salary in lieu of notice shall be necessary.

- (vii) Not more than 1/3rd of the total number of teaching staff shall be on a temporary or contractual basis at the same time.
- (viii) After confirmation, the services of the Principal or of any other member of the teaching staff shall be terminable by the Governing Body only on the following grounds :
- (a) Wilful neglect of duty ;
  - (b) Misconduct or insubordination ;
  - (c) Physical or mental unfitness.
  - (d) Incompetence, provided that the plea of incompetence will not be urged after the Principal or

any member of the teaching staff, against whom the charge is made, has put in five years' service subsequent to his confirmation

- (e) Any other good cause, which will include adequate cause for abolition of the post and adequate cause for the improvement of the standard of the teaching staff.

*N.B.* In taking action under this clause the Governing Body shall give a reasonable notice in writing to the Principal or the member of the teaching staff, against whom the action is proposed to be taken, setting out the grounds for their proposed action and calling upon him to state his case in writing. Before arriving at a final decision the Governing Body shall duly consider the written statement and give him a personal hearing.

- (ix) Except when the termination of service has taken place under sub-clause (a), (b) or (c) of clause (viii) above, the service of the Principal or any member of the teaching staff shall be terminable by the Governing Body only on giving three calendar month's notice in writing, or by payment of a sum equivalent to thrice the monthly salary of the Principal or the member of the teaching staff as the case may be. In the case of a teacher who has served for not less than one academic year on the staff of the college, the notice given under this condition shall take account of any period by which the vacation already taken with salary falls short of three months.
- (x) A member of the teaching staff of a college, including the Principal, may at any time terminate his engagement with the college by giving three months' notice in writing to the Governing Body, and if three months' notice in writing is not given, such member of the teaching staff shall become liable to pay to the Governing Body a sum equivalent to thrice his

monthly salary unless the Governing Body decides in any particular case not to realise such sum from such member.

Provided that in the case of a member of the teaching staff on a contractual basis, the contract may provide for a lesser period of notice than three months but not less than one month and the provisions of this para, shall be constructed accordingly.

- (xi) any dispute arising in connection with the termination of the service of either the Principal or of any member of the teaching staff of a college except when on probation or on a purely temporary basis, by its Governing Body shall be referred to the arbitration of an Appeal Committee of three independent persons appointed by the Chancellor. This Appeal Committee will deal with all matters under this clause which occur during the period for which such Committee is appointed which period shall not be less than two years according to rules relating to disposal of appeals and disputes for the time being in force. The Appeal Committee shall have power to enquire into facts and to interpret the terms of the agreement if any. The decision of the Appeal Committee shall be final and binding on both parties and the Indian Arbitration Act, 1940 shall apply to such arbitration. Necessary provision shall be made in this behalf in the contracts of appointment.
- (xii) The payment of salaries to teachers shall be in accordance with scales approved by the Government of India.
- (xiii) Increments shall be granted by the Governing Body on the recommendation of the Principal and shall not be withheld without the consent of the University.

19. In conformity with Article 20 of Statute 33 (now Statute 32 (4)), every college shall maintain a reasonable proportion of recognised teacher to students on its roll, subject to the Selection Committee of the University which is empowered to grant recognition being reconstituted as recommended by the Delhi University

Enquiry Committee, 1927. The \*proportion of enrolled students to the recognised teachers in any college shall not exceed 20 to 1 in Degree classes and 12 to 1 in Honours and Post-Graduate classes except in cases where a higher proportion is approved by Government.

20. Every Governing Body shall maintain a provident Fund for the benefit of members of its teaching staff, in accordance with rules prescribed by the Government of India.

21. The accounts of the Fund shall be duly audited each year, and a Copy of the accounts so audited shall be furnished to each subscriber to the Fund.

22. Unless otherwise specified, the above conditions shall come into force from the 15th October, 1942.

*Note* :—The provision contained in the last sentence of Clause 19 shall have effect from 26th July, 1946.

---

*Pre-Medical	—	20 to 1
B.Sc. (Genl.)	—	15 to 1
B.Ed.	—	10 to 1
B.Com. (Pass)	—	20 to 1
B.Com. (Hons.)	—	12 to 1

## CHAPTER II

### LEAVE REGULATIONS (New)\*

#### *Whole-time Teachers of the University.*

1. In these rules :

- (i) Leave includes 'Half-pay Leave', "Commuted Leave", "Extraordinary Leave" and 'Maternity Leave'.
- (ii) "Half-pay Leave" means leave earned in respect of completed years of service calculated according to the rules hereinafter contained.
- (iii) "Commuted leave" means leave as provided hereinafter.
- (iv) "Completed Years of Service" means continuous service of the specified duration under the University and includes periods spent on duty as well as on deputation with Government and extraordinary leave.

*Note:* (a) Notwithstanding anything contained in these rules medical leave in respect of teachers in the service of the University on the date immediately preceding that on which these revised rules came into force will be accounted for separately and granted according to the rules which were immediately previously in force.

- (b) No leave accumulated before 1st May, 1946, under the leave rules in force prior to that date shall be taken save that a member of the staff may be

---

(1) In the interest of uniformity of practice it is considered desirable that all the constituent Colleges of the Delhi University should follow the leave rules framed by the Delhi University for their teaching and non-teaching staff. It is accordingly suggested that steps may be taken to revise the existing leave rules of the Colleges so as to bring them in line with the leave rules applicable to the employees (both teaching as well as non-teaching) of the Delhi University UGC No. F-1-11/59(CUP), dated 19-2-1960.

(2) Principals of Colleges come under the category of teachers for applicability of leave rules.

\* (3) Revised vide E.C. No. 261, dated 26-2-1960 and to come into force from 1-8-1960.

granted two-thirds of such accumulated leave on full pay terminating on the date when he finally ceases to be a member of the staff, provided, that a teacher may be permitted to utilise the leave so accumulated for study leave purposes on full pay.

*Right of Leave :*

2. Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.

*Earning of Leave :*

3. Except as otherwise provided in these rules, leave shall be earned by the period spent on duty only.

*Commencement and Termination of Leave :*

4. (i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
- (ii) "Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave."

*Note:* Teachers are normally expected to be present on the last day of the term and on the opening day of the term after a vacation. However, in exceptional or special circumstances combination of vacations might be allowed to any kind of leave except casual leave.

*Return to Duty on Expiry of Leave :*

5. Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

*Combination of Leave :*

6. Except as otherwise provided in these rules any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

*Grant of Leave beyond the Date of Retirement :*

7. No leave shall be granted beyond the date on which a teacher is permitted to retire,



Provided that a teacher who has been denied leave in whole or in part on account of exigencies of the service, the leave which was due to him previous to retirement, may be granted the whole or any portion of the leave so denied even though it extends to a date beyond the date on which he is permitted to retire.

*Note* :—(1) For the purpose of this rule a teacher may be deemed to have been denied leave only if a sufficient time before the date on which he is due to retire or the date on which his duties finally cease, he has either formally applied for leave preparatory to retirement and has been refused on the ground of exigencies of University service or has ascertained in writing that leave, if applied for, would not be granted on the aforesaid ground.

(2) The teacher who has been granted an extension will be deemed to be in continuous service of the University.

*Conversion of one kind of leave into another kind :*

8. (i) At the request of a teacher the University may convert any kind of leave including extraordinary leave retrospectively into leave of a different kind which may be admissible as on the date on which the conversion is sought ; but a teacher cannot claim such conversion as a matter of right.

(ii) If one kind of leave is converted into another the amount of leave salary admissible shall be re-calculated and arrears of leave salary paid or amounts overdrawn recovered, as the case may be.

*Rejoining of duty on return from leave on medical grounds :*

9. A teacher who has been granted leave on medical certificate will be required to produce a medical certificate of fitness before resuming duties in such manner and from such person as may be prescribed.

10. Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.

11. The leave year shall run from 1st August in every year to the 31st July of the following year.

12. A leave account shall be maintained for each teacher in the Department/Faculty concerned.

13. Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purposes of computation of leave.

14. The following kinds of leave shall be admissible to the teachers :

- |  |                            |
|--|----------------------------|
| 1. Casual Leave                              | 2. Leave for academic work |
| 3. Half-pay leave                            | 4. Commuted leave          |
| 5. Extraordinary Leave                       | 6. Maternity leave         |
| 7. Leave in Exchange<br>(Compensatory Leave) | 8. Study Leave             |

**Casual Leave :**

15. (i) A whole-time teacher of the University shall be eligible for 10 days casual leave each year for domestic and private affairs. Casual leave not exceeding five days may be availed of by a teacher for 'academic work' as hereinafter defined.
- (ii) Casual leave cannot be carried over to the next leave year.
- (iii) Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate.
- (iv) A teacher on casual leave is not treated as absent from duty and his pay is not intermitted.
- (v) Public Holiday and weekly off-days falling within the period of casual leave should not be counted as part of casual leave.

**\*Special Casual Leave :**

Special casual leave not counting against ordinary casual leave may be granted to a University teacher when he is summoned to serve as a Juror or Assessor or to give evidence before a court as a witness in civil and criminal cases in which his private interests are not at issue. The leave in such cases should be sufficient to cover the total period of absence necessary.

---

\*Added, vide E.C. No. 231 dt. 21-10-70

*Leave for Academic Work :*

16. A whole-time teacher of the University shall be eligible for 10 days leave for academic work in each year.

*Note* :—Academic work will include working on the Committees appointed by the Government and University, lecturing and examination work and U.P.S.C. work and such other work as may be approved of by the Vice-Chancellor as work of academic nature.

*Half-pay Leave :*

17. The Half-pay leave to a teacher in respect of each completed year of service shall be admissible for 20 days. The 'Half-pay leave' may be granted to a teacher on medical certificate or on private affairs. No half-pay leave may be granted to a teacher in temporary employment except on medical certificate.

"Half-pay Leave" may be given in advance on production of medical certificate to a permanent teacher of the University for a period not exceeding 90 consecutive days at any one time at the discretion of the sanctioning authority.

*Commutated Leave :*

18. The commuted leave not exceeding half the amount of 'half-pay leave' may be granted on medical certificate only to a teacher in permanent employment subject to the following conditions :—

- (a) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (b) When Commuted leave is granted twice the amount of such leave will be debited to the half-pay leave.

*Extraordinary Leave :*

19. (i) Extraordinary leave shall always be without pay and may be granted when no other kind of leave is admissible.
- (ii) The period of extraordinary leave shall not count for increment.

**Maternity Leave :**

20. (i) Maternity leave may be granted to a woman teacher on full pay for a period which may extend upto the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever is earlier.
- (ii) Such leave shall not be debited to the leave account.
- (iii) Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation, of maternity leave may be granted only if the application is supported by a medical certificate.

*Note* :—Maternity leave may also be granted in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.

**Leave in Exchange (Compensatory Leave)**

21. In case a teacher is required to stay in Delhi for attending the work during the whole or part of the long vacation he will be eligible to have leave on full pay for half the period he had been on duty provided :—

- (1) his detention during vacation on University duty is with written sanction of the Vice-Chancellor.
- (2) the period of such detention exceeds a week; and
- (3) the leave in exchange is claimed within two calendar years of the vacation service rendered.

**Leave Salary :**

22. (i) A teacher on half-pay leave is entitled to leave salary equal to half the substantive pay on the day before the leave commences.

(ii) A teacher on commuted leave is entitled to substantive pay on the day before the leave commences.

(iii) A teacher on extra-ordinary leave is not entitled to any leave salary.

23. If the increment falls due during leave other than casual leave and leave for academic work, the effect of increase in pay will be given from the date the teacher resumes duty without prejudice to the normal date of his increment.

*Part-time Teachers*

*Leave Provisions for Part-time Teachers*

- (1) A part-time employee may be granted leave on full pay for a period not exceeding 14 days in a year as follows :—
  - (a) 3 days casual leave
  - (b) 7 days medical leave
  - (c) 4 days leave on special grounds at the discretion of the Head of the Department
- (2) A part-time employee shall not be entitled to any leave other than those mentioned in Clause (1).
- (3) Leave available to a part-time employee under these rules, can neither be accumulated nor carried forward to the following year.
- (4) A part-time employee will be regarded as being on leave on a day when he has worked in the University.
- (5) The provision contained in part A of these rules shall apply to a part-time employee, insofar as they are not inconsistent with the provisions contained in this part.

FOR STUDY LEAVE RULES SEE APPENDIX AT THE  
END OF THIS BOOKLET

“..... that enquiries have been received from Colleges when leave account of an employee (academic/non-academic) on transfer from one College to another College within the University should also be deemed transferred.

The matter has been considered and it has been decided that the leave account of employee will not be transferred to the migrating College.”

(Univ. CB/72, dated 5-5-1972)

**SPECIAL LEAVE**

- (a) Special Leave with full pay be granted to the employees of the University/Colleges, where the terms and condition of award of Fellowship enjoined upon the employer to grant such leave e.g. under the UNTAO/I.C.M., Colombo Plan, Exchange of Younger Scientists with U.K. or other exchange programmes or other technical assistance programmes of the Government of India/University Grants Commission, and that the candidature of the employee concerned was sponsored by the employer.
- (b) Where the candidature of an employee was not sponsored by the employer and an employee obtained admission abroad for studies/training, relevant to the field of his work in the University/College, such an employee also be granted Special Leave, since the purpose under Clause (a) and (b) was hardly different. The quantum of financial assistance i.e. full pay, half-pay, quarter pay or no pay, should depend upon the amount of financial assistance obtained by the employee from any other source and in their case the conditions attached to 'Study Leave' should apply.

The Council also authorised the Vice-Chancellor to decide all Special Leave cases on the recommendations of an Advisory Committee and that the decisions be reported to the Executive Council subsequently. The Advisory Committee shall advise the Vice-Chancellor on the individual merits of each case, due regard being given the financial assistance available to an employee from any other source. *E C. No. 71, 23-4-71.*

---

*Benefit of increment during the period of leave on without pay*

The Council considered the question of laying down the period of leave without pay (granted to a person to accept invitation to join a teaching post or Fellowship or Research-cum-teaching post or an assignment for technical academic work of importance, such as translation and coining of works etc.) which might be treated as approved service for the purpose of earning increments in the time scale of pay.

In this connection the Council noted that under Reso. No. 278, dated 20-10-1966, while approving of benefit of increment for the period of leave without pay in such cases, no limit of the period of leave upto which the benefit of increment should be permissible, was fixed and that under the Study Leave Rules, this benefit was normally limited to two years (benefit for the period exceeding two years being considered by the E.C. on the merits of each individual case.)

x                      x                      x                      x

Resolved that in such cases, where the application was made through proper channel, the period of leave upto which the benefit of increment in the time scale of pay could be permitted be limited to two years of leave at the most, as was being done in the case of Study Leave.

It was also decided that when invited to accept such assignment as mentioned above, the teacher concerned should show the letter of invitation to the Head of his institution, before accepting it, for purposes of earning increments in the time scale of pay. [E.C. 405 Dated 16-12-1967.]

---

**SELECTION GRADE LECTURERS IN COLLEGES—  
QUALIFICATIONS AND PROCEDURE  
FOR APPOINTMENT OF**

1. The number of senior posts in the scale of Rs. 700-1250 in each of the Colleges receiving grant in-aid from the UGC, may be fixed on the basis of 25% of the permanent teachers (of morning and evening classes separately in the College concerned." (UGC No. F. 60-10/58 (CUP), dated 11-7-1959, 1-39/69 (CU-II) 22-3-71 and No. 1-10/72 (CU-II) 18-8-1972).

2. "The number of senior posts will be calculated on the basis of total number of permanent teachers in the College at a particular time including teachers appointed on probation against permanent posts, fraction over half being treated as one *i.e.*, if there are 38 teachers, the selection grade will be for 10 while if there are 37 teachers, the number of selection grade posts will be only 9." (UGC No. F. 1-4/64 (CUP), dated 11-8-1964)

3. The Principal and the Physical Director, these two posts are not counted as teachers' posts either for purposes of calculation teacher-pupil ratio or for determining the number of Selection Grade Posts. (UGC No. F. 1/60 (CUP), dated 11-7-1961)

*Procedure for Placement of Teachers in the Selection Grade in Colleges*

*I. The conditions of eligibility for placement in the Selection Grade shall be as follows :*

The following categories of Teachers in the Colleges shall be eligible for consideration for placement in the Selection Grade, in accordance with the procedure hereinafter mentioned :

(i) Teachers with a Doctoral degree or equivalent published work with atleast 5 years' experience of teaching degree classes, of which three years should have been in Delhi University.

Or

(ii) Teachers with at least 10 years' experience of teaching degree classes, of which five years should have been in the Delhi University.

Or

(iii) All those teachers who have reached the maximum of the Lecturer's grade, *viz.*, Rs. 950/-.



*\*Note :* \* \* \* \* \*

**II. Procedure for Selection :**

The following procedure shall be followed for placement of teachers in the Selection Grade in the Colleges :

**\*(1)** \* \* \* \* \*

\* \* \* \* \*

- (2) The lists of teachers eligible for placement in the Selection Grade will be prepared by the Colleges and circulated to the members of the staff for inviting objections, if any.
- (3) Objections, if any received will be considered by the Colleges themselves and the lists finalised for taking further action.
- (4) The meetings of Selection Committees will be convened by the Colleges themselves and the final recommendations will be sent to the University for approval.
- (5) (a) The Selection Committee for determining the competence for placement of teachers in the Selection Grade shall consist of :
  - (i) The Chairman of the Governing Body of the College concerned or his nominee ;
  - (ii) The Principal of the College concerned ;
  - (iii) One representative of the University on the Governing Body of the College ;
  - (iv) University Head of the Department concerned ; and
  - (v) One outside expert in the subject concerned appointed by the Vice-Chancellor.

*Note :* The presence of the External Expert in the Selection Committee meetings must be ensured and that no meeting of the Selection Committee may be held in the absence of the external expert.

For consideration of the cases of the Lecturers in Economics working in the Department of Commerce in Colleges, the Selection Committee constituted for consideration of cases

of Lecturers in Economics will operate with the addition that the Head of the Department of Commerce will be an additional member of the Committee.

- (b) The names of teachers selected for placement in the Selection Grade would be indicated by the Selection Committees in the alphabetical order.
  - (c) No teacher, who is eligible for placement in the Selection Grade in accordance with the aforesaid rules, shall be rejected without being interviewed by the Selection Committee.
- (6) After recommendations have been made in all departments for Selection Grade in a College the Selection Grade posts available in the College shall be filled up by the Governing Body of the College concerned in the following order :—
- (i) Those who have reached the maximum in the Lecturer's Grade namely, Rs. 950/-, will be given priority over the other candidates and they will be placed in the Selection Grade in order of seniority determined on the basis of their total length of service in the University.
  - (ii) The remaining posts available shall be filled up strictly on the basis of seniority taking into account the total length of service of the teachers concerned in the University.
  - (iii) When two or more teachers having equal length of service in the University have been cleared by the respective Selection Committees and only one of them can be placed in the Selection Grade in view of the number of available posts the placement in the Selection Grade be determined on the basis of the date of birth of the incumbents concerned, i.e., the person born earlier would be placed in the Selection Grade.
  - (iv) In reckoning the seniority of a teacher in the Delhi University, the service rendered by him/her as Assistant Lecturer or part-time Teacher would be taken into account, provided the teacher had no break in service.

- (7) The lists of the candidates so selected for placement in the Selection Grade will remain in force till 15th of August of next year.
- (8) The placement of selected teachers in the Selection Grade will become effective from 15th of August, i.e., the date for determining the eligibility.

\*III. \* \* \* \* \*

- Note :* 1. These rules will also apply to teachers of the Pre-Medical Classes.
2. In reckoning the teaching experience of a teacher in the Delhi University, the teaching done by a teacher for the Pre-Medical Classes be also taken into account.

---

(1) .....that the UGC accepts the proposal of the University that in future initial fixation of pay of teachers placed in the Selection Grade in Delhi Colleges receiving maintenance grants from the Commission may be approved by the University in accordance with the rules/formula approved by the Commission. A copy of approval may please be endorsed to the Commission for reference and record in all such cases." (UGC No. F. 1-30/72 (CÜ II) dt. 3-7-72.

- (2) The initial pay of a teacher, placed in the Selection Grade shall be fixed at the minimum of the scale of pay Rs. 700-1250 or at the next stage that may be relevant. The teachers concerned, shall, however, have the option, to be exercised in writing, either to have their pay fixed in the Selection Grade as on the date of their promotion or from the date on which their next annual increment falls due.

## PAY SCALES & ALLOWANCES OF COLLEGE TEACHERS

### 1. Pay Scales :

Principal	—	Rs. 1,100-50-1,300-60-1,600
Lecturer	—	Rs. 400-40-800-50-950
Selection Grade Lecturer	Rs.	700-50-1250
Part-time Lecturer	—	Rs. 300/- fixed without allowances

### 2. ALLOWANCES

#### (i) Dearness Pay and Allowance

Below Rs. 110/-	Rs. 71/-
Rs. 110/- and above but below Rs. 150/-	Rs. 98/-
Rs. 150/- and above but below Rs. 210/-	Rs. 122/-
Rs. 210/- and above but below Rs. 400/-	Rs. 146/-
Rs. 400/- and above but below Rs. 450/-	Rs. 160/-
Rs. 450/- and above but below Rs. 499/-	Rs. 164/-
Rs. 499/- and above but below Rs. 543/-	Amount by which pay falls short of Rs. 663/-
Rs. 543/- to Rs. 999/-	Rs. 120/-
Rs. 1000/- to 2250/-	Rs. 100/-

#### (ii) City Compensatory Allowance

(a) Below Rs. 150/-	10% of pay subject to a minimum of Rs. 7.50 and a maximum of Rs. 12.50
(b) Rs. 151/- and above	8% of pay subject to a minimum of Rs. 12.50 and a maximum of Rs 75/-

#### (iii) House Rent Allowance

(a) Below Rs. 100/-	Rs. 15/-
(b) from Rs. 100/- to 3000/-	15% of pay subject to a minimum of Rs. 20/- and a maximum of Rs. 300/-
(c) above Rs. 3000/-	10% of pay

*Higher initial pay in the colleges*

**LECTURERS**—With the present revision of the pay scales of Lecturers, the Commission feel that it should be impressed upon the Colleges that good teachers should now normally be available for appointment on the minimum of the scale and the justification for higher start on initial appointment in Delhi Colleges no longer exists except where a new entrant is already drawing a higher basic pay elsewhere..... .. Cases in which College feels it is necessary to give a higher initial pay than the minimum should be referred to the Vice-Chancellor for prior approval and the decision of the Vice-Chancellor in such cases would be accepted by the Commission. In these cases, where a higher initial pay is agreed to by the Vice-Chancellor, a copy of the approval may please be sent to the University Grants Commission for record.

According to the practice, a teacher joining a College from another College of Delhi University without any break between the two employments, gets the same pay and retains the date of increment. U.G.C. letter No. F. 1-30/61(CU) dated 4th/5th August, 1961.

**PRINCIPALS**—In future, the fixation of the salary of the Principal of Colleges affiliated to Delhi University receiving maintenance grant from the Commission, where a higher initial start is proposed to be given, may be done in consultation with the University Grants Commission." U.G.C. letter No. F. 1-3/64 (CUP) dated the 25th February, 1965."

*Guide lines for recommending initial pay of Principals on their appointments in Colleges.*

The following should be adopted as the guidelines by the University for recommending initial pay of Principals on their appointment in the Colleges. These guidelines will be applicable only in the case of Principals who were holding the post of a teacher in the University or any of its Colleges in receipt of maintenance grant from the UGC.

(a) The basic pay drawn by a teacher immediately before his appointment as a Principal may be increased by two increments in the scale of pay applicable to him as a teacher and his pay as Principal may then be fixed at the next stage above the amount so arrived at.

(b) In case a teacher has already reached the maximum of the scale of pay, the two increments admissible will still be allowed over the maximum of the scale, the rate of increment to be taken into account being the rate of increment appearing in the scale of pay immediately before the maximum of the scale.

(c) The allowance admissible to a teacher for working as a Vice-Principal/Bursar, may be added to the figure arrived at under (a) and (b) provided that such allowance has been drawn continuously for at least three years and was being drawn on the date of his/her appointment as Principal.

(d) A teacher who was acting as a Vice-Principal/Bursar is appointed as an Acting Principal and thus ceases to work as Vice-Principal/Bursar and consequently cease to draw the allowance admissible for such additional duties, may be allowed to add such allowance for fixation of pay on his appointment as a regular Principal provided he has already drawn this allowance continuously for three years immediately before becoming Acting Principal.

#### PROVISION OF FREE HOUSE FOR PRINCIPALS AND PAYMENT OF ALLOWANCE IN LIEU THEREOF

The Principals of Colleges may be provided rent free un-furnished residential accommodation on the campuses of the Colleges and that the Principals would pay for the use of electricity and water by them. The lawns of the houses would be maintained by the College from its fund to the extent as is done in the case of lawns of the other staff quarters on the campus.

Where it is not possible to provide residential accommodation to the Principals on the campuses, no special pay/allowance in lieu of free unfurnished house to which the Principals would be entitled to would be given to the Principal but they would be entitled to the payment of the usual house rent allowance as in the case of other teachers. The above would take effect from 1-12 1964. U.G.C. Letter No. F. 1-17/64 (CUP) dated the 20th November, 1964).

**DELEGATION OF POWERS AND ALLOWANCE TO THE  
VICE-PRINCIPALS IN--CHARGE OF THE EVENING  
CLASSES IN THE COLLEGES**

**1. *Delegation of Powers in other administrative matters :***

The powers, enumerated below, to be delegated to the Vice-Principals Incharge of Evening Classes vis-a-vis Evening Classes are the powers of the Principal as described in the Rules and Regulations of Colleges.

- (i) He shall be responsible for the organisation of teaching and co-curricular activities.
- (ii) He shall sanction increments to the non-teaching staff according to the rules except that in cases where the increments are to be stopped or postponed, the same may be done only in accordance with the University Rules in consultation with the Principal and with approval of the Governing Body.
- (iii) He shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the Rules.
- (iv) He shall sanction all types of leave excepting study leave and extra-ordinary leave to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him in consultation with the Principal and with the approval of the Chirman.
- (v) He may, in consultation with the Principal, suspend any non-teaching employee after recording in writing the reason for the same and, proceed to take disciplinary action in accordance with the University Rules but no final decision regarding punishment etc. will be taken by him without the approval of the Governing Body.

---

The UGC has accepted the proposal for payment of a special allowance of Rs. 150/- p.m. to the Vice-Principal-Incharge of the Evening Classes with effect from the academic year 1972-73 .....

I am also to add in this connection that payment of this allowance to the Vice-Principal-Incharge will not effect this payment of allowance of Rs. 100/- p.m. to the Principals of Colleges having Evening Classes for functioning as an overall incharge of these Classes, (UGC No. F. 1-24/70 (CU-II), dated 18-7-1272).

- (vi) He will decide the policies regarding Examination (College) promotion and admission to the College after consultation with the staff council as constituted under the appropriate Ordinance.
- (vii) He will sanction the remission of tuition fees within the financial limits laid down under the rules on the basis of the recommendations of the Committee of teachers constituted for the purpose.
- (viii) In consultation with the Principal, and in order to keep the member of the Governing Body informed of the progress of expenditure of the College, he shall submit, through the Treasurer, a half yearly statement of income and expenditure of the College to the Governing Body for information according to the Budget heads.
- (ix) He in consultation with the Principal, will prepare agenda in so far as items concerning Evening Classes are concerned, for the meeting of Governing Body.

## 2. *Financial Powers*

The following accounts of Evening Classes will be operated by the Vice-Principal—Incharge of Evening Classes and the Domestic Bursar for the Evening Classes :—

- (i) Maintenance Grant Account
- (ii) Student Aid Fund Account
- (iii) Student Fund Account
- (iv) Provident Fund Account

## 3. *Provident Fund Committee*

There will be a separate Provident Fund Committee for Evening Classes. The Vice-Principal Incharge Evening Classes will be the Chairman of this Committee.

## 4. *General*

The Committee also recommends that the Vice-Principal, Incharge of Evening Classes may be given a special allowance of Rs. 150/-p.m.

[ U.G.C.————— ]



**RULES AND PROCEDURE LAID DOWN FOR GRANT OF  
PERMISSION TO TEACHERS TO ACCEPT PART-TIME  
TEACHING ASSIGNMENTS .**

- (1) That the grant of permission to teachers for doing extra teaching work in institutions other than their own shall not be given as a matter of course and shall not be a regular feature or a substitute for appointment of teachers wherever such appointment is otherwise justified.

However, if the needs of any Department/Institution necessitate the participation of a teacher of another Department/Institution in the teaching programme of that Department/Institution, then such services may be lent and his teaching load in his present institution may be correspondingly reduced to that extent, and in that case no payment of honorarium will be paid.

- (2) That the teacher shall be accorded permission to deliver extra lectures for a period exceeding one academic year in the first instance and ordinarily not made than two academic years consecutively.
- (3) That the additional remuneration shall be on per lecture basis and not on monthly basis or any other considered basis.
- (4) That the number of extra lectures delivered by teacher per week shall not exceed three, either in a Department/ College or Departments and Colleges taken together.
- (5) That the honorarium per lecture shall be Rs. 15/- However, the Vice-Chancellor may, considering any extraordinary case in a specialised field, sanction honorarium up to Rs. 25/- per lecture. No other allowance, e.g , conveyance allowance shall be payable in addition to the honorarium.
- (6) That the above rules shall not be applicable to the co-operative teaching scheme or inter-department needs wherein only actual conveyance charges shall be admissible.

...that the University departments and the colleges should follow strictly the rules above mentioned and that a suitable form be devised for seeking permission by individual teachers through their Heads of Department/Institution in this respect, so that complete information on the relevant points was available.

..subject to the general rule that honorarium paid to teachers will in no case exceed one-third of their monthly emoluments.

*(E.C. Reso. No. 14, dated 18-4-1969)*

---

## UNIVERSITY OF DELHI

Copy of E.C. No. 620 dated 7-1-1972

## RESOLUTION

620.

The Council considered the report of the Committee appointed by the Vice-Chancellor to go into the principles and mode of fixation of pay on initial appointment to the teaching posts in the University, (*vide* Appendix XVII).\*

The Council resolved that the undermentioned guide-lines, recommended by the Committee, be accepted :—

- (a) Where an appointee had been employed earlier as a teacher in a University in India or a College affiliated to it :
- (i) When appointment is against a post carrying an identical scale of pay, the last pay drawn only be allowed and the date of increment retained.
  - (ii) When appointment is in a higher scale of pay ;
    - (a) The pay of the teacher be fixed in the higher scale at the next stage above;
    - (b) If, during the period of the next twelve months, the of the teacher in the lower scale becomes higher than the pay fixed in the higher post, the pay be refixed on such date in the higher post with reference to the enhanced pay in the lower post.
- (b) When an appointee was not employed in a University in India or its affiliated College :

Normally, he be given the minimum of the scale of pay. Pay, may, however, be fixed at a higher stage on the recommendations of the Selection Committee, which may specify the number of advance increments to be allowed over the minimum of the scale of pay, in each case. The recommendations of the Committee may be invariably obtained and recorded.

A statement showing the pay admissible as per guidelines on the basis of last pay drawn should be invariably placed before the Selection Committee for information of the members.

---

\*Not enclosed.

## PHYSICAL DIRECTORS IN COLLEGES

### *Qualifications for appointment :*

(U.G.C. letter No. F. 50-20/68 (CU), dt. 23-9-68)

<i>Post</i>	<i>Scale</i>	<i>Qualifications</i>
Director of Physical Education	Rs. 400-40-800-50-950	“Must possess the minimum qualifications of a Post-Graduate Diploma or Certificate or a Degree in Physical Education”

### *Appointment of Director of Physical Education in Colleges :*

The Colleges receiving maintenance grants from the University Grants Commission are entitled to have one Principal and one Physical Director in addition to the other teaching staff according to the teacher-pupil ratio and the specific approval of the post is not necessary” (UGC No. No. F. 28-4/66 (CU), dated 3-5-1966).

The Directors of Physical Education or Physical Instructors will be entitled to the same rate of allowances also as are admissible to the other teachers in the corresponding scales with effect from 1-4-61 (UCG Letter No: F. 1-4/62 (CUP), dated 16-3-1962).

The Directors of Physical Education in the Constituent Colleges of Delhi University may be treated as members of the Vacation Staff but not as teachers. (U.G.C. No. F. 1-22/66 (CU), dated 23-8-1966).

As the Directors of Physical Education in the Colleges are now treated as members of the vacation staff though not teachers and as they do not enjoy any earned or annual leave, they are entitled to the vacation salary if appointed on or before 16th October and continue upto the end of the third term in terms of the EC Resolution No. 323, dated 19-11-1966. (Confirmed *vide* UGC letter No. F. 1-22/66 (CU), dated 17-5-1967.)

---

## STUDY LEAVE RULES

1. In order to be eligible for Study Leave the applicant should be a permanent whole-time teacher of the University other than a Professor with not less than three years continuous service at the time of application for leave.
2. For the purposes of these rules, in computation of the length of service, the time during which a person was engaged as a Research Assistant or Instructor may be reckoned, provided that :—
  - (a) the person is a teacher on the date of the application ; and
  - (b) there has been no break of service.
3. When Study Leave is taken in continuation of a vacation the period of Study Leave shall be deemed to begin to run with the expiry of the vacation.
4. Study Leave shall ordinarily be granted for not more than one year, provided, however, that in special cases where the study is to be pursued out-side India, the Study Leave Committee may recommend grant of two years. Provided that in exceptional circumstances the Vice-Chancellor may recommend to the Executive Council grant of an extension which in no case should exceed total of three years leave.
5. Study Leave may be granted for research, whether for degree or not, in or out-side India.
6. (i) Study Leave may be granted on full pay for one year (with or without allowances as provided below) :
 

Provided, however, where Study Leave is granted originally for two years, it may be on *half-pay for the whole period*.
- (ii) Maintenance Allowance not exceeding Rs. 100/- (Rupees one hundred) per mensem, may be granted to the teacher for a part or whole of the period of Study Leave as may be decided upon in each case.

- (iii) **The amount of Scholarship Fellowship or other financial assistance that a person granted Study Leave has been awarded will not preclude his being granted Study Leave with pay and/or allowance, but may be taken into account in determining the pay and/or allowances on which the Study Leave may be granted.**
- (iv) **The University may, without prejudice to its rights to any compensation in respect of any teacher granted Study Leave not re-joining services on the expiration of the Study Leave granted to him or failing to serve the University after such re-joining for the requisite period, adjust any sum, as it may deem fit or take any such action as has been provided for in the bond mentioned hereinafter.**
- (v) **A teacher granted Leave, with or without pay, and with or without allowances shall, on his return and joining the service of the University, be eligible to the benefit of the annual increment which he would have earned in the course of time if he had not proceeded on Study Leave. This concession shall be limited to the period of Study Leave not exceeding two years and in case where the period of leave availed of exceeds this limit, the Executive Council may consider the cases on their merits. No teacher shall be eligible to receive arrears of increments.**
- (vi) (a) **A teacher granted Study Leave under these rules shall have to execute a bond in favour of the University in the prescribed form to serve the University for not less than three years on his return from leave. In case of a teacher who is granted Study Leave with pay and/or allowances and who fails to re-join after the expiry of sanctioned leave or fails to complete the requisite period of service or his services are terminated by the University in its discretion on account of breach of duty or breach of rules committed by him, he will be liable to repay to the University the amount spent on him or paid to him or on his behalf during the period of his**

absence from work by the University or proportion thereof as may be decided upon by the Executive Council in each case.

- (b) A teacher who is granted Study Leave without pay and allowances and fails to re-join from Study Leave or to complete the requisite period of service or his services are terminated by the University in its discretion on account of breach of duty or breach of rules committed by him will be liable to pay to the University an amount equivalent to his four months salary and allowances last drawn.

*Note :* A teacher who asks for extension of Study Leave and is not granted the extension by the University and does not re-join on the expiry of the leave sanctioned will be deemed to have failed to join the service on the expiration of his leave for the purpose of recovery of the dues under this clause.

7. (a) (1) The application for Study Leave should be in the prescribed form.
- (2) The application must contain, inter alia the following details :—
- (i) Documents of his admission having been made or promised to be made in a University/Institution
  - (ii) the nature of work to be pursued or Degree to be taken.
  - (iii) the scholarship, fellowship or any other financial aids including travel grants, if any, obtained or promised.
- (b) The Study Leave Committee may, if thought necessary, interview the applicants while considering their applications for grant of Study Leave.
- (c) It shall be the duty of the person granted leave to communicate immediately to the University any

grants actually made and received by him during the course of the Study Leave from any person or Institution whatsoever.

- (d) It shall be the duty of the person who is on Study Leave to submit at the end of every six months to the Vice-Chancellor a report of his work through the person under whom he is working or through the Head of the Institution or University.
  - (e) Applications for extension of Study Leave should be sent by teachers concerned by registered post so as to reach the Registrar not later than three months before the expiry of the Study Leave. No application for extension of leave shall be considered which does not fulfil this condition except on the express order of the Vice-Chancellor.
  - (f) The service of a teacher who fails to return to duty at the expiry of the sanctioned leave shall stand terminated without reference to the teacher concerned as from the date on which he should have re-joined duty.
-



## STUDY LEAVE

(U.G.C. letter No. F.1/11/59(CUP) dated 26-8-1961)

“From 17.7.1961 all the Constituent Colleges may have the same Study Leave Rules as are applicable to the teachers of the Delhi University and payment of maintenance grant will also be regulated accordingly.”

With regard to the grant of Study Leave to the University appointed teachers, the Vice-Chancellor ruled that at no time more than two permanent teachers should be on Study Leave in a single department including those on Study Leave without pay and on Extraordinary leave. The Principle involved is that too many teachers should not be on long leave simultaneously from a single department and it is immaterial whether those teachers are on Study Leave with or without pay or on Extraordinary leave. The University therefore thought that this principle should also apply to the Colleges in the form that at no time more than 10% of the permanent teachers should be on Study Leave in a College including those on full pay, half-pay, without pay and on Extraordinary Leave for any purpose. The University Grants Commission has accepted this proposal of the University (vide its letter No. F. 1-29/66(CU) dated 6-9-1966).

**General principles laid down for grant of full-pay/half-pay/and maintenance allowance during Study Leave.**

- (i) where the financial assistance, scholarship or fellowship obtained by the teachers granted Study-Leave amounted to or was equivalent to \$ 6,000/- p.a. or near about, no pay and/or maintenance allowance should be granted.
- (ii) Wherever the financial assistance, scholarship or fellowship amounted to or was equivalent to 5 \$,00/- p.a. or near about no pay should be granted. The question of grant of maintenance allowances could be considered on the merits of each individual case.
- (iii) Where the financial assistance scholarship or fellowship amounted to or was equivalent to \$ 2,000/- p.a. or more but less than \$ 4,000/- p.a. half pay should be granted.

- (iv) Where the financial assistance, scholarship or fellowship amounted to less than \$ 2,000/ p.a. half-pay with maintenance allowance should be allowed.
- (v) Full pay, with or without maintenance allowance should be granted only where no financial assistance is obtained.

*Note :* For purpose of determining the amount of financial assistance obtained by a teacher the amount of travel grant, or the expense of the passage ; tuition fees books grant etc. are not taken into account and that *only the assistance obtained strictly for maintenance purposes was taken into consideration.*

## APPLICATION FORM FOR STUDY LEAVE

## A

1. Name of the applicant.....
2. Present designation.
3. College in which working.
4. (a) Date of first appointment (c) Date of confirmation.  
(b) Date of appointment (d) Date of promotion to the  
from which he is conti- present post.  
nuously serving in the  
College.
5. Educational Qualifications.
6. (a) Married/Unmarried. (b) No. of dependents (state  
nature of relationship in  
each case).
7. Present pay.
8. (a) Period for which leave is (b) Approximate date of  
required. availing of the leave, if  
granted.
9. \*State whether leave is required :  
(a) With pay and maintenance allowance. (c) With maintenance allowance  
(b) With pay only. (d) Without pay and without  
maintenance allowance.
10. University/Institution proposed  
to join.  
(a) State (b) Country  
(a) N.B. :—(Enclose copy of letter (s) relating to the offer of  
admission.)
11. purpose for which study leave is required, viz. whether for  
higher studies or research work.  
(b) Subject or branch of study which is proposed to be  
studied.
12. (a) The nature and the amount of any Scholarship. Fellow-  
ship, or other financial aid, including travel grant if any,  
obtained or promised. Give full details. (Enclose copy  
of the relevant document (s).

(It shall be the duty of the person granted study leave to communicate to the College immediately any financial aid actually offered and received by him *during* his leave from any person or institution whatsoever).

(b) If the Scholarship, Fellowship or financial assistance has been sought or obtained direct from a foreign Mission/Foundation/Government/Organisation, it may be stated as to whether the approval of the Government of India has been obtained for its acceptance.

- 13. Whether study leave was granted previously, if so, the conditions of grant and the period for the same with other details may be indicated.
- 14. Whether willing to execute a bond for serving the College on return for a period as may be asked for by the College.

Date.....19.

Signature of the applicant

## TO BE FILLED IN BY THE COLLEGE OFFICE

College	†Names of Teachers Already on Study Leave (with or without Pay) and on Extra-Ordinary Leave	Total No. of Perma- nent Teach- ers in the College	Probable Date of Rejoin- ment of Teachers Already on Study Leave & Extra-or- dinary Leave	Proposal of Teaching Arrange- ment if Leave Recomm- ended	‡Whether The Uni- versity Head .of the Deptt. Concerned has Appro- ved of the Field of Advanced Studies for which study Leave is Sought & has Reco- mmended Study Leave, Taking in to Account other Relevant Maters.
---------	--	---	---	--	---

*Recommendattons of the Princpal of the College with Endorsement  
of Statement made under (A) and (B).*

Date ..... 19.

Signature of the Principal

\*Strike off that which is not relevant and initial.

†In order to determine the limit of 10% of the total No. of permanent teachers who could be on Study Leave. teachers on Study Leave with or without pay and also teachers on Extra-ordinary Leave should be counted.

‡The College should obtain the recommendation of the University Head of the Department concerned before forwarding the application.

### CHAPTER III

#### STRENGTH OF MINISTERIAL STAFF AND SCALES OF PAY

The UGC vide its letter No. 1-34/68 (CU-II), dated 20-10-1971 conveyed that the UGC at its meeting held on 6th October, 1971 accepted the recommendation of the Committee appointed to review the strength of non-teaching staff of Colleges affiliated to Delhi University and receiving maintenance grants from the Commission, as indicated below :—

##### (1) *Morning Classes* : (Non-Extended Colleges)

S.No.	Category of Post	No. of posts	Scale of pay
1.	Superintendent (Administration)	1	Rs. 325-15-475-20-575
2.	Superintendent (Accounts)	1	Rs. 325-15-475-20-575
3.	Stenographer	1	Rs. 210-10-290-15-425
4.	Senior Assistant	1	Rs. 210-10-290-15-425
5.	Assistants including Care-Taker	6	(3 in Rs. 130-280 and 3 in Rs. 110-180)
6.	Gestetner Operator	1	Rs. 110-3-131

*Note* : With the above staff, no separate NCC Clerk is to be provided for. A person appointed as Cashier would be paid the usual allowance. A person assigned to perform the duties of P.A. to the Principal would be entitled to draw the usual allowance irrespective of the grade in which he is working.

##### (2) *Extended Colleges* :

Following additional staff may be provided :—

1.	Senior Assistant	1	Rs. 210-10-290-15-425
2.	Assistants	2	(1 in Rs. 130-280 and 1 in Rs. 110-180)

##### (3) *Evening Classes* :

(a) The Colleges receiving maintenance grants from the Commission may have the same office staff (*except the posts of care-taker and gestetner operator*) in the *evening classes* as has been provided for the Day

Classes for non-extended colleges vide this office letter of even number dated 20-10-71.

The above decision would take effect from 1st April, 1972. (UGC No. F. 1-34/68 (C4-II) dt 5-9-72 and 22-12-72)

- (b) ".....that out of 5 posts of Assistants in the scale of Rs. 110-180/130-280 either 2 or 3 Assistants may be appointed by the Colleges in the Senior Grade i.e. Rs. 130-280 as decided by the College at the discretion of their Governing Bodies and with the prior approval of the University." (UGC No. F. 1-34/68 (CU-II) dt. 22-12-72).

(c) *Technical Staff :*

Electrician 1 Rs. 125-3-131-4-155

(UGC No. F.1-21/72(CU-II), dated 22-8-1972)

**Selection Grade to Superintendents :**

(UGC No. F.1-8/70(CU), dated 27-2-1970)

1. ".....that the UGC accepts the proposal of the University that one of the two incumbents in each college, either Head Clerk or Accountant to be decided by the authorities of the Colleges, may be placed in the Selection grade—Rs. 350-25-500-30-650 w.e.f. 1st March, 1970 (since made applicable w.e.f. 1-12-68 vide UGC. No. F.1-8/70 (CU-II) dt. 5-6-71).

2. It is suggested that the University may consider designating the above posts in the Colleges as Superintendents.

3. The method of fixation of pay in the revised scale will be the same as has been agreed to in the case of Superintendents in the University vide this Office letter No. F.50-28/67 (CU), Vol. II, dated the 29th January, 1970 i.e. the pay in the Selection Grade may be fixed on the basis of one increment in the lower scale and then fixation at the next stage in the scale of pay of Rs. 350-650. The Colleges may please be requested to fix the salaries of the incumbents in the revised scale and get the same approved from the Commission".

*Note :—*(1) 50% Posts of Superintendents should be in the Selection Grade of Rs. 350-25-500-30-590-EB-30-650. The promotion should be on the basis of Seniority cum-satisfactory report of work.

**Special Pay Attached to the Post of Cashier & P.A.'s :****Cashier's**

".....that the Commission, however, agreed that while keeping the special pay of the Cashier at a minimum of Rs. 25/- p.m. the rate of special pay be as prescribed under the Central Government Rules for special pay of Cashiers, in case the *Cash disbursement* was higher than Rs. 50,000/- p.m. as detailed below :—

<i>Amount of average monthly cash disbursed</i>	<i>Rate of Special Pay</i>
(i) Rs. 50,001/- to Rs. 1,00,000/-	— Rs. 30/- p.m.
(ii) Rs. over Rs. 1,00,000/-	— Rs. 40/- p.m.

The College should certify on the basis of the previous years average amount of cash disbursed and the rate of special pay appropriate to that quantum. The average amount of cash disbursed for this purpose should be arrived at by taking the total amounts shown as disbursed in the cash book reduced by the items disbursed in the form of .. cheques/R.T. Rs./Drafts". (UGC No. F.1-14/68(CU), dated 20-7-1968).

"..... that the revised rates of special pay to the Cashiers in Delhi Colleges contained in this office letter of even number dated the 19th/20th July, 1968 will be treated as approved expenditure by the UGC w.e.f. the commencement of financial year 1968/69 i.e. 1st April, 1968". (UGC No. F. 1-14/68 (CU), dated 2-9-1968).

**P.A.'S /**

"..... that the personal assistant to the Principal in the Colleges affiliated to Delhi University be paid a special pay of Rs. 50/- p.m. as is being done for the P.A. to the Registrar/F.O. This would take effect from 1st August, 1972 ....."

(UGC No. F. 1-15/71 (CU-II), dt. 22-8-1972).

"1. The Special pay of Rs. 50/- p.m. will be payable to the P.A. to Principal irrespective of his grade (Rs. 110-180, Rs. 130-280 or Rs. 210-425).

2. The person to be appointed as the P.A. to the Principal need not necessarily be a Stenographer."

(University letter No. 50(6)/69/72-CB, dated 23-9-1972).



## GRANT OF HIGHER INITIAL PAY TO NON-ACADEMIC STAFF IN COLLEGES

“..... that the UGC accepts the proposal of the University of Delhi that as in the case of teachers in the Colleges affiliated to the University which are receiving maintenance grant from the Commission, a member of the non-academic staff who joins a College from another College of the University of Delhi without any break between the two employments, may also be allowed the same pay and retain the date of increment.

Such cases of non-academic staff of the Colleges affiliated to the University, which are receiving maintenance grant from the Commission may hereafter be approved by the University, under intimation to this office as in the case of teachers”.  
(UGC No. F. 1-20/70(CU), dated 16-6-1970)

---

## PAY AND ALLOWANCES FOR HOLDING ADDITIONAL CHARGE OF POST

*(Vide Rule 31 (p/14) of the Terms and Conditions of  
service and conduct rules of the University  
non-academic employees)*

- (i) An employee placed in charge of the current duties of a higher post will receive pay in the basic post plus 1/10th of the minimum of the scale of pay applicable to the higher post.
- (ii) No allowance will be admissible when an employee holding one post is placed in-charge of the current duties of a post of equivalent status of his own basic post. The employee concerned will receive pay in his basic post only.
- (iii) An employee placed in-charge of the full duties of a post of status equivalent to his own basic post will receive allowance at 20% of the minimum of the scale of the post.

- (iv) An employee holding one post when placed in charge of the current duties of a lower post will not receive any allowance for the additional work.

*Note* :—The additional pay or allowance will not be admissible if the period of additional charge is 30 days or less.

---

### QUALIFICATIONS PRESCRIBED FOR THE DIFFERENT CATEGORIES OF MINISTERIAL STAFF

(1) *Superintendent (Admn.) :*

No prescribed qualifications.

Promotion from Senior Assistants subject to seniority cum-satisfactory report of work (as prevailing in the University).

(2) *Superintendent (Accounts) :*

As above

(3) *Stenographer :*

(a) *Shorthand and Typing :*

*For Hindi :* Minimum 100 w.p.m. in Shorthand and 30 w.p.m. in Hindi Type-writing.

*For English :* (i) Minimum 120 w.p.m. in Shorthand and 40 w.p.m. in English Type-writing.

(ii) Test in English.

(b) *Other Educational Qualification :*

At least Higher Secondary but Graduates with previous experience of drafting and noting will be preferred.

*Note* :—According to the procedures laid down by the U.P.S.C., the selections of Stenographers are made on the basis of tests in Shorthand at the speed of 120 w.p.m. and 100 w.p.m. Preference is given to those who qualify at the speed of 120 w.p.m. but in case none of the candidates qualifies at the speed of 120 w.p.m. selections are made out of the candidates who qualify at the speed of 100 w.p.m.

**(4) Senior Assistants :**

Promotion from amongst the existing Assistants, subject to their seniority-cum-satisfactory report of work.

**(5) Assistants :**

*Direct recruitment :* Graduates.

*Promotion :*

1. 50% of vacancies in the Assistants grade may be filled by promotion from Clerks and Clerk-typists subject to seniority-cum-satisfactory report of work.
2. No person should be promoted from clerical to the Assistant grade unless he is at least a Matriculate. In making the promotion, particular attention be paid to the length of experience and efficiency of performance, but some weightage be given to those who are either graduates or have had collegiate education of not less than two years.

(E.C. No. 120, dated 11-9-1959).

**(6) Assistant-cum-Steno-Typists :**

1. Same minimum qualifications as Clerk-typist plus proficiency in Short-hand (about 80 w.p.m.)  
(EC No. 216, dated 28-1-1960)
2. Clerk-typists may be promoted to the post of Steno-typists on the merits of their work, provided they fulfil the minimum qualifications.

**(7) Clerk-typists :**

Matriculation with proficiency in Type-Writing, (about 35 w.p.m.)

**(8) Clerks :**

For post which did not require type-writing, Matriculation 1st Division or equivalent marks.

**(9) Care-Taker :**

Matriculate with some experience of maintenance of electrical, sanitary, water installations and supervision of normal building repairs etc.

(10) *Gestetner Operator :*

(a) *For direct recruitment :*

Matric plus certificate in duplicating course conducted by M/s. Gestetner Duplicators Pvt. Ltd., New Delhi.

(b) *For appointment by promotion :*

- (1) Middle Class Certificate with 5 years experience as Peon/Daftri ; and
- (2) Certificate in Duplicating course conducted by M/s. Gestetner Duplicators Pvt. Ltd., New Delhi.

OR

(3) Pass a test on the following lines :—

- (i) Loosening the Duplicating paper
- (ii) Techniques of operating machine (mechanism)
- (iii) Removal of stencils from the machine and preservation of the same ; and
- (iv) Neatness of the job and knowledge of keeping account of paper used and classified record of stencils.

*Note:* (1) The promotion to the post of Gestetner Operator will normally be from the next lower cadre.

(2) The qualifications etc. may be relaxed in the case of a person who is already in service and has been working to the satisfaction of the College.

(11) *Staff Car Driver :*

*Essential :* Should have a valid licence as driver, professional skill in driving, motor-mechanics and general smartness with polite manners.

*Desirable :* A pass in middle school standard.

---



staff will look after the College Garden, Staff Quarters including the Principal's House and the Hostels.

- (3) " . . . . 2 Malis irrespective of the acreage of land available to the Colleges housed in temporary buildings for purposes of maintenance grants in the Colleges affiliated to the University receiving maintenance grants from the Commission".  
(UGC No. 1-2/71 (CU-II), dated 20-1-1972).
- (4) " . . . . placement of one of the Malis in Delhi Colleges as 'Head Mali' in the scale of Rs. 110-3-131-4-143-EB-4-155 within the approved strength laid down by the Commission in this connection on the condition that a College has at least 5 Malis on its strength.  
(UGC No. F. 1-55/70 (CU-II), dated 30-11-1970).
- (5) Library and Class IV staff—No change is contemplated. The Colleges could, if they so desire, provide upto two posts of Daftries out of the existing class IV staff.  
(UGC No. 1-34/68 (CU-II), dated 20-10-1971.)

#### Payment of Allowance to the Bank Peon.

" . . . that the UGC accepts the proposal of the University for payment of an allowance at fixed rate of Rs. 5/- p.m. to a Class IV employee in each college who attends to the bank work. The expenditure in question will be treated as an approved expenditure for purposes of maintenance grant".

(UGC No. F. 1-38/71 (CU-II), dated 23-7-1971.)

#### Payment of Washing Allowance to Class III and Class IV Employees :

" . . . that the UGC accepts the proposal of the Delhi University to extend the benefit of revised rates of washing allowance to the staff car drivers and all other class-III and Class-IV employees in the colleges affiliated to the Delhi University and receiving maintenance grant from the Commission w.e.f. 1st August, 1969 as detailed below :—

- |   |                 |
|---|-----------------|
| (i) Staff Car Drivers                           | — Rs. 2/50 p.m. |
| (ii) All other Class III and Class—IV employees | — Rs. 2/- p.m.  |

The payment of the above allowance will be treated as approved expenditure for the purpose of payment of maintenance grant to the Delhi Colleges". (UGC No. F. 12-2/69 (CU), dated 30-5-1970.)

**QUALIFICATIONS PRESCRIBED FOR THE DIFFERENT  
CATEGORIES OF CLASS IV STAFF**

**(1) Head Mali :**

No prescribed qualifications.

The Senior most mali may be appointed in the grade of Head Mali provided the college is entitled to have a Head Mali as per norms prescribed by the University Grants Commission.

**(2) Mali :**

No prescribed qualifications.

**(3) Daftri :**

*Direct :* Studied upto 10th Class.

All those peons who have put in not less than 5 years of continuous service, be considered eligible for promotion to the posts of Daftri and that selection be made from amongst the eligible candidates subject to their qualifying in the prescribed tests and satisfactory report of the work.

*Promotion :*

Middle Class Certificate with 5 years experience in the scale of Rs. 70-1-80-EB-1-85.

**(4) Peon : (E.C. No. 50, dated 20.4.64)**

No person will be appointed to the post of Peon in the University unless he has passed Class VIII Examination of recognised school or institution. This requirement may, however, be dispensed with in the case of selection of personal attendants like an orderly to Vice-Chancellor, Pro-Vice-Chancellor and in other exceptional circumstances with the previous approval of the Vice-Chancellor but in the latter cases also the candidates should at least be able to read simple English e.g. addresses, telephone numbers.

**(5) Waterman, Sweepers, Sports Attendants :**

No prescribed qualifications.

**(6) Chowkidars :**

Preferably ex-army man or Gorkha

## ISSUE OF LIVERIES

Scale of issue of liveries for Peons, Sweepers, Chowkidars, Laboratory Bearers, Malis, Laboratory Attendants, Library Attendants, Dressers Daftries, Head Malis, Wiremen (Electrician) :

(i) *For Summer :*

3 Bush-shirts	} Drill admissible after 2 years.
3 Pants	
3 Caps to Peons and Lab. Bearers, Library and Laboratory Attendants, Dressers, Daftries and Wiremen.	
3 Turbans to Chowkidars, Sweepers, Malis and Head Malis in place of Caps.	
1 pair of Chappals per year.	

(ii) *For Winter :*

1 Coat	} Woolen for every two years.
1 Pant	
1 Cap to Peons and Lab. Bearers, Library Attendants, Dressers, Daftries and Wiremen.	
1 Turban to Chowkidars, Sweepers, Malis and Head Malis in place of caps.	
1 Pair of Shoes.	
1 Woolen Jersey costing Rs 9 25 p. each year or one costing Rs 18 00 (for 2 years)	} To all class IV employees
1 Pair of Woolen Socks each year.	

*The Colours of the Uniforms are as follows :—*

(1) *For summer :*

Peons, Library Attendant's, Daftries and Dressers.	} White Drill
Chowkidars, Sweepers, Laboratory Attendants, Malis, Head Malis and Wiremen.	
	} Khaki Drill

(2) *For Winter :*

Peons, Daftries, Laboratory Attendants, Library Attendants Dressers, and Chowkidars.	} Blue Woollen
Sweepers, Malis, Head Malis and Wiremen	
	} Khaki Woollen

(3) The night Chowkidars are provided with one over—coat each for 5 years (renewable in the 6th year).



*Scale of issue of liveries for Drivers, Lady Peons and Chowkidars.***Drivers**

- Summer* : 4 suits in 2 years  
 4 turbans in 2 years  
 Chappal one pair in 1 year.
- Winter* : 1 suit in 2 years  
 1 pair of shoes in 2 years  
 1 over—coat in 5 years  
 1 pair of socks in 1 year.

**Lady Peons**

- Summer* : Sarees white 3 in 2 years  
 Blouse white 3 in 2 years  
 Chappals one pair in 1 year
- Winter* : Salwar 1 in 2 years  
 Kameez 1 in 2 years  
 Dupatta 1 in 2 years  
 Jersey 1 in 2 years  
 Shoes 1 pair in 2 years  
 Socks 1 pair in 1 year

One over-coat to each night chowkidar may be issued for 5 years, renewable in the 6th year.

---

**STRENGTH OF LIBRARY STAFF AND THEIR  
 QUALIFICATIONS AND SCALE OF PAY**

The U G.C. (vide letter No. F.1-18/63 (CUP), dated 25-9-1964) laid down the following strength of staff for the Library of a College of Delhi University with a strength of 1,100 students:—

**A. For Day Colleges :**

<i>S.No.</i>	<i>Category of post</i>	<i>No. of posts</i>	<i>Scale of pay</i>
1.	Librarian	1	Rs. 400-40-800-50-950
2.	Professional Assistant	1	Rs. 250-15-400 (vide letter No.F.1-35/67 (CU) dated 18-2-1968.)
3.	Library Assistants	2	(1 in Rs. 130-5-160-8-200- EB-8-256-EB-8-280 & (1 in Rs. 110-3-131-4-155- EB-4-175-5-180)

4	Typist	1	Rs. 110-3-131-4-155-EB-4-175-5-180
5.	Library Attendants (Sr.)		Rs. 95-3-128-EB-3-131-4-155
6.	Library Attendants (Jr.)		Rs. 80-1-85-2-95-EB-3-110

(i) *For a library working for normal college Hours :*

	<i>No. of books</i>	<i>Library Attendants</i>
(i)	Upto 15,000	2
(ii)	More than 15,000 but less than 30,000	3
(iii)	30,000 and above	4

(ii) *For a library working 12 hours a day :*

	<i>No. of books</i>	<i>Library Attendants</i>
(i)	Upto 15,000	4
(ii)	More than 15 000 but less than 30,000	6
(iii)	30,000 and above	6

**Extended Colleges :****Additional Staff for a Library working 12 hours a day :**

	<i>No. of Books</i>	<i>Library</i>
(i)	Upto 15,000	1
(ii)	More than 15,000 but less than 30,000	2
(iii)	30,000 and above	2

In addition to the above staff one additional Library Attendant may be appointed in the Colleges for library working for less than 12 hours a day and having more than 30,000 books.

**B. For Evening Classes :**

1.	Librarian	1	As above
2.	Library Assistant	1	Rs. 130-280
3.	Typist	1	Rs. 110-180
4.	Library Attendants		As in the case of College Library working for the normal duration of the College.

*Note* :—The UGC (vide letter No. F.47-33/67, CU), dated 15-2-1968 accepted the proposal to place 50% of the

Library Attendants in the Senior Library Attendants grade subject to the fulfilment of the qualifications prescribed by the UGC under the above mentioned letter.

---

**QUALIFICATIONS PRESCRIBED FOR THE DIFFERENT CATEGORIES OF THE LIBRARY STAFF**

- (1) **Librarian** : (*vide* U.G.C. No. F.50-20/68 (CU-I) dt. 19-10-70).  
 "First or Second Class B.A./B.Sc./B.Com. Degree plus a First or Second Class M.Lib.Sc. Degree.

**OR**

First or Second Class M.A./M.Sc./M.Com. Degree and a First or Second Class B.Lib.Sc. or a Diploma in Library Science".

- (2) **Professional Assistant** .

*"Direct Recruitment :*

Second Class Degree as also Second Class Post-Graduate Diploma or Bachelor's Degree in Library Science.

*Selection from the existing Lib. Asstts.*

A Degree, a post graduate diploma or degree in Lib. Science and a minimum of three year's experience in the capacity of Library Assistants".

( U. G. C. No. F. 1-35/67 (CU ) dated 18-2-68).

- (3) **Library Assistant** :

*Direct recruitment*

*"Essential :*

B.A./B.Sc./B.Com. II Division, required to pass a qualifying test in General English.

*Desirable :*

- (i) Knowledge of Hindi and some other Modern Indian Languages
- (ii) Knowledge of typing, minimum current speed 35 wpm.

**(4) Typist :**

“Matriculation with proficiency in type-writing (about 35 w.p.m.)”

**(5) Senior Library Attendant :**

“Matriculation or its equivalent with good handwriting and previous experience of Library work.”

(U.G.C. No. F.47-33/67(CU) dated 15-2-68).

**(6) Junior Library Attendant :**

*Essential :* Matriculation

*Desirable :* Experience of having worked in some Library.

(U.G.C. No. F.47-33/67(CU) dated 15-2-68)

**Note :**

(A) The UGC vide letter No. F.47-33/67(CU), dated 3-7-1968 accepted the proposal of the University for placing the Library Attendants of the following categories in the revised scale of Rs. 80-1-85-2-95-EB-3-110 by relaxing the academic qualifications :—

(a) All permanent Library Attendants

(b) All temporary Library Attendants who are permanent cleaners i.e. those who are permanent employees of the University.

(B) The UGC vide letter No. F.47-33/67(CU), dated 12-12-1968 accepted the proposal of the University for placing 50% the existing Library Attendants of the following categories in the pay scale of the Senior Library Attendant viz. Rs 95-3-128-EB 3-131-4-155 by relaxing the qualifications prescribed for the purpose subject to their satisfactory confidential reports :—

(a) Permanent Library Attendants with at least five year's experience, but not possessing the prescribed minimum qualifications.

(b) Attendants, who do not possess the prescribed qualifications but were confirmed on or before 1st February, 1968 (i.e the date of revision of the pay scales) after they have completed five years' of service as Library Attendants,

- (C) That any peon working in the college prior to 1-2-1968 may be considered for promotion as Library/Laboratory Attendant, as the case may be, if he is considered to be functionally literate to perform duties in a Library/Laboratory.  
(UGC No. F.1-58/71 (CU-II) dt. 13-10-71)

### STRENGTH OF LABORATORY STAFF WITH SCALES OF PAY AND OTHER RELEVANT INFORMATION

The UGC vide letter No. F.I-7/62 (CUP), dated 11-9-1962 laid down the \*following staff strength for the laboratories of the Colleges :—

S.No.	Category of post	No. of posts	Scale of pay
1.	Senior Laboratory Assistant	1	Rs. 130-5-160-8-200-EB-8-256-EB-8-280
2.	Junior Laboratory Assistants	2 or 3	Rs. 110-3-131-4-155-EB-4-175-5-180
3.	Laboratory Attendants	2 or 3	Gr. I - Rs. 95-3-128-EB-3-131-4-155) Gr. II- Rs. 80-1-85-2-95-EB-3-110)
4.	Mechanics	2	Rs. 130- 5- 160-8- 200-EB-8-256-EB-8-280 (1 for Physics workshop and 1 for Chemistry Department-Gas Mechanic)

*Note:* Above are the revised grades vide UGC No. F. 47-29/67 (CU) dt. 31.7.1969

\*It was not considered desirable to prescribe the staff strength for the B Sc. and Pre-medical together or separately but it has been decided to lay down the above staff strength for laboratory providing facilities for 40 students at a time working for seven hours a day.

(In case the Laboratory is for a smaller number, the staff may be reduced suitably).

5. Museum Curator Rs. 210-425  
 (for B.Se.(Genl.)Gr.'B')  
 (UGC) No. F.1-32/70(CU-II)-dated 22.7.1970)

The UGC vide letter No. 1.34/58 (CU-II), dated 20th October, 1971 laid down the following staff strength for the laboratories attached to the Departments of Geography, Psychology and Statistics :—

*Department of Geography :*

- (a) Laboratory for Geography as an elective subject for B.A. (Pass)—One Attendant in the scale of Rs. 80-110.
- (b) Laboratory for Geography as an Honours subject or combined laboratory for Honours and B.A.(Pass) - One Attendant in the scale of Rs. 80-110 and One Cartographic Assistant in the grade approved by the University who should also attend to survey and store keeping (Rs. 210-425)

*Department of Psychology :*

- (a) Laboratory for Psychology as an elective subject for B.A. (Pass)—One Attendant—Rs. 80-110.
- (b) Laboratory for Psychology as an Honours subject or combined laboratory for Honours and B.A.(Pass)—One Attendant—Rs. 80-110 and one Laboratory Assistant (Sr.)—cum store keeper (Rs. 130-280)

*Department of Statistics :*

- (a) Laboratory for statistics as an elective or Honours subject :  
One Attendant Rs. 80-110.

---

**REVISION OF SCALES OF PAY OF LABORATORY  
STAFF-CONDITIONS THEREOF**

1. Gas Mechanics and Mechanics for workshop in the Colleges wherever such posts exist will be placed in the scale of the Senior Laboratory Assistant viz. Rs. 130-5-160-8-200-EB-8-256-EB-8-280.

2. Laboratory Bearers will be designated as Laboratory Attendants and placed in the revised pay scale of Laboratory Attendant viz. Rs. 80-1-85-2,95-EB-3-110. A Selection grade of Laboratory attendant viz. Rs. 95-3-128-EB-3-131-4-155 may be created.

3. 50% of the Laboratory Attendants may be placed in the Selection Grade viz. Rs. 95-155.

4. The qualifications prescribed by the University for different posts may not be applicable to the existing employees for being placed in the revised scales of pay, but all further recruitments both in the University and the College will be done on the basis of the revised qualifications.

5. The pay of the incumbents in the revised scales of pay will be fixed on the same basis as laid down for the Library Attendants, i.e. they will draw an initial pay in the new scale at the stage of the time scale which is equal to their substantive pay in respect of old scale and if there is no stage, the stage next below that pay and personal pay equal to the difference. The personal pay will be absorbed in the next increment which they may earn in the new or old scale whichever is earlier.

6. The pay of the incumbents in the revised scale of pay may please be fixed accordingly and the statement of fixation of pay duly checked by the Internal Audit Officer sent to the Commission for acceptance.

*(UGC No. F.47-29/67(CU), dated 31.7.69.)*

*Statement of Performa for fixation of pay in the higher grade/  
revised scale.*

NAME OF THE COLLEGE .....

Name of the employee .....

Designation.....

Date of appointment .....

Old scale of pay.....

Actual pay in the old grade.....

Date of promotion/upgrading .....

Date of increment in the Old grade.....  
 Date from which grade opted.....  
 Higher/revised scale of pay.....  
 Pay proposed to be fixed in the Revised/higher scale.....  
 Present Designation.....  
 Next date of increment in the revised/higher scale.....  
 Qualification & experience.....  
 Remarks.....  
 .....  
 .....

*Principal*

**LABORATORY STAFF**

*Qualifications for Promotions/Direct recruitment*

<i>For direct recruitment</i>	<i>For Promotion</i>
-------------------------------	----------------------

Laboratory Attendant Essential: should have  
 ( 80-1-85-2-95-EB-3- passed the Matricu-  
 110) lation or an equiva-  
 lent Examination.  
 Desirable: should have  
 worked in a Labora-  
 tory.

Laboratory Attendant Nil  
 ( Selection Grade )  
 (95-155)

50% of the Lab. Atten-  
 dants will be placed in  
 the Selection grade on  
 the recommendation of  
 the Departmental Selec-  
 tion Committee on  
 seniority and satisfac-  
 tory report of work.  
 Seniority of Laboratory  
 Attendants may be  
 determined in accor-  
 dance with the principles



laid down by the Executive Council (E.C. Resolution No. 419, dated 5-1-1970)

**Jr. Laboratory Asstt.** (110-3-131-4-155-EB-4-175-5-180) **Matric or equivalent with Science subjects.** **Five years experience as Laboratory Attendant**

**Sr. Laboratory Asstt.** (130-5-160-8-200-EB-8-256-EB-8-280) **Hr. Secondary in Science subjects with previous experience.** **Five years experience as Junior Laboratory Assistant.**

**Junior Instrument Mechanic and other Mechanics including Gas Mechanic in the University.** **Rs. 130-280** **Must be thoroughly conversant with all types of lathe work like facing surfacing, turning, multiple screw cutting (including various forms of screw thread), tape & curved turning etc. should be able to work on other workshop machines like shaper, milling and drilling, etc.**  
**Ability to repair laboratory instruments like Galvanometers, Stop Clocks and Watches desirable.**

- Note :—** (i) **50% posts of Junior Laboratory Assistants and Senior Laboratory Assistants shall be filled up by promotion and the remaining posts by direct recruitment.**
- (ii) **Qualifications and experience may be relaxed on the recommendations of the Selection Committee in exceptional cases.**

*Qualifications for the post of...*

1. **Cartographic Assistant — Rs. 210-10-290-15-320-EB-15-425**

**“Candidate should be Intermediate, Diploma in Architecture from a recognised Institute or a University with at least 3 years experience in map drawing and analysis.**

**OR**

**ITI Draftsman Diploma with at least three years experience in map drawing and analysis**

**OR**

**Graduate of a recognised University with at least four years experience in map analysis and the preparation of maps and diagrams. Knowledge and experience in the use of topographical maps and themetic will be an additional qualification”.**

**2. Museum Curator —Rs. 210-10-290-15-320-EB-15-425**

**(B.Sc. (Gen.) Gr. ‘B’—**

**UGC No.F.1-32/70 (CU-II) dated 22-7-1970)**

**“...on the condition that the incumbent appointed against this post will look after the work of both Departments of Botany and Zoology**

**“B.Sc. (Biology Group) having adequate familiarity with herbarium and museum techniques”**

---

## HOSTEL MESS STAFF

### *I. Norms of the strength of Mess Staff.*

<i>No. of Residents</i>	<i>Number of Cooks</i>
1- 50	1
51-100	2
101-200	3
201-300	4
301-400	5

**Other Mess Employees** one for every unit of 20.

Thus, according to this formula, for a hostel with 96 residents students, there will be two cooks and four helpers, i.e. six Mess employees in all.

### *II. Scale of Pay*

The Mess Staff shall be in the following two scales :

1. Cooks	...	Rs. 75-95
2. Other Mess Employees	...	Rs. 70-85

### *III. Leave*

1. The Mess Staff shall be entitled to allowances and other benefits that are admissible to Class IV employees of the University except that in view of the nature of their work, they shall not be entitled to :-

- (a) any over-time allowances
- (b) Various holidays like half-Saturdays, Second Saturdays, Sundays or other public holidays.

The working hours shall be so fixed that they are able to discharge normal mess services. However, the mess employees shall be entitled to 45 days leave in a year during summer vacation including 10 days casual leave.

### *IV. Grants*

1. The UGC will assist the college to the extent of 75% of the approved expenditure on the basis of the above norms.

2. This assistance is admissible only in respect of mess employees.

3. As the expenditure in respect of Mess Staff of colleges will be shared by the commission on 75 : 25 basis from 1971-72 they may be treated as appointed in the regular grade w.e.f. 1971-72 in accordance with the normal rules applicable for class IV Staff.

4. The budget estimates in respect of the Mess Staff received from the colleges will be forwarded to the Commission along with the budget estimates for the college itself.

5. The U.G.C. will release grants to the colleges in the respect of the Mess Staff in the hostel in the same manner as other grants are released to the colleges.

6. .... that the Mess Staff of the Hostel of Delhi Colleges would be entitled to the various retirement benefits including Pensions, Gratuity and C. P. F. and that the Expenditure incurred by the Colleges on these items would be treated as an "approved Expenditure" for purpose of Grant-in-aid on 75 : 25 basis. (vide U.G.C. No. F. 1-47/71 (CCU-II) dated 19-12-72).

---

#### APPOINTMENT OF NON-ACADEMIC STAFF IN THE LEAVE VACANCY

".....that the UGC had decided as under :—

- (a) Staff strength prescribed in this Office letter No. 1-34/68 (CU-II), dated 20.10.71 includes the provision for leave reserve.
- (b) Leave arrangement may be made against the incumbents proceeding on leave without pay.
- (c) In case more than one person proceeds on leave exceeding 30 days, leave arrangement may be made.

(2) No leave arrangement is permissible in respect of Class IV staff in terms of this Office letter No. F.1-7/62 (CUP), dated 26th June, 1963. (UGC No. F1-46/72 (CU-II), dated 14.9.1972)

---

**RULES GOVERNING THE GRANT OF LEAVE AND LIEN TO  
PERMANENT NON-ACADEMIC EMPLOYEES  
OF THE UNIVERSITY**

“ ... EC approved the following rules regarding grant of extra-ordinary leave and retention of lien on their substantive posts in respect of permanent non-academic employees :-

(1) The permanent (non-academic) employees of the University may be permitted to accept appointments elsewhere and to hold lien on their substantive posts in the University. The period of leave (extra-ordinary) in such cases will normally be one year, which period may in special cases be extended by the EC for a further period of one year on the recommendation of the Vice-Chancellor.

(2) The employees granted leave will normally rejoin duty after the expiry of the leave. In case an employee fails to rejoin duty after the expiry of the leave so granted, the lien on the post in University will terminate from the date the employee proceeded on leave.

(3) The employees will not be entitled to subscribe to the Provident Fund, nor any contribution to the Provident Fund of the employee received during the period of extra-ordinary leave.

(E C. dated 25-2-1970 and Univ. No. G/Estab. (NA)/101(9), dt. 13-3-70).

---

**PROVISION OF LEAVE ARRANGEMENT IN THE LIBRARY  
STAFF : APPROVAL FOR THE**

“ .....that the UGC accepts the proposal of the University that if a member of the staff of the library proceeds on study leave with the concurrence of the University and the University Grants Commission, the Colleges may be permitted to make the leave arrangement against such a leave vacancy as in the case of teachers on study leave.”

(UGC No. F. 1-38/70 (CU-II), dt. 7-9-1970)

---

**GRANT OF AN AD-HOC INCREMENT TO CLASS III AND CLASS IV EMPLOYEES STAGNATING AT THE MAXIMUM OF THEIR PAY SCALES :**

“Pursuant to the instructions issued by the Ministry of Railways in respect of Railway employees on the above subject, the question of extending similar benefits to other Central Government employees has been considered by the Government. The President has now been pleased to decide that all other Central Government employees both non-industrial and industrial in Class III and Class IV services/posts (whether working in the Secretariat or other Offices) who have been stagnating or may hereafter stagnate at the maximum of their pay scales for two years or more should be granted a “Personal Pay” equivalent to the rate of the increment last drawn by them in their existing scales. In the case of the Class III employees who are in pay scales carrying a maximum of Rs. 575/- or more and are stagnating at the maximum of their scales for two years or more, the personal pay to be granted to them may, however, be at Rs. 30/- per mensem. Employees against whom disciplinary cases are pending will, however, have to await the result of the pending disciplinary proceedings before being considered for the grant of this benefit.

2. The above element of “Personal Pay” shall be taken into account for all purposes as admissible under the normal rules including that of determining the class of railway travel whether on duty/transfer or for leave travel concession.

3. These orders take effect from 1st March, 1970 and will remain in force until further orders.

x            x            x            x            x”.

“ that the UGC agrees in principle to extend with effect from 1-3-70 the benefit of personal pay to Class III & IV employees contained in the Ministry of Finance (Deptt of Expenditure) (O. M. No. 7-8-E-III (A)/70 dated 1-7-1970], to the corresponding employees of your University on the same basis and conditions as for the Central Govt. employees”. (UGC No. F. 53 6/70 (CU-1), dt. 24-11-1971).

---

### ADVANCE PAYMENT OF LEAVE SALARY FOR PERIOD OF ONE MONTH

"..... the Council has decided that one month Leave Salary/ Vacation pay be paid in advance to the Staff (both academic and non-academic) when they proceed on leave or vacation, as the case may be for a period of not less than one month, subject to following conditions :—

- (a) That the amount payable should not exceed the net amount of leave salary for the first month of leave which is clearly admissible to him after usual deductions, for example, house rent, if any, income tax, provident fund, repayment of advances etc. if any.
- (b) The amount of advance granted has to be adjusted in full in the leave salary bill in respect of the leave availed of by the University employees concerned." (E.C. dated 22-7-1971).

---

### TRANSFER OF LEAVE ACCOUNT

"..... that enquiries have been received from Colleges, whether leave account of an employee (academic/non-academic) on transfer from one College to another College within the University should also be deemed transferred.

The matter has been considered and it has been decided that the leave account of employee will *not* be transferred to the migrating College." (Univ. No. CB/72, dated 5-5-1972)

---

### RULES FOR GRANT OF ADVANCE FOR PURPOSE OF A NEW CYCLE

1. An advance not exceeding Rs. 300/- may be sanctioned for purchase of a cycle to an employee who is in the permanent employment of the University and also to temporary regular employees on providing sureties from 2 permanent employees of the University, by the Registrar on the recommendations of the Head of the Department, subject to the availability of funds.

2. The loan will be repayable in 20 equal instalments with 5% interest and recovery shall be made from the salary bill of the employee commencing with the first disbursement of pay after the advance is taken.

3. The interest may be recovered as additional instalment immediately after the last instalment of loan has been paid.

4. An employee who takes advance under these rules shall within one month after receipt of the advance, furnish the cash receipt for the amount actually paid for the purchase of the cycle. If the actual price paid for the cycle is less than the advance taken, the balance shall be refunded.

(Univ. No. 35(15)/71-CB dated 25-6-71).

*General Principles for determining seniority of Non-Academic Employees of the University. (E. C. dated 6-8-71).*

*Ref.* Section II Rule 12 of the Terms and Conditions of Service and Conduct Rules of the University Non-Academic Employees.

1. Persons appointed in a substantive or an officiating capacity to a grade prior to 29-1-71 shall retain the relative seniority under the principles approved by the Executive Council *vide* its Resolution No. 419, dated 5-1-70 (See Page 112).

2. **Direct Recruits :**

The relative seniority of all the direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendation of the Selection Committee, persons appointed as a result of an earlier selection being senior to those appointed as a result of subsequent selection.

Provided that where persons recruited initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointments, seniority shall follow the order of confirmation and not original order of merit.

3. **Promotees :**

(i) The relative seniority of persons promoted to the various grades shall be determined in the order of their selection for such promotion :

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order



of merit indicated at the time of their promotion, seniority shall follow the order of confirmation and not the original order of merit.

(ii) Where promotions to a grade are made from more than one grade the eligible persons shall be arranged in separate lists in the order of their relative seniority in the respective grades. Thereafter, the Departmental Promotion Committee shall select persons for promotion from each list upto the prescribed quota and arrange all the candidates selected from the different lists in a consolidated order of merit which will determine the seniority of these persons on promotion to the higher grades.

**Explanatory Note :**

Where promotions are made on the basis of selection by a D. P. C., the seniority of such employees shall be in the order in which they are recommended for such promotion by the Committee. Where the promotions are made on the basis of seniority subject to rejection of the unfit the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered as unfit for promotion and is superseded by a junior, such person shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior person who had superseded him.

**4. Relative Seniority of Direct Recruits and Promotees :**

The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between Direct Recruits and Promotees which shall be based on the quotas of vacancy reserved for Direct Recruit and Promotion respectively in the recruitment rules.

**Explanatory Note :**

A Roster should be maintained based on the reservation for Direct Recruitment and Promotion in the Recruitment Rules, where the reservation for each method is 50% the Roster will run as follows :—

- (i) Promotion
- (ii) Direct Recruitment
- (iii) Promotion
- (iv) Direct Recruitment and so on.

Appointments should be made in accordance with this Roster and seniority determined accordingly.

**Illustration :**

Where 75% of the vacancies are reserved for promotion and 25% for Direct Recruitment, each direct recruitment shall be ranked in seniority below three promotees. Where the quotas are 50% each, every direct recruit shall be ranked below a promotee. If for any reason, a Direct Recruit or a promotee ceases to hold the appointment in the grade, the seniority list shall not be re-arranged merely for the purpose of ensuring the proportion referred to above.

5. Persons appointed on ad-hoc basis to a grade without consultation of the Selection Committee are to be replaced by the persons approved for regular appointment by Direct Recruitment or promotion as the case may be. Until they are replaced, such persons will be shown in the order of their ad-hoc appointment and below all persons regularly appointed to the grade.

**Explanatory Note :**

While the seniority of persons appointed on ad-hoc basis, will be determined as indicated in Rule 5, the seniority list should clearly show that such persons are not eligible for promotion or confirmation.

6. Relative seniority of persons promoted on the basis of 75% by Seniority-cum-suitability and 25% by selection, as approved in E. C. Resolution No. 562 dated 13-3-1970.

In the case of promotions made in accordance with E. C. Res. No. 562 dated 13-3-1970 each selectee under the 25% quota shall be ranked in seniority below the three persons selected under the 75% quota, as indicated below :—

1. Seniority-cum-Suitability under 75% quota
2.     "     "     "     "     "     "
3.     "     "     "     "     "     "
4. Selectee under 25% quota
5. Seniority-cum-Suitability under 75% quota
6.     "     "     "     "     "     "
7.     "     "     "     "     "     "
8. Selectee under 25% quota.

*Principles for determining seniority of non-academic employees of the University. (Approved by the Executive Council vide its Resolution No. 419, 330 and 555 dated 5-1-70, 6-8-71 and 27-11-71 respectively)*

1. *Seniority of the University employees appointed prior to 28.9.1963.*
  - (a) On the basis of the date of their joining the relevant cadre provided they were selected by the duly constituted Committee and provided further that where the Selection Committee had given a specific ranking, the seniority should follow the order of ranking.
  - (b) In cases where the date of joining is the same and ranking has not been specified by the Committee, the interse gradation will be determined with reference to age, the elder person being deemed senior.
2. *Seniority of the University employees appointed on or after 28.9.1963.*
  - (a) Seniority fixed in the merit list by the Establishment Committee will always stand and it is not changed by one person in the list joining duty earlier than the others.
  - (b) The cases which cannot be covered under the above orders should be regulated on the principles laid down in respect of persons who joined University Service prior to 28.9.1963, as in the preceding paragraph 1 above.
3. *Seniority of the University employees appointed on or after 31-7-1965.*
  - (a) With reference to Regulation 12 of the Regulations governing the terms and conditions of service of the Delhi University Employees other than the University Teachers and the Registrar (reproduced below) where applicable.

*Regulation 12 :*

The seniority of employees in a particular grade shall be determined with reference to the date from which their services in the grade counted for satisfactory completion of probation.

- (b) In other cases on the principles laid down in paragraph 2 above.

*Note :* The question of interse seniority of persons appointed on probation and others will not arise in the case of the Central Pool, as there were no persons who were appointed on probation in the Central Pool.

4. In the case of promotees who are selected through a regular procedure for higher posts and in whose cases the ranking has not been given by the Selection Committee, the relative seniority will be determined on the basis of their positions which they held in the immediately lower cadre before promotion.

## STUDY LEAVE RULES FOR THE NON-ACADEMIC EMPLOYEES OF DELHI UNIVERSITY

[E.C. 18-9-71]

### Short title, commencement and application.

1. These rules may be called the Study Leave Rules 1971.
2. They shall apply to all Permanent & Temporary Non-academic Employees of Delhi University.

*N.B. :*—These rules shall not apply to Deputationists, part-time & work charged employees.

**Definitions.** 2(1) In these rules, unless the context otherwise requires :—

- (a) University means University of Delhi.

### **Condition for Grant of Study Leave :**

3. (A) Subject to the conditions specified in these rules, study leave may be granted to a University employee with due regard to the exigencies of University service to enable him to undergo, in or out of India, a special course of study consisting of Higher studies/specialised training, in a professional or a technical subject having a direct and close connection with the sphere of his duty.
- (B) Study Leave may also be granted :—
  - (i) for the course of training or study tour in which a University employee may not attend a regular

academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to University from the point of public interest and is related to the sphere of duties of the University Employee ; and

- (ii) For the purposes of studies connected with the framework or background of public administration ; subject to the conditions that
  - (a) the particular study or study tour should be approved by the authority competent to sanction study leave ; and
  - (b) the University Employee should be required to submit, on his return, a full report on the work done by him while on study leave.
- (iii) for the studies which may not be closely or directly connected with the work of a University employee, but which are capable of widening his mind in a manner likely to improve his abilities as a University employee, and to equip him better to collaborate with those employed in other branches of the University.

(C) Study Leave shall not be granted unless :—

- (i) It is certified by the authority competent to sanction leave that the proposed course of study or training shall be of definite advantage from the point of view of public interest ;
- (ii) It is for prosecution of studies in subjects other than academic or literary subjects ;

(D) Study Leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India or under any of the Scheme administered by the Government of India.

(E) Study leave shall not ordinarily be granted to University Employee :—

- (1) who has rendered less than five year's service under the University ; or

(ii) who is due to retire or has the option to retire from the University service within three-years of the date on which he is expected to return to duty after the expiry of the leave.

(F) Study leave shall not be granted to a University Employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

**4. *Authorities Competent to Sanction Study Leave :***

Study leave may be granted to a University Employee by the Vice-Chancellor on the recommendation of the Study Leave Committee.

**5. *Maximum amount of study leave that may be granted at a time and during the entire service :***

The maximum amount of Study Leave, that may be granted to a University Employee shall be :—

(i) Ordinarily twelve months at any one time, which shall not be exceeded save for exceptional reasons ;

(ii) twenty-four months in all during his entire service.

**6. *Combination of study leave with leave of other kinds :***

(i) Study Leave may be combined with other kinds of leave, but in no case shall the grant of this leave in combination with leave other than extraordinary leave involve a total absence of more than twenty-eight months from the regular duties of the University Employee.

(ii) A University Employee granted study leave in combination with any other kind of leave may, if he so desires, commence his study before the end of the other kind of leave but the period of such leave coinciding with course of study shall not count as Study Leave.

**7. *Regulation of study leave extending beyond course of study :***

When the course of study falls short of study leave sanctioned, the University Employee shall resume duty on the conclusion of the course of Study unless the previous assent of the authority competent to sanction leave to treat the period of shortfall as ordinary leave has been obtained.

**8. Grant of study allowance :**

A study allowance shall be granted for the period spent in prosecuting a definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.

**9. Period for which study allowance may be granted :**

The period for which study allowance may be granted shall not exceed twenty four months in all.

**10. (i) Rates of study allowance :**

The rates of study allowance may be as follows but may be revised from time to time.

Name of Country	Study allowance per diem
Australia	12\$ (Sterling) £1. (Sterling)
continent of Europe	Half of the full daily allowance to which the University Employee would have been entitled under rules regulating his travelling allowance if he was on tour to the place of study.
India	
New Zealand	12 \$(Sterling)
United Kingdom	16\$ (Sterling)
United States of America	30\$ (Sterling)

(ii) The rates of study allowance to be granted to a University Employee who takes study leave in other countries shall be such as may specially be determined by the Executive Council in each case.

(iii) In cases where a University Employee is on study leave at the same place as his place of duty the leave salary plus the study allowance shall not together exceed the pay that he would have otherwise drawn had he been on duty.

**11. (A) Conditions governing grant of study allowance :**

Study allowance may be paid at the end of every month provisionally subject to obtaining an undertaking from University Employee that he would refund to University any overpayment consequent on his failure to produce the required certificate of attendance or otherwise.

(B) A University Employee may be allowed to draw study allowance for the entire period of vacation during the course of study subjects to the conditions that :—

He attends during vacation any special course of study or practical training under the direction of the University.

(C) No study allowance shall be drawn during vacation falling at the end of a course of study except for a maximum period of fourteen days.

*Note :—*The period of vacation during which study allowance is drawn shall be taken into account in calculating the maximum period of twenty four months for which study allowance is admissible.

(D) Study allowance shall not be granted for any period during which the University Employee interrupts his course of study to suit his own convenience.

Provided that the authority competent to sanction study leave may authorise the grant of study allowance for any period not exceeding fourteen days at a time during which University Employee is prevented by sickness from pursuing his course of study.

(E) In the case of definite course of study at a recognised Institution, the study allowance shall be payable by the authority competent to sanction study leave, if the study leave availed of is in or outside country where there is no Indian Mission, and by the Head of Mission in other cases, on claims submitted by the University Employee from time to time, supported by proper certificates of attendance.

(F) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the term, if the University Employee is undergoing study in an educational institution, or at intervals not exceeding three months, if he is undergoing study at any other institution.

(G) When the programme of study approved does not include or does not consist entirely of such a course of study, the University Employee shall submit to the authority competent to sanction study leave direct through the Head of Mission, a diary showing how his



time has been spent and a report indicating fully the nature of the methods and operation which have been studied and including suggestion as to the possibility of adopting such methods or operation to conditions obtaining in India. The authority competent to sanction study leave shall decide whether the diary and report show if the time of the University Employee was properly employed and shall determine accordingly for what periods study allowance may be granted.

(H) In the case of a University Employee the payment of study allowance at the full rate shall be subject to the production of a certificate to the effect that he is not in receipt of any scholarship/stipend or any other remuneration in respect of any part time employment.

**12. Grant of study allowance to University Employees in Receipts of Scholarship or stipend :**

A University Employee who is granted study leave may be permitted to receive and retain, in addition to his leave salary, any scholarship or stipend that may be awarded to him from a Government or Non-Government source. Such a University Employee shall ordinarily not be granted any study allowance but in cases where the net amount of the Scholarship or stipend (arrived at by deducting the cost of fees paid by the University Employees, if any, from the value of the Scholarship or stipend) is less than the study allowance that would be admissible but for the scholarship the difference between value of the net scholarship or stipend and the study allowance may be granted by the leave sanctioning authority.

**13. Grant of study Allowance to University Employees who accept part-time employment during study leaves.**

If a University Employee who is granted study leave is permitted to receive and retain in addition to his leave salary, any remuneration in respect of a part-time employment, he shall ordinarily not be granted any study allowance, but in cases, where the net amount of remuneration received in respect of the part-time employment (arrived at by deducting from remuneration any cost or fee paid by the University Employee) is less than the study allowance that would be admissible but for the remuneration the difference between the net remuneration and the study allowance may be granted by the leave sanctioning authority.

**14. Allowance in addition to Study allowance**

No allowance of any kind, other than the study allowance or the travelling allowance, where specially sanctioned under rule 15 shall be admissible to a University Employee in respect of the period of study leave granted to him.

**15. Grant of Travelling allowance**

A University Employee shall not ordinarily be paid travelling allowance but the Executive Council may in exceptional circumstances sanction the payment of such allowance.

**16. Cost of Fees for Study**

A University Employee granted study leave shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases the Executive Council may sanction the grant of such fees. Provided that in no case shall the cost of fees be paid to a University Employee who is in receipt of scholarship or stipend from whatever source, or who is permitted to receive or retain; in addition to his leave salary any remuneration in respect of part-time employment.

**17.** Every University Employee in Permanent employ who has been granted study leave or extension of such leave shall be required to execute a bond as given in Annexure A (p. 124-125) or Annexure A-1 (p. 126-127), if study leave or extension of such leave is granted to a University Employee not in permanent employ, the bond shall be executed as given in Annexure B (p. 128-129) or Annexure B-1, (p. 130-131) as the case may be annexed to these rules.

**18. Resignation and retirement**

(A) If a University Employee resigns or retires from service without returning to duty after a period of Study leave or within a period of three years after such return to duty, he shall be required to refund :

- (i) double the amount of leave salary study allowance cost of fees, travelling and other expense, if any, incurred by the University of Delhi and
- (ii) the actual amount, if any, of the cost incurred by other agencies e.g., Foreign Governments, Foundations, Trusts etc., in connection with the course of study together with interest thereon at Government rates for the time being in

force on Government loans from the date of demand before his resignation is accepted or permission to retire is granted.

Provided that the Executive Council may order.

- (a) That nothing in this rule shall apply to a University Employee who on return to duty from study leave is permitted to retire from the service on medical grounds;
- (b) that the amount required to be refunded under this rule shall, in the case of a University employee who on return to duty from study leave is permitted to resign from the service and to take up employment under another Central University or a College affiliated to it, be reduced to an amount equal to the expenditure incurred by the University and interest thereon.

(B) The study leave availed of by such a University employee shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted treated as extraordinary leave. In addition to the amount to be refunded by the University Employee under sub-rule (1) he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

(C) Notwithstanding any thing contained in this rule, the Executive Council may, if it is necessary or expedient so to do, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-rule (1) by University Employees concerned.

**19. (A) Leave salary during study leave :**

During study leave, a University Employee shall draw leave salary equal to the amount admissible during half pay.

(B) The rate of exchange prescribed by the Govt. of India for the conversion of leave salary (other than that admissible during the first four months of a period of leave on full pay) shall apply to leave salary during study leave.

**20. Commencement of a course of study during leave other than study leave.**

A University Employee may, subject to the approval of the proper authority undertake or commerce a course of study during leave on full pay, and subject to rule 8 to 15 and 18 draw study allowance in respect thereof.

**21. (A) Counting of study leave for promotion, pension, seniority leave and increments.**

Study leave shall count as service for promotion, pension/P.F. Contribution and seniority. It shall also count as service for increment.

(B) The period spent on study leave shall not count for earning leave other than half pay leave.

**22. Debiting of study leave to leave account.**

Study leave shall be treated as extra leave on half pay and shall not be taken into account in reckoning the aggregate amount of leave on half pay taken by the University Employee towards the maximum period admissible.

**23. Procedure for making application for study leave and grant of such leave.**

The procedure for making application for study leave and grant of such leave shall be as laid down in Annexure (p. 112-113).

---

## **ANNEXURE**

*(See Rule 23)*

### **PROCEDURAL INSTRUCTIONS FOR MAKING APPLICATION FOR STUDY LEAVE AND GRANT OF SUCH LEAVE**

1. (a) Except as otherwise provided in these rules, all applications for study leave shall be submitted to the Registrar through the Head of the Department for placing before the Study Leave Committee for its recommendations, for consideration by the Executive Council.
- (b) The application for study leave should be in the prescribed form and must contain, inter alia the following details :—
  - (i) documents of his admission having been made or promised to be made in a University/Institution ;
  - (ii) the nature of work to be pursued or Degree to be taken ;
  - (iii) the scholarship fellowship or any other financial aids including travel grants, if any, obtained or promised.
2. The Study Leave Committee may if thought necessary, interview the applicants while considering their applications for grant of study leave.
3. It shall be the duty of the person granted leave to communicate immediately to the University any grants actually made and received by him during the course of the study Leave from any person or institution whatsoever.
4. It shall be the duty of the person who is on Study Leave to submit at the end of every six months to the Vice-Chancellor a report of his work through the person under whom he is working or through the Head of the Institution or University.
5. Applications for extension of Study Leave should be sent by the person concerned by registered post so as to reach the

Registrar not later than three months before the expiry of the study leave. No application for extension of leave shall be considered which does not fulfil this condition except on the express order of the Vice-Chancellor.

6. The services of the employee who fails to return to duty at the expiry of the sanctioned leave shall stand terminated without reference to the employee concerned as from the date on which he should have rejoined duty.
-

**ANNEXURE 'A'**

*(See Rule 17)*

**BOND FOR PERMANENT UNIVERSITY EMPLOYEES  
PROCEEDING ON STUDY LEAVE UNDER THE  
STUDY LEAVE RULES :**

**KNOW ALL MEN BY THESE PRESENTS THAT.....  
.....resident of..... in the  
District of..... at present employed as .....  
.....in the University of Delhi do hereby bind myself  
and my heires, executors and administration to pay to the Vice-  
Chancellor, Delhi University (here-in-after called the University)  
on demand the sum of Rs.....(Rupees .. )  
together with interest thereon from the date of demand at University  
rates for the time being in force on University loans or if payment  
is made in a country other than India, the equivalent of the said  
amount in the currency of that country converted at the official rate  
of exchange between that country and India and together with all  
cost between attorney and client and all charges and expenses that  
shall or may have been incurred by the University.**

Signed and dated this ..... day of .....one  
thousand nine hundred and ;.....

**Signature.....**

**Witness (1)**

**(2)**

**Whereas I.....am granted study leave by University  
and Whereas for the better protection of the University I have agreed  
to execute this bond with such condition as hereunder is written :**

**Now the condition of above written obligation is that in the  
event of my resigning or retiring from service without, returning to  
duty after the expiry or termination of the period of study leave or**

at any time within a period of three years after my return to duty I shall forthwith pay to the University or as may be directed by the University in demand and the said sum of Rs..... (rupees ..... ) together with interest thereon from the date of demand at University rates for the time being in force on University loans.

And upon my making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Univesity of Delhi have agreed to bear the stamp duty payable on this bond.

Signed and delivered by

.....in the presence of

Witness (1)

(2)

(3)

Accepted

for and on behalf of the Vice-Chancellor  
of Delhi University.



**ANNEXURE 'A'—1'**

*(See rule 17)*

**BOND FOR PERMANENT UNIVERSITY EMPLOYEES  
GRANTED EXTENSION OF STUDY LEAVE :**

**KNOW ALL MEN BY THESE PRESENTS THAT I .....**  
.....resident of..... in the District of  
.....do hereby bind myself and my heirs, executors  
and administrators to the Vice-Chancellors (here-in-after called the  
University) on demand the sum of Rs..... (Rupees .....)  
together with interest thereon from the date of demand at University  
rates for the time being in force on University loans, or if payment  
is made in a country other than India, the equivalent of the said  
amount in the currency of that country converted at the official rate  
of exchange between that country and India and **TOGETHER** with  
all costs between attorney and client and all charges and expenses  
that shall or may have been incurred by the University.

Signed and dated this.....day of.....  
one thousand nine hundred and.....  
**WHEREAS I.....was granted study leave by**  
University for the period from .....to.....in  
consideration of which I executed a bond dated.....  
for Rs..... (rupees.....) in favour  
of the University of Delhi.

**AND WHEREAS THE extension of study leave has been**  
**granted to me at my request until.....**

**AND WHEREAS for the better protection of the University**  
**I have agreed to execute this bond with such condition as hereunder**  
**is written.**

**NOW THE CONDITION OF THE ABOVE WRITTEN**  
**OBLIGATION IS THAT in the event of my resigning or retiring**  
**from service without returning to duty after the expiry or termina-**  
**tion of the period of Study Leave so extended or any time within a**  
**period of three years after my return to duty I shall forthwith pay**

to the University or as may be directed by the University on demand at University rates for the time being in force on University loans.

And upon my making such payment the above written obligation shall be void and no effect otherwise it shall be and remain in full force and virtue.

The University of Delhi have agreed to bear the Stamp duty payable on this bond.

Signed and delivered by

.....in the presence of :

Witness (1)

(2)

ACCEPTED  
for and on behalf of the Vice-Chancellor  
of Delhi University.

**ANNEXURE 'B'**

*(See Rules 17)*

**BOND FOR TEMPORARY UNIVERSITY EMPLOYEES  
PROCEEDING ON STUDY LEAVE :**

KNOW ALL MEN BY THESE PRESENTS THAT WE..... .. resident of..... .., in the District of..... .. at present employed as..... .. in the University of Delhi..... .. (here-in-after called the obligor) and Shri..... .. son of ..... of..... .. and Shri..... .. son of ..... (here in-after called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Vice-Chancellor, University of Delhi (here-in-after called the University) on demand the sum of Rs. .... (Rupees .... ) together with interest thereon from the date of demand at rates for the time being in force on University loans, or if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India, AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the University.

Signed and dated this.....day of..... one thousand nine hundred and.....

Signature of the obligor.....

Sureties (1)

(2)

Witness : (1)

(2)

WHEREAS the obligor is granted study leave by the University.

AND WHEREAS FOR the better protection of the University the obligor has agreed to execute this bond with such condition as hereunder is written.

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounded.

NOW THE CONDITION OF THE ABOVE OBLIGATION IS THAT in the event of the obligor Shri..... resigning from service without returning to duty after the expiry or termination of the period of study leave or any time within a period of three years after his return to duty the obligor and the sureties shall forthwith pay to University or as may be directed by the University on demand the said sum of Rs. .... (Rupees.....) together with interest thereon from the date of demand at Government rates for the time being in force on University loans.

And upon the obligor Shri ..... and or Shri..... and or Shri..... the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS THAT the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the University or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the University to sue the obligor before suing the sureties Shri ..... and Shri ..... or any of them for amounts due here-under.

The University of Delhi have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the obligor

above named Shri.....in the prence of

Signed and delivered by the surety

above named Shri..... in the presence of

Signed and delivered by surety

above-named Shri..... in the presence of.

Accepted  
for and on behalf of the Vice-Chancellor  
of Delhi University

ANNEXURE 'B-I'

(See Rule 17)

BOUND ALL MEN BY THESE PRESENTS THAT WE..... resident of ..... in the District of..... at present employed as..... in the University of Delhi of..... (here-in-after called the obligor) and Shri ..... son of ..... of ..... (here-in-after called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay the University of Delhi (here-in-after called 'the University') on demand the sum of Rs.....(Rupees.....) together with interest thereon from the date of demand at University rates for the time being in force on University loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the University.

Signed and dated this... .. day of..... one thousand and nine hundred .....

WHEREAS the obligor was granted study leave by the University for the period from.....to.....in consideration of which he executed a bond dated..... for Rs.....(Rupees.....) in favour of the University of Delhi.

AND WHEREAS the extension of study leave has been granted to the obligor at his request until.....

AND WHEREAS for the better protection of the University the obligor has agreed to execute this bond with condition as here-under is written.

AND whereas the said sureties have agreed to execute the bond as sureties on behalf of the above bounden.....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Shri..... ..  
.....resigning from service without returning to duty after the expiry of termination of the period of study leave so extended or at time within a period of three years after his return to duty the obligor and sureties shall forthwith pay to the University on demand the said sum of Rs..... (Rupees... ..) together with interest thereon from the date of Demand at University rates for the time being in force on University loans.

And upon the obligor Shri..... and, or Shri... .. and or Shri .. .. the sureties aforesaid making such payment the above written obligation shall be void and no effect otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance or omission of the University or any person authorised nor shall it be necessary for the University to sue the obligor before suing the sureties Shri ..... and Shri ..... or any of them for amounts due hereunder.

The University of Delhi have agreed to bear the stamp duty payable on this bond.

IN WITNESS WHEREOF..... the University employee above named has signed these presents the day, months and year first above written.

Signed sealed and delivered by

.....in the presence of :

Accepted  
for and on behalf of the  
Vice-Chancellor of Delhi University.

**REHABILITATION OF DEFENCE SERVICES PERSONNEL  
DISABLED DURING THE RECENT HOSTILITIES AND FOR  
PROVIDING EMPLOYMENT TO THE DEPENDENTS OF  
THE SERVICEMEN KILLED IN ACTION**

“.....the Council accepted the proposals as contained in the Govt. of India's letter referred to above in respect of Class III and Class IV (Non-academic) posts in the University :

- (1) According to the notification 10% of the Class III vacancies and 20% of the vacancies of Class IV—are required to be filled by ex-servicemen :

Provided, however, the percentage of reservation for ex-servicemen in a category of posts shall be increased or decreased in any one recruitment year to the extent to which the total number of vacancies reserved for ex-servicemen, Scheduled Castes and Scheduled Tribes and for any other categories taken together falls short of 50% of the vacancies in that category of posts filled in that year :

Provided, also that preference is to be given to disabled ex-servicemen.

- (2) The Educational, Medical fitness and Age relaxation in respect of ex-servicemen are as follows :

(i) For appointment to reserved vacancies every ex-servicemen who has put in not less than 6 months continuous service in the armed forces shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post/service for which he seeks appointment by more than three years, he shall be deemed to satisfy the conditions regarding age limit.

(ii) The ex-serviceman for the Class IV posts who has put in three years' service shall be exempted from the prescribed qualifications.

(iii) The disabled Defence Services personnel will be examined by a Demobilisation Medical Board of Defence

Services and the certificate of fitness granted by that Board would be considered adequate for the purpose of employment of such personnel. Only in case of the physical capacity of a person either deteriorates or improves after demobilisation, the employing authority may require a fresh medical examination by the Civil Medical Board.

- (iv) The disabled Defence Services personnel who do not possess the required qualification for appointment to class III posts would not be considered ineligible for appointment merely on that account. Their ability to discharge the duties expected of the incumbents of the particular Class III posts should be assessed by the appointing authority on the basis of the suitable test which should be designed for the purpose by the authority.

(Govt. of India No. F. 4-19/72-4.2 dt. 14-2-72)

*E.C. No. 239, dated 24-5-72*

---



## CHAPTER IV

### FINANCIAL NORMS AND PROCEDURES—PAYMENT OF GRANTS BY UNIVERSITY GRANTS COMMISSION

#### BASIS OF PAYMENT OF MAINTENANCE GRANTS TO COLLEGES

*1. Morning Classes (Vide University Grants Commission letter No.F.1-6/66 (CU) dated the 27th May, 1967.)*

I am directed to refer to the correspondence resting with your letter No. 5/17/67-CB/3701 dated 2nd/4th May, 1967, and to say that as the Delhi University are aware, the University Grants Commission appointed a Committee to consider the proposal contained in your letter No.F.20(4)/64-CB/31860 dated 7th/13th January 1966, in regard to revision of the basis of maintenance grants payable to non-Government Colleges affiliated to the University of Delhi. The Report submitted by the Committee, has been generally accepted by the University Grants Commission, and it has been decided that grants with effect from 1967-68 be determined in accordance with the recommendations contained in the Report.

2. The recommendations contained in the Report of the Committee in regard to the revised basis of grants are as follows :—

- (i) Assistance of the University Grants Commission may be raised to 95% of the deficit, i.e., the difference between the approved expenditure and the approved income during a particular year. However, this assistance would be given to Colleges which satisfy the normal requirements of the Delhi University and have the Endowment Funds specifically in their names. It was, however, noted that in the case of the Colleges started over a decade back there was no condition for creation of Endowment Funds at the time of their creation. While these Colleges may be encouraged to build the proposed Endowment Funds, the grants on the above basis may continue to be paid to them till they build up the necessary Endowment Fund.
- (ii) The assistance to the Colleges for B.Sc. (General) teaching and 'Extended Colleges' would continue to be paid on the basis already agreed to by the U.G.C.

- (iii) The teacher-pupil ratio for B.Sc. Courses be revised from 1:20 to 1:15. The present ratio for other courses will continue.
- (iv) Travelling allowance for teachers for approved conferences may be increased from Rs. 500/- per annum to Rs. 1000/- per annum.
- (v) Expenditure pertaining to "repairs and replacement of furniture and equipment (including repair to water coolers, cycles, typewriters and duplicating and garden equipment)" be increased from\* Rs. 4,000/- to Rs. 6,000/- per annum.
- (vi) Bursars allowance may be increased from Rs. 50/- per month to Rs. 100/- per month.

3. Keeping in view the suggestion made by the Delhi University and the need for economy in expenditure, the Committee has also suggested the following measures for economy in expenditure :—

- (i) While granting affiliation to new College for starting different courses, it should be ensured that combinations in B.A. (Pass) course and the number of subject in Honours courses are limited so that the over-all teacher-pupil ratio is followed.
- (ii) The combination of subject in the B.A. (Pass) course and subjects in the Honours classes in the existing Colleges should be rationalised and streamlined so that courses which do not attract sufficient number of students are not provided in all the College.
- (iii) While granting affiliation to new College or to existing College for starting new courses, attempt should be made to provide facilities for different combinations in B.A. (Pass) Course and different subjects in the Honours Classes on an area-wise basis, i.e. each College in a particular area could specialize in one or more of a specified number of subjects.
- (iv) The Delhi University should review the minimum number of students which a College should have for different courses. In doing so, separate norms may have to be

---

\* Since revised vide UGC Letter No. F.1-6/66(CU) II dated 28th September, 1972.

laid down for different courses for men and women's Colleges as the aptitude of the students for offering Honours Courses varies in these two types of institutions.

- (v) Post M.A /M.Sc. students, i.e., Research Scholars should be encouraged to do tutorials and preceptorials and conduct practicals, which should in no way be prejudicial to their research work. These scholars may be given five hours or six periods of work per week and paid an allowance of Rs. 150.- per month. Students who are in receipt of a scholarship would also be given this allowance in addition. For purposes of teacher-pupil ratio, three such students be treated as one teacher.
- (vi) Efforts should be made to reduce the expenditure on Class IV staff and in no case it should be increased beyond the present limit; and
- (vii) The freeships offered to men and women students in the Colleges be the same, i.e., 20% of the total income from fees.

#### *Hostels.*

“.....that hostels have been constructed by many Colleges with the assistance from the Central Governments/UGC and that the income and the expenditure on these is not taken into account while determining the maintenance grants due to the Colleges”.

“The U.G.C. accepted the proposal regarding/utilisation of the hostel income for providing amenities to the hostel students by the colleges affiliated to the University which are receiving maintenance grant from the Commission. (U.G.C. letter No. F. 1-37/69 (CU), dated 5-6-70)

#### *UTILISATION OF INCOME FROM THE HOSTELS*

The UGC accepted the following recommendation of the Vice-Chancellors of Central Universities with regard to the utilisation of income from the Hostels (Univ. letter No. CB/69/29639, dt. 13.9.69 to UGC)

“...that any income that may accrue from the hostels of the Colleges of the University, receiving maintenance grant, should

in no case be utilised for meeting the share of the management for meeting the deficit of the College and that such income is best used for the improvement and expansion of the hostels themselves”.

*Building Fees:*

“...that the UGC has decided that no building fee should be charged by the College. The Committee welcome this decision and would further recommend that the College should submit every year a statement along with the audited accounts indicating the fee charged by the College and also such income except for hostels. Students’ accounts should not be taken into account while determining the grants. The Colleges, however, should be encouraged to raise donations from new alumni”.

**Endowment Fund**

“...that it has been further decided by the Commission that while communicating the revised basis for payment of grants to the Colleges the University may take an under-taking from the College concerned that they would have to fall in line with the rules framed/to be framed by the University in consultation with the UGC, in regard to the constitution of Governing Bodies, the mode of appointment of staff in the Colleges, Endowment Fund, number of students to be admitted, use of students’ Fund etc.

*Purchase of sound Equipment for*

“...that the UGC accepts the recommendation of the University for assisting colleges of Delhi University for sound equipment on a sharing basis of 50:50 subject to a ceiling of Rs. 6,000/- for each College”. (UGC No. F.4-7/69(CU), dt. 16-3-70)

**EXCURSION OF STUDENTS**

“...that the Commission at its meeting held on 1st December 1971 considered the guidelines proposed by the Delhi University for payment of T.A. & D.A. to students of B.A.(Hons.) and B.A. (Pass) course in Geography for field work excursion and agreed to support field work by students and for this purpose to provide assistance at the rate of 3rd class railway

(sleeper) fare and a per diem allowance of Rs. 5/- which in special cases like expensive localities may be raised to Rs. 8/-. The expenditure incurred on this account would be treated as approved expenditure for the purpose of determining maintenance grant to the college affiliated to Delhi University.

This would also apply to the students doing field work in other subjects....." (UGC No.F.1-35/70(CU-II), dt.20.12.71)

#### INSURANCE FOR CASH-IN-TRANSIT OR BANK PEON'S INSURANCE

"It has now been decided that the colleges may have the option either to have the insurance of the 'Cash-in-Transit' or the 'Bank Peon'. The expenditure on one of these two items would be treated as an approved expenditure for payment of maintenance grant in addition to the insurance of the Cashier".

The above decision would be applicable to both Day and Evening Classes of the Colleges receiving maintenance grant from the Commission w.e.f. 1971/72." (UGC letter No. F. 1-6/66 (CU-II) dated 17.2.72)

#### INCOME FROM UNCLAIMED CAUTION DEPOSITS

" ...The Commission had decided that the colleges concerned may not use lapsed caution deposits for meeting the Governing Bodies' share of maintenance grants of the colleges concerned. However, the amount could be credited to a separate fund to be used for payment on items which are not categorised or approved expenditure by the UGC but which may be considered necessary by the Governing Body of the Colleges e. g. compassionate grounds to the widow of a teacher killed in an accident, college ceremonies, extra expenditure on Magazines etc.

In the circumstances mentioned above the colleges concerned may be requested to keep a separate account w.e.f. the year 1967/68 in respect of lapsed caution money which should also include previous balances on this account and utilise the amount in the name indicated above with the approval of the Governing Body concerned. The statement of income

and expenditure under this 'Head' may be sent to the UGC alongwith the audited accounts of the College for the particular year concerned as usual.

The procedure indicated above in respect of lapsed caution money is not applicable to the colleges receiving maintenance grant from the UGC for Evening Classes (UGC letter No. F.5-4/67 (CU), dt. 28.11.67) which will continue to be determined as in the past."

#### INSURANCE OF LIBRARY/LABORATORY & OTHER BUILDINGS

"The expenditure on the following items is treated as approved expenditure for purposes of maintenance grants to Delhi Colleges :-

- (i) Insurance premium in respect of libraries/laboratories and other buildings, including their contents, against fire risk only on the basis of *national values separately assessed* in each case and not on the basis of regular depreciated value. (The expenditure of insurance of library books is met out of the grant of upto Rs. 15,000/- payable to Delhi Colleges on the basis of Rs. 15/- per student on roll).

It is not possible to accept the proposal...for insurance of the buildings, library books and furniture against riot and fire on the basis of the actual value of .....

- (ii) Actual expenditure on insurance of the Cashier and bank peon Expenditure that may be incurred by the college for insuring the cash-in-transit and the cash in safe, will not be treated as 'approved' (UGC letter No. F.18-2/68 (CU), dt. 26-10-68) expenditure for purposes of maintenance grant".

#### RELEASE OF 'ON ACCOUNT' MAINTENANCE GRANT

'On account' maintenance grants to the Colleges be paid as under w.e.f. 1970-71 :—

- (a) 1st instalment equal to 40% of the anticipated grant worked out on the basis of the budget estimates of the colleges for the same year may be released in April, provided

that the audited accounts for the last but one year, complete in all respects, are received through the Delhi University. In case of the colleges which have obtained loan from the Govt. of India, 1st instalment will be released if in addition a certificate to the effect that loan instalments due to be paid in the preceding year have been paid, is also received.

- (b) 2nd instalment may be released in September on the basis of 30% of the anticipated grant worked out on the basis of the budget estimates of the Colleges.
  - (c) The third and final instalment of the grant to be released in December/January to be determined after calculating anticipated deficit of the colleges after taking into account the revised estimates and the grants already released or paid to the colleges. The final instalment of the grant would be released only after the advance copy of the audited accounts of the previous year has been received in the Commission.
- (2) .....It may also be impressed upon them that the Budget and Revised Estimates may be sent to the Commission by the date already specified so as to avoid delay in the release of grants." (Vide U.G.C. letter No. F. 1-11/70 (CU-II) dt. 8-2-1971).

**BASIS OF PAYMENT OF GRANT TO THE DELHI UNIVERSITY CONSTITUENT/AFFILIATED COLLEGES FOR DIFFERENT SCHEMES**

<i>S. No.</i>	<i>Purpose</i>	<i>Recurring</i>	<i>Non-Recurring</i>																		
1		2	3																		
1.	Day Classes Non-Govt. Colleges affiliated to Delhi University (excluding Lady Irwin College)	Maintenance grant (excluding expenditure on B.Sc. teaching other than teaching staff) on the basis of 95% of the approved deficit i.e. approved expenditure minus approved income.	<p>Construction of:—</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">College Buildings</td> <td style="text-align: right;">50:50 basis</td> </tr> <tr> <td style="padding-left: 20px;">Men's Hostel</td> <td style="text-align: right;">50:50 "</td> </tr> <tr> <td style="padding-left: 20px;">Women's Hostel</td> <td style="text-align: right;">75:25 "</td> </tr> <tr> <td style="padding-left: 20px;">Staff Quarters</td> <td style="text-align: right;">50:50 "</td> </tr> <tr> <td style="padding-left: 20px;">Teachers' Hostel</td> <td style="text-align: right;">80:20 "</td> </tr> <tr> <td style="padding-left: 20px;">Warden's House</td> <td style="text-align: right;">75:25 "</td> </tr> <tr> <td style="padding-left: 20px;">Additions &amp; alterations &amp; other Development projects</td> <td style="text-align: right;">50:50 "</td> </tr> <tr> <td style="padding-left: 20px;">For various specific purposes i.e. purchase of books, equipment, water-coolers &amp; furniture etc.</td> <td style="text-align: right;">} 50:50 "</td> </tr> <tr> <td style="padding-left: 20px;">Purchase of Sound Equipment.</td> <td style="text-align: right;">50:50 "</td> </tr> </table> <p>In the case of Delhi University Maintained Colleges, grant is payable on cent per cent basis in respect of the above items.</p>	College Buildings	50:50 basis	Men's Hostel	50:50 "	Women's Hostel	75:25 "	Staff Quarters	50:50 "	Teachers' Hostel	80:20 "	Warden's House	75:25 "	Additions & alterations & other Development projects	50:50 "	For various specific purposes i.e. purchase of books, equipment, water-coolers & furniture etc.	} 50:50 "	Purchase of Sound Equipment.	50:50 "
College Buildings	50:50 basis																				
Men's Hostel	50:50 "																				
Women's Hostel	75:25 "																				
Staff Quarters	50:50 "																				
Teachers' Hostel	80:20 "																				
Warden's House	75:25 "																				
Additions & alterations & other Development projects	50:50 "																				
For various specific purposes i.e. purchase of books, equipment, water-coolers & furniture etc.	} 50:50 "																				
Purchase of Sound Equipment.	50:50 "																				



1	2	3
2. For B.Sc. teaching in Colleges (Excluding L.I. College  (UGC letter No. F. 1-7/65 (CU) dt. 16-4-68)	Laboratory Staff ...On cent per cent basis.  (within prescribed limits)  Maintenance & equipment of Labs. (Genl) B.Sc. Group 'A' Rs. 130/- p.s. per student B.Sc. Group 'B' Rs. 170/- p.s. per student Pre-Medical Rs. 120/- p.s. per student	<i>B.Sc. (General) Group 'A'</i> Construction of : (i) Laboratory Building ... Actual expenditure subject to a maximum of Rs. 1,50,000/- (including furniture & fittings) (ii) Equipment and books etc. ... Actual expenditure subject to a maximum of Rs. 50,000/-  <i>Note 1</i> In the case of University maintained colleges, grant is paid on cent per cent basis.
(UGC F. 1-7/65 (CU), dt. 1-5-65)	Maintenance of :— Botanical Garden Rs. 1000/- p.a. Harbarium & Museum Rs. 1000/- p.a. Botanical & Zoological Excursions. (i) Upto 40 students Rs. 1000/- (ii) More than 40 but less than 61 students Rs. 1500/- (iii) 61 students and above Rs. 2000/-	

The expenditure in this behalf will be treated as Plan expenditure.

The students of the B.Sc. (Hons.) Mathematics Classes who offer Physics and Chemistry as subsidiary subjects will also be included in the category of B.Sc. (Group 'A') students for purposes of payment of grant on cent per cent basis for maintenance and equipment of laboratories.

3. Lady Irwin College

(i) On cent per cent basis in respect of the following items :—

- (a) Maintenance of Labs. (within prescribed limits)
- (b) Approved Lab. Staff.
- (c) Library Books (within prescribed limit)
- (d) Approved Library Staff.

(ii) Maintenance grant on items of expenditure other than above is paid on 90% of the approved deficit i.e. approved expenditure minus approved income.

Development grants are payable to the College on 75.25 basis for non-recurring items and recurring expenditure is treated as "approved expenditure" for purpose of maintenance grant

143

4. Evening Classes  
(Non-Govt. Colleges)

Maintenance Grant on the basis of cent per cent of the approved deficit i.e. approved expenditure minus approved income :



The Commission agreed to the provision of the following facilities in each of the Colleges, where B.Sc. (Honours) teaching in Physics and Chemistry has been transferred.

**A. Non-Recurring**

- |       |   |  |
|-------|---|--|
| (i)   | Building (Laboratory, Lecture theatre, Lecture-cum-Tutorial rooms, Store Room, Departmental Laboratory etc. | 12,000 sq. ft. per College (6,000 for Physics and 6,000 for Chemistry) |
| (ii)  | Laboratory equipment including workshop and gas plant.  | Rs. 1,00,000   |
| (iii) | Books and Journals  |  |
|       | Physics   | Rs. 10,000   |
|       | Chemistry   | Rs. 10,000   |

**B. Recurring per College**

	<i>1st year</i>	<i>2nd year</i>	<i>3rd year</i>
--	-----------------	-----------------	-----------------

- |                                   |  |             |          |
|-----------------------------------|--|-------------|----------|
| (i) Teaching Staff :              |  |             |          |
| Physics                           | 2 Lecturers  | 4 Lecturers | 6 Lects. |
|                                   | 2 Lecturers  | 4 Lecturers | 6 Lects. |
|                                   | (i.e. addition of two Lecturers each year)   |             |          |
| (ii) Supporting Staff             | In accordance with the norms already accepted by the Commission for Science each year) |             |          |
| (iii) Maintenance of Laboratories | Rs. 100/- p.a. per student in Chemistry<br>Rs. 90/- p.a. per student in Physics.       |             |          |

The assistance to the Colleges for Non-recurring expenditure, as indicated above, will be on cent-per-cent basis and for recurring expenditure i.e. for teaching staff, supporting staff and maintenance of laboratories will be treated as approved expenditure for purposes of grant, subject to the above on the same basis as per B.Sc. (Genl.) Classes.

(U.G.C. letter No. F. 1-26/70(CU-II) dated 1st March, 1971.)

**BASIS OF ASSISTANCE TO THE COLLEGES AFFILIATED TO  
THE DELHI UNIVERSITY FOR STARTING B SC. (GEN.)  
GROUPS A AND B. W.E.F. 1967-68**

1. Assistance as detailed below may be provided for the purchase of books and equipment for each course :

<i>Group 'A'</i>	Equipment	Rs. 70,000
	Books	Rs. 30,000
		<hr/> Rs. 1,00,000 <hr/>
<i>Group 'B'</i>	Equipment	Rs. 1,05,000
	Books	Rs. 45,000
		<hr/> Rs. 1,50,000 <hr/>
<i>Group 'A' &amp; 'B'</i>	Equipment	Rs. 1,55,000
	Books	Rs. 75,000
		<hr/> Rs. 2,30,000 <hr/>

2. Assistance as detailed below may be provided for buildings for the various subjects.

(a) Group 'A' (Physics, Chemistry and Mathematics)

*Buildings :*

(i) Physics	Laboratory for 60 students and Electricity-cum-dark room.	2500 sft.
	Store room	600 sft.
	Preparation room	400 sft.
		<hr/> Total : 3500 sft. <hr/>
(ii) Chemistry	Laboratory for 60 students and Balance room.	2200 sft.
	Store room	600 sft.
	Preparation room	400 sft.
		<hr/> Total : 3200 sft. <hr/>

(iii) Common facilities	Gas House	600 sft.
	Workshop	600 sft.
	Two Lecture theatres each for 15 students.	1800 sft.
	Total	<u>3000 sft.</u>

(iv) Teachers' Room	12 Rooms	= 1800 sft.
	Total carpet area	3500
		3200
		3000
		1800
		<u>11500 sft.</u>
		5750 sft.
		<u>17250 sft.</u>
	Say...	<u>18000 sft.</u>

Estimated cost including services, fittings and furniture Rs. 5,40,000

(b) Group 'B' (Botany, Zoology & Chemistry)

(i) Botany	Laboratory for 60 students and store	2200 sft.
	Preparation room	300 sft.
	Museum	600 sft.
	Total	<u>3100 sft.</u>

(ii) Zoology	Laboratory for 60 students and store	2200 sft.
	Preparation room	300 sft.
	Museum	600 sft.
	Total	<u>3100 sft.</u>

(iii) Chemistry	As per details for group 'A' including Gas House.	3800 sft.
-----------------	---	-----------

(iv) Common facilities	Lecturer theatres (3)	2700 sft.
	Animal House and Shed room	400 sft.
(v) Teachers' Rooms	12 rooms	1800 sft.
	Total carpet area = 14,900 sft.	
	Total plinth area = 22,350 sft.	
Estimated cost including services fittings and furniture.		Rs. 6,60,000

(c) *Group 'A' and 'B' (both)*

Building (fittings and furniture)	For Gp. 'A' upto	Rs. 5,40,000
	For Gp. 'B' upto	Rs. 6,60,000
	Total :	Rs. 12,00,000

3. Grants Non-recurring items be paid on the basis of 75% of the expenditure.

(U.G.C. letter No. F.1-17/67 (CU) dt. 28-12-1967).

**LIMIT OF NON-RECURRING EXPENDITURE FOR  
THE PURCHASE OF FURNITURE AND EQUIP-  
MENT BY NEW COLLEGES**

“.....In view of the increase in the cost of various items of furniture and equipment, which the colleges have to purchase, the UGC has decided to revise the limit of expenditure in this connection from Rs. 40,000/- to Rs. 60,000/- for colleges started from the year 1967/68. The Commission would pay a non-recurring grant not exceeding Rs 30,000/- on 50:50 basis to such colleges for the purchase of furniture and equipment.

In case these colleges need furniture and equipment beyond the limit indicated above, the proposals will be considered by the Commission on merit of each case, after full details have been supplied through Delhi University”

(UGC No. F. 1-13/68 (CU), dated 27-3-1972)

### ITEMS OF APPROVED INCOME

The following are the items of fees charged which would be taken into account while determining the income of the College :—

- (1) Admission fees.
- (2) Tuition fees and Laboratory fees
- (3) Reading room and Library fees
- (4) Prospectus-Magazine-House Examinations and Medical fees.
- (5) Garden fee-Electricity fee if any
- (6) Fines recovered from students
- (7) Rent realised from all sources e.g., Canteen, UPSC etc.
- (8) Recoveries made on account of loss of books-breakage of apparatus etc.
- (9) Cycle custody fee
- (10) Other fees such as for Identity Card etc.

### ITEMS OF APPROVED EXPENDITURE :

The following are the items which would be taken into account while determining the expenditure of the College :—

- (1) Pay and allowances of the teaching. (The pay is approved by University/UGC and the total strength is determined by the teacher-pupil ratio laid down).
- (2) Pay and allowances of the non-teaching staff (strength laid down by the UGC).
- (3) Travelling allowance to teachers Rs. 1,000/- (Maximum) for attending approved conference (vide UGC letter No. F.1-6/66 CU datedd 27-5-67)
- (4) Repairs of building-Actual expenditure-white washing and minor repairs to be done every year and polishing once in two year-Expenditure on special repairs of the College building including Principal's house to be treated as approved expenditure-provided the expenditure is incurred with the prior approval of UGC as no depreciation fund is created for the Colleges.
- (5) Land-lease rent-Actual



- (6) House tax for Principal's Bungalow-Actual
- (7) Garden including play-fields maintenance-Actual
- (8) \*Repairs and replacement of furniture and equipment (including water cooler repair) Rs. 6,000/- p. a. (vide UGC letter No. F. 1-6-66 (CU) dated 27-5-1967).
- (9) Water charges-Actual charges including the playgrounds but excluding Hostels, Principal's house and staff quarters.
- (10) Electricity charges-Actual charges but excluding Hostels, Principals's house and staff quarters.
- (11) Audit fee-Not exceeding Rs. 600/- p.a.
- (12) Postage—Actual
- (13) Advertisement—Actual
- (14) Telephones-Two-One for office—one for Principal's residence.
- (15) Printing & Stationery including identity cards and prospectus (including printing of cards for Tutorials and Preceptorials scheme)—Actual.
- (16) Annual Day including Prize Distribution—Not exceeding Rs. 1,500/-.
- (17) Uniforms for Class IV staff (According to the schedule laid down by the University.)
- (18) Insurance for the Cashier and Bank Peon\*\* or cash in transit—Actual.

---

\*Items on which normal expenditure on repairs and replacement is to be incurred are given blow :—

Water cooler, cycles, typewriters, duplicating machines, garden implements, locks, fans, torches (including purchases of cells), heaters, clocks, electric kettles, sign boards recaning of chairs, curtain clothes (including fittings) purchase of tumblers, cushions for chairs, bags, umbrellas, ckicks. wooden boxes for stores, earthen pitchers, buckets, brooms for sweepers and polishing of black boards, bulbs, and other electric equipment etc.

In the case of colleges which have existence for three years it will be open to meet expenditure on purchase of new articles of furniture and equipment, in addition to incurring expenditure on repairs and replacement, within the prescribed ceiling.

In the case of colleges having completed 5 years of existence, the ceiling of Rs. 6,000/- has been raised to Rs. 8,000/- per annum. The admissible expenditure in the case of extended colleges may be increased by 25%. This will take effect from 1972-73. U.G.C. Letter No F-1-6/66 (CU-II) dated 28th September, 1972.

\*\*Vide U.G.C. letter No. F. 1-6/66 (CU-II) dt. 17-2-1972

- (19) Insurance of Lib. Lab. and other buildings
- (20) Contingencies—Actual.
- (21) House Examination—Actual expenditure in a particular year provided it does not exceed the income.
- (22) College Magazine—Actual expenditure in a particular year provided it does not exceed the income.
- (23) Medical Charges—Actual
- (24) Cycle Custody—Actual
- (25) Library-Books Journals, Magazines, News papers and contingent expenditure (Binding-Library accessories) Cataloguing, Cabinets, Racks for Stacks & Counters-Insurance of Library Books, if any.  
Rs. 15/- per student on rolls subject to a maximum of Rs. 15,000 Revised UGC No. F-1-35/67 (CU) dated 18-2-68.  
Rs. 22,500 in the case of extended Colleges UGC No. F-5-2/68 (CU) dated 18-3-68 in addition to the actual fees collected for Library and reading room.
- (26) Travel Fare, (Second class one-way only) to the lecturer-candidates called for interview.
- (27) Leave Travel Concession
- (28) Bursar allowance of Rs. 100/- per month
- (29) Bank Peon's Allownce Rs. 5/- p.m.
- (30) Payment of DA for (Geography fieldwork) Excursions.

#### STATEMENT TO BE SENT TO UGC FOR INFORMATION

The following income and expenditure statements should be prepared and sent to the UGC for information :—

- (1) As far as possible a consolidated fee be charged for students society activities and a separate income and expenditure account be maintained (This relates only to the fees which are directly collected by the colleges).
- (2) Sports fees
- (3) Hostel Accounts
- (4) Building fees. In this case the college should see that the income from this is in no case used to meet the deficit.

- (5) Students Aid Fund
- (6) Caution money/security-received and refunded
- (7) Donations received for specific purposes.

The expenditure incurred on the T.A. and D.A. of the members of the Governing Body and other incidental expenditures for the meetings of the Governing Body would not be treated as an approved expenditure for the purposes of the maintenance grant.

The college should prepare the Budget for a particular year and send the same to the Commission by 30th September, in the preceding year.

The College should submit the balance sheet as well as the income and expenditure statements clearly indicating all the income and Expenditures' out of the Endowment Fund, Students' Fund, Provident Fund, Hostel Accounts, Fees Accounts and grants received by the colleges *i.e.*, in other words, the Balance-sheet should clearly indicate the financial position of the Governing Body of the College.

#### CERTIFICATES TO BE SENT ALONG WITH THE ANNUAL AUDITED ACCOUNTS

- I. Certificate from the Chairman or Treasurer of the Governing Body of the College to the effect that the College has fulfilled the conditions of grant. This should be countersigned by the Vice-Chancellor.
- II. Certified that the Provident Fund and House Rent Allowance and City Compensatory Allowance have been calculated and paid according to rules.
- III. Certificate to the effect that no expenditure incurred on account of Governing Body is included in the accounts.
- IV. Certified that no expenditure on account of hostels, staff quarters and sports has been booked in the general accounts submitted for payment of grant.
- V. Certificate to the effect that the Accounts include only the actual income received and actual expenditure incurred during the year.

- VI. Certified that the pay and allowances charged in the Accounts represent the actual payment made during the year and the calculations are correct.
- VII. Certified that the leave granted to the members of teaching and non-teaching staff and the leave salary charged in the Accounts on this account is in accordance with the approved rules.
- VIII. Certified that water-expenditure charged is only for the College Building and not for Hostel, Staff quarters and Principal's residence.
- IX. Certified that Electricity-Expenditure charged is only for the College Building and not for Hostel, Staff quarters and Principal's residence.
- X. Certificate to the effect that the liveries supplied to the Class IV Staff and the expenditure incurred thereon does not exceed the schedules laid down by the Delhi University.
- XI. Certificate to the effect that all the fees mentioned in the College prospectus and charged from the students during the year have been included as Income of the College in Income and Expenditure statement.
- XII. Certified that only one-way Second Class railway fare was paid to the candidates called for interview for the post of Lecturers from outside Delhi in accordance with the Rules prescribed by the Delhi University.
- XIII. Certified that the travelling allowance bills submitted by the staff for their journey to their home town and back during the year were scrutinised and payment has been made in accordance with the prescribed Rules.

**DETAILS OF EXPENDITURE TO BE SUPPLIED  
ALONGWITH THE AUDITED ACCOUNTS**

(UGC No.F.1.52/70(CU-II), dt. 18.11.1970)

- (1) Details regarding the expenditure on Rent Rates and Taxes
  - (a) Repair to College building
  - (b) Garden and play ground
  - (c) Contingencies (General expenses)

- (d) Insurance premiums separately for each item
- (2) Statement of number of students on the roll of the College
  - (3) Statement of teachers who remained on Study Leave during the year to which the accounts relate to
  - (4) Statement of Laboratory Staff
  - (5) Statement of the staff who left the College during the course of the year.

The above information may please be supplied invariably with the audited accounts in future through the University of Delhi.

---

NORMS PRESCRIBED FOR "EXTENDED COLLEGES"

(vide U.G.C. letter No. F. 20/66 (CU) date 18-7-1966.)

*Teaching Staff*

The norms already laid down regarding teacher-pupil ratio in respect of Day Classes of the Colleges should be followed to determine the strength of the additional teaching staff taking into consideration the overall enrolment of the College.

*Vice-Principal*

A teacher in the Senior Grade should be appointed as a Vice-Principal in addition to his own duties and he may be paid a special fixed allowance/pay of Rs. 150/- per month, to help the Principal in looking after the additional work.

*Ministerial Staff*

1. On Assistant in the grade of Rs. 210-425
2. One Assistant in the grade of Rs. 130-280
3. One Clerk in the grade of Rs. 110-180

Two additional posts in the category of Class IV staff.

*Library Staff*

For Library working 12 hours a day :

*No. of books*

*Library Attendants*

*Physical Instructor*

An additional part-time Physical Instructor could be appointed in Women's College only. If a part-time Physical Instructor is not available, a full-time Physical Instructor may be appointed.

*Type writer*

One more Type-writer may be purchased on cent per cent basis.

*Buildings*

Ordinarily additional accommodation should be provided only in respect of—

- (a) Library accommodation
- (b) Accommodation for larger canteens and
- (c) N.C.C. Stores,

As regards (a), the extension should be made wherever possible in the present Library accommodation to seat 300 student in all at one time.

As regards (b), the extension of existing canteen facilities to cater for 200 students at one time may be made and that inexpensive construction wherever possible be adopted in each case.

With regard to (c) one or two N.C.C. Stores not exceeding the area of 400 sq. ft. may be constructed.

#### BASIS OF PAYMENT OF THE GRANT

1. The Evening Classes in Delhi Colleges may be treated as a permanent feature and the staff now employed may be confirmed in accordance with the University rules provided the strength of the staff does not exceed the limit laid down.

2. The salaries of the teaching staff other than those taken from the Camp College who have been appointed on more than the minimum of the scale should be got approved in the same manner as for the teachers for the Day Classes.

A separate reference will be made with regard to the fixation of salary of the teacher taken over from the Camp College, as well as the scale of pay of the Vice-Principal and any allowance that may be payable to the Principal of the College for looking after the Evening Classes.

3. The number of students in the Evening Classes should be limited with reference to the accommodation and facilities available and also within any limits laid down by the University.

4. While all the Colleges may provide facilities for courses in major subjects for the B. A. degree, facilities for subjects which are not offered by a large number of students should be restricted in a few of the Colleges only by mutual arrangement in consultation with the Delhi University.

5. For purposes of grant for the Evening Classes a teacher pupil ratio of 1:20 is considered appropriate at the present stage.

(UGC 1:20 for B.A. (Pass) and 1:12 for B.A. (Hons.)  
No. F.1-35/66 (CU) dated 30-10-1969)

6. The College should have separate teaching staff for Evening Classes and as far as possible, separate administrative, Library and Class IV Staff, the strength of such staff to be determined by the UGC.

#### VICE-PRINCIPAL-PAYMENT OF ALLOWANCE

The Evening Classes may be looked after by the Vice-Principal who may be placed in the senior grade of lecturers.

The Principals of Day Classes be paid a fixed allowance of Rs. 100/- p.m. for being in overall charge of the Evening Classes"

(UGC No. E.1-24/70 (CU-II), dated 18-7-1972)

"...the UGC has accepted the proposal for payment of a special allowance of Rs. 150/- p. m. to the Vice Principal Incharge of the Evening Classes with effect from the academic year 1972/73..."

"...that payment of this allowance to the Vice-Principal-incharge will not effect the payment of allowance of Rs. 100/- p.m. to the Principals of Colleges having Evening Classes for functioning as an overall incharge of these Classes".

(UGC No. F.1-44/61 (CUP), dated 14-5-1962)

## APPROVED ITEMS OF INCOME

*Evening Classes*

The following items of income and expenditure will be taken into account while determining the grant of the Colleges for Evening Classes :—

- (a) Tuition fees
- (b) Admission fees (the same rates as for Day Classes)
- (c) Reading Room and Library fees.
- (d) Prospectus-Magazine-House Examination and Medical fees.
- (e) Garden fee-Electricity fee if any
- (f) Fines recoverd.
- (g) Recoveries made on account of loss of books.
- (h) Cycle custody fees.
- (i) Other fees, such as for identity cards etc.

*Expenditure :*

- (a) Pay and allowances of the teaching staff (provided that this is approved by the University U.G.C.)
- (b) Pay and allowances of non-teaching staff
- (c) Travelling allowance to teacher—Rs. 750/- maximum for attending approved confenence. (F. 1-3/69(CU) dt. 7-1-70)
- (d) Repairs to buildings (to be entire charge of the Day Classes).
- (e) Repairs and replacement of equipments and furniture Rs. 1500/- (1-1-12/69 (CU) dt. 25-2-69)
- (f) Water charges- Actual charges to be shared 50:50 between the Day and Evening Classes.
- (g) Electricity charges-Actual charges to be shared in the ratio of 1/3:2/3 between the Day and Evening Classes.
- (h) Audit fee-Rs. 300/-
- (i) Postage Actual.
- (j) Advertisement-Actual
- (k) Telephone-one Efforts to be made to have this on monthly basis.



- (l) Printing and Stationery-Actual.
- (m) Annual Day including Prize Distribution-Rs. 1,000/-
- (n) Liveries for Class IV staff-In accordance with the University staff rules.
- (o) Insurance for the Cashier & Bank peon or cash-in-transit.
- (p) Contingencies—Actual
- (q) House Examination—Actual expenditure in a particular year provided it does not exceed the income.
- (r) College Magazine—Actual expenditure in a particular year provided it does not exceed the income.
- (s) Medical Charges—Actual.
- (t) Cycle Custody—Actual
- (u) Library—Books, Journals, Magazines Rs. 5/- per student Newspapers and Contingent expen- on roll subject to a diture (Binding—Library accessories) a maximum of Cataloguing, Cabinets, Racks for Rs. 5000/- in addition to the actual stacks and Counters—Insurance of fees collected for Library Books, if any. Library and reading room.
- (v) Bank Peon's Allowance—Rs. 5/- p.m.
- (w) Vice Principal's Allowance—Rs. 150/- p.m.
- (x) Rent for extra accommodation, if any, with the approval of the University Grants Commission.
- (y) Freeships to be restricted to 20% of the income from tuition fees.

8. The following income and expenditure statements should be made available to be University Grants Commission in addition to the Balance Sheet and income and expenditure statement for the purpose of 7 above.

- (1) As far as possible, a consolidated fee be charged for students Society activities and a separate income and expenditure account be maintained. (This relates only to the fees which are directly collected by the Colleges).
- (2) Sports fees.

- (3) Building fees. In this case the College should see that the income from this is in no case used to meet the deficit.
- (4) Students Aid Fund.
- (5) Caution money/Security-received and refunded.
- (6) Donations received for specific purposes.

9. Since the University Grants Commission have to meet the entire deficit any surpluses that may accrue from the fees realised after meeting the expenditure in a particular year for (a) Student Society activities, (b) Sports fees (c) Caution money/Security and (d) donation recovered will be taken into account while determining the deficit. No grant will, however, be paid to make up a deficit if in any year the expenditure on those items exceed the income.

10. No assistance will be given for the buildings and furniture for the Evening Classes as the facilities provided for Day Classes should meet the needs of the case. Any assistance that may be required for the office equipments will be considered on individual merits in each case.

## NORMS AND STANDARDS FOR THE COLLEGE BUILDINGS IN DELHI

The Panel on University Buildings examining the norms and standards for college buildings recommended that the accommodation that may be provided for various purposes in the college buildings to be constructed in Delhi be as follow :—(vide U.G.C. letter No. F. 1-1/65 (CU) dated 30-9-1965).

### 1. Lecture Rooms :

- (a) To seat 100 students .. 2 @ 10 sft. per student. 2,000 sft.
- (b) To seat 75 students .. 6 @ 10 sft. per student. 4,500 ,,
- (c) To seat 40 students... 6 @ 12 sft. per student. 2,880 ,,
- (d) To seat 15 students ..10 @ 15 sft. per student. 2,250 ,,

In the case of colleges having B.Sc. classes also, the number of Lecture Rooms of 75 students may be reduced from 6 to 4 as a similarly number (two) is provided for with the Science Laboratories.

## II. *Library :*

- |  |            |
|--|------------|
| (a) Stack accommodation to be provided for 20,000 books, with provision for expansion upto 50,000. | 1,500 sft. |
| (b) Reading room accommodation to be provided for 150 students at a time @ 20 sft. per reader.     | 3,000 ,,   |
| (c) Other normal accommodation for a Library.  | 500 ,,     |

## III. *Teachers' Rooms Block :*

50 rooms with an area upto 100 sft. each to be built in stages : 20 rooms at the first stage and the remaining to be provided as the staff increases, the rooms to be used as sitting-cum-small tutorial rooms. 2,000 ,,

## IV. *Administration :*

- |   |            |
|---|------------|
| (i) Principal's room attached with a bath room, P. A.'s room and a retiring room. | 600 sft.   |
| (ii) Bursar's room  | 150 sft.   |
| (iii) Office  | 600 sft.   |
| (iv) Office records and Stationery  | 500 sft.   |
| (v) Stores (General)  | 800 sft.   |
| (vi) Staff common room for teachers   | 600 sft.   |
| (vii) Common room for Boys  | 500 sft.   |
| (viii) Common room for Girls  | 250 sft.   |
| (ix) In case where only one common room is to be provided for Boys or Girls       | 600 sft.   |
| (x) Canteen including N. R. S. Centre   | 1,600 sft. |
| (xi) Sports Store   | 500 sft.   |

V. Auditorium for 600 @ 7 sft. per student with a proper projection room and stage which should be designed for amateur college plays but total floor area including stage lobbies etc., may be between 5,500 to 6,000 sft. and built up area may not exceed 7,500 sft.

## VI. *B.Sc. Laboratories for Physics-Chemistry :* *Physics—40 students-*

- |                               |            |
|-------------------------------|------------|
| (1) Main Laboratory           | 1,200 sft. |
| (2) Electricity-cum-Dark Room | 600 sft.   |

- |                      |          |
|----------------------|----------|
| (3) Store Room       | 400 sft. |
| (4) Preparation Room | 100 sft. |

*Chemistry*—40 students.

- |                      |            |
|----------------------|------------|
| (1) Main Laboratory  | 1,600 sft. |
| (2) Balance Room     | 300 sft.   |
| (3) Store Room       | 400 sft.   |
| (4) Preparation Room | 300 sft.   |

VII. *Common facilities :*

- |   |            |
|---|------------|
| (1) Gas House   | 500 sft.   |
| (2) Workshop  | 600 sft.   |
| (3) Lecture Theatres (to seat 75 students each<br>@ 12 sft. per student.) | 1,800 sft. |

VIII. *Health Centre* (for check-up purposes only)

IX. *Small Gymnasium.*

X. *Accommodation for N.C.C.*

Accommodation to be provided for the last three (VIII, IX and X) will be determined in consultation with appropriate authorities.

The accommodation recommended above is for a total strength of 1,000 students and if in a particular case a college decides to reduce the maximum number of students that may be enrolled, suitable *pro rata* modification may have to be made.

The accommodation except that of the auditorium is indicated in terms of carpet area and can be converted into built up area under the usual formula, i.e., by adding 50% of the corresponding carpet area.

“...the UGC requested that while sending the building plans and estimates for acceptance by the Commission, the period within which the building is expected to be completed may be intimated.”  
(UGC F-33-6/64 (CU) dated 8-5-1968.)

---

**SUMMARY OF IMPORTANT RECOMMENDATIONS MADE BY U.G.C.  
REGARDING CONSTRUCTION OF HOSTELS**

1. Living rooms are to be arranged in such a way that they get the maximum benefit of the prevailing breeze and avoid as much as possible of western exposure.
2. An area of 85-90 sq- ft (7.9 to 8.4 sq. m) for single seater room, 75-80 sq. ft. (7.0 to 7.4 sq. m) per student for two seater and 70-75 sq. ft. (6.5 to 7.0 sq. m) per student for a three seater room would be adequate for an undergraduate hostel. For Postgraduate and research students the room area should not exceed 100 sq. ft. per student.
3. Dining area should be designed to accommodate not more than 2/3rds strength of the hostel at the rate of 10-12 sq. ft. (1.0 to 1.1 sq.m.) per person and kitchen-pantry area at the rate of 5-7 sq. ft. (0.5 to 0.7 sq.m.) per student.
4. The following provision for toilet facilities are recommended :
 

(i) W.C.	one per	10 men students 8 women students
(ii) Urinals	one per	8 students
(iii) Wash basins	one per	8 students
(iv) Bath with a shower	one per	8 men students 6 women students
5. Area for common room may be 500-650 sq. ft. (46.5 to 60.4 sq. m.)
6. It should be the endeavour of architects and planners to plan the hostel in such a way that the built up area per student is generally not more than 2.3 to 2.5 times the floor area per student within the room.
7. Increase in the working stress of concrete alone cannot lead to economy unless the working stress in steel is also correspondingly increased.
8. Economy in R.C.C. frame-work depends to some extent on the judicious choice of the concrete mix for the various components. It is advantageous to use a mix of 1: 1½ : 3 or even 1 : 1 : 2 for members which are predominantly in compression. The normal 1 : 2 : 4 mix can be adopted

for members subject to flexural stresses. It is, however, better to design the mix and use quality controlled concrete.

9. Where foundation exploration shows special features and where the structure is heavy, needing special foundation study, qualified foundation experts should be consulted. The date should be properly analysed and alternative foundation designs prepared in order to arrive at the most economical solution.
10. The area of windows may vary between 12% to 25% of the room area.
11. The cost of normal internal water—supply and sanitation should be about 7½% of building cost.
12. The cost of internal electrification should be about 7½% to 10% of building cost. This will not include the cost of fan.
13. Ceiling cost of moveable furniture may be Rs. 150/- per student.
14. Ceiling cost per hostel may be worked out at any place on the basis of norms for space utilisation and specifications outlined in the report and the prevailing cost of construction.

**Subject :—DELHI UNIVERSITY CONSTITUENT COLLEGES : CONSTRUCTION OF RESIDENCE FOR WARDENS' HOUSE**

The University made a proposal for construction of a Warden's House for every 100 students in a hostel. The UGC has conveyed its acceptance to the proposal, subject to the following condition.

(a) The area of the Warden's House will be 1,400 sq. ft.

(vide U.G.C. lett No. F. 3-7/70 (CU—II) dated 8-12-70) :

**Subject :—CONSTRUCTION OF RESIDENCE FOR WARDENS OF HOSTELS-PATTERN OF ASSISTANCE FOR THE :**

... that the Commission's assistance for the construction of Warden's House will be 75% of the approved cost (vide U.G.C. letter No. F. 3-7/70(CU-II) dated 12-2-1971).

The matter was considered by the Commission at its meeting held on 5th May 1971. The Commission while reviewing its earlier decision regarding assistance to colleges for Teachers' Hostels decided that :—

- (a) The ceiling for UGC assistance available to a college for construction of teachers hostel on the approved sharing basis of 80 (UGC) : 20 (College) would be limited to Rs. three lakhs.
- (b) A college, if it so desires, may provide for an area per unit of accommodation upto 50% above the norm of 720 sq. ft. provided in the schemes already in operation.
- (c) Colleges with at least 10 years standing would be eligible for assistance under the scheme; and ordinarily the strength of the teaching staff should not be less than forty.

With regard to the suggestion that 20% of the college contribution may be met out of the approved cost of Provident Fund or Endowment Fund, the Commission desired that this may be discussed with the University in the first instance.

*(UGC letter No. F. 1—54/70 (CU-II) dated 19-5-1971.)*

**SPECIMEN PROFORMA PRESCRIBED BY THE UGC FOR  
SUPPLY OF TENDER INFORMATION**

**(U.G.C. No. F. 33-45/61 (CU-II) dated 15-1-1963.)**

1. Name of Work viz. sub-head : Sanction received under U.G.C. letter No.        dt.
2. Amount as per preliminary estimate sanctioned by U.G.C. for above sub-head.
3. Amount of detailed estimate on the basis of C.P.W.D.
4. Amount put to tender.
5. Details of number of tenders received and their amounts.
6. Reasons of accepting the lowest tender if higher than the estimated amount.
7. Reason if lowest tender is ignored,

**RULES LAID DOWN BY THE UNIVERSITY GRANTS COMMISSION  
FOR THE ESTABLISHMENT OF STUDENTS' AID FUND  
IN THE COLLEGES**

1. Each College may have a Students' Aid Fund.

2. The object of this Fund is to render financial assistance to poor students to meet their tuition or examination fees or to purchase books or similar other expenses. Limited assistance be given to the students to meet their hostel, mess, clothing or medical expenses, if their needs are considered genuine. Interest-free loans may also be granted to the deserving students from Students' Aid Fund. No scholarship or stipend will be given from this Fund.

3. The constitution, functions and administration of the Fund shall be framed by the College and financial assistance shall be given to poor students in accordance with the rules framed under the constitution of the Fund.

4. The contribution from the students towards this Fund will be on a voluntary and not on a compulsory basis.

5. The Commission will give a lump-sum grant towards Students' Aid Fund to the Colleges each year. Its contribution will comprise two parts—basis and incentive. The former would be determined on the basis of the number of students on the roll of the College on first October of the year preceding the one to which the grant relates as detailed below :—

500 students or below	Rs. 500/-
Between 501 to 750 student	Rs. 750/-
Between 751 to 1000 students	Rs 1,250/-
Between 1001 to 1250 students	Rs. 1,5 0/-
1251 and above	Rs. 2,000/-

The incentive contribution would be equal to the amount raised by the Institution towards Students' Aid Fund during the previous year subject to a ceiling of Rs. 1,000/-. The maximum contribution of the Commission to a College in a year shall not exceed Rs. 3,000/-.

6. The Fund will be administered by the College concerned. Students will be associated in suitable manner with the body appointed to administer the Fund.



7. The Principal of the College will be the Chairman of the Managing Body of the Fund.

8. A copy of the constitution and rules framed thereunder shall be sent to the University Grants Commission. A copy of the report of the administration of the Fund shall also be sent to the Commission every year.

9. Contribution to the Students' Aid Fund by the Committee of Management of the College from the College Fund is not permissible. The members of the Committee of Management or the Governing Body may, however, contribute personally to the Fund if they so desire.

10. Fines collected from the students are not to be included in the Fund for calculating the share of the University Grants Commission.

11. The Fund is not to be used for giving prizes, rewards etc., to students.

12. Audit fee or related expenditure are not to be met from the Students' Aid Fund. These may be met by the College from its own funds.

---

For Schemes of G.P.F.-Cum-Pension-cum-Gratuity and C.P.F. cum-Gratuity applicable to the College affiliated to the University of Delhi in receipt of maintenance grant from the University Grants Commission—see Delhi University Colleges Retirement Benefit Rules 1970.

**Subject : INVESTMENT OF PROVIDENT FUND IN FIXED DEPOSIT  
IN THE SCHEDULED BANKS :**

..... that the UGC does not favour investment of moneys in fixed deposits in Scheduled Banks-money are allowed to be kept in Banks for short periods only i.e. pending their utilization/investment. It is, therefore, suggested that the investment of the funds of Delhi Colleges in receipt of maintenance grant from the Commission may be made in securities as mentioned in condition (15) of the conditions of UGC grants to the Constituent Colleges i.e. in Government securities including saving certificates.

The above decision has been arrived at by the Commission in consultation with the Government of India, Ministry of Education and Youth Services.

*(UGC No. F. 1-9/61 (CU), dated 29.7.1969)*

The Government would prefer if the investable funds of the colleges in receipt of maintenance grant from the UGC, are invested in the Government securities. The investment can also be made in the post office time deposits for one year, three years or five years which carry substantially high rates of interests equivalent to the rate given by banks".

The investment out of the Provident Fund may, therefore, please be made in accordance with the above suggestion of the Government of India.

*(UGC No. F. 1-9/61 (CU), dated 27.6.1970)*

### OVER-TIME ADMISSIBILITY

The Committee considered in detail the question of payment of honorarium to non-academic staff. The Vice-Chancellor pointed out that sometime it is unavoidable to employ the staff for long durations during peak season relating to a particular item of work for example during the examination days. The staff employed in the examination Branch has to work for long periods during the busy season. Besides the pressure of the work during such season was great that it becomes necessary even to draw staff from other branches to meet the requirements of the work. For such situations and similar cases, he felt that it will be inappropriate to enforce the limit of 1/3. The members pointed out that in Government, the limit of 1/3 is rigidly adhered to on the payment of overtime, though there was no such limit for the payment of honorarium. The Vice-Chancellor said that it was not necessary for us to necessarily follow Government rules in all cases if they did not suit the requirements of the University. He suggested that he was not advocating complete relaxation of the limit of 1/3, but what he was suggesting was that 1/3 limit which was enforced with reference to monthly emoluments may be enforced in respect of annual emoluments. The Committee accepted the suggestion and it was decided that the position may be reviewed after a period of 6 months. A member pointed out that it was not appropriate to pay overtime allowance to the Supervisory staff. The matter was discussed in detail and it was decided that no overtime allowance should be paid to the supervisory staff i.e. to Superintendents and employees in higher cadres.

- (a) The decision regarding inadmissibility of over-time Allowance applies to supervisory Staff i.e. Superintendents and employees in higher cadres in colleges also and
- (b) that the 1/3 limit applicable with reference to monthly emoluments has been made applicable to \*annual emoluments

(*vide* letter No.35(2)71-CB/24869 dt. 7-8-1970) *E.C.—12.4.70*

Reduction of expenditure on overtime allowance during the present emergency :

That with a view to effecting economy in the expenditure on overtime allowance during the present emergency, the President

---

\*Since revised to monthly emoluments. *Vide E.C. dated 28-2-73.*

has been pleased to decide that the rates of overtime allowance indicated in para 6 of this Ministry's Office Memorandum No. F. 9(5)-E. II (B)/60 dated the 1st June, 1961 will be revised as in the Annexure. The overtime allowance will be allowed uniformly at the revised rates on working days, Sundays and all other holidays. The grant of overtime allowance will, however, continue to be subject to other existing conditions including those laid down in this Ministry's Office Memorandum No. F. 9 (II)/E. II (B)/64 dated the 2nd March, 1965.

2. These orders will take effect from the 1st January, 1966.

x x x x

#### ANNEXURE

<i>Emoluments</i>	<i>Overtime allowance per hour</i> Upto the first one hour in excess of the prescribed after Therehours of work.
Rs. 50 and above but below 100 NIL	0 40
„ 100 and above but below 150 NIL	0.65
„ 150 and above but below 200 NIL	0.95
„ 200 and above but below 250 NIL	1.25
„ 250 and above but below 300 NIL	1.55
„ 300 and above but below 350 NIL	1.80
„ 350 and above but below 400 NIL	2.05
„ 400 and above but below 450 NIL	2 35
„ 450 and above but below 500 NIL	2.60
„ 500 and above but below 550 NIL	2 90
„ 550 and above but below 600 NIL	3.20
„ 600 and above	3.45

*(O.M.F. 9(15)-E II(B)65-dt 31-12-65) Ministry, of Finance Govt. of India.*

*Subject :* Compensation for duty in Government offices on Sundays, Weekly or Fortnightly offs, Second Saturday and on public holidays.

To say that the President is pleased to decide that the Staff who are required to perform duty for the full prescribed hours of work on Sundays (or other weekly or fortnightly off-days or Second Saturdays) should, as a rule, be granted compensatory leave in



Committee or Committees appointed by the above authorities.

- (i) *Journeys by Rail* : One and a half 1st class fare for the members each way from his permanent place of residence to Delhi and back.
- (ii) *Journeys by Road* : Rs. 0-32 paise per Km. from residence to Railway station and back; and Railway Station to place of duty and back.
- (iii) *Daily Allowance at Delhi*

(A) *Those who are not residing in Delhi*

*For salaried employees in receipt of pay exceeding Rs. 1000/- p.m.*

Rs. 19-50 for the 1st Rs. 1000/- plus 90 paise for every additional Rs. 250/- or fraction thereof subject to a maximum of Rs. 23.50.

In the case of members of the Authorities (namely, the Court, the Executive Council, the Academic Council, and the Faculties etc.) whose daily allowance cannot be based on the pay drawn by them, the rate of daily allowance admissible to the Vice-Chancellor shall apply to them. (Rs. 23.50)

(B) *Those who are residing in Delhi and come for University work :—*

<i>Nature of the Conveyance used.</i>	<i>Rate of Conveyance Allowance.</i>
(1) Owned Car	Rs. 0.50 per Km.
(2) Owned Scooter	Rs. 0.20 per Km.
(3) Owned bicycle	Rs. 0.10 per Km.
(4) Hired Conveyance	Actual conveyance charges to be reimbursed subject to the member giving a certificate regarding mode of conveyance used and the actual amount paid.

*Note 1*

1. For purposes of calculating the distance of journey performed by the member, it may be reckoned from the place of work of the person concerned to the University and back if the journey performed was on a working day, and from the place of residence of the member to the University and back if the journey performed was on a Sunday or a holiday.

2. Payment of conveyance charges be made to persons living beyond the radius of one mile from University for attending meetings of the Authorities, Committees, etc. and that no conveyance charges be paid to persons living in the University Campus and within the radius of one mile.

3. Dearness pay will be treated as pay for purpose of calculating daily allowance.

4. In the case of travel by lower class, members will be entitled to actual rail fare paid plus incidental charges at the rate of class to which they are entitled.

5. In the case of travel by Air no incidental expenses are payable. Special Sanction of VC/PVC (if the distance is less than 750 Kms.) and of Registrar/VC/PVC if the distance is more than 750 Kms. will have to be obtained for travel by air.

6. In the event of journey having been performed by taking a single seat in taxi, bus etc. the mileage allowance will be payable at the following lower rates :—

Class	I	0.16 P. per mile.
„	II	0.12 P. per mile.
„	III	0.09 P. per mile.
„	IV	0.06 P. per mile.

7. In case of journeys performed by road between places connected by rail, rail fare of the class together with the incidental charges to which an individual is entitled or mileage allowance at the rates laid down above whichever is less will be admissible.

Travel grant to college teachers for attending International Conferences abroad.

**FINANCIAL ASSISTANCE TO COLLEGE TEACHERS FOR ATTENDING  
INTERNATIONAL CONFERENCES**

The University Grants Commission provides financial assistance to college teachers for attending international conferences abroad to the extent of 50% of the travel expenses (first class rail fare in India and air fare economy class abroad) in special cases where a teacher has been invited to preside over the conference or a section of it or has been specially selected to contribute a paper provided the balance 50% of the travel expenses are met by the college/university where the teacher is working or the State Government.

It has been observed that proposals for travel grant to teachers for attending international conferences abroad are forwarded by the universities very late leaving very little time for the examination of the proposal. In certain cases the proposals do not contain the recommendations of the university/head of the institution. In order to provide adequate time to the U.G.C. to examine the proposal it is suggested that the same may be sent to the Commission if the conditions are fulfilled three months before the commencement of the international conference and the proposal should have the specific recommendation of the Head of the Institution/Vice-Chancellor.

*(U.G.C. letter No. 15-2/72 (CD) Pt II dated 1-8-1972.)*

*Delhi University Constituent Colleges—  
Investment of Endowment Funds.*

That originally the condition for investment of Endowment Funds of the Constituent Colleges of the Delhi University read as follows : —(*Amended on the V.C. letter No. 4549/VC dated 2-3-57*).

“15-investment of funds belonging to the College or under the control of the Governing Body shall be made in property and securities authorised by law for the investment of trust funds or such other classes of security as may from time to time be approved by the Government of India or in any other manner as may be specifically approved by the University Grants Commission”.

While agreeing to the above amendment, an assurance was given that before the University Grants Commission gave their approval to the investment of Endowment Funds by the Colleges, the Central Government would be consulted. With reference to the above assurance, all cases in regard to investment of Endowment Funds by the Delhi Colleges was being referred by the



University Grants Commission to the Central Government before the approval of the Commission was conveyed.

2. However, recently on such a reference being made to the Central Government it has been suggested that normally it would be more prudent for investors to keep their available funds with Scheduled Banks even though, they offer a slightly lesser rate of interest for fixed deposits than keep their funds in Joint Stock Companies with the risk of losing the capital on the allurements of earning a slightly higher rate of interest. I am directed to request that the views of the Delhi University on the suggestion made above may kindly be communicated to the Commission before the matter is further examined.

*(F. 1-9/61 (CU) Vol. II) dated 29-4-66)*

The Council considered letter No. F. 1-9/61 (CU), Vol. II dated the 29th April 1966, from the University Grants Commission, regarding Investment of the amount of Endowment Funds of the Colleges with Scheduled Banks.

The Council felt that it would be safer to invest the amount of Endowment Fund of the Colleges with the Scheduled Banks and that this view of the Council be communicated to the University Grants Commission.

*(E.C. 144 dated 23-7-66)*

FIXATION OF RENT AND PAYMENT OF HRA TO THE  
ALLOTTEES OF STAFF QUARTERS CONSTRUCTED  
PARTIALLY OR WHOLLY OUT OF ENDOWMENT FUND

- (a) In case of the staff quarters built with the assistance of the University Grants Commission, partially or fully the rent should be charged on the basis of 10% of the salary or the standard rent to be fixed whichever is less. The allottees of these houses will not be eligible to the payment of House Rent Allowance. Any income that may accrue from such houses, after meeting the expenditure on Taxes, repairs, etc., should not be utilised for meeting the deficit of the college and that such income be used for improvement and expansion of these facilities.

- (b) In case of the staff quarters constructed entirely out of the Trust Funds, including the Endowment Fund the standard (maximum) rent will be fixed after taking into account the return on the Endowment Fund so invested on the basis of the investment of the balance of the Endowment Fund, the expenditure on taxes, repairs including special repairs and provision of depreciation. In this connection, it was noted that the Ministry of Law had held that the Endowment fund could be invested in buildings. The rent so fixed will be treated as the approved rent for determination of House Rent Allowance as payable under the rules in force from time to time.
- (c) In the case of the houses constructed out of loans, the standard rent may be fixed keeping in view the expenditure on repairs including special repairs and the repayment of loan. House Rent Allowance in accordance with the rules in force from time to time will be paid to the persons occupying these houses on the basis of the standard rent, provided however, that after the loan has been fully repaid, the rent chargeable would be as in case of (a) above. The committee further recommended that the colleges should not generally be permitted to invest more than 50% of the Endowment Fund for the construction of staff quarters.

The above recommendations were accepted by the Commission at its meeting held on 5th April, 1972.

*(UGC No. F. 1-36/67 (CU-II), dated 26-4-72)*

#### GRANT OF HOUSE RENT ALLOWANCE—VERIFICATION OF CLAIMS

It is understood that the rule regarding production of half yearly certificates prescribed for claiming House Rent Allowance to be furnished by the employees whose monthly pay exceeds Rs. 620/- and in whose cases the House Rent Allowance is paid on production of rent receipts, in January and July of each year is not being strictly observed. You are also requested to ensure that the half yearly certificates to be endorsed by the Principals of Colleges on the Bills of the employees drawing pay upto Rs. 620/- p.m. are not

being recorded. The requirement of production of certificates has already been emphasized under this office circular dated the 24th March, 1970.

It is, therefore, requested that the certificates may please be obtained from the employees drawing pay exceeding Rs. 620/- p.m. in the relevant form prescribed in respect of the claims for January and July of each year. The employees may also be requested to intimate the change in rental as and when it occurs, as the House Rent Allowance will have to be revised in the light of the new rental paid. The prescribed certificate may also be endorsed by the Principal on the Pay Bills for January and July in respect of the employees drawing pay upto Rs. 620/- p.m.

(Univ. 35/21/71-43/24-8-72)

**GRANT OF COMPENSATORY (CITY) AND/OR HOUSE RENT  
ALLOWANCE—VERIFICATION OF CLAIMS**

It is noticed that the applications for the grant of House Rent Allowance from the University employees/employees of maintained Institutions and Colleges drawing pay above Rs. 500/- p.m. do not in many cases contain certain essential particulars. As per the definition of 'rent' contained in Government of India, Ministry of Finance (Department of Expenditure) O. M. No. F. 2 (37) E. II (B)/64, dated 27-11-65, Rent includes municipal and other taxes, except service taxes levied separately and described as such that are legally payable by the occupier. It is, therefore, necessary to exclude the Service Taxes paid from rent that is taken into account for calculating the House Rent Allowance admissible. The element of Service Taxes included in rent as per the Rent Receipt should be distinctly indicated and if the service taxes are not included in the rent but are paid separately to the land-lord the fact should be certified so as to verify the net rent taken into account in the calculation of House Rent Allowance. The requirement may kindly be noted and enforced while forwarding the claims to Internal Audit Section for pre-audit.

*Certificate:* Every University employee shall furnish along with his first claim for house rent allowance and also in January and

July each year a certificate in Form 'A' or Form 'B' whichever is applicable to him. If, however, there is a change in any of the provisions of the certificate last given, resulting in increase or decrease of the allowance payable to him, a fresh certificate should be furnished as soon as the change occurs.

The following certificates shall be endorsed in January and July each year by the Heads of Departments/Principals of Colleges on the bills in which the Compensatory (City) and House Rent Allowance of employees are drawn :—

- (a) Certified that in the case of all University employees for whom Compensatory (City) and/or house rent allowances are drawn in this bill, the eligibility for the allowances has been verified ;
- (b) Certified that the University employees for whom house rent allowance is drawn in this bill (have applied for residence) have not been provided with any University accommodation ;
- (c) Certified that the Certificates prescribed by University have been obtained from the University employees for whom house rent allowance has been drawn in this bill and I am satisfied that the claims are in accordance with the orders in force.

The Heads of Departments or maintained Institutions have to test check the rent receipts periodically and also consider whether the rent claimed is reasonable.

**SCHEDULE OF FEES PAYABLE TO THE ADVOCATES : AS APPROVED  
BY THE UNIVERSITY : FOR APPEARING IN THE VARIOUS COURTS  
ON BEHALF OF THE UNIVERSITY : (THERE IS NO APPROVED  
LIST OF ADVOCATES FOR THE COLLEGES)**

**I. Supreme court :**

- (i) Senior Advocates of the Supreme Court to be paid fees prescribed by them.
- (ii) Advocates-on-record of the Supreme Court or Junior Advocates to be paid in accordance with the Schedule of fees prescribed by the Supreme Court Rules, 1967.

- (1) In defended and undefended suits, the Advocates to be paid in accordance with the Schedule of fees laid down by the Delhi High Court (Original side) Rules, 1967.
  - (2) In appeals and writ Petitions etc., (R.F.A., R.S.A., F.A.O., S.A.O., L.P.A., S.C.A., Cr. R., C.W. and Cr. W).
- (i) To Junior Advocates.
- (a) For drafting the petition or reply to the petition or grounds of appeal and acting fee. Rs. 400/-.
  - (b) For appearance at any hearing except regular hearing when assisting and not pleading himself. Rs. 100/-
  - (c) For appearance at any hearing except regular hearing when pleading himself. Rs. 200/-
  - (d) For appearance at the regular hearing when assisting and not pleading himself. Rs. 200/- for first day & Rs. 100/- as refresher.
  - (e) For appearance at the regular hearing when pleading himself. Rs. 300/- for first day & Rs. 150/- as refresher.
- (ii) To Senior Advocates
- (a) For settling the petition or grounds of appeal Rs. 300/-
  - (b) For appearance at the hearing of the petition of appeal. Rs. 400/- for the first day and Rs. 200/- as refresher.

### III. District courts

1. In suits for recovery, specific property or a share of specific property, whether movable or immovable or for the breach of any contract or for damages :
  - (a) Where the amount or value @7½% of the suit of property, debt or damage amount does not exceed Rs. 5,000/-

- (b) Where the amount or value exceeds Rs. 5,000/- but does not exceed Rs. 20,000/- at Rs. 5,000/- @7½% and on the remainder at 3%
- (c) Where the amount or value exceeds Rs. 20,000/- but does not exceed Rs. 50,000/- at Rs. 20,000/- as above and on the remainder at 1½%
- (d) Where the amount or value exceeds Rs. 50,000/- at Rs. 50,000/- as above and on remainder at 3/4 provided that in no case shall the amount of any fee exceed Rs. 4,500/-
2. In an appeal, in a court except a High Court arising out of a suit of the nature described above Same Schedule as above
- (3) In all other suits (like suits for injuries to the person or character of the Plaintiff such as for assault or defamation or for injuries to property, or to enforce rights where the pecuniary value of such injury or right cannot be exactly defined) :—
- (a) For drafting pleadings Rs. 330/-
- (b) For drafting interlocutory applications or reply thereof Rs. 55/- for each such application or reply
- (c) For appearance till the disposal of the suit Rs. 550/-
4. In appeals from any of the suits falling in category (3) in any court except the High Court :—
- (a) For drafting grounds of appeal Rs. 330/-
- (b) For appearance at the hearing. Rs. 550/-

5. In respect of proceedings under the Delhi Rent Control Act, 1958 either before the Controller or before the Tribunal :—

- (a) Consolidated fee for appearance and for drafting wherever Rs. 550/-
- (b) interlocutory applications or reply thereof Rs. 55/- for each such application or reply.

Fees prescribed by the University for payment to advocates in its own cases may also be made applicable to the Delhi Colleges receiving maintenance grant of the U.G.C. The University would process and approve each case according to norms laid down and communicate its decision to U.G.C. for information and record. (U.G.C. letter No. F.1.17/72 (CU-II) dated 25-2-1972.)

---

**REPORT OF THE COMMITTEE APPOINTED BY THE U.G.C. TO  
CONSIDER PROCEDURAL IRREGULARITIES POINTED OUT BY  
THE A.G.C.R. ON THE INSPECTION REPORT OF THE  
DELHI COLLEGES**

The Committee's observations/recommendations on these subjects are as follows :

(i) *Model Form of Budget and Annual Accounts*

The Committee was informed that due to dissimilar practices adopted by the various colleges in the preparation of budget estimates and the annual accounts and balance sheet considerable difficulty was being experienced in the scrutiny of the budget at the pre-budget stage and in the finalisation of the admissible amount of maintenance grant after the year is closed. In order to obviate these difficulties and as a step in the direction of simplification of the procedure for working out the admissible maintenance grants, the Committee recommends the Model Form of Budget and Annual Accounts as *per Annexures I and II* respectively.

(ii) *Store Account and Purchase Procedures.*

As revealed from the various Inspection Reports received from the A.G.C.R. in respect of the accounts of the affiliated colleges of the Delhi University, one of the weakest points in the accounting structure of these institutions is the general arrangements for store accounting including the procedure for purchases, custody, issues and accounting of stores. Considering these factors, the Committee would recommend the following guidelines in respect of the various articles of stores, both consumable and non-consumable including machinery, equipments, instruments, furniture, fixtures, books, stationery articles etc.

*Purchase*

(i) All purchases be made after obtaining the formal sanction of the competent authority to the expenditure who has been delegated with the necessary powers in this behalf. For this purpose the Governing Body of each College should formally delegate such powers as they consider necessary to the Executive authorities of the college. Powers with deminishing monetary limits are recommended for purchase after open tenders, purchase after limited tenders, purchase single tender and local purchase.



(ii) All purchases may be made in accordance with the guiding principles indicated below :

- (a) Purchases shall be made in the most economical manner in accordance with the definite requirements of each article of the college which in cases of fast moving articles of constant consumption should be purchased on a half yearly basis.
- (b) In all cases where the total value of a purchase at a time exceeds Rs. 5,000/- open tenders by newspaper advertisement shall be invited.
- (c) In all cases where the value of the purchase is less than Rs. 5,000/- limited tenders may be invited at the discretion of purchasing authority. In the event of a limited tender, the tender notice shall be issued to as many firms as possible the mailing list being selected from an approved list of firms dealing in each article to be maintained by the college.
- (d) Notwithstanding the above, the colleges may make local purchase at any one time for a value of upto Rs. 100/-. In such cases the reasons for resorting to local purchase such as the urgency of the requirements, the small value of the purchase etc , should be recorded by the purchasing authorities in writing.

(iii) After the tenders are received, a comparative statement of tenders should be prepared which should form an essential part of the tender file. If for any reasons the lowest tender is not accepted, reasons for not accepting the lowest tender should be recorded by the purchasing authorities in writing. In all cases, a formal purchase order, incorporating the terms and conditions of the purchase including the date of delivery, the price, whether the delivery is at the college premises or not etc., should be issued.

(iv) The articles purchased by a college should be immediately inspected on receipt, to ensure that the articles actually supplied conforms to the specifications prescribed in the purchase order and would serve the purpose for which it is intended. Only after the article is formally accepted shall the bill for the supply be finally cleared for payment.

***Receipt of Stores :***

All articles received shall be got inspected as indicated above and taken in charge by a responsible official of the college in-charge of stores who shall see that the quantities are correct and that the articles have been inspected by the appropriate authority nominated by the college authorities. Thereafter the articles shall be taken into the stock account of the college. The bill for payment of the supply should invariably contain a certificate by the Inspecting Officer about the quality and specifications and by the custodian of stores regarding the articles being taken into stock account (with reference to the page No. and item No. of the stock account) and their quantity. Only after these preliminary requirements are satisfied the bills shall be processed further for payment.

***Issue of Stores :***

When articles are issued from stock for use, disposals etc., the persons in charge of the stores shall see that each issue of stock is supported by an indent made by a person duly authorised in this behalf. The custodian of stores should also examine the indent with reference to the orders or instructions already existing with regard to the issue of the stores. Each entry in the stock account representing an issue or disposal of stores should be supported by a formal indent signed by the indenting official of the the college.

***Storage and Accounting :***

(i) The College shall take special care for arranging safe custody and storage of all items of store and for keeping them in good and useful condition and for protecting them from loss, damage or deterioration.

(ii) A college shall maintain suitable stock registers to keep the accounts of all items of stores and stocks in their custody. The form of the stock account may be as per the form given in Annexure.

***Physical Verification of Stores :***

(i) As often as possible, but in any case not less than once a year, a physical verification of all stores including consumable and non-consumable articles shall be conducted by a person other than the official who is entrusted with the responsibility for the custody of the stores. After this is done, a certificate of physical count

of stores shall be recorded in the related page of the stock account by the official who has been entrusted with the work of physical verification.

(ii) A detailed statement of shortage and excesses shall also be prepared after the verification and the causes for such shortages or excesses should be investigated. The excess found on physical verification shall be taken to the receipt side of the stock account and the closing balance agreed with the physical balance. The shortages if any, should be investigated and shall be regulated in accordance with the instructions issued regarding write off/shortage of stores.

*General :*

The Committee while recommending the above guide-lines are fully aware of the fact that the above are not exhaustive and are not intended to serve the function of a stock accounting manual. In all cases where the above guidelines are silent, the Committee would recommend the corresponding provisions in the rules followed by the Delhi University.

(iii) *House rent allowance, children educational allowance and reimbursement of tuition fees.*

The Committee considered in detail the general guidelines for regulating the admissibility of House Rent Allowance, Children Educational Allowance and Reimbursement of Tuition Fees, to the employees of the colleges and accordingly recommends the provisions as per Annexures respectively for the purpose. The Committee also recommends that wherever these rules are silent in any particular case, the corresponding rules of the Government of India/Delhi University may apply.

(vi) *Works Accounts and Works Procedures :*

At the outset, it was brought to the notice of the Committee that the largest number of procedural irregularities of an important nature brought to the notice of the University Grants Commission through the various Inspection reports of the AGCR relate to the building grants and that in the past there have been a number of occasions when some of these paras were also incorporated in the Audit Reports presented to the Parliament. There have also been instances where adverse reports were made in respect of the execution

of building programmes by some of the colleges. In view of these, the Committee would like to stress upon all the college authorities to observe the procedural requirements relating to invitation of tenders, award of tenders, measurements, security deposits etc. Quite apart from the question of compliance with these procedural requirements, the adherence to these instructions are also a close bearing on the economy with which the plan is implemented.

2. In respect of the procedure for processing of proposals relating to Civil works by the colleges and the University, the University Grants Commission have already prescribed a certain procedure in its letter No. F. 33-45/61 (CUP) dated 15th January, 1963 which is reproduced as Annexure 'A' to this Chapter. In addition to the matters covered by the letter cited above, the Committee would also like to recommend the following further guidelines in this matter :

- (i) The building for which assistance is given by the University Grants Commission shall not be named after any person without the prior approval of the Commission and used only for the purpose for which it was constructed.
- (ii) The College should send for acceptance by the Commission the plans (in duplicate) in respect of the building projects proposed to be undertaken.
- (iii) Any change in the building plans accepted by the Commission may be made only with the concurrence of the Commission.
- (iv) While forwarding the plans and estimates the College may indicate the period within which the construction is expected to be completed.
- (v) Where land for construction is involved, it should be certified that the college has undisputed possession of the land and that the ownership of the land is vested in the college.
- (vi) If the actual expenditure on the buildings as certified by the college Auditors falls short of the estimates accepted by the Commission, the Commission's share shall be proportionately reduced. Only amount paid in excess shall be refunded by the college to the Commission at once.

- (vii) The existing instructions item (xii) may be amended to read as under :—

“The final instalment of the grant will be released on receipt of an exact statement of final cost and a completion certificate from the qualified Engineer/Architect countersigned by the Principal of the College and the Registrar of the Delhi University in the following form :

‘Certified that the work (here mention the name of the building and the locality) has been completed in conformity with the plans (here give the numbers of the plans) and the estimates accepted by the University Grants Commission and found complete without any change. The site has also been properly cleared.’”

3. The Committee also recommends that the sanction to a capital grant should also incorporate the following conditions apart from the usual conditions :

- (i) The college will contribute its share of the expenditure on the basis indicated in the sanction letter.
- (ii) The grants along with the matching share of the College, if any, should be utilised for the purpose for which these are sanctioned.
- (iii) The assistance should not be utilised for meeting any expenditure already incurred by the College prior to the date of actual sanction of the scheme.
- (iv) The amounts paid should be spent as far as possible during the financial year in which the payment has been made. The instalments of non-recurring grant released are generally to be utilised within a period of six months from the date of sanction and any unutilised amount *will be refunded to the Commission.*
- (v) A report on the progress of expenditure and the implementation of the scheme should be sent to the Commission in the prescribed form at the end of each half year i.e. ending September and March. Progress reports are also to be sent as and when requests are made for release of grants for the projects sanctioned.

- (vi) A statement of accounts duly audited and a certificate from the auditors of the rank of a chartered accountant for the purpose to the effect that the amount has been fully utilised for the purpose for which it is given and that the college has contributed its share of the total expenditure incurred should be supplied to the Commission as soon as possible at the end of each financial year. The accounts in respect of grants in excess of Rupees five lakhs (Non-recurring) shall be subject to test check by the Comptroller and Auditor General of India at his discretion.
- (vii) The assets acquired wholly or substantially out of the University Grants Commission grants shall not be disposed or encumbered or utilised without prior sanction of the University Grants Commission for purposes other than those for which grant was given and should at any time the guarantee cease to function, such assets shall revert to the University Grants Commission.
- (viii) The College will maintain a register of permanent and semi-permanent assets acquired wholly or mainly out of the grants sanctioned in the prescribed proforma. The certificate given below may be sent to the Commission annually in respect of the assets created/acquired out of the grants paid by the Commission.  
 "It is certified that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grants given by the University Grants Commission are being maintained in the prescribed form and are being kept up-to-date."
- This certificate should be signed by the Principal of the College and the College Auditors. The Certificate should be sent within a year of the close of the financial year to which it relates.
- (ix) If the college fails to implement the scheme within a year of its sanction it will be considered as lapsed. Fresh consideration of the proposal by the Commission would be necessary if it is to be taken up again.
- (x) If in any case the college due to some special reasons does not comply with any of the rules prior permission

of the University Grants Commission may be obtained for relaxation.

(V) *Cash Accounts*

The committee observed from the various audit reports received from the AGCR that while all the institutions are generally maintaining a cash book, adequate attention was not being paid at supervisory levels to the accuracy in the writing up of the cash book. As the cash book is an initial account record of prime importance and as an irregularity in the writing up of the cash book may sometimes be an indicator to serious irregularities like embezzlement etc., the necessity for adequate supervisory attention to the writing up of the cash book can hardly be overemphasised.

4. Apart from the general principles and instructions governing the writing up of the cash book the following further recommendations are made by the Committee :

- (a) All the cash receipts of the College should ordinarily be deposited with the Bank within 24 hours or in any case *not later than three days* from the close of the day in which the collections are realised.
- (b) The colleges should ordinarily retain a cash balance with them, which may be equivalent to the cash imprest sanctioned for the college in accordance with the rules.
- (c) There should be a periodic system of physical verification of cash at frequent intervals, but in any case not less than once a month. The physical verification of cash should be conducted by the Principal or a person, other than the Cashier, authorised by the Principal in this behalf.
- (d) The Cashier and other persons who have got the responsibility for the physical custody and handling of cash should furnish a fidelity bond, the amount of the bond to be determined with reference to the amount of cash handled by the college.
- (e) From some of the Audit Report of the AGCR it was noticed that some of the colleges are paying substantial amounts as advances to various members of the staff for certain specific purposes like purchases etc. It will be desirable to reduce the payment of such advances to a

minimum and in any case where such a payment is inevitable, it should also be ensured that a second advance is not paid to any employee before the full account and vouchers in respect of the first advance is received. It should also be ensured that such advances are normally paid only to a permanent employee of the college or if paid to a temporary employee, a permanent employee should stand surety for the advance.

- (f) After the close of the Cash Book for each month, a book reconciliation statement should be prepared reconciling the 'Bank' column in the Cash book with the statement of account received from the Bank and submitted to the Principal of the College.

### MISCELLANEOUS

5. Apart from the major subjects dealt with by the Committee on which the Committee's recommendations may be seen in the previous chapters, the following were also discussed by the Committee and the recommendations thereon are indicated below :—

#### *C.P.F. Accounts*

The following are recommended :—

- (a) The existing machinery in colleges for dealing with maintenance and investment of Provident Fund monies including recovery of employees' subscriptions and Managements' contribution thereon and their credit into the accounts of the subscribers needed to be tightened up so that they are not put to any financial loss in the matter either of security of their money in the Provident Fund or the accrual of interest thereon, as provided under rules of the Fund;
- (b) The colleges should be advised not to utilise the Provident Fund for purposes other than those for which it was intended. The practice in certain colleges to use this money for meeting the Governing Body's share of the deficit was not only wrong but illegal.

It was noted that the UGC has recently suggested to the colleges that they may appoint committees on the lines provided by



the Delhi University Statutes to advise the investment of Provident Fund of the Colleges etc.

- (c) The Colleges should not advance loans to employees out of their Provident Fund for purposes which are not permitted under the rules of the Fund.
- (d) the contribution of the teachers and that of the college towards the Provident Fund, should be deposited in the saving fund account or otherwise invested according to rules before 4th of each month and after taking into account the requirements for payment of loans suitably invested at regular intervals.
- (e) Each college should indicate clearly the position about the investment of their provident fund monies in the relevant balance sheet every year.

It was noted that the Model Provident Fund Rules based on the provisions of the Contributory Provident Fund Rules (India) 1962 have been prepared by the Commission and will be circulated to the colleges for adoption, as soon as the clearance of the Government of India has been received.

Arising out of the above, it was clarified that under the existing provisions of the Contributory Provident Fund Rules (India), 1962, it was open to an employee to subscribe any sum not less than 8½% of his emoluments and not more than his emoluments to the Fund. In other words, a person, if he so chooses, can subscribe his entire salary in the Provident Fund.

A point was also raised about the utilisation of the balance lying in the Provident Fund account of employees who left the services of the University/Colleges before completing the term after which they were entitled to payment of employees contribution at full rates. It was pointed out in this connection that the Commission had taken a decision that there should ordinarily be no minimum period laid down for teachers to be entitled for their contributory provident fund, as any such restriction would jeopardise the mobility of teachers from one institution to another.

It was suggested that the colleges may be advised to frame suitable amendments to the existing provisions of Provident Fund upto the full amount of their salary, if so desired ; and (b) payment

of employee's contribution at full rates if a teacher left the service to join another educational institution, research and allied organisations etc.

#### *Endowment Funds :*

It was noted that the Commission had already decided that the colleges should send, along with their annual audited accounts, a separate balance sheet showing the position in regard to the investment of the Endowment Funds, the amount of return which accrues thereon and its utilisation. It was agreed that this is an essential requirement which cannot be dispensed with.

#### *Service Books :*

The University of Delhi may be requested to circulate to all the colleges a specimen form of Service Book to be maintained by them. The colleges should make their own arrangements, in co-operation with one another, if necessary, to get them printed for use. A list of the registers being maintained at present in the various colleges may be obtained by the Delhi University from a few selected colleges, and the University may then recommend the list of registers to be maintained by colleges.

#### *Income from Medical fees, examinations and College Magazines :*

The Committee recommended that the income from Medical fee charged by Delhi Colleges and the expenditure incurred therefrom during a financial year may not be taken into account for the purpose of determining the maintenance grant payable to the Delhi Colleges. Any balance remaining with the colleges at the end of the financial year on this account may be constituted into a revolving fund to be utilised by the colleges, on the recommendations of a committee, consisting of the Principal and representatives of teachers and students to be set up for the purpose, on the projects relating to medical welfare of the students and allied schemes.

The Committee further recommended that the income accruing to the colleges on account of fees charged for (i) examinations, and (ii) college magazines be pooled together and the total expenditure incurred on both these items during a financial year be objected against this income.

#### *Minor repairs :*

'Minor repairs' in relation to college buildings, the expenditure on which is met out of the maintenance grant without prior approval

of the Commission would include white-washing to be done once a year, polishing once in two years, and such others/replacements which become necessary in the ordinary course of usage of the buildings and their fixed installations.

<i>Maintenance Grant</i>		<i>Annexure—1</i>	
<i>Revised Estimates for</i>		<i>Budget Estimates for</i>	
<i>Head of Account</i>	<i>Actuals for</i>	<i>Estimates for</i>	<i>R.E. for B.E. for</i>
<i>Receipts 1</i>			
(a) Tuition and other fees :			
(as per appendix)			
1. Tuition Fees			
2. Admission fees			
3. Laboratory fees			
4. Reading room and Library fees			
5. House Examination fees			
6. Medical fees, if any			
7. Magazine fees			
8. Electricity and water fees, if any			
9. Garden fees, if any			
(b) Other receipts :			
1. Fines recovered from students.			
2. Identity Card fees			
3. Cycle custody fees			
4. Sale of prospectus			
5.			
6. Recoveries made on account of			
(a) Loss of books			
(b) breakage of apparatus etc.			
7. Other miscellaneous receipts.			

<i>Head of Account</i>	<i>Actuals for</i>	<i>Sanc- tioned Esti- mates for</i>	<i>R. E. for</i>	<i>B. E. for</i>
1	2	3	4	4

*Expenditure :***I. Salaries & Allowances****(A) Teaching Staff**

- (i) Special Pay
- (ii) Personal Pay
- (iii) Dearness Pay
- (iv) Dearness Allowance
- (v) C. C. A.
- (vi) H. R. A.
- (vii) Interim Relief
- (viii) Provident Fund
- (ix) Other Allowances.
  - (a) Leave Travel Concession
  - (b) Children Education Allowance
  - (c) Reimbursement of Tuition fee
  - (d) T. A. to teachers for attending conferences

Total : (Teaching Staff).....

**(B) Non-teaching (excluding Laboratory Staff)**

- (i) Basic Pay
- (ii) Special Pay
- (iii) Personal Pay
- (iv) Dearness Pay
- (v) Dearness Allowance
- (vi) C. C. A.
- (vii) H. R. A.
- (viii) Interim Relief
- (ix) Overtime Allowance
- (x) Provident Fund
- (xi) Other Allowances
  - (a) Leave Travel Concession

1	2	3	4
	(b) Children Education Allowance		
	(c) Reimbursement of Tuition fee		
	<b>Total (Non-Teaching Staff).....</b>		
<b>(C) Laboratory Staff :</b>			
	(i) Basic Pay		
	(ii) Special Pay		
	(iii) Personal Pay		
	(iv) Dearness Pay		
	(v) Dearness Allowance		
	(vi) C. C. A.		
	(vii) H. R. A.		
	(viii) Interim Relief		
	(ix) Overtime Allowance		
	(x) Washing Allowance		
	(xi) Provident Fund		
	(vii) Other Allowances		
	(a) Leave Travel Concession		
	(b) Children Education Allowance		
	(c) Reimbursement of Tuition Fee		
	<b>Total : (Laboratory Staff).....</b>		
<b>(D) Mess Staff</b>			
	(i) Basic Pay		
	(ii) Special Pay		
	(iii) Personal Pay		
	(iv) Dearness Pay		
	(v) Dearness Allowance		
	(vi) C. C. A.		
	(vii) H. R. A.		
	(viii) Interim Relief		
	(ix) Washing Allowance		
	(x) Provident Fund		
	(xi) Other Allowances :		
	(a) Leave Travel Concession		
	(b) Children Education Allowance		
	(c) Reimbursement of Tuition Fee		
	<b>Total (Mess Staff).....</b>		

<i>Head of Account</i>	<i>Actuals for</i>	<i>Sanctio- ned Esti- mates for</i>	<i>R. E. for</i>	<i>B. E. for</i>
<b>2. Maintenance &amp; Repairs of Buildings :</b>				
<b>(i) Minor repairs—</b>				
White Washing etc.				
<b>(ii) Special Repairs</b>				
<b>3. Maintenance of Garden including Play-fields</b>				
<b>4. Repairs and replacement of furniture &amp; equipment</b>				
<b>5. Library</b>				
<b>(i) Books</b>				
<b>(ii) Periodicals</b>				
<b>(iii) Furniture &amp; Fixtures</b>				
<b>(iv) Contingencies</b>				
<b>6. Science Laboratories</b>				
<b>(i) Equipment</b>				
<b>(ii) Contingencies</b>				
<b>7. Rent, Rates and Taxes :</b>				
<b>(i) Land Lease Rent</b>				
<b>(ii) Taxes</b>				
<b>(a) Principal's Bungalow</b>				
<b>(b) Municipal Taxes</b>				
(excluding Hostels and staff quarters)				
<b>(iii) Water charges excluding hostels, Principal's House and Staff Quarters</b>				
<b>(iv) Electricity charges excluding hostels, Principal's House and staff quarters</b>				
<b>8. Office Expenses</b>				
<b>(i) Postage &amp; Telegrams</b>				
<b>(ii) Advertisement</b>				

<i>Head of Account</i>	<i>Actuals for</i>	<i>Sanctioned Estimates for</i>	<i>R. E. for</i>	<i>B. E. for</i>
(iii) Printing & Stationery				
(iv) Telephone charges				
(v) Contingent Expenses				
(vi) Conveyance charges for Local Journeys				
(vii) Audit fee				
<b>9. Other Miscellaneous Expenditure</b>				
(i) Uniform for Class IV Staff				
(ii) Insurance Charges for the Cashier and Bank Peon				
(iii) Annual Day including Prize Distribution				
(iv) Cycle Custody				
(v) House examination				
(vi) Freeships				
(vii) University's share of Tuition fee of Science Students				

**CAPITAL GRANTS :**

*Budget Estimate and Revised Estimate.*

<i>Head of Account</i>	<i>Actuals for</i>	<i>Sanctioned Estimates for</i>	<i>R.E. for</i>	<i>B.E. for</i>
------------------------	--------------------	---------------------------------	-----------------	-----------------

*Capital Budget :*

- (i) Land
- (ii) College Buildings
- (iii) Laboratory Buildings
- (iv) Staff Quarters
- (v) Hostel Buildings
- (vi) Any other buildings (Give Details)
- (vii) Books
- (viii) Furniture & Equipment
- (ix) Laboratory Equipment

S. No.	Particulars	Revised Estimates			Total Provision	Budget Estimates				
		Number of Students	Ist Year	IIInd Year		IIIrd Year	Number of Students	Ist Year	IIInd Year	IIIrd Year
1.	TUITION FEE									
	(a) Pre Medical									
	(b) B.A.(Pass) and B.Com (Pass)									
	(c) B.Sc. (General)									
	(d) B.Sc. (Hons.) Maths., Physics & Chemistry									
	(e) B.Sc. (Hons.) Other subjects									
	(f) B.A. (Hons.) B.Com. (Hons.) etc.									
	(g) M.A. & M.Com.									
	(h) M. Sc. (Maths.), Statistics and Operational Research									
	(i) M.Sc. (Other subjects).									
2-	Admission Fee									
3.	Laboratory Fee									
4.	Library Fee									
5.	Magazine Fee									
6.	Electricity & Water Charges									
7.	House Examination									
8.	Medical Fee									
9.	Science Breakage etc.									
	<b>TOTAL</b>									



<i>Previous Year's</i>	<i>Liabilities</i>	<i>Current Year's upto date figures.</i>	<i>Previous Year's Figures</i>	<i>Assets</i>	<i>Current Year's up-to-date figures</i>
	1			2	
	1. <i>Endowment Fund</i>			1. <i>Land</i>	
	As per last Balance Sheet :			2. <i>Buildings</i>	
	<i>Additions</i>			2. (a) College Main Building	
	Income from Endowment Fund			(b) Laboratory Building	
	Excess of Income Over Expenditure/less excess of expenditure over income			(c) Staff Quarters (Principal's Bungalow & Other Staff Qrs.)	
	2. <i>Capital Fund</i>			(d) Any other independent Block indicating the specific purpose of the Block e.g. library etc.	
	(a) Buildings as per Ordinance			(e) Hostel Building	
	(b) Other Buildings			3. <i>Library Books</i>	
	3. <i>Provident Fund</i>			4. <i>Furniture &amp; Equipment</i>	
	(As per Appendix-I)			5. <i>Science Apparatus &amp; other Non-consumable stock like sports material &amp; Utensils, Water Coolers.</i>	
	4. <i>Deposits</i>			6. Tube-Wells, Filter Plants, Booster Pump & Hobby Workshop Equipment Etc. to be shown separately.	
	(a) Library Deposits				
	(b) Securities Deposits				
	(c) Other Deposits				
	5. <i>Loans and Advances</i>				

- |  |  |
|--|--|
| <p>6. <i>Hostel Fund Accounts</i><br/>As per last Balance Sheet<br/>Add : Income over expenditure as per<br/>Appendix-II</p> <p>7. <i>Students Funds</i><br/>(As per Appendix-III)</p> <p>8. <i>Forefeiture of old Deposits :</i><br/>Balance as per last year<br/>Additions during the year<br/>Less : Payments during the year</p> <p>9. <i>Sundry Creditors</i><br/>(Details to be attached).</p> | <p>7. <i>Gifts &amp; Donations</i></p> <p>8. <i>Investment Account</i><br/>(i) Endowment Fund<br/>(ii) Others to be shown separately corresponding to each head on the liability side</p> <p>9. <i>Provident Fund</i><br/>(As per Appendix-II)</p> <p>10. <i>Deposit Account</i><br/>(a) Electricity<br/>(b) Water<br/>(c) Telephones<br/>(d) Others</p> <p>11. <i>Advances</i></p> <p>12. <i>Sundry Debtors</i></p> <p>13. <i>Balance as per Cash Books</i></p> |
|--|--|

Income and Expenditure Account of the College for the year ending 31st March,

*EXPENDITURE*

*INCOME*

- |   |                                   |
|---|-----------------------------------|
| 1. To salaries and Allowances (Appendix-IV)         | <i>By Fees and Fines etc.</i>     |
| (a) Teaching Staff                                  | (a) <i>Tuition and other Fees</i> |
| (b) Non-teaching Staff (Excluding Laboratory Staff) | 1. Tuition Fees                   |
| (c) Laboratory Staff                                | 2. Admission fees                 |
| (d) Mess Staff                                      | 3. Laboratory fees                |
| 2. Maintance & Repairs of Buildings :               | 4. Reading room and Library fees  |
| (i) Minor repairs—White washing etc.                | 5. House Examination fees         |
| (ii) Special Repairs                                | 6. Medical fees                   |
| 3. Maintance of Garden including play fields        | 7. Electricity and Water fees     |
| 4. Repairs and replacement of furniture & equipment | 8. Garden fee                     |
| 5. <i>Library</i>                                   | (b) <i>Other Receipts</i>         |
| (i) Books   | 1. Fines recovered from students  |
| (ii) Periodicals                                    | 2. Identity Card fees             |
| (iii) College Magazine                              | 3. Cycle custody fees             |
| (iv) Furniture & fixtures                           | 4. Sale of prospectus             |
| (v) Contingencies                                   | 5. Magazine fees                  |
| 6. Science Laboratories                             | 6. Recoveries made on account of  |
| (i) Equipment                                       | (a) loss of books and             |
| (ii) Contingencies                                  | (b) breakage of apparatus etc.    |
|   | 7. Other Miscellaneous Income     |

**7. *Rent, Rates and Taxes***

- (i) Land Lease Rent**
- (ii) Taxes**
  - (a) Principal's Bungalow**
  - (b) Municipal Taxes (excluding hostels and Staff Qrs.)**
- (iii) Water charges excluding hostels, Principal's House and Staff Quarters.**
- (iv) Electricity Charges excluding hostels, Principal's House and Staff Quarters**

**8. *Office Expenses***

- (i) Postage and telegrams**
- (ii) Advertisements**
- (iii) Printing and stationery**
- (iv) Telephone charges**
- (v) Contingent Expenses**
- (vi) Conveyance charges for Local Journeys.**
- (vii) Audit fee**

**9. *Other Miscellaneous expenditure***

- (i) Uniforms for Class IV Staff**
- (ii) Insurance charges for the Cashier and Bank Peon**
- (iii) Annual Day including Prize Distribution**
- (iv) Cycle Custody**
- (v) House Examination**
- (vi) Freeships**
- (vii) University's share of Tuition fee of Science Students.**

## CAPITAL FUND

*U.G.C. Grant*                      *Trust Share*                      *Loan*

1. Land
2. College Buildings
3. Laboratory Buildings
4. Staff Quarters
5. Hostel Buildings
6. Any other buildings
7. Books
8. Furniture and Equipment
9. Laboratory Equipment

*Appendix-I to Annexure-II*

Povident Fund Account forming part of the Balance Sheet as on 31st March, \_\_\_\_\_

<b>LIABILITIES</b>	<b>AMOUNT</b>	<b>ASSETS</b>	<b>AMOUNT</b>
<i>Provident Fund Accounts</i>		<i>Interests</i>	
As per Balance Sheet		(1) Securities at Face Value	
<i>Add :</i> Contribution during the year		Fixed Deposits	
From Staff		Interest Outstanding on Investment	
From Management		and Fixed Deposits	
Interest			
<i>Less :</i> Refund during the year		Loans	
<i>Surplus Interest</i>		To members of staff against their	
As per last Balance Sheet		contribution	
Interest earned			
Less Interest paid during the year			
Sundry Creditors		<i>Balance at Bank</i>	

**H O S T E L   A C C O U N T**

**Income and Expenditure Account for the year ended on 31st March**

<b>PARTICULARS</b>	<b>INCOME</b>	<b>EXPENDITURE</b>
<i>Hostel Residence Fee Establishment and Contingencies</i>		
Establishment		
Contingencies		
<i>Electricity and Water</i>		
Electricity		
Water		
<i>Furniture and Crockery</i>		
Hostel Students Union		
Fines		
White Washing and Repairs		
Rents and Taxes		
Common Room		
Excess of Income over expenditure		
	.....	.....
<b>TOTAL</b>	.....	.....

**S T U D E N T S F U N D**

**Income and Expenditure Account for the year ending 31st March**

S. No.	Particulars	Income	Expenditure	Credit Balance	Debit Balance
--------	-------------	--------	-------------	----------------	---------------

.....	.....	.....	.....
.....	.....	.....	.....



## EXPENDITURE

*Salaries and Allowances***(a) Teaching Staff**

- (i) Basic Pay
- (ii) Special Pay
- (iii) Personal Pay
- (iv) Dearness Pay
- (v) Dearness allowance
- (vi) C.C.A.
- (vii) H.R.A.
- (viii) Interim Belief
- (ix) Provident Fund
- (x) Other allowances
  - (a) Leave Travel Concession
  - (b) Children Education Allowances
  - (c) Reimbursement of Tuition Fee.
  - (d) T.A. to teachers for attending conferences.

**Total (Teaching Staff) :**.....

**(b) Non-teaching (excluding Laboratory Staff)**

- (i) Basic Pay
- (ii) Special Pay
- (iii) Personal Pay
- (iv) Dearness Pay
- (v) Dearness allowance
- (vi) C.C.A.
- (vii) H.R.A.
- (viii) Interim Relief
- (ix) Overtime Allowance
- (x) Provident Fund
- (xi) Other allowances
  - (a) Leave Travel Concession
  - (b) Children Education Allowances
  - (c) Reimbursement of Tuition fee.

**Total (Non-Teaching Staff) :**.....

**(c) Laboratory Staff :**

- (i) Basic Pay
- (ii) Special Pay
- (iii) Personal Pay
- (iv) Dearness Pay
- (v) Dearness Allowance
- (vi) C.C.A.
- (vii) H. R. A.
- (viii) Interim Relief
- (ix) Overtime Allowance
- (x) Washing Allowance
- (xi) Provident Fund
- (vii) Other Allowances
  - (a) Leave Travel Concession
  - (b) Children Education Allowance
  - (c) Reimbursement of Tuition fee

**Total (Laboratory Staff) :-----**

**((d) Mess Staff :**

- (i) Basic Pay
- (ii) Special Pay
- (iii) Personal Pay
- (iv) Dearness Pay
- (v) Dearness Allowance
- (vi) C.C.A.
- (vii) H.R.A.
- (viii) Interim Relief
- (ix) Overtime Allowance
- (x) Washing Allowance
- (xi) Provident Fund
- (xii) Other allowances
  - (a) Leave Travel Concession
  - (b) Children Education Allowances
  - (c) Reimbursement of Tuition Fee

**Total (Mess Staff) :-----**

## REGISTER OF STOCK

*Annexure-III*

Description of the Article\* \_\_\_\_\_

S.No.	Date of Receipt	Bill No. & date	Quantity	Value	Requi- sition slip No. and date	Quantity issued	Balance	Initials of the official in token of check	Remarks
1	2	3	4	5	6	7	8	9	10

*Note i*—\*Separate folio may be allotted for each category of articles.

Annexure IV*Rules regarding grant of House Rent Allowance to employees of Delhi Colleges.*

(Based on the corresponding rules prescribed by the Government of India in respect of Central Government Employees).

*Definitions :*

1. (i) "Pay" means the amount drawn monthly by the employees as :
  - (a) The pay other than special pay or pay granted in view of his personal qualifications ;
  - (b) Special pay, personal pay and Dearness pay, and
  - (c) any other emolument which may be classed as pay by the Delhi University.

Provided that in the case of those employees who have elected to retain the pre-revised scales of pay and are in receipt of "dearness pay" "Pay" shall include "dearness pay".

- (ii) (a) "Rent" means the charges paid by an employee as consideration for unfurnished accommodation occupied by him if he is a tenant, and the gross rental value of the house as assessed for municipal purposes or otherwise without deduction of the rebate of 10% on account of repairs, if he is an owner, and shall, in both cases, include municipal and other taxes, except service taxes levied separately and described as such that are legally payable by the occupier.
- (b) If furnished accommodation is engaged, the term "rent" shall mean rent as defined in (a) above reduced by of the employee's pay.

*Note :* Accomodation fitted with electric ceiling fans shall not be treated as furnished, if it is otherwise unfurnished.

- (c) A house in which a refrigerator is provided shall not be treated as furnished, if it is otherwise unfurnished, but in such a case the term "rent" shall mean rent as defined in (a) above reduced by Rs. 15/-.

- (d) If furnished accommodation includes a refrigerator the term "rent" shall mean the figure arrived at after marking deductions as at (b) as well as (c) above from rent as defined in (a) above.
- (e) In the case of an employee who resides in a hostel or boarding house or resides and boards with a private family as a paying guest, "rent" shall be taken to be the amount equal to 40% of the lodging and boarding charges or 80% of the lodging charges if boarding is not availed of.
- (iii) "Family" means a college employees/wife/husband, children and other persons residing with and wholly dependant upon him/her. A husband/wife/child parent having an independent source of income is not treated as a member belonging to the family of the college employees except when he is in receipt only of a gross pension (including temporary increase in pension and pension equivalent of death-cum-retirement gratuity or other retirement benefits) not exceeding Rs. 100/-p.m.

*Rate of House Rent Allowance.*

2. The rates of House rent allowance may be :

<i>Pay per month</i>	<i>Rate of Allowance</i>
Below Rs. 100/-	Rs. 15/- p.m.
Between Rs. 100-500	Rs. 15% of pay subject to a minimum of Rs. 20/- p.m.
Between Rs. 501-3000	15% of pay, subject to a maximum of Rs. 300/-

*Note :* (I) The minimum of Rs. 20/- does not apply to college employee drawing pay over Rs. 500/- p.m. The House Rent Allowance of such employees will be regulated under para 4 (a).

*Note :* (II) The figure Rs. 500/- may be read as Rs. 620/- w.e.f. 1-2-1969.

*Area where Admissible.*

3. A college employee whose duty falls within the territory of Delhi shall be eligible for House Rent Allowance, irrespective

of whether his place of residence is within such limits or outside.

*Note :* (I) Absence from place of duty during holidays except those affixed to leave, will not affect the eligibility for the House Rent Allowance.

*Note :* (II) For the period of tour, a college employees entitlement to House Rent allowance shall be regulated with reference to his headquarters.

*Conditions of drawl of house rent allowance.*

4. (a) Subject to the provisions of sub-rule (b) no college employee will draw house rent allowance in excess of the amount by which the rent actually paid by him exceeds 10% of his pay.
- (b) If the college employee sub-lets or shares a part of his accommodation with one or more adults not belonging to his family, a reduction of 40% shall be made from the rent actually paid for the purpose of computing the amount of house rent allowance admissible to him.
  - (ii) If the sub-tenant or co-sharer is also a college employee, house rent allowance will be admissible to him also, the amount of such allowance being calculated :
    - (i) Either on the rent actually paid by him to the main tenant ; or
    - (ii) on 40% of the rent paid by the main tenant, whichever is less.

*Note :—*(I) Keeping of servants in the house shall not be deemed to be sub-letting or sharing a part of the accommodation.

*Note :—*(II) As an exception to the above rule, in cases where a college employee who shared his/her accommodation with his wife/her husband who is also an employee of a college in Delhi University/Central Govt./State Govt./Autonomous Public Undertaking/Semi-Govt. organisation such as a Municipality etc., he/she may be allowed the option to draw house rent allowance without a reduction of 40% from the rent actually paid by him/her subject to the condition that the other spouse does not draw any house rent allowance.

- (c) A college employee shall not be entitled to house rent allowance if :
- (i) he resides in accommodatton provided by the college or the University which has been constructed with assistance from U.G.C./Govt. and is allotted to him either free of rent or in respect of which rent at 10% or less of his emoluments is charged ;
  - (ii) he shares accommodation allotted rent free to another person ;
  - (iii) he/she resides in accommodation allotted to his/her parents/son/daughter by the Central Govt/Delhi University/College/an autonomous public undertaking or some government organisation such as a municipality, etc.
- (d) The Principal of the college and/or the Govering Body shall, at his/its discretion, have the right to test check the rent receipt and also consider whether the rent claimed is reasonable.
- (e) As an exception to sub-paragraphs (a) and (b) above, college employees drawing pay upto Rs. 500/- (Rs. 620/- with effect from 1-2-1969) shall be eligible for house rent allowance at the rates specified in paragraph 2 above even if he shares accommodation with other employee (excluding those mentioned in 'C' above) only subject to the condition that they pay rent or contribute towards rent or house or property tax but without reference to the amount actually paid or contributed.

*Regulation of House-Rent Allowance in different circumstances.*

5. To drawal of house rent allowance in the following cases shall be regulated as stated below :

(a) *Leave :*

- (I) A college employee will be entitled to draw house rent allowance during leave at the same rates on which he was drawing these allowances before he proceeded on leave. For this purpose leave means total leave of all accounts not exceeding 120 days and the first 120 days of the leave if the actual duration

of the leave exceeds that period but does not include leave preparatory to retirement, refused leave or terminal leave whether running concurrently with the notice period or not. When vacation or holidays and leave should be taken as one spell of leave.

*Note* :—(I) In the case of employees who are originally granted leave on medical certificate exceeding 4 months and have ultimately to retire, recovery of house rent allowance already drawn need not be effected.

*Note* :—(II) (i) The drawal of house rent allowance during periods of vacation whether combined with leave or not be regulated in the same way as during leave.

(ii) the limit of 120 days shall be extended to 8 months for the purpose of the grant of the house rent allowance, in the case of employees suffering from T.B., Cancer or other ailments during the period of their leave taken on medical certificates. It is immaterial whether the leave is on medical certificate from the very commencement or is in continuation of other leave as defined in (i) above. The question whether the house rent allowance may be paid to an employee suffering from T.B. cancer or other ailments during leave on medical certificate exceeding 8 months shall be decided on merits by the Governing Body of the college concerned in consultation with the University of Delhi and University Grants Commission.

(iii) Drawal of house rent allowance during period of leave in excess of first 120 days shall be subject to furnishing of the certificate in *Appendix-1*.

*Note 1*—(III) The allowance shall not be admissible during study leave.

(b) *Deputation abroad* :

The employees going abroad for deputation for a period exceeding 4 months shall be eligible to draw house rent allowance at the rates admissible to them from time at



the station from where they proceeded abroad on deputation from where they proceeded abroad on deputation in the following manner :

- (i) *Deputation not exceeding one year*, house rent allowance will be admissible for the entire period of deputation.
- (ii) *Deputation exceeding one year*, house rent allowance will be admissible for the entire period of deputation only if either family passages to the place of deputation abroad not have been availed of or transfer travelling allowance for the journey of the employees family from Delhi to the Home town village or to any other station has not been sanctioned or availed of by the family of the deputationist concerned. If, however, a deputationist retains his/her family at the head quarters and draws house rent allowance for some-time and then applied for family passage to the place of deputation abroad or transfer travelling allowance in respect of his family journey from the head-quarters to the home town/village or any other station, he shall refund the amount of house rent allowance already drawn before availing of family passage/transfer travelling allowance etc.
- (iii) *Deputation initially not exceeding one year but subsequently extended beyond one year*

House rent allowance will be admissible provided the deputationist does not avail of the family passage to the place of deputation abroad or transfer travelling allowance for the journey of his family from the head-quarters in India to his home town/village or any other station. Where, however, such a deputationist continues to draw house rent allowance even after the date of orders extending the period of his deputation beyond one year and then decides to avail of family passage to the place of deputation abroad or transfer allowance for his family's journey to his home town/village or any other station, he shall refund the amount of house rent allowance drawn after the date of such orders.

- (iv) The drawal for allowances under this sub-para will be subject to the production of the certificate prescribed in *Appendix-I*.

(c) *Training abroad :*

A college employee who is deputed for training abroad under the various training schemes sponsored by the Government of India UGC/University of Delhi, shall be entitled to draw house rent allowance during the entire period of such training, at the rates admissible to him from time to time, at the station from where he was deputed abroad for training, subject to the production of the certificate prescribed in *Appendix-I*.

(d) *Training in India :*

A college employee who is sent on training in India and whose period of training is treated as duty, shall be entitled to draw during the entire period of such training house-rent allowance at the rates admissible to him either at the place of training or the place of duty from where he proceeded on training, whichever is more favourable to him. For calculating the house-rent allowance at the place of duty from where he proceeded to another station for training he will be required to furnish the certificate in *Appendix-I*.

*Note :* A college employee who is allowed travelling allowance as on tour and draws daily allowance at the place of training will draw house rent allowance only at the rates admissible to him at his head-quarters i.e. Delhi from where he proceeded on training.

(e) *Suspension :*

The drawal of house rent allowance to a college employee under suspension shall be regulated with reference to the corresponding rules applicable to Central Government Employees and subject to his furnishing a certificate prescribed in *Appendix-I*.

(f) *Re-employed Pensioners :*

The drawal of house rent allowance in the case of re-employed pensioner shall be regulated as indicated below :

- (i) In the case of employees whose pay plus pension exceeds the sanctioned maximum pay of the post, the allowance will be calculated on that maximum.
  - (ii) In the case of employees whose pay on-re-employment is fixed without taking into account on the entire pension or a part thereof, the amount of pension so ignored shall not be taken into account for the purpose of grant of house rent allowance.
  - (iii) In other cases the house rent allowance will be calculated on pay plus pension.
- (g) *Womens Employees not paying rent themselves :*

In the case of a married college employee residing with her husband, and in the case of an unmarried employee residing with her father or other members of the family, who are not employed in any College/University/Central Government/Semi-Government Department, the rent paid by her husband or, as the case may be, by her father or other members of the family shall be deemed to be the rent paid by her. Such employee will be eligible for house rent allowance, if otherwise admissible under these rules.

*College Employees owning House*

6. (i) A College employee living in a house owned by him, his wife, children, father or mother shall also be eligible for house rent allowance under these rules. In such cases, the gross rental value of the house or if he is not in occupation of the entire house, if the portion of the house actually occupied by him, (as ascertained from its assessed value for municipal purposes or otherwise) without deduction of rebate of 10% on account of repairs and including municipal and other taxes that are legally payable by the owner other than "service taxes", levied separately and described as such, shall be taken as the rent paid by him for private accommodation for the purpose of these rules. When separate amount of assessed value is not available in respect of a portion of a house, it will be calculated proportionately with reference to plinth area actually in the occupation of an employee.

- (ii) In the case of a college employee living in a house owned by a Hindu undivided family in which he is a co-partner house rent allowance will be regulated with reference to the gross rental value, as in (i) above, of the portion of the house actually in his occupation and not on the basis of the rent which he claims to pay manager of the Hindu undivided family.

*Note 1*—The grant of house rent allowance to college employee referred to in (i) and (ii) above will be subject to the fulfilment of the same conditions as apply to college employees residing in private rented accommodation.

- (iii) In case of college employee who owns a house at a place of duty but resides in a rented house instead house rent allowance shall be paid in respect of rented house, if otherwise admissible.

#### 7. *Certificates*

Every college employee shall furnish, alongwith his first claim for house rent allowance, a certificate in the appropriate form, as given in the Annexures. If, however, there is a change in any of the provisions of the certificate last given, resulting in an increase or decrease of the allowance payable to him a fresh certificate should be furnished as soon as the change occurs.

Appendix-I to Annexure IV

**CERTIFICATE TO BE FURNISHED FOR DRAWAL OF  
HOUSE RENT ALLOWANCE DURING  
LEAVE/DEPUTATION/TRAINING/SUSPENSION**

“Certified that Shri/Smt./Km. ....  
who is employed in.....  
(Name of College)

continued for the period for which house rent allowance is claimed to retain the house at the same station from where he proceeded on leave/deputation/training/was placed under suspension and paid rent for it.

*Signature*

.....  
*Principal*

Appendix-I-A

**CERTIFICATE TO BE FURNISHED BY A COLLEGE  
EMPLOYEE DRAWING PAY UPTO RS. 500/620 P.M.  
FOR THE GRANT OF HOUSE RENT ALLOWANCE**

- (1) I certify that I have not been provided with college/University accommodation constructed with assistance from the U.G C./GOVT., during the period in respect of which the allowance is claimed.
- (2) I certify that I am incurring some expenditure on rent ..... contributing towards rent.
- (3) I certify that I am not sharing accommodation allotted to my parent (child) or wife (husband) by the Central Govt./University of Delhi/College, an autonomous public undertaking or Semi-Government Organisation such as municipality etc./allotted rent free to another employee.

Annexure I-B

**CERTIFICATE TO BE FURNISHED BY A COLLEGE  
EMPLOYEE DRAWING PAY UPTO RS. 500-620 P.M.  
FOR THE GRANT OF HOUSE RENT ALLOWANCE**

- (1) I certify that I have not been provided with College accommodation during the period in respect of which the allowance is claimed.
- (2) I certify that I am residing in a house owned by me/my wife/husband/son/daughter/father/mother/Hindu undivided family in which I am a copartner.
- (3) I certify that I am paying/countributing towards house or property tax.

Appendix II-A

**CERTIFICATE TO BE FURNISHED BY A COLLEGE  
EMPLOYEE DRAWING PAY ABOVE RS. 500/620 P.M.  
FOR THE GRANT OF HOUSE RENT ALLOWANCE**

- (1) I certify that I am residing  
*\* in a rented house (address of premises)*  
*\* as a sub-tenant in a house .....*  
 (address of premises) rented by another person viz.  
 .....(Name, designation and  
 Office).

from the ..... to the .....  
 and I am paying monthly rent of Rs ..... This includes/  
 does not include :

- |   |           |   |
|---|-----------|---|
| (a) rent of refrigerator (if otherwise unfurnished)                                 | Rs. 15/-* | } |
| (b) rent of furniture at 2½% of my pay  | Rs. 15/-  |   |
| (c) Occupier's share of municipal and other taxes not legally payable by the tenant | Rs. 15/-  |   |
| (d) Service taxes levied separately and described as such                           | Rs. 15/-  |   |

- (2) I certify that I am myself not a sub-tenant of other College/University Central Government employee.
- (3) I certify that accommodation in respect of which the allowance is claimed is not sublet or occupied normally by others who do not belong to my family.

**UNIVERSITY GRANTS COMMISSION  
RULES REGARDING THE GRANT OF CHILDREN'S  
EDUCATION ALLOWANCE TO EMPLOYEES OF  
COLLEGES AFFILIATED TO THE UNIVERSITY  
OF DELHI.**

(Based on the provisions of corresponding rules applicable  
to Delhi University.)

*Eligibility :*

1. (i) All permanent college employees and temporary employees who have put in not less than 3 years' service and whose pay does not exceed Rs. 349/- (Rs. 459/- p.m. from 1-2-1969) p.m. will be eligible for the grant of allowance, subject to the fulfilment of the conditions laid down hereunder :

*Note :* Employees drawing pay between Rs. 350/460 and Rs. 399/509 shall be entitled to marginal adjustments as indicated in the illustration below :—

If 'A' gets a pay of Rs. 360/- and has got liabilities which would entitle him to an allowance of Rs. 30/- (has his pay been Rs. 349/-) he shall be given the difference between Rs. 349 + Rs. 30 and Rs. 360/- viz., Rs. 19/- p.m.

- (ii) The allowance will not be admissible from two sources where both the employee and his wife or her husband are in the service of college/university/central Government Department/State Government/Public Sector Undertaking/Autonomous Body/Statutory Body etc. in which a similar allowance is admissible. Accordingly where both the employees and his wife or her husband are in the service of a college affiliated to Delhi University or Delhi University or where either of them is a Central Government servant, the allowance will be admissible in respect of one of them only provided that it will not be admissible if the pay of either of them exceeds Rs. 349/- (Rs. 459/- p.m. from 1-2-1969) p.m. and provided further that where both the husband and wife are in the service of a college/University of Delhi/Central Government Department and are posted at different stations, the allowance will not be

admissible if the children are staying and/or are studying at a station at which either parent is working and/or residing. The above condition shall not be applicable where one of the parents is transferred to a station where his children are staying and/or studying during the period of temporary transfer not exceeding 4 months.

- (iii) The allowance will be admissible to a college employee who is on duty, under suspension or on leave including leave preparatory to retirement. It will not be admissible to deceased, retired, or discharged employees. If any employee retires or is discharged in the middle of an academic year, the allowance will be admissible till the end of that academic year.

*Note* :—The pay with reference to which the allowance will be given while the employee is under suspension or proceeded on leave.

*Rates of Allowance :*

2. (i) The allowance will be admissible at the following rates :
- |                                   |                         |
|-----------------------------------|-------------------------|
| Primary classes                   | Rs. 10/- p.m. per child |
| Secondary and<br>Higher Secondary | Rs. 15/- p.m. per child |
- (ii) The total allowance admissible to a College Employee at any one time shall not exceed Rs. 50/- p.m.

*Conditions for Grant of Educational Allowance :*

3. (i) The allowance will be admissible only in respect of children between the age limits of 5 and 18 years.

*Note* :—The allowance shall commence from the month following that in which the child attains the age of 5 and shall cease at the end of the academic year in which the child attains the age of 18.

- (ii) The concession will be limited to education upto Higher Secondary Classes.
- (iii) The allowance will be admissible only when the child or children of an employee study in a school away from the station at which he/she is posted and/or is residing.



- (iv) The allowance will be admissible if the child is enrolled in a Central School or in a school which is recognised by the department of Education or Educational authorities of the area within whose jurisdiction the school is situated.
- Provided that this shall not apply to Central Schools established by the Ministry of Education.
- (v) The allowance will be admissible irrespective of whether any tuition fee is required to be paid or not, but the allowance will not be admissible in case where boarding lodging and tuition fees are free.
- (vi) The allowance will be admissible only in respect of employee's legitimate children including step children and adopted children (where adoption is recognised under the personal law of the employee concerned) who are wholly dependent on the employee.
- (vii) Where a child is in receipt of any Government scholarship, the allowance will be reduced by the amount of the Government Scholarship. If he is in receipt of a scholarship higher than Rs. 10/- in the primary stage and Rs. 15/- in the secondary stage the allowance will not be admissible in respect of such a child.
- (viii) Where an employee's pay is raised beyond Rs. 349/- (Rs. 459/-) p.m. on account of the grant of increment or promotion to another post, his allowance will be regulated in the same manner as provided in the note below para I (i) above, provided that the other conditions remain satisfied.
- (ix) In respect of a temporary employee, the allowance will be admissible from the month following that in which he completes 3 years' service.

*Certificates Required in support of claims*

4. (i) Where the educational allowance is claimed, a certificate should be furnished in the form annexed to these rules twice a year to the Principal.
- (ii) A certificate should be furnished on the bills by the Principal every month that the necessary certificates have been obtained.

- (iii) The correctness of the certificate should be got verified by the Principal periodically.

*FORM*

Certified that my children mentioned below, in respect of whom Children's Education Allowance is claimed, are studying in schools which are recognised by the Education/Department/Educational Authorities of the jurisdiction in which the schools are situated, at a place other than my headquarters and/or residence :—

Sl. No.	Name of Child	Date of Birth	School in which studying & location of the school & the residence of the child	The place where the College employee is residing	Class in which studying	Amount of scholarship	Amount of allowance claimed
---------	---------------	---------------	--	--	-------------------------	-----------------------	-----------------------------

Certified that the children are not in receipt of Government Scholarship except to the extent indicated against the child concerned.

Certified that my wife/husband is not in College/University/ Central Government Service, or

that my wife/husband is in Central Government/College/University service and that no allowance would be claimed by her/him and also the pay drawn by her/him does not exceed Rs. 349/- per month.

(Signature of the College Employee)

**RULES REGARDING RE-IMBURSEMENT OF TUITION FEES IN RESPECT  
OF CHILDREN OF EMPLOYEES OF COLLEGES AFFILIATED TO THE  
UNIVERSITY OF DELHI**

(Based on the provision of corresponding rules applicable to  
employees of Central Government)

*Eligibility*

1. (a) (i) All College employees whose pay does not exceed Rs. 600/- (Rs. 720/- w.e.f. 11-2-1969) p.m. will be eligible for claiming re-imbusement of tuition fees paid. In the case of an employee who draws pay at a rate exceeding Rs. 600/- p.m. (Rs. 720/- w.e.f. 1-2-1969) for part of a month, reimbursement will be allowed for that month only, if he draws pay at a rate not exceeding Rs. 600/- p.m. for at least 15 days in that month.
- (ii) Where both husband and wife are in the service of the College/University/Central Government/State Government / Autonomous Undertaking / Statutory Body etc. in which a similar concession is admissible to their employees, the allowance will be admissible in respect of one of them only, provided that it will not be admissible, if pay of either of them exceeds Rs. 600/- p.m. (Rs. 720/- w.e.f. 1-2-69).
- (iii) The concession will be admissible to a college employee, who is on duty, under suspension or leave, including leave preparatory to retirement. It will not be admissible in respect of children of deceased, retired or discharged employees. any employee dies or ceases to be in college employment in the middle of an academic year the allowance will be admissible only till the end of the month in which the event takes place.

*Note* :—The pay with reference to which the concession will be given while the college employee is under suspension or on leave will be the pay admissible to him at the time he was placed under suspension or proceeded on leave.

- (iv) The concession will be limited to education in the Middle, High and Higher Secondary Schools and

corresponding classes in Technical and other Vocational Schools.

- (b) (a) Part-time employees, (b) employees engaged on daily wages basis ; (c) contract employees, unless provision extending these benefits has been specifically made in the contract, are not eligible to these benefits.

*Conditions of Reimbursement*

2. (i) The concession will be admissible only in respect of employees legitimate children including step children and adopted children (where adoption is recognised under the personal law of the employee) who are wholly dependent on him, and who are enrolled in a school which is recognised by the education authorities or the Government of the area in which the school is situated.
- (ii) No reimbursement will be admissible in respect of a child for more than two academic years in the same class.
- (iii) Where a child is in receipt of any Government or non-government scholarship and is required to pay tuition fees to his school no reimbursement will be made in cases where the scholarship amount is in excess of the tuition fees paid. In cases where the scholarship amount is less than the tuition fees, the difference, to the extent admissible, may be allowed to the employee.

In cases where partial free-ship is awarded to the students, only the tuition fee actually paid will be the basis for reimbursement.

- (iv) Reimbursement will be restricted to tuition fees only and will not cover special fees like library fee, games fee, extra-curricular activity etc., which will have to be borne by the employee himself.
- (v) The reimbursement under these rules will not be admissible in respect of children for whom Children's Educational Allowance is claimed.
- (vi) The reimbursement of tuition fees shall be at rates not exceeding those approved by the Government of the area for Government Schools and, in the case of Central Government Schools, at rates approved by the Central Government.

*Register of Claims Towards Reimbursement of Tuition Fees of Children*

S. No.	Name	Designation	Period to which the claim pertains	Amount claimed	Amount admitted	Dated initials of Principal	Remarks
1	2	3	4	5	6	7	8

*N.B.—A separate Register to be maintained for each office.*

FORM

1. Date of lost claim .....
2. Period for which reimbursement was claimed .....
3. Period to which present claim pertains.....

S. No.	Name of candidate	School in which studying and location of the school (State also whether it is a Govt./Central Govt. or a Govt. aided school)	Class in which studying	Monthly tuition fee paid actually (receipts to be attached)	Amount of Govt. scholarship if any.	Amount of scholarship received from other sources (N.B. Merit scholarships and scholarships specifically earmarked for items other than tuition fees need not be mentioned.)	Amount of reimbursement claimed to be restricted to fees approved by educational authorities

1. Certified that my child/children mentioned above, in respect of whom reimbursement of tuition fees is claimed is/are studying in the school (1) mentioned in column (2) which is/are recognised schools and that the tuition fees indicated against each have actually been paid by me.

2. My wife/husband is not employed.

My wife/husband is employed in a college/university/Central Government Departments/State Government Department/Autonomous Body/Statutory Body/Public Sector Under taking etc. (details to be given) and that no reimbursement would be claimed by her/him and also the pay drawn by him/her does not exceed to Rs. 600/- 720/- p.m.

My wife/husband is employed with..... She is entitled to reimbursement of tuition fees of our children as follows :—

3. Certified that none of the children mentioned above has been studying in the same class for more than two years.

\* Strike off what is not applicable.

\* Employer other than Central Government/University/College to be mentioned.

4. Certified that I have not claimed and will not claim the above allowance in respect of children mentioned above.

*Signature and Designation of the college employee.*

*Procedure to be Followed for Reimbursement of Tuition Fees*

3. (i) When reimbursement of tuition fees is claimed, the employee concerned shall submit information and certificates as in the annexed form (*Annexure-I*).
- (ii) The reimbursement of fees will be claimed not oftener than once in a quarter.

*Note* :—These claims shall be preferred in separate pay-bill forms, and not along with the monthly salary and allowances of employees.

- (iii) At the time of preferring the initial claim and subsequently at the beginning of each academics year, he shall also submit a certificate from the Head Master/Principal of the School that the School is a recognised one.
- (iv) The Principal will verify that the reimbursement claimed is in accordance with the prescribed conditions, and in particular, he shall verify it with reference to the rates of tuition fees approved by the Government of the area/ Central Government.
- (v) The Principal shall also certify in the bills that the particulars and receipts mentioned in (i) and (ii) above have been received and that the claim has been verified.
- (vi) The Principal should maintain a suitable record of the claims received, admitted or reject and reimbursed in respect of each, employee and make it available to the authorised auditors of the college, along with the certificate and information furnished by the employees, the receipts of the education authorities in support of the claims preferred by them and other documents, if any. The record to be maintained will be in the form enclosed (*Annexure-II*).

#### MAINTENANCE OF RECORDS RE. CONSTRUCTION OF BUILDINGS

“.....that in many cases the colleges have not produced the complete record regarding the construction of building before the Audit and while replying to their objections they have indicated that the required material was not available with them as the same had been kept



in the custody of the Architects appointed by the Colleges. This procedure of keeping record regarding construction of buildings in the custody of College Architects is not correct as they act on behalf of the institutions concerned and all papers relating to the construction of the buildings i.e. plans, tenders, documents, final bill and measurement books etc. should be maintained by the Colleges concerned themselves and produced before the Audit as and when asked for". (UGC No. F.1-22/68 (CU), dated 4.5.1968)

#### MAINTENANCE OF THE SEPARATE CASH BOOKS IN REGARD TO

".....the UGC has decided that although the Delhi Colleges may not maintain separate bank accounts in respect of "General Fund and "Boys Fund", as suggested in the Inspection Report, each College should maintain separate cash book in respect of "General Fund" and "Boys Fund". (UGC No. F. 23-3/68(CU), dated 27-9-1968).

#### MAINTENANCE OF A/CS RE. CYCLE ADVANCE

"... ..It will, however, be for the Colleges to provide necessary fund for the purpose from out of its own resources. This could possibly be done by making a provision in the Budget Estimates as follows :- (UGC-Univ. 35 (15)/71(CUB). dt. 25.6.71)

##### *Expenditure*

Suspense Advances (Recoverable)  
Advances for the purchase of Cycles

##### *Income*

Suspense Advances  
Recoveries towards repayment instalments of Cycle Advance.  
(Univ. No. 35(15)/71 (EB) dated 25-6-71)

#### PROCEDURE RE. WRITING OFF THE LOSS OF BOOK

"The cost of book inevitably lost in an open access library should be written off. If the proportion of loss to the annual issue exceeds one to five hundred the matter should be investigated and causes for the loss should be found out and removed. Such a policy in regard to loss of books does not mean a premium for unweriness on the part of the staff nor does it imply we want to free librarians from any responsibility whatever". (UGC F-31-5/70 (GU-II), dt. 16.3.71)

*Procedure for writing off Unserviceable Stores*

1. At least once in every financial year the Store shall be physically verified with reference to the entries in the stock ledger. The stock ledgers shall be signed by the Head of the Department/Principal from time to time as a token of test-check.
2. As a result of physical verification stores found deficient, if any, obsolete or unserviceable, shall be reported to the Principal. Such a list should also contain report of the circumstances recording reason for deficiency as well as the condition of stores. There shall be a small Committee constituted to survey the unserviceable stores and to make a report and recommendation with regard to their writing of the ledger. The constitution of the Committee may be as follows :—

Teacher Incharge

One other teacher of the Department

Superintendent (Accounts)

In case of articles like Refrigerators, Coolers or other equipment which are of mechanical nature it will be useful to associate a technical expert also who will advise with regard to the reserve price of the articles to be disposed off.

3. The recommendation of the Committee shall be submitted to the Principal of the College for placing the report before the Governing Body for consideration and decision. The Governing Body shall decide whether the articles reported be struck of the register and disposed off to the best advantage of the College.
4. After the articles listed for writing off the same will be struck of the ledger on the authority of the resolution of the Governing Body
- 5: Arrangements will be made for auction of such articles on completing bidding and the sale proceeds shall be deposited in the College Accounts.

6. A specimen proforma for use of the Survery Committee is appended below :—

Name of the article	Date of purchase	Page No. of the stock register on which entry made	Cost	Reason for condemnation
---------------------	------------------	--	------	-------------------------

---

**MAINTENANCE OF THE ACCOUNTS OF CREATED/  
ACQUIRED BY THE EDUCATIONAL INSTITUTIONS  
OUT OF THE GRANTS SANCTIONED TO THEM  
BY THE UGC**

“..... that in future before a grant is sanctioned by the Commission to an Educational Institution which results in the acquisition or creation of permanent or semi permanent assets, the grantee institution should give an undertaking that they agree to be governed by the conditions of the grant. Further the grantee institutions shall have to maintain a register, in the form enclosed, in respect of permanent or semi-permanent assets acquired wholly or mainly out of the grant paid by the Commission. This register should be maintained separately for each sanctioning authority”. (UGC No. F. 33-82/61 (CUP), dated 26-7-1963).

---

*Proforma I Register of Assets Acquired wholly of Substantially out of University Grants Commission's Grants  
(to be maintained by the grantee institution)*

Sanctioning authority :.....

S. No.	Name of the Grantee Institution		Brief purpose of the grant	Whether conditions regarding the right of ownership of University Grants Commission in the property or other assets acquired out of the grant was incorporated in the Grant-in-aid sanction.	Particulars of assets actually created or acquired.
	No. & date of sanction	Amount of the sanctioned grant			
1	2	3	4	5	6

Value of the assets as on	Purpose for which utilised at present	Encumbered or not	Reasons, if encumbered	Disposed of or not	Reasons & authority, if any, for disposal	Amount realised on disposal.	Remarks
7	8	9	10	11	12	13	14

(1) A separate proforma should be maintained in respect of each sanctioning authority.

I am to invite your attention to this office letter No F. 5-72/66 (Accounts-G) dated 30-12-66 (*copy enclosed*) and to say that the question of the procedure for issue of Utilisation Certificates has been reconsidered in consultation, with the Comptroller and Auditor General of India. It has now been decided that the Utilisation Certificates in respect of the grants paid by the University Grants Commission would be issued on the basis of periodical reports, statement of expenditure, statistical returns etc., received from the Universities/Colleges duly signed by the Registrar/Principal after the Commission is duly satisfied about the proper Utilisation of the grant. If after such Utilisation Certificates are issued by the University Grants Commission on the basis of data other than the audited accounts, the statutory auditors of the Universities or the Colleges object to any amount included in such information received from Universities/Colleges, the basis on which Utilisation Certificates have been issued by the Commission, action will also be taken to recover or adjust such objected amounts. In order to implement these decisions, the following procedural guidelines are brought to the notice of the Universities in partial modification of this office letter dated 30-12-66 cited above.

As soon as the accounts of the year are closed a statement showing Utilisation of grant received from the University Grants Commission in the proforma enclosed duly certified by the Registrar/Principal of the University/College may be sent to the Commission separately for each grant. This statement need not wait until the audited figures are available and need not bear the usual audit certificates by the statutory auditors of the Institution. If in respect of any grant the expenditure has been fully incurred even before the close of the annual accounts such statements may be sent to the University Grants Commission as soon as possible thereafter. The same proforma with such changes as may be necessary, may be used by the college also.

3. As soon as the year's account are closed and audit completed a final audited statement showing Utilisation of grants received from the University Grants Commission in the same proforma duly certified by the Statutory Auditors as prescribed in this office letter dated 30-12-66 cited above may be sent to the Commission.

In respect of Schemes where separate proforma/periodical reports etc., have been separately prescribed the statement prescribed in this letter would be in addition to those.

(*vide UGC No. F. 5—39/69/UGC dated 24-10-70*)

Name of the University.....

Statement showing the utilisation of grants received from the University Grants Commission/  
State Government during the year.....

Name of the Scheme.....

Total approved cost :

UGC's Share :

State Govt. Share :

Opening balance			Grant recd. during the year				Total		Expenditure during the year			Unspent Balance			
Out of UGC's Grant	Out of State Govt.'s grant	Total	No. & date of letter sanctioning the grant	Grant recd. from UGC	Grant recd. from State Govt.	Total (Cols. 5+6)	UGC's grant (Cols. 1+5)	State Govt.'s grant (Cols. 2+6)	Total Cols. 8+9	UGC's grant share	State Govt.'s share	Total Cols. 11+12	Out of UGC's grant cols. (8-11)	Out of State Govt.'s grant (Cols. 9-12)	Total Cols. 10-13)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

1. Certified that the grant has been utilised for the purpose for which it was sanctioned and in accordance with the terms and conditions attached to the grant.
2. If as a result of check or audit objection some irregularity is noticed at a later stage action will be taken to refund, adjust or regularise the objected amount.

University of.....

Sd/-  
Principal/Treasurer

**SCHEDULE OF DATES TO BE OBSERVED BY THE  
COLLEGE**

1. Applications for recognition of teachers to be sent to the University within a fortnight of the corresponding Selection Committee proceedings ;

2. The panel of Auditors proposed to be approved by the College should reach the University before 31st October each year ;

3. Proposals for Higher initial start to teachers should reach the University within 10 days of the recommendations of the Selection Committee alongwith the proceedings of the Selection Committee and signed by the Chairman along with necessary proforma.

4. The revised budget estimates for any year and the Budget Estimates for the following year to reach the University on or before 31st November each year. Two copies each of the estimates be sent to the University.

5. Organisations/Colleges and Institutions desirous of admission to any privileges of the University shall be required to intimate their intention to do so in writing so as to reach the Registrar not later than the 15th August, preceding the year from which permission applied for is to have effect.

A.G.C.R. INSPECTION REPORT ON THE ACCOUNTS OF THE

... .. *College for the year* .....

---

Audit objection in full	Comments of the College	Comments of the University	Comments of the University Grants Commission
-------------------------	-------------------------	----------------------------	---

---



*Amended Clause 3(2) of Ordinance XVIII providing for representation of Evening Classes teachers on the Governing Body of the Colleges.*

“The teachers’ representatives shall become members of the Governing Body by rotation according to seniority. At least one of the representatives from among the teachers of the Day Classes and one of the representatives from among the teachers of the Evening Classes (where Evening Classes are held and Evening teachers are represented on the Governing Body) shall be from among those with more than 10 years of service, and at least one from among those from the Day Classes and one from among those from the Evening Class with less than 10 years of service. If, however, eligible candidates are not available in one of these categories, namely, those with more than 10 years’ service and those with less than 10 years’ service, all the representatives may be taken from the other. The term of membership of teachers’ representatives shall be for a period of one year.

Provided that a teacher who has become a member of the Governing Body of a College under the category of teachers with less than 10 years’ service and completes his ten years of service during the term of his membership as such, will nevertheless continue to be a member of the Governing Body for the full term of one year”.

**Note** :—For the purpose of this Clause “teachers” will be understood to be those holding a permanent whole-time post, with requisite service in the College in question.

# UNIVERSITY OF DELHI

Form of application of recognition as a teacher of the University under St. 18 (2).

1. Name of the teacher for whom recognition is sought.
2. Date of Birth.
3. Nature of Post against which appointment held. **Permanent/Temporary for a specific period/Leave vacancy.**
4. Details of Academic qualifications. 

Subject	Division	Percentage of marks (with rank, if any)	Year	University
---------	----------	--	------	------------

  - (i) B.A /B.A. (Hons.)
  - (ii) M.A /M.Sc.
  - (iii) Any other higher or research degree.
5. List of Research Works or other published works, if any (Attach a separate sheet if needed).
6. Teaching Experience in recognised Institutions prior to appointment to post (5) below. 

Name (s) of Institution	Classes taught with dates. Degree Post-Graduate	Total
----------------------------	--	-------

- 7. Post to which appointed                      **Lecturer/Assistant Lecturer/Part-time Lecturer**
- 8 Date of appointment (Joining) in the College.
- 9. Subject in which recognition is sought and classes to be taught.
- 10. Exact period for which recognition is sought. (Nature of recognition)                      **Permanent/on probation/temporary (mentioning the specific period) months/years.**
- 11. Date of meeting of the College Selection Committee which recommended the appointment.
- 12. Date of meeting of the Governing Body which approved the recommendations of the Selection Committee.

**(IN CASE OF RE-APPOINTMENT/EXTENSION OF SERVICE)**

- 13. Date of re-appointment .....  
or  
the date and period for which the appointment has been extended.                      **From.. .....to.....**

- 14. Date of the resolution of the Executive Council.
- 15. Date of meeting of the College Selection Committee which recommended the re-appointment or extension.
- 16. Date of meeting of the Governing Body which approved the recommendations of the Selection Committee.
- 17. Remarks.

Dated :

Principal  
.....College

# UNIVERSITY OF DELHI

NAME OF THE COLLEGE.....

GRANT OF HIGHER INITIAL PAY TO.....

1. Name.....

2. Date of birth.....

3. Details of Academic Qualifications	Subjects	Division	% of marks (withrank, if any).	Year	University
---------------------------------------	----------	----------	-----------------------------------	------	------------

(a) Matric/Hr. Secondary

(b) Intermediate

(c) B.A./B.Sc. (Pass)/(Hons.)

(d) M.A./M.Sc.

(e) Any other higher or research degree

4. Teaching experience in recognised Institutions	Name (s) of Institutions (s)	Class taught with dates.	Total experience
---	------------------------------	--------------------------	------------------

5. Details of research experience

6. Post to which appointed

7. Date of appointment

8. Scale of pay
9. Higher initial pay recommended and *reasons thereof*
10. Details of the post held immediately prior to the appointment to the post at (6) above
11. Basic pay and scale of pay in post at (10) above
12. Allowances, if any, drawn in post at (10) above
13. Date from which post at (10) was held
14. Any other particulars that may be considered relevant.

Dated

Sub. Director - 1 Systems Unit,  
 National Institute of Educational  
 Planning and Administration  
 17-B, SriAurobindo Marg, New Delhi-11001  
 DOC. No. .... D-216/1979  
 Date: ..... 21/11/79

(Signature of the Teacher)

(Signature of the Principal)