

Report of the Oversight Committee

REPORT OF THE OVERSIGHT COMMITTEE

Subject: Recommendations of the Oversight Committee on various anomalies of Non-Teaching staff of NITs - regarding

Ministry of Human Resource Development (MHRD) vide their letter no. F.33-2/2013-TS.III dated 5th February 2014 had circulated the Recruitment Rules (RRs) for the posts of Non Teaching Staff to be adopted by the National Institute of Technology (NITs) all over India. While adopting the RR and fixation of pay of Regional Engineering Colleges (RECs) staff which is now working in the NIT system faced problems and MHRD received innumerable representations from the staff of various NITs through the Directors/BoGs.

The competent authority under Ministry of Human Resource Development vide their order no. F.33-2/2012-TS.III dated 8th September 2015 has constituted a committee to look into the anomalies of Non Teaching staff of National Institute of Technology (NITs) and to propose a uniform solution across the NIT system. Accordingly, an Oversight Committee has been set up under the Chairmanship of Dr. A K Sharma, Director, NIT Delhi consisting of the following members:

1. Dr. Ajay K Sharma (Director - NIT Delhi) - Chairman
2. Shri Navin Soi (Retd. Director IFD, MHRD) - Member
3. Shri K N Sharma (Retd. Section Officer, DOP&T) - Member

The mandate of the Oversight Committee was to look into the various anomalies reported by the NITs consequent upon implementation of the recommendation of the 6th CPC & Recruitment Rules circulated by MHRD for the Non Faculty posts and to suggest the way forward for the redressal of grievances/anomalies of the Non Teaching Staff.

In this regard, initially MHRD while issuing order no F.33-2/2012-TS.III dated 8th September 2015 set up the aforesaid oversight committee endorses a copies of the order to Directors of all the NITs advising them to submit their specific anomalies along with the recommendations of the Departmental Committee of the institute to the chairman of the oversight committee, subsequently chairman oversight committee issued letter no. NITD/14/014/2015/MHRD dated 15th September 2015 and subsequently letter no. NITD/14/014/2016/MHRD dated 01 March 2016 to all NITs to submit the anomalies pertaining to Non Teaching Staff of their institutes so that suitable recommendations can be made by the oversight committee.

In response to MHRD Order no.F.33-2/2012-TS.III dated 8th September 2015 and NIT Delhi first letter no. NITD/14/014/2015/MHRD dated 15th September, 2015, the Oversight Committee received the representations from the following NITs:-

Serial No.	Name of the NIT	Date
1	NIT Hamirpur	17 th Sep,2015 and 22 nd Sep,2015
2	NIT Tiruchirapalli	21 st Sep,2015
3	NIT Srinagar	22 nd Sep,2015
4	NIT Surathkal	22 nd Sep,2015
5	NIT Jalandhar	28 th Sep,2015
6	NIT Warangal	29 th Sep,2015
7	NIT Raipur	30 th Sep,2015
8	NIT Silchar	1 st Oct,2015
9	NIT Durgapur	16 th Oct,2015
10	Malviya NIT Jaipur	31 st Oct,2015
11	VNIT Nagpur	14 th Dec,2015
12	NIT Patna	9 th Mar,2016
13	NIT Rourkela	9 th Jul, 2015

Further, in response to the reminder issued vide letter no. NITD/14/014/2016MHRD dated 1st March 2016, the representations were received from the following NITs:-

Serial No.	Name of the NIT	Date
1	NIT Hamirpur	16 th Mar,2016
2	NIT Raipur	18 th Mar,2016
3	NIT Surathkal	21 st Mar,2016
4	Motilal Nehru NIT Allahabad	21 st Mar,2016
5	VNIT Nagpur	2 nd Apr, 2016
6	NIT Tiruchirapalli	11 th Apr,2016
7	NIT Silchar	12 th Apr,2016

While going through the representations, it has been noticed that most of the NITs have forwarded the representation relating to discrepancies or typographical errors in the recruitment rules circulated by the Ministry vide letter no F.33-2/2013-TS.III dated 5th February 2014. Some of the NITs have also forwarded the pay anomalies relating to the period before 2006 regarding mapping of the grades. Such pay anomalies had also been placed and reviewed in their respective Grievance Redressal Committee which were duly approved by their respective boards. As all such cases were

not within the mandate of this Committee. Therefore the Oversight Committee has not considered such cases and these cases may be sorted out by the respective institutes at their level.

The oversight committee met more than 30 times and carefully examined each representation submitted by the Non Teaching Staff of all NITs duly forwarded by the respective Directors/Registrars.

LIBRARIAN

As per RRs circulated by the Ministry vide letter no F.33-2/2013-TS.III dated 5th February 2014, the post of Library Staff has been declared as Non Teaching Staff, but in the column of Pay scale, the pay has been shown as Pay in the Pay Band (PB) + AGP and accordingly in some of the NITs, the incumbents have been granted respective AGPs. It is recommended that while the salary of existing incumbents may not be disturbed but at the time of next promotion they should be promoted to the next appropriate Grade Pay i.e. An Assistant Librarian in the AGP of Rs.6000/- on completion of 5 years regular service will move to GP of Rs.6600/- and new incumbents will be appointed with appropriate Grade Pays only. Suitably revised RRs have also been recommended.

STUDENTS ACTIVITY AND SPORTS OFFICER

In this case also, as per RRs circulated by the Ministry vide letter no F.33-2/2013-TS.III dated 5th February 2014, the post of Students Activity and Sports Officer has been declared as Non Teaching Staff, but in the column of Pay scale, the pay has been shown as Pay in the Pay Band (PB) + AGP and accordingly in some of the NITs, the incumbents have been granted respective AGPs. It is recommended that while the salary of existing incumbents may not be disturbed but at the time of next promotion they should be promoted to the next appropriate Grade Pay i.e. An SAS Officer in the AGP of Rs.6000/- on completion of 5 years regular service will move to GP of Rs.6600/- and new incumbent will be appointed with appropriate Grade Pay only. Suitably revised RRs have also been recommended.

ENGINEERING SERVICES

As per MHRD Letter no. F.23-18/2008-TS.III dated 17th March 2010, the post of Executive Engineer was created in the Grade Pay of Rs.6600/-. However, the recruitment rules circulated vide MHRD Letter no. F.33-2/2013-TS.III dated 5th February 2014, there are two sets of recruitment rules for the post of Executive Engineer i.e. in the Grade Pay of Rs.5400/- and there is another set of Recruitment rules for the same post of Executive Engineer in the Grade Pay of Rs.6600/-. From perusal of Ministry of Urban Development Gazette Notification dated 17th October 2012 for Engineering Cadre, it was observed that the post of Executive Engineer is in the Grade Pay of Rs.6600/- and the designation of engineers in PB-3 with GP of Rs.5400/- is Assistant Executive Engineer which is a direct recruitment post. Further, in consonance with the practice being followed in the Ministry of Urban Development, Assistant Engineers with appropriate qualifications and corresponding length of service can also be

considered for promotion to the post of Executive Engineers (GP of Rs.6600/-). The details have been incorporated in RRs for the post of Executive Engineers. In the existing Recruitment Rules, it has also been noticed that the post of Assistant Executive Engineer has been created in PB-2 with GP of Rs.4800/-. In CPWD, the post of Assistant Executive Engineer is a direct recruitment post in PB-3 with GP of Rs.5400/-. In accordance with the practice being followed in the Engineering cadre of CPWD, it is proposed to create a new set of RRs for the direct recruitment post of Assistant Executive Engineer in PB-3 with GP of Rs.5400/- and to retain the RRs for the post of Executive Engineer in the Grade Pay of Rs.6600/-.

STENOGRAPHER (HIGHER CADRE)

In the Stenographer (Higher Cadre), the posts have been designated as under:

- | | | |
|------|-------------------|----------------------------------|
| i) | Secretary | PB-2 with Grade Pay of Rs.4200/- |
| ii) | Senior Secretary | PB-2 with Grade Pay of Rs.4600/- |
| iii) | Secretary (SG-II) | PB-2 with Grade Pay of Rs.4800/- |
| iv) | Secretary (SG-I) | PB-2 with Grade Pay of Rs.5400/- |

In Government of India, the designations of Stenographers are as under:

- | | | |
|------|----------------------------|--|
| i) | Personal Assistant (PA) | PB-2 with Grade Pay of Rs.4200/- |
| ii) | Senior Personal Assistant | PB-2 with Grade Pay of Rs.4600/- |
| iii) | Private Secretary (PS) | PB-2 with Grade Pay of Rs.4800/- |
| iv) | Private Secretary (PS) | PB-3 with Grade Pay of Rs.5400/- |
| | (Non Functional Selection) | (Reference DoP&T circular no. -
F.No.10/3/2004-CSII(Part 1) dated 24 June 2005) |

Secretary is the designation in apex scale of Govt of India therefore in the revised RRs proposed by the committee, the designations as applicable in the other government departments are recommended to be adopted.

SECURITY OFFICER / SECURITY

Keeping in view the need to contain the total staff strength of Non Teaching staff within the specified ratio of 12:1:1.1, the extant practice being adopted across NITs has been to outsource security services. Hence, no RRs have been drawn up for these posts. However, the existing security staff may be allowed to continue and in due course retrained for other suitable tasks.

MULTI TASKING STAFF (MTS)

In accordance with the practice adopted by many central ministries like Ministry of Urban Development etc, it is recommended as under:-

- i) The posts of drivers have been merged with MTS. Accordingly the RRs for the post of drivers have been included under the category of MTS. However keeping in view the additional qualification and experience as required for the post of drivers, MTS selected as drivers have been recommended a Grade Pay of Rs.1900/-
- ii) In the Central Govt Ministries/Departments, depending upon the size of premises, the post of caretakers has been created at the level of LDC + Allowances or UDC + Allowances. It is therefore proposed that the posts of caretakers should be created under Ministerial (Lower) cadre with GP of Rs.2000/- and Rs.2400/-. As regards existing drivers, they may be allowed to continue in their existing grade pay and benefits of MACP may be extended to them as and when it becomes due.

HINDI CADRE

While examining the existing RRs, it was observed that there is no provision for Hindi staff. In consonance with the language policy, for provision of Hindi cadre, the specified number of Hindi posts has to be created. As far as RRs are concerned, the RRs of Department of Hindi Language may be adopted.

The committee relied upon the guidelines/instructions contained in the following documents to consider the anomalies submitted by the NITs (Appendix- I):-

1. MHRD Letter No. F.23-18/2008-TS-III dated 17th March 2010 regarding restructuring of Non Faculty Cadres in National Institute of Technology (NITs)
2. DOP&T letter no. DOP&T OM No. AB/14017/61/2008-Estt.(RR) dated 24 March 2009 and 12 March 2010 regarding Sixth Central Pay Commission's Recommendations – Revision of pay scales - amendment of Service Rules/Recruitment Rules
3. DOP&T letter no. AB.14017/48/2010-Estt.(RR) dated 31st December 2010 regarding Revision of guidelines for framing /amendment/relaxation of Recruitment Rules
4. DOP&T Office Memorandum No. AB.14017/13/2013-Estt.(RR) dated 31st March 2015 regarding Amendment of RRs
5. DOP&T Office Memorandum No. AB-14017/6/2009-Estt(RR) dated 30th April 2010 regarding Model RRs for Group 'C'posts (pre revised Group 'D'posts)
6. DOP&T Office Memorandum No. 35034/1/97-Estt(D) dated 9th August 1999 and 35034/3/2008-Estt.(D) dated 19th May 2009 regarding Assured Career Progression Scheme
7. MHRD letter no. 20-9/2015-TS.III dated 26th November 2015 regarding change of designation of Physical Directors recruited in the REC system at NIT-Warangal
8. Gazette Notification of Ministry of Urban Development dated 17th October 2012 for Engineering Cadre.
9. Ministry of Health and Family Welfare OM No. A.45012/2/2008-CHS.V dated 29th October 2008 regarding extension of Dynamic Assured Career Progression (DACP) Scheme up to Senior Administrative Grade (SAG) level in respect of Central Health Service (CHS) and Dental Doctors under the Ministry of Health and Family Welfare.
10. Gazette Notification of Ministry of Urban Development dated 19th March 2014 for Staff Car Driver.

11. DOP&T Order No. 5/4/2005-CS.I dated 25th January 2006 regarding grant of Non Functional Scale of Rs.8000-275-13500 to Section Officers of Central Secretariat Service (CSS)

The Oversight Anomalies Committee has also adopted the qualifying service criteria as referred to in the DoP&T circulars dated 24th March 2009 and 31st December 2010, referred to above for the movement from one Grade Pay to another Grade Pay. The post based movement is mentioned below:

1. TECHNICAL STAFF

i) Lower Cadre

Technician/
Lab Assistant/ → GP Rs.2000/-
Work Assistant

↓ 5 Years

Senior Technician/
Senior Lab Assistant/ → GP of Rs.2400/-
Senior Work Assistant

↓ 5 Years

Technician (SG-II)/
Lab Assistant (SG-II)/ → GP of Rs.2800/-
Work Assistant (SG-II)

↓ 6 Years

Technician (SG-I)/
Lab Assistant (SG-I)/ → GP of Rs.4200/-
Work Assistant (SG-I)

ii) Higher Cadre

Technical Assistant/ Junior Engineer/ → GP of Rs.4200/-
SAS Assistant/ Library & Information
Asstt/ Senior Pharmacist

↓ 5 Years

Senior Technical Asstt/Assistant Engineer/ → GP of Rs.4600/-
Senior SAS Asstt/ Senior Library & Information
Asstt / Pharmacist (SG II)

↓ 2 Years

Technical Assistant (SG-II)/ SAS Assistant (SG-II) → GP of Rs.4800/-
Library & Information Asstt (SG II)/Pharmacist (SG I)

↓

2 Years

Technical Assistant (SG-I)/ SAS Assistant (SG-I) → GP of Rs.5400/-
Library & Information Asstt (SG I)

2. MINISTERIAL STAFF

i) Administrative (Lower Cadre)

Junior Assistant / → GP of Rs.2000/-
Caretaker

↓ 5 Years

Senior Assistant / → GP of Rs.2400/-
Senior Caretaker

↓ 5 Years

Assistant (SG-II) → GP of Rs.2800/-

↓ 6 Years

Assistant (SG-I) → GP of Rs.4200/-

ii) Administrative (Higher Cadre)

Superintendent/ → GP of Rs.4200/-
Accountant

↓ 5 Years

Senior Superintendent → GP of Rs.4600/-

↓ 2 Years

Superintendent (SG-II) → GP of Rs.4800/-

↓ 2 Years

Superintendent (SG-I) → GP of Rs.5400/-

iii) Stenographers (Lower Cadre)

Stenographer → GP of Rs.2400/-

↓ 5 Years

Senior Stenographer → GP of Rs.2800/-

↓ 6 Years

Stenographer (SG-II) ➡ GP of Rs.4200/-

↓ 5 Years

Stenographer (SG-I) ➡ GP of Rs.4600/-

iv) Stenographers (Higher Cadre)

Personal Assistant ➡ GP of Rs.4200/-

↓ 5 Years

Senior Personal Assistant ➡ GP of Rs.4600/-

↓ 2 Years

Private Secretary ➡ GP of Rs.4800/-

↓ 2 Years

Private Secretary (NFG) ➡ GP of Rs.5400/-

v) Pharmacist

Pharmacist ➡ GP of Rs.2800/- As per Ministry of Finance OM no. F/1/1/2008-IC dated 18th November 2009 (Revised Pay Structure)

↓ 2 Years

Senior Pharmacist ➡ GP of Rs.4200/-

↓ 5 Years

Pharmacist (SG-II) ➡ GP of Rs.4600/-

↓ 2 Years

Pharmacist (SG-I) ➡ GP of Rs.4800/-

3. ADMINISTRATION

Assistant Registrar ➡ GP of Rs.5400/- after 5 years the incumbent will automatically move to the higher Grade pay of Rs.6600/- and after 5 years of regular service in GP of Rs.6600/- will be considered for the post of Deputy Registrar.

↓ 10 Years

Deputy Registrar → GP of Rs.7600/- after 5 years the incumbent will automatically move to the higher Grade pay of Rs.8700/- in PB-4

↓ 10 Years out of which at least 5 years being spent on a post in PB-4 with Grade pay of Rs.8700/- or an equivalent post

Registrar → GP of Rs.10000/- (Open Selection Post as per NIT Act & Statutes)

4. LIBRARY

Assistant Librarian → GP of Rs.5400/- after 5 years the incumbent will automatically move to the higher Grade pay of Rs.6600/- and after 5 years of regular service in GP of Rs.6600/- will be considered for the post of Deputy Librarian.

↓ 10 Years

Deputy Librarian → GP of Rs.7600/- after 5 years the incumbent will automatically move to the higher Grade pay of Rs.8700/- in PB-4

↓ 10 Years out of which at least 5 years being spent on a post in PB-4 with Grade pay of Rs.8700/- or an equivalent post

Librarian → GP of Rs.10000/- (Open Selection Post)

5. STUDENTS ACTIVITY AND SPORTS

SAS Officer → GP of Rs.5400/- after 5 years the incumbent will automatically move to the higher Grade pay of Rs.6600/- and after 5 years of regular service in GP of Rs.6600/- will be considered for the post of Senior SAS Officer

↓ 10 Years

Senior SAS Officer → GP of Rs.7600/- after 5 years the incumbent will automatically move to the higher Grade pay of Rs.8700/- in PB-4

↓ 10 Years out of which at least 5 years being spent on a post in PB-4 with Grade pay of Rs.8700/- or an equivalent post

Principal SAS Officer ➡ GP of Rs.10000/- (Open Selection Post)

6. SCIENTIFIC AND TECHNICAL SERVICES

Scientific /Technical Officer ➡ GP of Rs.5400/- after 5 years the incumbent will automatically move to the higher Grade pay of Rs.6600/- and after 5 years of regular service in GP of Rs.6600/- will be considered for the post of Senior Scientific /Technical Officer.

↓ 10 Years

Senior Scientific/ Technical Officer ➡ GP of Rs.7600/- after 5 years the incumbent will automatically move to the higher Grade pay of Rs.8700/- in PB-4

↓ 10 Years out of which at least 5 years being spent on a post in PB-4 with Grade pay of Rs.8700/- or an equivalent post

Principal Scientific /Technical Officer ➡ GP of Rs.10000/-

7. ENGINEERING SERVICES

Assistant Executive Engineer ➡ PB-3 with GP of Rs. 5400 (Direct Recruitment Post)

↓ 4 Years Regular Service

Executive Engineer ➡ GP of Rs.6600/- after 5 years the incumbent will automatically move to the higher Grade pay of Rs.7600/- and after 5 years of regular service in GP of Rs.7600/- will be considered for the post of Superintending Engineer.

↓ 10 Years

Superintending Engineer ➡ GP of Rs.8700/-

8. MEDICAL

Medical Officer ➡ GP of Rs.5400/-

↓ 4 Years

Senior Medical Officer ➡ GP of Rs.6600/-

MODIFIED ASSURED CAREER PROGRESSION (MACP)

As per restructuring letter no F.23-18/2008-TS.III dated 17th March 2010, four levels of posts were recommended by the committee out of which the last designation/level was under MACP scheme whereas in accordance with the MACP scheme vide DoP&T Office Memorandum no. 35034/1/97-Estt(D) dated 9th August 1999 and 35034/3/2008-Estt.(D) dated 19th May 2009, only next higher Grade Pay is to be given to the official but there is no change in designation. MHRD has given the designation at the fourth level under MACP scheme which is contradictory to the MACP scheme of Govt of India. Further some of the NITs have in their representations requested that the posts at the fourth level should be included in the promotional hierarchy. The distribution of posts should be in the ratio 4:3:2:1. The matter was considered by the committee and it was decided to draw RRs for the fourth level post also. In NITs wherever posts are available at the fourth level, the staff can be considered for promotion as per the suggested RRs and in other cases the provision of MACP scheme will apply i.e. while the higher GP will be granted but their designations will remain unchanged.

Recommendations on Recruitment Rules

The committee considered the suggestions of various NITs on recruitment rules for various posts. After careful consideration and keeping in view the guidelines issued by DoP&T regarding framing of recruitment rules and period of residency in a particular post for next promotion in a hierarchy system, necessary changes have been suggested by the committee and revised RRs are placed at Annexure-A.

Recommendations on Pay Anomalies of individual NITs

The committee considered the representation and the comments/views of BoG and Grievance Redressal Committee (GRC) of various NITs. These representations were discussed in detail each NIT and case wise. The gist of the recommendation/representation of the NITs and the decision of the committee thereon is given (NIT wise) at Annexure-B.

Training

The committee during its deliberations observed that NITs do not have any system for training its staff in Govt Rules and Procedures. It is therefore suggested that staff should be given appropriate training at the time of recruitment as well as at periodic interval of time.

Restructured Non Teaching Cadre

Based on the aforesaid discussion, a revised synopsis of "Restructured Non Teaching Cadre in NITs" has been attempted and is placed at Annexure-C.

General Recommendations

In NITs, there may be a considerable number of ad-hoc employees who have been working for a number of years from the REC regime and have also crossed the age limit for appointment against non-tech/quasi-technical/technical posts. Most of them have rendered valuable services to NITs while working in important positions and it would therefore, be advisable to spare their expertise and experience. Their contribution towards the growth of NITs is very much essential. In order to allow the NITs to continue to have their experienced services and also to provide social security as well as status to these employees, the Committee strongly recommends providing one-time concession to these workers so as to enable them to compete with other candidates for being selected to various posts as per their individual qualification and experience. The process should be well-monitored by the Director at the institute level.

While efforts have been made to cover all the common cadre posts, but it is very likely that some of the NITs could have some isolated designations which are not covered by RRs framed by the committee. In such cases, committee is of the considered view that the NITs frame the RRs, if required for those posts under the guidance of their BoGs and MHRD.

Terms and Conditions

No NITs shall concurrently run any other promotional schemes unless these are notified by the DoP&T or MHRD