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**Vivekanand Education Society's  
BUSINESS SCHOOL**

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**HR POLICY  
NON-TEACHING STAFF  
PGDM**



# Vivekanand Education Society's BUSINESS SCHOOL

(Recognized by Higher & Technical Education Dept, Govt. of Maharashtra State & Approved by A.I.C.T.E.,  
Ministry of HRD, Govt. of India.) NBA Accredited and Member of AACSB.

## Guidelines for HR Policy for NON-TEACHING STAFF, VESBS

**Vivekanand Education Society**, a trust is our parents body regulating the appointments terms and conditions of the services of their different institutes. VES adopted the major service conditions and Appointments Procedures, Leave Rules and Pay Scale etc. from the guidelines issued by Government of Maharashtra and Maharashtra Civil Services rules and the circulars and GR's, notifications announced/received from time to time from the Higher and Technical Education Department, Government of Maharashtra.

AICTE & Government of Maharashtra is time to time publishing their circulars orders and guidelines for teaching and non-teaching staff members for approved institutes and colleges.

VES management have adopted these guidelines as their HR policy of their institutes. Regarding DA, HRA, CLA, Gratuity Notification, Leave Notification and Special Holiday Notification are time to time granted and announced by the State Government Authorities for the approved institute and colleges and is also time to time implemented and the benefits of such Government Resolutions, Notification and Circulars are made available by the management of VESBS to the Non-Teaching Staff.

As a parent institute, the circulars, guidelines and directives issued by Vivekanand Educational Society in accordance with the AICTE, Government and DTE guidelines are also adhered by the Institute as its HR Policy.

We are in process to implement the 7 Pay Commission to all Teaching and Non-Teaching Staff members and they have been paid all the benefits of the same. Though there is no written and compiled HR Policy for Non-Teaching Staff all the above notifications, circular, guidelines therefore are forming the part of HR Policy for Non-Teaching Staff for VESBS which is being followed by us.

**Dr. Sachin Deshumkh**  
Director



**Date :** 17<sup>th</sup> July 2021

**Place :** Chembur, Mumbai



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Ministry of HRD, Govt. of India.) NBA Accredited and Member of AACSB.

## HR Policy Approval / Amendment Approval by the Institute Apex Body

Resolution for the Amendment in HR Policy which shall form the part of the HR Policy w.e.f. New Academic Year 2021-22:

### FOR NON TEACHING STAFF :

- 1) **Leave Rules** : Presently, we are following the policies & guidelines provided by VES and Leave Rules laid down by Government of Maharashtra and DTE.
- 2) **Rules for Scales, Increments & Promotions** : Regarding the Pay Scale of Non-Teaching Staff, their Annual Increments, Promotions, Upward Movement to Upper Pay Scales and Grade, Time Bound Promotions, Incentives on acquiring Higher Qualifications etc., for or all these factors, VES have adopted by the AICTE, Government of Maharashtra and Maharashtra Civil Services rules directives which forms the HR Policy for Non-Teaching Staff.
- 3) **Paternity Leave** : In this regard, at par with the Teaching Staff the UGC, AICTE & Government of Maharashtra recommendations have been made available to Non-Teaching Staff of VESBS from the Academic Year 2021-22. This type of leave has been granted under The Staff Welfare which will be helpful to the Institute for Ranking and Accreditation process. This type of Leave is already available to the Teaching faculty as per the HR Policy.
- 4) **Education Enhancement Scheme** : As per the staff welfare objective of VES management, this scheme is being initiated to enhance the education of the staff members.
- 5) **Discipline & Code of Conduct for Employees and Disciplinary Actions** : Discipline & Code of Conduct for Employees and Disciplinary Actions Including the Punishment, Fine, Termination of Services rules have been laid down by Government of Maharashtra, DTE in their Maharashtra Civil Service Code (MCSC).

  
**Dr. Sachin Deshumkh**  
Director



**Date** : 17<sup>th</sup> July 2021

**Place** : Chembur, Mumbai

हस्ते बटवडा/अत्यंत तातडीचे

मुंबई विद्यापीठ

क्रमांक घ.म./निदेश/ ३१ /200४.

परिपत्रक:-

विषय : नैमित्तिक रजा व वैकल्पिक सुट्यांबाबत

ज्याअर्थी शासन निर्णय क्रमांक : सार्वसु ११९८/प्र.क.९२/९८(भाग-२ नस्ती)/२९, दिनांक १३ डिसेंबर, १९९८ व शासन निर्णय क्रमांक : नैमिर-१४९८/प्र.क.५२/९८/सेवा-९, दिनांक २१ डिसेंबर, १९९८ व शासन पत्र क्रमांक : संकीर्ण-२२९३/(४७२४)/विशि-४, दिनांक २७ जानेवारी, १९९९ व शासन पत्र क्रमांक संकीर्ण-२२९९/(४७२४)/विशि-४, दिनांक ३ मे, १९९९ नुसार संलग्नित महाविद्यालयातील शिक्षकांना नैमित्तिक रजा व वैकल्पिक सुट्या लागू करण्याबाबतचे आदेशां परिपत्रक क्रमांक घ.म./५१३/१९९९, दिनांक १३ ऑक्टोबर, १९९९, परिपत्रक क्रमांक घ.म./२९/२०००, दिनांक १५ जानेवारी, २००० व क्रमांक घ.म./निदेश/६०/२००१ दिनांक २० फेब्रुवारी, २००१ द्वारे निर्गमित केलेले आदेश.

आणि ज्याअर्थी, वरील आदेशानुषंगाने शिक्षक संघटनेच्या प्रतिनिधींकडून निवेदन प्राप्त झाले आहे.

त्याअर्थी, मी, डॉ. भालचंद्र ल. मुणगेकर, कुलगुरू, मुंबई विद्यापीठ, महाराष्ट्र विद्यापीठ कायदा १९९४ कलम १४(८) नुसार मला प्रदान करण्यात आलेल्या अधिकारात सर्व संलग्नित महाविद्यालयांच्या प्राचार्यांना असे निदेश देत आहे की, वर नमुद केलेल्या परिपत्रकातील नैमित्तिक रजा व वैकल्पिक सुट्यांबाबतच्या आदेशास स्थगिती देण्यात येत आहे व असे आदेश देण्यात येत आहेत की, शिक्षकांना देण्यात येणा-या नैमित्तिक रजा ह्या S 425 अनुसार (विद्यापीठ परिपत्रक क्रमांक CONCOL/१८७, दिनांक ६ मे, १९८८) शासनाकडून याबाबत सुधारीत आदेश प्राप्त होईपर्यंत चालू ठेवण्यात येत आहेत. परिपत्रक संशोधन केल्याच्या तारखेपासून हे आदेश लागू होतील.

हे निदेश महाराष्ट्र विद्यापीठ कायदा १९९४ अन्वये नैमित्तिक रजेबाबत अग्रगण्य नवीन परिस्थिती अंमलात येईपर्यंत अस्तित्वात राहतील.



(डॉ. भालचंद्र ल.

कुलगुरू

मुंबई - ४०० ०३२.

२७ जानेवारी, २००४.

## UNIVERSITY OF BOMBAY

No. CONCOL./187 of 1988

Bombay-400 032

6th May, 1988.

for filling

or revoke

usual leave

in cases

exceeding  
statutes 425  
of service.

The Principals of non-Government constituent colleges of Arts, Science, Commerce, Education, Physical Education, Education of Deaf, Home Science, Social Work and Law.

Sub: Statutes governing terms and conditions of service of teachers.

- Ref: (1) University Circular Letter No. Aff./RECOG./457, dated 14th August, 1984.  
 (2) University Circular Letter No. CONCOL./279, dated 15th July, 1987.  
 (3) University Circular Letter No. CONCOL./407, dated 24th September, 1987.  
 (4) University Circular Letter No. CONCOL./408, dated 24th September, 1987.

Mesdames and Gentlemen,

Please refer to the University circular letters referred to above, in which certain Statutes governing terms and conditions of service of teachers in your colleges which were assented to by the Chancellor were notified to you for information and guidance.

2. I write this to inform you that the Secretary to the Chancellor has informed this office by his letter No. CS/BU/STT/43/87/A/470, dated 11th March, 1988, that the Chancellor is pleased to accord his assent to the following Statutes on 16th February, 1988, as passed by the Senate at their meeting held on 21st, 22nd and 23rd October, 1986.

#### Leave

S.425 No leave can be claimed as a matter of right. Discretion to refuse or revoke leave in exceptional circumstances lies with the sanctioning authority.

The following shall be the kinds of leave:—

- (1) Casual leave
- (2) Earned leave
- (3) Half-pay leave
- (4) Study leave
- (5) Deputation leave
- (6) Extra-ordinary leave



- (7) Maternity leave
- (8) Leave preparatory to retirement
- (9) Special disability leave
- (10) T.B./Cancer leave
- (11) Special leave
- (12) Sabbatical leave.

(1) **Casual Leave**

S.425 (1) All teachers, including the Principal, shall be entitled to 15 days' casual leave a year, the word "year" referring to the academic year.

(2) Not more than 7 days' casual leave and holidays enjoyed in continuation at one time be granted to a teacher or a Principal save only in exceptional circumstances when it may be extended up to 10 days.

(3) Casual leave shall be evenly distributed during the year as far as possible. Casual leave can be prefixed or suffixed to vacations or any other kind of leave except special leave.

(4) In the case of the Principal, casual leave cannot be prefixed or suffixed to earned leave any other kind of leave except special leave.

(5) A teacher appointed on temporary basis shall be entitled to casual leave of 15 days a year as stated above and shall not be eligible for any other kind of leave.

(6) Casual leave shall not be combined with any other kind of leave, but it may be permitted either at the beginning or at the end of the holidays declared by the sanctioning authority on Saturdays or Sundays, provided that the period of total absence does not exceed 7 days at one time save only in exceptional circumstances when it may be extended up to 10 days (vide (2) above).

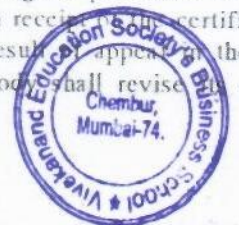
(7) Holidays or Sundays falling during the period of casual leave shall be excluded in the quantum of casual leave.

(8) Ordinarily all applications for casual leave shall be sent before the date from which the casual leave is required.

(9) A record of all casual leave of all teachers shall be maintained. Full pay with all admissible allowances shall be given to a teacher during the period of casual leave.

**Action to be taken when a teacher is convicted/acquitted in a Court of Law**

S.446 (1) (a) If a teacher is convicted for a criminal offence involving moral turpitude in a court of law, he shall be removed or dismissed from the service of the college immediately on the basis of the facts disclosed in the criminal case without following the procedure of inquiry. The necessary order of penalty shall be served on him immediately on receipt of a certified copy of the judgement and order of the court of law. If, however, as a result of an appeal to the high court, the teacher secures an honourable acquittal, the Governing Body shall revise its decision.



and revoke the penalty and restore the *status quo ante* the action taken being reported to the University. The interval between the dates of infliction of the penalty and reinstatement shall be treated as leave due and admissible to him.

(b) If a teacher is convicted for a criminal offence not involving moral turpitude in a court of law, the Governing Body may award any of the penalties prescribed in Statute 440 except the penalty of removal/dismissal from service of the college on the basis of the facts disclosed in the criminal case. The necessary order of penalty shall be served on him immediately on receipt of the certified copy of the judgement and order of the court of law. If, however, as a result of appeal in the higher court, the teacher secures an honourable acquittal, the Governing Body shall revise its decision and revoke the penalty and restore the *status quo ante* the action taken being reported to the University. In the case of major penalty of compulsory retirement or termination of service, the interval between the dates of infliction of the penalty and the reinstatement shall be treated as leave due and admissible to him.

(2) In a case in which a teacher is tried by a court of law for some criminal offence but is acquitted by the court by giving him the benefit of doubt as a result of some technical flaw, it shall be open to the Governing Body to proceed against him departmentally if there is reason to believe that the teacher concerned is responsible for moral turpitude though from the legal point of view evidence may not be sufficient to prove his offence. In such a case, the question of holding a departmental inquiry into his conduct shall be decided immediately after the decision of the court of law is known. The proceedings against him shall be held in accordance with the procedure laid down hereinabove.

*Explanation:* Conviction within the meaning of this Statute shall mean conviction by a court of law from whose order no appeal is preferred by the party or conviction by a final court of appeal.

#### Repeal

S.450 A. The directions issued by the Vice-Chancellor under Section 11(6)(b) of the Bombay University Act, 1974, in respect of those terms and conditions of service for which provisions are made in these Statutes are hereby repealed from the date of the coming into force of these Statutes.

The abovementioned Statutes have come into force with effect from 16th February, 1988. You are requested to bring these Statutes to the notice of the teachers.

3. The remaining draft Statutes which are passed by the Senate at their meeting held on 21st, 22nd and 23rd October, 1986, are still under consideration of the Chancellor.

4. Please acknowledge.

Yours faithfully,

Sd/-  
M.N. Kane  
for REGISTRAR.



- (7) Maternity leave
- (8) Leave preparatory to retirement
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- (10) T.B./Cancer leave
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(6) Casual leave shall not be combined with any other kind of leave, but it may be permitted either at the beginning or at the end of the holidays declared by the sanctioning authority and/or Sundays, provided that the period of total absence does not exceed 7 days at one time save only in exceptional circumstances when it may be extended up to 10 days (vide (2) above).

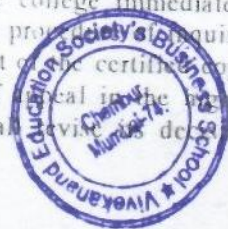
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**GENERAL ADMINISTRATION DEPARTMENT**

Mantralaya, Madam Cama Road, Hutatma Rajguru Chowk  
Mumbai 400 032, dated the 1st December 2020

**NOTIFICATION**

**PUBLIC HOLIDAYS—2021**

No. PHD. 1120/C.R.82/Desk-29.— In exercise of the powers entrusted to it by the Government of India, Ministry of Home Affairs *vide* its Notification No.39/1/68/JUDI-3, dated the 8th May 1968, the Government of Maharashtra hereby declares the following days as Public Holidays in the State of Maharashtra during the calendar year 2021 :—

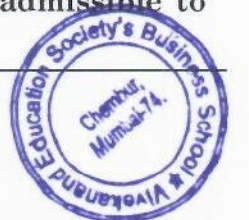
**(A) Public Holidays**

Sr. No.	Holiday	Date	Saka Date	Day
(1)	(2)	(3)	(4)	(5)
1	Republic Day	26th January 2021	6 Magh, 1942	Tuesday
2	Chhatrapati Shivaji Maharaj Jayanti	19th February 2021	30 Magh, 1942	Friday
3	Mahashivratri	11th March 2021	20 Phalgun, 1942	Thursday
4	Holi (Second Day)	29th March 2021	8 Chaitra, 1943	Monday
5	Good Friday	2nd April 2021	12 Chaitra, 1943	Friday
6	Gudhi Padwa	13th April 2021	23 Chaitra, 1943	Tuesday
7	Dr. Babasaheb Ambedkar Jayanti	14th April 2021	24 Chaitra, 1943	Wednesday
8	Ram Navami	21st April 2021	1 Vaishakha, 1943	Wednesday
9	Ramzan-Id (Id-UI-Fitr) (Shawal-1)	13th May 2021	23 Vaishakha, 1943	Thursday
10	Buddha Pournima	26th May 2021	5 Jeshtha, 1943	Wednesday
11	Bakri Id (Id-Uz-Zuha)	21st July 2021	30 Ashadha, 1943	Wednesday
12	Parsi New Year (Shahenshahi)	16th August 2021	25 Shrawana, 1943	Monday
13	Moharum	19th August 2021	28 Shrawana, 1943	Thursday
14	Ganesh Chaturthi	10th September 2021	19 Bhadra, 1943	Friday
15	Dasara	15th October 2021	23 Ashvina, 1943	Friday
16	Id-E-Milad	19th October 2021	27 Ashvina, 1943	Tuesday
17	Diwali Amavasaya (Laxmi Pujan)	4th November 2021	13 Kartika, 1943	Thursday
18	Diwali (Bali Pratipada)	5th November 2021	14 Kartika, 1943	Friday
19	Guru Nanak Jayanti	19th November 2021	28 Kartika, 1943	Friday

**(B) For Banks**

1	To enable to Banks to close their yearly accounts.	1st April 2021	11 Chaitra, 1943	Thursday
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**Above holiday is limited for the Banks only. This holiday is not admissible to the Government Offices.**



## (C) The following Holiday's falls on Saturday and Sunday

(1)	(2)	(3)	(4)	(5)
1	Mahavir Jayanti	25th April 2021	5 Vaishakha., 1943	Sunday
2	Maharashtra Din	1st May 2021	11 Vaishakha, 1943	Saturday
3	Independence Day	15th August 2021	24 Shrawana, 1943	Sunday
4	Mahatma Gandhi Jayanti	2nd October 2021	10 Ashvina, 1943	Saturday
5	Christmas	25th December 2021	4 Pausha, 1943	Saturday

The holidays listed under (A) above are notified as public holidays under section 25 of the Negotiable Instruments Act, 1881 (XXVI of 1881).

By order and in the name of the Governor of Maharashtra,

J. J. VALVI,  
Deputy Secretary to Government.



**Revision of Pay Scales, Minimum Qualifications for the appointment, Terms and Conditions of Teachers and other academic staff such as Library and equivalent cadre in Degree Level Technical Education as per AICTE Scheme (7<sup>th</sup> Pay Commission) to Dr. Babasaheb Ambedkar Technological University, Lonere/Institute of Chemical Technology, Government Deemed University, Matunga, Mumbai, All Government and Non-Government Aided Institutes, University affiliated and Autonomous institutes conducting Professional Degree Courses such as Engineering and Technology, Pharmacy, Architecture, Hotel Management and Catering Technology etc. ...**

**GOVERNMENT OF MAHARASHTRA**

Higher & Technical Education Department

Government Resolution No. सावेआ-११११/प्र.क्र.४४/१९/तां.शि.२

Madam Kama Road, Hutatma Rajguru Chowk,

Mantralaya Annex, Mumbai – 400 032

Dated : 11th September, 2019

- Read :**
1. Government of Maharashtra, Higher and Technical Education Department, G.R.No. SPC-2010 / (34/10) / TE-2, dated 20<sup>th</sup> August 2010
  2. Government of Maharashtra, Higher and Technical Education Department, G.R.No. CAS- 2013/(32/13)/TE-2 dated 17<sup>th</sup> October 2015
  3. Government of Maharashtra, Higher and Technical Education Department, corrigendum No. CAS-2013/(32/13)/TE-2 dated 13<sup>th</sup> October 2016
  4. Government of Maharashtra, Higher and Technical Education Department, G.R.No. SePrNi-2010/(264/10)/Tanshi-2 dated 10<sup>th</sup> September 2012 and Notification dated 10<sup>th</sup> September 2012 (Annexure- A)
  5. Government of India MHRD Letter No-1-37/2016/TS II Dated 18<sup>th</sup> January, 2019
  6. All India Council for Technical Education Notification F. No. 61-1 / RIFD /7<sup>th</sup> CPC/2016-17, dated 1<sup>st</sup> March 2019
  7. All India Council of Technical Education, letter No-F.No 61-1/RFD/7<sup>th</sup>CPC/2016-17 dated 8<sup>th</sup> March, 2019
  8. Letter No. 5(1)/ASTHA/7<sup>th</sup> Pay/FACULTY/2019/230 dated 5<sup>th</sup> July, 2019 of Directorate of Technical Education, M.S., Mumbai

**Preamble:**

The 6<sup>th</sup> Pay Commission pay scales in accordance with the recommendations of All India Council for Technical Education for teachers and other academic staff in degree level technical Institutions were implemented in the State vide Government Resolution mentioned in Reference No.1, 2, 3 above and Recruitment Rules published vide Government Resolution mentioned in reference No. 4 above.

Ministry of Human Resource Development, Government of India, has communicated the decision of Government of India to All India Council for Technical Education Vide its Letter No-1-37/2016/TS II Dated 18<sup>th</sup> January, 2019, regarding revision of pay scales of Engineering and Technical Institution under preview of AICTE. After the approval received from Government of India, All India Council for Technical Education revised the pay structure of teachers and other academic staff in degree level technical Institutions as per the 7<sup>th</sup> pay commission recommendation vide its notification mentioned in Reference No.6 above. AICTE also communicated to State Government vide its letter mentioned in Reference No. 7 to take appropriate action to implement the recommendations contained



in the notification dated 1<sup>st</sup> march 2019 issued by AICTE.

The scheme announced by the All India Council for Technical Education is applicable to all degree level technical institutions and Universities, including deemed to be Universities imparting technical education and such other courses/programs approved by AICTE and areas as notified by AICTE from time to time.

The scheme announced by All India Council for Technical Education for the Revision of Pay Scales, Minimum Qualifications for the appointment, Career Advancement Schemes, Terms and Conditions of Teachers and other academic staff such as Library and equivalent cadre in Degree Level Technical Education as per AICTE Scheme (7th Pay Commission) to Dr. Babasaheb Ambedkar Technological University, Lonere, Institute of Chemical Technology, Government Deemed be University, All Government and Non-Government Aided Institutes, University affiliated and Autonomous institutes conducting Professional Degree Courses such as Engineering and Technology, Pharmacy, Architecture, Hotel Management and Catering Technology etc. was under consideration of Government.

#### **Resolution –**

The question of implementing scheme of revisions of pay scales as per Notification F. No. 61-1 / RIFD /7<sup>th</sup> CPC/2016-17, dated 1<sup>st</sup> March 2019 of AICTE to all teachers and equivalent cadres working in Dr. Babasaheb Ambedkar Technological University, Lonere, Institute of Chemical Technology, Government Deemed be University, All Government and Non-Government Aided institutes, University affiliated and Autonomous institutes conducting Professional Degree Courses was under consideration of State Government. After considering all the aspects of the scheme and approval of State Cabinet, the State Government has decided to implement and revise Pay Scales, Minimum Qualifications for the appointment, Terms and Conditions of Teachers and other academic staff are as follows: -

#### **1.0 Applicability –**

**1.1** The revised pay scales together with conditions mentioned in this Government Resolution shall apply to teachers and other academic staff in Dr. Babasaheb Ambedkar Technological University, Lonere, Institute of Chemical Technology, Government Deemed University, Matunga Mumbai, All Government and Non-Government Aided Institutes, University affiliated and Autonomous institutes conducting Professional Degree Courses such as Engineering and Technology, Pharmacy, Architecture and such other courses/programs under the preview of AICTE.

#### **1.2 Date of Effect**

**a) Pay Scales and DA:** The revised pay-scales shall be effective from 01.01.2016.

**b) Other Allowances :** The rate of other allowances shall be at par with the State Government Employees.

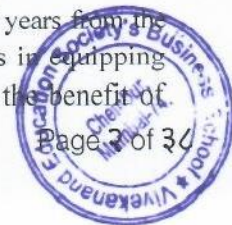
#### **1.3 Effective date of application of Service Conditions**

a) All other service conditions including Qualifications, Experience, Recruitment, Promotions, publications, training and course requirements etc. shall come into force with effect from the date of this Government Resolution.

b) The Qualifications, Experience, Recruitment and Promotions etc. during the period from 17.10.2015 to till the date of this Government Resolution shall be as per sixth pay commission and short term training programs as per the guideline issued by state government as per AICTE. As the state government didn't issue the guideline of API/PBAS, it shall be exempted.

However, the Average ACR during the reporting period shall be as per the guideline issued vide G. R. dated 17-10-2015.

c) Those who are eligible for promotions after the date of publication of this Government Resolution shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31<sup>st</sup> July, 2022, or within 3 years from the date of this Government Resolution, whichever is later, so as to enable faculty members in equipping them for requisite mandatory requirements of this Government Resolution to avail the benefit of.



- promotion retrospectively from the date of eligibility.
- d) For incumbent faculty members, the date of eligibility up to 31<sup>st</sup> July, 2022 (or minimum 3 years from the date of publication of this Government Resolution, whichever is later) shall be allowed to be according to the 6<sup>th</sup> CPC Gazette notification published on 8<sup>th</sup> November, 2012. All the benefit of promotion to such candidates is permitted retrospectively on the date when he/she became eligible.
- e) It may be noted that, no further extension would be given beyond 31<sup>st</sup> July, 2022 or 3 years from the date of publication of this Government Resolution, whichever is later, and those who do not meet the essential criteria despite the above grace period, shall lose an opportunity for getting promotion retrospectively. However, they will be eligible for promotion from the date they meet these criteria thereafter.
- f) In cases, wherein interviews are already conducted either for direct recruitment or for promotions but candidates did not join, such candidates are to be allowed to join. Their further up-gradation will be governed by this Government Resolution.
- g) In cases, where advertisement was published, applications invited but interviews have not been conducted till publication of this Government Resolution, the institutes / employers are required to publish corrigendum and processing of applications must be done in accordance with the provisions given in this Government Resolution.

## **2.0 General**

### **2.1 Revised Designations and Mode of Appointments**

There shall be only three designations in respect of teachers in degree level technical institutions as far as cadre structure is concerned, namely Assistant Professor, Associate Professor and Professor as given below in Table 1. Also there shall be no change in the present designations in respect of Library, Physical Education and Training & Placement Personnel at various levels.

Following mode of appointment shall henceforth be used:

**Table 1: Cadre Structure and Mode of Appointment**

Sr. No.	Designations of Teaching Faculty	Entry pay	Level	Mode of Appointment
1	Assistant Professor	57700	10	Direct Recruitment
2	Assistant Professor (Senior Scale)	68900	11	Promotion
3	Assistant Professor (Selection Grade)	79800	12	Promotion
4	Associate Professor	131400	13A1	Promotion / Direct Recruitment
5	Professor	144200	14	Promotion / Direct Recruitment
6	Senior Professor	182200	15	Promotion
7	Principal / Director	144200	14	Direct Recruitment

### **2.2 New Pay Structure**

The new pay structure shall involve a pay matrix with an ascending series of levels and ascending cells in each level. The new pay matrix shall subsume the pay band and grade pay in one simple chart as given in **Annexure - I**. The pay matrix shall comprise of two dimensions- a horizontal range of levels starting from the lowest level in the hierarchy and ascending to the highest level, with the levels being numbered from 10 to 15 covering the entire gamut of Teachers and other Academic Staff. Within each level, the salary increases as one goes down vertically, with each progression of going down represented by a "Cell". Each Cell within that level represents the steps of annual financial progression of 3%. On recruitment / promotion, an employee shall join at a particular level and progress within the level as per the vertical range. The movement shall be based on annual increments till the time of his /her next promotion. When the employee will receive a promotion, he/she will progress to the next level in the horizontal range till it exhausts.

### 2.3 Levels and Cells

The method followed by the 7<sup>th</sup> CPC shall be adopted in the academic pay structure also, moving from the concept of Pay Band and Academic Grade Pay to that of Levels and Cells. The changes will appear only due to the existing difference between the two streams in terms of Academic Grade Pay vis-à-vis the corresponding Grade Pay. The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 10, 11, 12, 13A1, 14 & 15 corresponding to the present AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

### 2.4 Pay Matrix and Fixation of Revised Pay

For Fixation of pay of an Employee in the Pay Matrix as on 1<sup>st</sup> January 2016, the existing pay (Pay in Pay Band plus Academic Grade Pay) in the pre-revised structure as on 31<sup>st</sup> December, 2015 shall be multiplied by a **factor of 2.57**, rounded off to the nearest Rupee, and the figure so arrived at, will be located in that level in the Pay Matrix and if such an identical figure corresponds to any cell in the applicable level of the Pay Matrix, the same shall be the pay, and if no such cell is available in the applicable level, the pay shall be fixed at the immediate next higher cell in that applicable level of the Pay Matrix. If the figure arrived at in this manner is less than the first cell in that level, then the pay shall be fixed at the first cell of that level of Pay Matrix. If more than two stages are bunched together, one additional increment equal to 3% may be given for every two stages bunched, and pay fixed in the subsequent cell in the pay matrix.

### 2.5 Pay Bands with AGP and IOR (Index of Rationalization)

Based on the above, the various levels of pay with its Academic Grade Pay (AGP) are as per **Annexure-I**.

### 2.6 Entry Pay

The Entry Pay for Academic Pay Structures and Levels shall be as per **Table 1 Mentioned in Para 2.1**

### 2.7 Pay Fixation in case of Direct Recruitment / Promotion

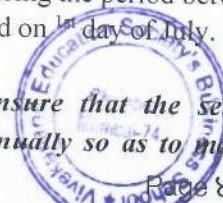
The pay of employees appointed by direct recruitment on or after 1<sup>st</sup> day of January 2016 shall be fixed at the minimum pay or the first cell in the level, applicable to the post to which such employee is appointed. In case of promotion, candidate would be given a notional increment in his existing Level of Pay, by moving him/her to the next higher cell at that level. The pay shown in this cell would now be located in the new level corresponding to the post to which candidate has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell at that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.

### 2.8 Date of Increment

- (i) Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
- (ii) There shall be two dates of increment i.e. 1<sup>st</sup> January and 1<sup>st</sup> July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation.
- (iii) The increment in respect of an employee appointed or promoted during the period between the 2<sup>nd</sup> day of January and 1<sup>st</sup> day of July (both inclusive) shall be granted on 1<sup>st</sup> day of January and the increment in respect of an employee appointed or promoted during the period between the 2<sup>nd</sup> day of July and 1<sup>st</sup> day of January (both inclusive) shall be granted on 1<sup>st</sup> day of July.

### 2.9 Annual Process of Promotion

Every University/College/Directorate of Technical Education shall ensure that the selection process for direct recruitment for various positions is carried out annually so as to maintain



*required faculty numbers and cadre ratio as per AICTE norms so that no loss is caused to students.* Interviews for the promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.

Candidates, who do not fulfill the minimum requirement stipulated in this Government Resolution, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he/she satisfies all the minimum requirements and successfully reassessed.

The constitution of the Selection Committee as applicable to these appointments/promotions of the Assistant Professor to Associate Professor and Associate Professor to Professor or Professor to Senior Professor is enumerated in **Annexure-II**. Various stages of promotions/direct recruitment and mode of selection are given in Table 2.

A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma duly supported by all credentials to the Principal / Director of the College, within three months in advance of the due date, that he / she fulfills all requisite qualifications.

The entry level and consecutive stages of promotions are shown in **Table 2**

**Table 2: Stages of Promotion/ Direct Recruitment and mode of selection**

Stage	Designation
Entry Level, Stage-I	Assistant Professor
Stage-II	Assistant Professor (Senior Scale)
Stage-III	Assistant Professor (Selection Grade)
Stage-IV	Associate Professor
Stage-V	Professor
Stage-VI	Senior Professor

#### 2.10 Age of Superannuation

The existing provisions about superannuation and reemployment of teachers shall continue. (As per State Govt. policy evident from State Govt. GR dated 8<sup>th</sup> March 2019 about UGC pay scales)

#### 2.11 Health Insurance Scheme

Existing provisions of Health Insurance Scheme as applicable to State Government employees shall continue. (As per Present Medical reimbursement scheme and विमाछत्र योजना)

#### 2.12 Pension, Gratuity, Family Pension, GPF, Leave Encashment and Other Pensionary Benefits

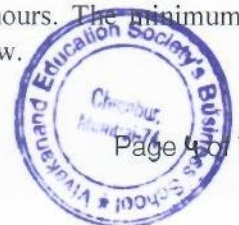
All pensionary benefits including leave encashment shall be extended to faculty members and other staff such as Library, Physical Education and Training & Placement Personnel as per the revised norms recommended by the 7<sup>th</sup> CPC and implemented as per the norms of the State Government.

#### 2.13 Industrial Training/Professional Training

Since a requirement of industrial training/professional training (as the case may be) has been stipulated for vertical movement of faculty members, the AICTE, the Directorate of Technical Education, Maharashtra, State Government shall devise a suitable mechanism for facilitating all faculty members to undergo industrial training/professional training in consultation with AICTE, Confederation of Indian Industries (CII), FICCI, NASSCOM, CFTI, CSIR laboratories, IISER, CIEFL ISI, ISRO, DAE, DRDO and other such industry/professional bodies with approval of State Government.

#### 2.14 Teaching Engagement

The faculty members shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in **Table 3** below.



**Table 3: Teaching Engagement of Faculty Members in Degree Level Institutions**

Designation	(Teaching / Laboratory hours) / week
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14
Director / Principal	6

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean. Regarding work hour State Government seeks clarification from AICTE.

### 2.15 Consultancy

- Consultancy work may be undertaken by members of the faculty to generate resources, either for institutions or for themselves.
- Not only the faculty members should be encouraged to undertake consultancy work, but also an appropriate environment be created by the managements of institutions to facilitate faculty members to undertake such work.
- Suitable parameters for sharing the generated resources between the institution Existing guidelines for sharing the revenue generated out of consultancy work between the Government, institution and individual faculty member shall continue.
- The faculty members engaged in consultancy/ industry interaction / research / start-up activities / community services may be allowed some adjustment in teaching time table without compromising their teaching engagement hours.

### 2.16 Start-up

Presently, the institutions are ranked based on academic performance and placement of students. In future, it may also be based on a number of start-ups and entrepreneurs created by the institute. Therefore, technology incubation centers shall be established and frequent interactions between entrepreneurs / industrialists / alumni and students shall be arranged for motivating students to initiate start-up. Director, Directorate of Technical Education shall issue necessary direction with the concourance of State Government.

### 2.17 Statutory Reservation

The statutory reservation policy for recruitment and promotion applicable as per state government issued time to time.

### 2.18 Quality Improvement Programme (QIP) / Teaching Research Fellowship (TRF) Schemes

With a view to improve the quality of technical education, Directorate of Technical Education, Maharashtra State, to implement QIP/TRF schemes for all the eligible teachers working in Technical institutions.

### 2.19 Counting of Past Service for Direct Recruitment and Promotion

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific / professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT or state PSUs etc., should be counted for direct recruitment as an Assistant Professor / Associate Professor / Professor provided that:

- The qualifications for the post held are not lower than the qualifications prescribed by the AICTE for Assistant Professor, Associate Professor and Professor as the case may be.
- The post is / was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor / Associate Professor / Reader and Professor.
- The candidate for direct recruitment has applied through proper channel.
- The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the AICTE for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.





- e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University / State Government / Central Government / concerned institutions, for such appointments.
- f) The previous appointment was not as guest faculty for any duration or ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc or temporary service of more than one year duration can be counted provided that:
- (i) The period of service was of more than one year.
  - (ii) The incumbent was appointed on the recommendation of the duly constituted Selection Committee.
  - (iii) The incumbent was selected for the permanent post in continuation to the ad-hoc or temporary service;
  - (iv) An artificial break in service shall not be used to the prejudice of employee, appointed on permanent basis. The person appointed on a permanent basis shall be given the benefit of the entire service rendered by him with effect from the date of initial appointment (temporary / contract / ad-hoc) notwithstanding the artificial break / breaks in service.
  - (v) The incumbent was drawing total gross emoluments not less than the monthly gross salary at the initial stage of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
  - (vi) At the time of selection, the negotiated terms and conditions clearly mention the period of experience, nature of experience and same has been consented by the employer.
- g) No distinction should be made with reference to the nature of the management (Private /Local Body/Government) of the institution where previous services were rendered while counting past services under this clause.

### 2.20 Equivalence of Experience of Diploma Level Institutions and Degree Level Institutions

Experience at Diploma Level Polytechnic shall be considered equivalent to experience in the degree level institutions at appropriate level, as applicable provided, scale of pay, qualifications, experience and research contribution are same for the post under consideration as per the present Government Resolution.

## 3.0 Cadre Structure

### 3.1 Minimum Cadre Ratio

- (i) The minimum 1:2:6 of cadre ratio be maintained for Professor: Associate Professor: Assistant Professor respectively.
- (ii) Minimum number of faculty requirements for an approved institute shall be calculated on the basis of faculty: student ratio prescribed by AICTE.
- (iii) Faculty: student ratio would be applicable as per the Approval Process Handbook published by AICTE from time to time.
- (iv) For the purposes of this cadre ratio, Assistant Professor, Assistant Professor (Senior Scale), Assistant Professor (Selection Grade) shall be grouped together and be termed as Assistant Professors.
- (v) Similarly, Professors and Senior Professors will be grouped together and be termed as Professors.
- (vi) Principal / Director shall be outside the purview of cadre ratio.

### 3.2 Flexible Cadre Structure

While promoting the incumbent, flexible cadre structure is followed as below:

- (i) Incumbent faculty members be upgraded to higher positions, after being eligible, through a process of promotion to be held annually, irrespective of availability of vacancy in that cadre.
- (ii) The incumbent so upgraded to a higher position shall be re-designated as Assistant Professor (Senior Scale)/Assistant Professors (Selection Grade)/Associate Professor/Professor, as the case may be.



- (iii) With this cadre structure, more faculty members may become Professors/Associate Professors at some point of time as a result of which, cadre ratio as an example may become skewed such as 9:0:0 or 8:1:0 or 5:1:3 etc. but in any case it should not be 0:0:9 or 0:1:8 or 0:2:7.
- (iv) The total numbers of minimum faculty positions remain the same as calculated from faculty: student ratio, though the cadre ratio is improving with these promotions.
- (v) The lower post can be treated vacant once the incumbent moves on higher post through promotions or through direct selection by keeping total sanctioned posts of all cadres put together as fixed.
- (vi) This vacant post will be filled by suitable eligible incumbent possessing required qualifications.
- (vii) If a suitable candidate is not available, the post shall be filled by open selection.
- (viii) The open selection / promotion shall be made by a committee constituted as per norms published in this Government Resolution.
- (ix) The candidate shall be promoted from lower cadre to higher cadre as and when they complete eligibility criteria for the higher cadre, irrespective of availability of post in that cadre.

### 3.3 Inter-se seniority between the directly recruited teachers and promoted

The Inter-se seniority of a directly recruited teacher shall be determined with the reference to the date of joining and for the teachers promoted with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government /UT Government shall apply for all the matters of seniority.

### 3.4 Position of Principal / Director

- (i) Principal/Director of AICTE approved institution has to be a full time faculty selected in accordance with the due process of selection to be adopted by the concerned university/State Government/Public Service Commission/Respective Board of Governors/Board of Management by taking into consideration the qualifications and other requirements as laid down by AICTE.
- (ii) In an institution where several programmes under technical education approved by AICTE are running, the Principal / Director shall be from one of the programmes preferably from a programme with maximum student strength.

### a. 4.0 Mandatory Teacher Trainings

1. Every teacher appointed / promoted to any position here onwards with effect from the publication of this Government Resolution shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM as per the AICTE teacher training policy preferably within first year of service.
2. No newly appointed faculty member shall be completing the probation without getting the certification of completion of these 8 modules. The teacher training policy document may be downloaded from AICTE website.
3. The requirement of completing these modules as mentioned in this Government Resolution is applicable to all the incumbent teachers also while applying for promotion / selection to next higher cadre only once in the career.
4. Those who are eligible for promotions after the date of publication of this Government Resolution shall have to meet the necessary conditions such as additional qualification, undergoing industrial training, pedagogical training, faculty induction program, publishing research papers etc. However, these requirements shall be permitted to be fulfilled till 31st July, 2022 or within 3 years from the date of publication of this Government Resolution, whichever is later, so as to enable faculty members in equipping them for requisite mandatory requirements mentioned in this Government Resolution to avail the benefit of promotion retrospectively from the date of eligibility.

## **5.0 Minimum Qualification for Recruitments**

Minimum qualification, experience, research contributions, feedback and requisite training requirements for different levels for direct recruitment and promotions for the faculty members are as follows.

### **5.1 Minimum Qualifications for direct recruitment as an Assistant Professor**

**(Level – 10, Entry Pay 57700/-)**

**(a) Engineering / Technology**

B.E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

**(b) Management**

Bachelor's Degree in any discipline and Master's Degree in Business Administration/PGDM/C.A./ICWA/M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

**(c) Pharmacy**

B. Pharm. and M. Pharm / Pharm. D. in the relevant specialization with First Class or equivalent in any one of the two degrees.

**(d) MCA**

B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees.

**OR**

B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees.

**OR**

Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent with 2 years of relevant experience after acquiring degree of MCA.

**(e) Hotel Management and Catering Technology**

Minimum 4 years Bachelor's Degree in HMCT and Master's Degree in HMCT or in relevant disciplines with First Class or equivalent in any one of the two degrees.

**OR**

Minimum 4 years Bachelor's Degree in HMCT with First Class or equivalent and minimum of 5 years of relevant experience at a managerial level not less than Assistant Manager in a 4 - star Hotel or in a similar position in the hospitality industry/ tourism industry.

**(f) Architecture**

B. Arch. and M. Arch. or equivalent Master's degree in an allied field with First Class in any one of the two degrees, and minimum 2 years' experience in the Architecture profession.

**OR**

B. Arch. with First class or equivalent and minimum of 5 years' experience in the Architecture profession.

**(g) Town Planning**

Bachelor's degree in Architecture/Planning/Civil Engineering or Master's degree in Geography / Economics/Sociology or equivalent AND Master of Planning or equivalent with First class or equivalent in either in Master of Planning or any above degrees with 2 years of relevant experience

**(h) Design**

Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent

**AND**

Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned / relevant /allied subject of Industrial Design / Visual Communication / Fine Arts / Applied Arts / Architecture / Interaction Design / New Media Studies / Design



Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design.

AND

Minimum 2 years of professional design experience in Industry / research organization / Design studios.

(i) **Fine Arts**

Bachelor's and Master's degree in the relevant branch with First Class or equivalent in any one of the two degrees and minimum 2 years of relevant professional experience.

(j) **Qualifications for Faculties in Science and Humanities:**

The qualifications for recruitment and promotions for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1-2/2017(EC/PS) Dated 18th July, 2018 and UGC guidelines issued from time to time.

**Note:** Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

**5.2 Minimum Qualification Norms for Direct Recruitments / Promotions for Stage-II to Stage-VI**

(a) **Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-) For Promotion of Incumbents**

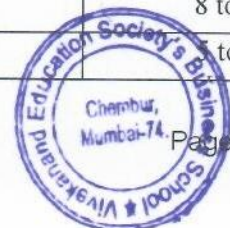
- a. Qualifications prescribed for the post of Assistant Professor  
AND
- b. Should have completed minimum training requirements as per Annexure - III.  
AND
- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI journals /UGC /AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to <8

(b) **Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-) For Promotion of Incumbents**

- a. Qualifications as prescribed for the post of Assistant Professor (Senior Scale)  
AND
- b. Should have completed minimum training requirements as per Annexure - III.  
AND
- c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Senior Scale)			
	Additional Qualification	Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	1	8 to 10
2	-	4	2	5 to < 8



(c) **Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-)**

**i) For Direct Recruitment**

- a. Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch  
AND  
b. At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.  
AND  
c. Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

**Note:** In case of HMCT, 8 years of industry experience at a managerial level not below the position of Head of Department handling a team of 20 persons or more in a 4 star hotel or above category or in a similar position in the hospitality industry / tourism industry.

**ii) For Promotion of Incumbents**

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.  
AND  
b. Should have completed minimum training requirements as per Annexure – III.  
AND  
c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade).		
	Experience (Years)	Research publications in SCI journals UGC AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

**(D) Qualifications for Professor (Level – 14, Entry Pay 144200/-)**

**i) Direct Recruitment**

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.  
AND  
b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.  
AND  
c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

**ii) For Promotion of the Incumbents**

- a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.



AND

- b. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

**Note: 360° Feedback**

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions
2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

**(E) Qualifications for Promotion to Senior Professor (Level –15, Entry Pay 182200/-)**

- a. Ph. D. degree in the relevant field

AND

- b. Minimum ten years of experience in the cadre of Professor

AND

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

OR

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

- c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

AND

- d. At least one patent awarded

OR

- d. Development of one MOOC course applicable at national platform

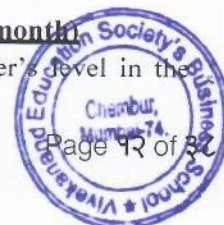
**Notes:**

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.
2. The selection shall be based on ten best publications and award of Ph. D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.

**(F) Qualifications for Direct Recruitment of Principal / Director**

**(Level – 14, Entry Pay 144200/- with the special allowance of Rs. 6750/- per month)**

- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch



- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

**Notes:**

1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance.
2. Performance assessment shall be carried out through a committee appointed by the affiliating university.
3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.

**6.0 Minimum Qualifications for Direct Recruitment and promotion of other staff**

**6.1 Workshop Superintendent**

Initial recruitment of Workshop Superintendent shall be at par with Assistant Professor with the qualification as prescribed for the Assistant Professor in Mechanical/ Production Engineering. Upward movement and designations shall be as per stage I to stage V as per provisions of this Government Resolution indicated in Table 3.

**Table 3: Stages of Promotion and Designations for Workshop Superintendent**

Stage	Designation
Entry Level, Stage-I	Workshop Superintendent
Stage-II	Workshop Superintendent (Senior Scale)
Stage-III	Workshop Superintendent (Selection Grade)
Stage-IV	Associate Professor (Workshop)
Stage-V	Professor (Workshop)

**6.2 Qualifications for Training and Placement Officer**

- a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering & Technology or concerned Technical Program.
- b. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.
- c. If Professor is not available, Associate Professor / Assistant Professor may be identified for this post.

**6.3 Minimum Qualifications for direct recruitment of Assistant Librarian**

**(Level – 10, Entry Pay 57700/-)**

- a. Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.
- b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

**6.4 Minimum Qualifications for direct recruitment of Assistant Director-Physical Education**

**(Level-10, Entry Pay 57700/-)**

- a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- b. Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;

- c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.
- d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
- e. Record of organizing such events as student's convener or in later part of life.

#### 6.5 Methodology of Promotion for Assistant Librarians and Assistant Director-Physical Education

The qualifications for promotions Assistant Librarians and Assistant Director-Physical Education shall be as per UGC notification No. F.1-2/2017(EC/PS) dated 18 July 2018

### 7.0 Additional Requirements

#### 7.1 Research Publications

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following.

- a) For the purpose of promotions, candidates must have published research papers in SCI journals OR UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.
- b) In case of HMCT, 1 live case study or 1 live industry project as research / consultancy having credential of very high standing would be recognized as equivalent to 1 publication.
- c) In case of Design, Architecture and Town Planning, 1 live case study, 1 live industry project as research / consultancy or 1 exceptional design having credential of very high standing / obtained high level recognition would be recognized as equivalent to 1 publication.

#### 7.2 Equivalence for Ph.D.

Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization. Alternatively, the person should have obtained at least two patents or contributed to the increased productivity in the place of work recognized at state or national level or elected as a Fellow of any of the national academies. However, the procedure of providing equivalence shall be devised by concerned affiliating university.

#### 7.2.1 Eligibility of direct Ph.D. after B.E. / B.Tech

The qualification of Ph.D. acquired for the various level of posts directly after B.E/ B.Tech. is applicable in Technical Institutions, provided degree of Ph. D awarded is in relevant discipline by a recognized University following the process of registration, course work and evaluation etc. as prescribed by UGC or has been awarded by the Institutes of national importance (i.e. IITs/IISc/NITs etc.), duly recognized by the MHRD. Further, candidate should have obtained at least first class at Bachelor's level in Engineering /Technology.

#### 7.3 Class / Division

If a class / division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class / division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below.

Grade Point	Equivalent Percentage
6.25	55 %
6.75	60 %
7.25	65 %
7.75	70 %
8.25	75 %





**9.0 Procedure to be followed for fixation of pay and for the disbursement of salary grants-**

Following procedure shall be followed for fixation of pay and disbursement of salary grants:

- i) Regional Offices of Technical Education shall fix the revised pay of all the teachers, librarians and equivalent cadres under their jurisdiction as per this scheme in the Proforma as prescribed in **Annexure-VII** and further certify that:  
“all the teachers/ librarians have been lawfully appointed,  
“the pay of each teacher has been properly fixed as per this scheme and  
“in case it is found that any excess payment has been made on account of incorrect fixation and unlawful appointees the same shall be recovered by the Government from the grants (including salary grants) payable to the institutes.”  
Some possible illustrations for pay fixation are given in **Annexure-VIII**.
- ii) Regional Offices shall submit these certificates along with the fixation forms etc. to the Director, Technical Education who shall thereafter release the necessary grants after broadly satisfying themselves and making necessary entries of pay fixation in the service books of the employees. Director, Technical Education may authorize the officer for approving necessary entries in the service book.
- iii) All Career Advancements with improvement in designations shall have to be approved by the Government.
- iv) The Director of Technical Education, Maharashtra State, Mumbai, should send a quarterly statement to the Accountant General, Maharashtra-1, Mumbai, and the Accountant General, Maharashtra-2, Nagpur, and claim the admissible grants from the Government of India, for the implementation of revised pay scales to the teachers and librarians in degree level institutions, before 31-03-2020. The Accountant General, Maharashtra – 1/2, Mumbai/ Nagpur should be requested to credit the Government of India’s share under receipt head “1601 Grant-in-aid from Central Government, (01) (07) Technical Education (1601 0243)”
- v) The additional expenditure on pay proper, on account of revision of scales of pay of teachers in Dr. Babasaheb Ambedkar Technology University, Lonere, Institute of Chemical Technology, Matunga, Mumbai, Government deemed University Government and Non-Government aided degree level institutions as on 1st January 2016 shall be shared for the period from 1st January 2016 to 31st March 2019 between the Government of India and the State Government in the ratio of 50:50. Thereafter, the entire liability on account of this additional expenditure will be borne by the State Government. Posts which were not lying vacant for more than six months as on 1st January 2016 in these institutes will be treated as post existing as on 1st January 2016, for this purpose. The additional expenditure on pay proper, on account of application of revised pay scales to all posts of teachers created after 1st January 2016 shall be borne entirely by the State Government. The Universities and non-Government aided colleges should be informed that any additional expenditure on new posts of teachers created hereafter shall be disallowed, if proper sanction of the Director of Technical Education, Maharashtra State, Mumbai, has not been obtained by them.

**10.0 Budget Heads:**

The expenditure on this account should be debited to the following sub- heads and detailed heads of accounts under the budget head - **Demand No. W-3 “2203 - Technical Education”** as under:

**001, Direction and Administration-**

**(01), Direction and Administration,**

(01)(01) Director of Technical Education (Committed) (2203 0013) (2203 0022)



#### 7.4 Nomenclature of relevant degrees

The qualifications for various faculty posts specify that the degree shall be in the appropriate / relevant branch of specialization. Many IITs, NITs, Central Universities start interdisciplinary programs of new nomenclatures. In view of the increasing importance of interdisciplinary nature of engineering, the inter-disciplinary courses for both UG and PG specializations may be considered. The selection committee may take a final decision in this regard depending on the requirement of the program of study and institution. AICTE has already clarified this issue vide Government of India Gazette F. No. 27/RIFD/Pay/01/2017-18 dated 28.04.2017. If any specialization is not available in the AICTE basket, the Board / University shall decide the equivalence based on the curriculum of the program. Hence, incumbent faculty recruited in the past based on their qualifications / specializations acquired will continue to be eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

#### 7.5 Incumbent faculty Members with previous qualifications

Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), MCA, PGDM, AMIE / M. Com / M.A. and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment in the same or other institutions, subject to fulfillment of other eligibility criteria and higher qualifications as prescribed, if any, for various teaching posts.

#### 7.6 Faculty Members on deputation

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as DTE / MSBTE / AICTE / UGC / MHRD / DST etc. on academic/administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and 360° feedback. If the faculty has secured at least **Very Good** rating, it shall be considered equivalent to 8 points on a 10 point scale of 360° feedback in reference to this notification for the period of deputation.

#### 8.0 Option for the revised scales of pay:

- (i) Within a period of one month from the date of issue of this Government Resolution, the teachers/Librarians and other personnel will have to option in the prescribed form (**Annexure V**) for the revised pay scales.
- (ii) The option once exercised shall be final. Those who do not exercise the option within a period of one month from the date of issue of this Government Resolution shall be deemed to have opted for revised pay scales.
- (iii) The teachers /Librarians /other personnel who were in service on 1st January 2016 and those who were not in service after 1<sup>st</sup> January, 2016 on account of termination, death, discharge on the expiry of the sanction posts, resignation, dismissal or discharge on disciplinary ground and could not exercise the option within the time limit will be deemed to have opted for revised scale of pay with effect from 1<sup>st</sup> January 2016 and should be held entitled to the benefit of these rules.
- (iv) An undertaking (**Annexure –VI**) shall be taken from every beneficiary under this Scheme to the effect that any excess payment made on account of incorrect fixation of pay in the revised pay scales or any other excess payment made shall be adjusted against the future payments due or otherwise to the beneficiary in the same manner as provided in HRD Ministry's O.M. No. F.237/2008IFD dated 23.10.2008., read with Ministry of Finance (Department of Expenditure) O.M.No.F.11/2008- IC, dated 30.08.2008.

**102 – Assistance to Universities for Technical Education**

(01)(01) Maintenance Grants to Mumbai University for Technical College of Architecture (Committed) (2203 0069)

(01)(02) Maintenance Grants to Dr. Babasaheb Ambedkar Technical University, Lonere, District Raigad (Committed) (2203 0523)

**104 – Assistance to Non-Government Technical Colleges and Degree Institutes-**

(01)(03) Engineering Colleges (Committed) (2203 0167)

(03)(04) Establishment of Institute of Chemical Technology and its sub-centers (Scheme)

31- Grant-in-aid (non-salary)

36- Grant-in-aid (Salary)

**108 – Examinations -**

(01)(01) Board of Technical Examination (Committed) (2203 0283)

**112 – Engineering/Technical Colleges and Degree Institutes-**

(01) Government Engineering and Architectural Colleges (including hostels) (2203 0327)

(00) (10) Establishment of New Engineering Colleges (2203 2671)

Government orders in respect of the measures required for enhancing and improving the quality of education shall be issued separately. All advancements to higher grade pays in various cadres will be effected subject to the minimum excellent (A) level of average confidential report, very good performance appraisal report through 360<sup>0</sup> feedback score and Career Advancement Schemes terms and conditions mentioned in this Government Resolution for various posts are being prescribed by the Government.

This Government Resolution is subject to the decision taken by the State Government on the scheme forwarded by All India Council of Technical Education by its Notification dated 01<sup>st</sup> March 2019, therefore anomalies if any brought to the notice of the Department of Higher and Technical Education, Government of Maharashtra through proper channel.

These orders are issued with the concurrence of the Finance Department vide their unofficial reference No. 347/2019/Seva-9 dated 05/09/2019 and with concurrence of State Cabinet held on 09/09/2019.

This Government Resolution is available on website [www.maharashtra.gov.in](http://www.maharashtra.gov.in) and its unique code no. is 201909112012522408

By order and in the name of Governor of Maharashtra.

**Satish Jagdeorao  
Tidke**

Digitally signed by Satish Jagdeorao Tidke  
DN: c=IN, o=Government of Maharashtra, ou=Higher And  
Technical Education Department, postalCode=400032,  
st=Maharashtra,  
2.5.4.20=abbed596652773468508d937a99472988ebdda28db8  
c543b79abe527c99646f6, cn=Satish Jagdeorao Tidke  
Date: 2019.09.16 10:37:37 +05'30'

**(Satish J. Tidke)**

**Deputy Secretary, Government of Maharashtra**

To,

1. The Secretary to the Hon'ble Governor, Raj Bhuvan, Malabar Hill, Mumbai. (by Letter)
2. The Principle Secretary to the Chief Minister.
3. The Private Secretary to the Hon'ble Minister / State Minister, Higher & Technical Education Department,
4. The Personal Assistant to Chief Secretary.
5. Vice Chancellors of all Universities and Institute of Chemical Technology, Matunga, Mumbai
6. Vice Chancellor, Dr. Babasaheb Ambedkar Technological University, Lonere





# Vivekanand Education Society's BUSINESS SCHOOL

(Recognized by Higher & Technical Education Dept, Govt. of Maharashtra State & Approved by A.I.C.T.E.,  
Ministry of HRD, Govt. of India.) NBA Accredited and Member of AACSB.

## Policy for Education Enhancement

Date : 10<sup>th</sup> August 2022

To,  
**The Director,**  
Vivekananda Education Society's,  
Business School, Chembur (East), Mumbai

**Subject : Proposal for sponsoring the Professional Programs for the enhancement  
of our Non-Teaching Staff members.**

Dear Sir,

I am attaching herewith a proposal for the sponsorship of the Professional programs for the enhancement of our Non-Teaching Staff members.

I would like to submit that this to upcoming GBM Meeting for further discussion and approval.

In furtherance to this I would like to request you to please go through the said proposal and advise on the same. If approved, this shall form a part of HR Policy to be framed for Non-Teaching Staff. This can be Implemented with immediate effect irrespective of approved HR Policy.

With Regards,

**HR Executive**  
(Proposed by)

**Admin. Officer**  
(Recommended by)



**Director**  
(Approved by)

## PROPOSAL

I would to bring to your kind concern that the Non-Teaching Staff members of VESBS comprises of many team members who wants to pursue their further studies and often expresses their interest to attend the Workshops, Seminars etc., but because of exorbitant registration and course fee it becomes an obstruction for them to undergo / pursue these Professional Courses / Trainings / Workshops / Seminars.

Our teaching staff members gets immense opportunities to enhance their Skills, Knowledge by attending the FDP's Workshops, Seminars and National and International Conferences which helps them to add weightage in their curriculum for their career growth. After the completion of their 5 Years tenure in the institute, the teaching staff are also given good salary hike under the "**Career Advancement Scheme**" which is quite commendable. The Institute is really grooming and shaping its faculty members by providing them a platform to prove their capabilities and improve their academic expertise.

In order to boost the morale of our Non-Teaching Staff members, I would like to put forth the proposal of "**Self-development Scheme**" for Non-Teaching Staff members working at VESBS, requesting the head of the institute and the management to look in to this proposal and give their guidance, so that we can take collective initiative in grooming our staff members by enhancing their skills and knowledge. This will help the Non-Teaching Staff to study further and they can use their expertise for achieving the organizational goals and serving the institute in a better way.

**Following points of terms, conditions and rules shall be taken into account for giving this benefit to the Non-Teaching Staff:**

- 1) The course fee of the program should not exceed Rs. 50000/- in the whole service period.
- 2) If an employee doesn't want to pursue any professional course, then he/she can attend any training program / workshops or seminars (maximum 2 such workshops, seminars per year) up to the limit of sanctioned amount, provided, that such training / workshops / seminars should be approved by the Director or Registrar.
- 3) This facility will be given either for pursuing any professional course or for attending the workshops / trainings, both shall not be permitted.
- 4) Distance Learning / Online Courses / Correspondence Courses registered by the employee should be from recognized university.
- 5) There will be no reimbursement of fees for entering into any competitive exams and the exams like NET/SET/SLET/PET.
- 6) Reimbursement of the fees for pursuing Ph.D will be borne by the institute only up to the limit of prescribed amount which shall be sanctioned by the management. If the course fee exceeds the sanctioned limit / amount, then the extra amount will have to be borne by the employee himself / herself.



- 7) The fees will be reimbursed only if the employee has cleared all the examinations.
- 8) The Staff member is bound to be with the institute during the duration of the enrolled course and he / she needs to submit the declaration stating that, after the completion of the course he / she will serve the institute for the continuous period of at least 2 years from the date of clearing his / her examination failing which the expenses incurred shall be recovered from the employee at the time of his / her relieving.
- 9) The mark sheet of each semester is required to be submitted by the staff members.
- 10) The details regarding the admission is required to be submitted to the HR Department.
- 11) The course fee will be first paid by the employee, the reimbursement of the same will be done after the successful completion of the course / semester, but in case of training / workshops the amount can be collected in advance after filling of the necessary event form and approved by the Director / Registrar.

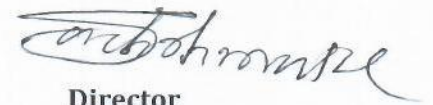
This shall be subject to sanction by the Director and /or Management.

With Regards,

**HR Executive**  
(Proposed by)

  
**Admin. Officer**  
(Recommended by)



  
**Director**  
(Approved by)

Raising the maximum limit of  
Gratuity.

**GOVERNMENT OF MAHARASHTRA**

**Finance Department**

Government Resolution No. PEN-1009/ 69/SER- 4  
Mantralaya, Mumbai- 400 032, dated 21st August, 2009.

- Read :- 1) Government Resolution, Finance Department No. PEN 1005/115/Ser-4,  
dated 12th June 2007  
2) Government Resolution, Finance Department No. PEN-1009/ 31/SER- 4,  
dated 5th May 2009

**RESOLUTION**

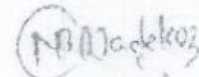
Government has decided to raise the ceiling on the maximum amount of Retirement Gratuity and Death Gratuity from Rs. 5.00 lakhs to Rs. 7.00 lakhs with effect from 1st September, 2009.

2. Government is also pleased to direct that above decision should, *mutatis mutandis*, apply to those employees of recognised and aided Educational Institutions, Non-Agricultural Universities and affiliated Non-Government Colleges and Agricultural Universities to whom the pension scheme (Maharashtra Civil Services (Pension) Rules, 1982) is made applicable.

3. In exercise of the powers conferred by the proviso to Section 248 of the Maharashtra Zilla Parishads and Panchayat Samities Act, 1961 (Mah. V of 1962) and of all the other powers enabling it in that behalf, Government is further pleased to decide that the above decision apply to the pensioners of Zilla Parishads.

4. This Government Resolution is available on the web site of Government of Maharashtra i.e. "[www.maharashtra.gov.in](http://www.maharashtra.gov.in)" and its computer code number is 20090821124200001.

By order and in the name of the Governor of Maharashtra,



Nitesh B. Wadekar  
Deputy Secretary to Government



राज्य शासकीय महिला कर्मचा-यांची  
प्रसूती रजेची मर्यादा १८० दिवसांपर्यंत  
वाढविण्याबाबत.

महाराष्ट्र शासन  
वित्त विभाग

शासन निर्णय क्रमांक: अरजा-१४०९/प्र.क्र.८/०९/सेवा-६,  
मंत्रालय, मुंबई - ४०००३२  
दिनांक :- २४ ऑगस्ट, २००९.

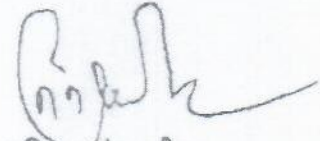
- वाचा- १) शासननिर्णय, वित्तविभाग क्रमांक: अरजा-१४९०/१२/सेवा-९, दिनांक २८/७/१९९५.  
२) शासन शुध्दीपत्र, वित्त विभाग क्रमांक: अरजा-१४९०/१२/सेवा-९, दिनांक ४/११/१९९६.

शासन निर्णय

महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ च्या नियम ७४ मध्ये विहित केलेल्या तसेच यामध्ये प्रस्तावनेतील शासन निर्णय, दिनांक २८ जुलै, १९९५ अन्वये सुधारित केलेल्या शर्तीच्या अधिन राहून राज्य शासनातील महिला कर्मचा-यांना ९० दिवसांची प्रसूती रजा मंजूर करण्यात येते. केंद्र शासनाने सहाय्या केंद्रीय खेतन आयोगाच्या शिफारशीनुसार केंद्र शासनातील महिला कर्मचा-यांना प्रसूती रजेचा कालावधी १३५ दिवसांवरून १८० दिवसांपर्यंत वाढविला आहे. याच धर्तीवर राज्य शासनातील महिला कर्मचा-यांना सध्या अनुज्ञेय असलेली ९० दिवसांची प्रसूती रजा १८० दिवसांपर्यंत वाढविण्याची बाब शासनाच्या विचाराधिन होती. याबाबत आता शासनाने खालील प्रमाणे निर्णय घेतला आहे.

- १) महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ च्या नियम ७४ मधील तरतुदीनुसार राज्य शासकीय महिला कर्मचा-यांना अनुज्ञेय असलेली ९० दिवसांची प्रसूती रजेची मर्यादा १८० दिवसांपर्यंत वाढविण्यात यावी. या सुविधेचा लाभ फक्त दोन अपत्यांपुरताच मर्यादित राहिल. प्रसूती रजा मंजूर करण्याच्या इतर शर्ती पूर्वीप्रमाणे यापुढेही लागू राहतील.
- २) या सुविधेचा लाभ आदेश निर्गमित झाल्याच्या दिनांकापासून लागू राहिल.  
महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ मधील यासंबंधातील विद्यमान तरतुदी या शासन निर्णयातील तरतुदीपुरते सुधारण्यात आले असे मानण्यात यावे. उपरोक्त नियमामध्ये रीतसर सुधारणा यथावकाश करण्यात येईल.
- ४) सदर शासन निर्णय राज्य शासनाच्या [www.maharashtra.gov.in](http://www.maharashtra.gov.in) या वेबसाईटवर उपलब्ध करण्यात आला असून त्याचा संगणक संकेतांक २००९०८२४१३०२२१००१ असा आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नांवाने,



नमिता नं. पाटील  
शासनाच्या उप सचिव.

प्रति,

महालेखापाल-१ (लेखा व अनुज्ञेयता), महाराष्ट्र, मुंबई. (८० प्रती)  
महालेखापाल-२ (लेखा व अनुज्ञेयता), महाराष्ट्र, नागपूर. (८० प्रती)

रोट्ट/सब-१४४९ [ ६०००+५०-८-२००९ ]-१

