

IMPLEMENTATION OF THE 1997 SALARY REVISION FOR EMPLOYEES OF THE UNIVERSITY SYSTEM (ANNEX 1)

SECRETARY
MINISTRY OF EDUCATION & HIGHER EDUCATION

1. The Government has decided to pay an allowance to the employees of the University System for the period of 01.01.1995 to 31.12.1996 equivalent to the salary increases on the basis of the 1997 revised salaries at 65 percent level, exclusive of allowances, inclusive of an amount equivalent to the value of two initial increments on the new salary scales added to the above allowance over a period of 24 months commencing 01.07.1997 subject to a monthly minimum instalment of Rs.1250/=.
2. The employees who were in service in the university system during 01.01.1995 - 31.12.1996 will only be entitled to this allowance. The allowance of an employee who has been in service for a shorter period should be adjusted accordingly.
3. Those who were promoted to a higher post during 01.01.1995 and 31.12.1996 will get the benefit from the date of promotion.
4. If any officer retired from service on or after 01.01.1997, the total allowance calculated in terms of para 1 or 2 as applicable should be paid in full.
5. Employees who have vacated their posts or were dismissed from service after 01.01.1995 will not be entitled to this allowance.
6. Payment of the allowance should be made by the University Grants Commission from funds available in the 1997 Budget. A request may be made to the Director General, National budget for suitable adjustments in the 1998 Grant to the U.G.C. for the balance payment.
7. The Commissioner of Labour may be consulted in regard to contributions to the EPF and ETF in respect of this allowance.

ILLUSTRATION FOR COMPUTATION OF ALLOWANCE FOR THE PERIOD 01.01.1995 TO 31.12.1996 (ANNEX II)

ILLUSTRATION I

Computation of allowance of an employee whose increase is more than Rs. 1250/- p.m. as stipulated in para 3(i) of Commission Circular No: 715

- (a) Assume the scale of salary as c-01, Rs 20485-10x340-23885/- p.m.
- (b) If in 1995 this employee's salary step was Rs.13 250/- his corresponding increase in 1997 is Rs 3978.75
- (c) Add an amount equivalent to the value of two initial increments of new salary scale - Rs 340x2 = Rs. 680.00 p.m.
- (d) Total allowance entitled - Rs 3978.75 + 680.00 = Rs. 4658.75 p.m.
- (e) Deduct 10% for provident Fund - Rs 465.88 p.m.
- (f) Therefore, the balance amount payable - Rs 4192.87 p.m.

ILLUSTRATION II

- (A) Computation of allowance of an employee whose increase is less than Rs. 1250/- p.m. as stipulated in para 3(ii) of Commission Circular No 715
 - (a) Assume the scale of salary as A-08, Rs 5780 - 10x75; 7x85 - 7125/- p.m.
 - (b) If in 1995 this employee's salary step was Rs. 2890/- his corresponding increase in 1997 is Rs. 918.75
 - (c) Add an amount equivalent to the value of two initial increments of new salary scale - Rs 75 x 2 = Rs 150/- p.m
 - (d) Total allowance entitled for the period - Rs 918.75 + 150.00 x24 = Rs 25650.00

- (e) 10% deduction for provident fund - Rs 2565.00
- (f) Balance allowance payable - Rs 25650.00 - 2565.00 = Rs. 23085.00
- (g) Allowance entitled - Rs. 23 085/24 = Rs. 961.88 p.m.
- (h) Minimum allowance payable is Rs.1250.00 p.m.

(B) Computation of number of instalments -

- (a) Number of installment - $23085/1250=18.47$

Therefore, the total allowance should be paid in 17 installment of Rs. 1250/- p.m. each and the 18th installment should be Rs.1835.00.

- (b) The monthly provident fund contributions -

First 17 months - $100 \times 1250 \times 10/90 \times 100$
=Rs. 138.89 p.m.

18th month = Rs. 203.87 p.m.

ILLUSTRATION III

Computation of allowance of an employee who was promoted/appointed on promotion during the period 01.01.1995 to 31.12.1996 and the increase is more than Rs. 1250 /- as stipulated in para 3(iii) of Commission Circular No. 715.

Assume an employee in C-02 has been promoted to C-01 with effect from 01.01.1996

(A) Allowance for the period 01.01.1995 to 31.12.1995

- (a) If this employee's salary step in 1995 was Rs.12600/-, his corresponding increase in 1997 is Rs. 4030.00.
- (b) Add an amount equivalent to the value of two initial increments of new salary scale - Rs. 340x2 = Rs.680.00
- (c) Allowance entitled - Rs. 4030.00 + 680.00 = Rs. 4710.00 p.m.
- (d) Total allowance for the period - Rs. 4710.00x12 = Rs. 56520.00

(B) For the period 01.01.1996 -31.12.1996

- (a) Since this employee's next salary step in 1996 salary scale is Rs. 13250 /- (C-01), his corresponding increase in 1996 is Rs. 3978.75/-
- (b) Add an amount equivalent to the value of two initial increments of new salary scale - Rs. 340x2 = Rs. 680.00.
- (c) Allowance entitled - Rs. 3978.75 + 680.00 = Rs. 4658.75 p.m.
- (d) Total allowance for the period - Rs. 4658.75 x 12 = Rs. 55905
- (e) Therefore, total allowance for the period of 24 months -Rs. 56520.00 + 55905.00 = Rs. 112425.00
- (f) Monthly allowance - $112425/24 = Rs. 4684.38$
- (g) Deduct 10% for Provident Fund - Rs. 468.43 p.m.
- (h) Therefore, the balance amount payable - Rs. 4215.95 p.m

ILLUSTRATION IV

(A) Computation of allowance of an employee who was promoted/appointed on promotion during the period 01.01.1995 to 31.12.1996 and the increase is less than Rs. 1250 /- p.m. as stipulated in para 3(iv) of Commission Circular No.715.

Assume an employee in A-08 had been appointed/promoted to A-05 with effect from 01.09.1996.

(B) Allowance for the period 01.01.1995 to 31.08.1996

- (a) If this employee's salary step in 1995 was Rs. 2890 /-, his corresponding increase in 1997 is Rs. 918.75.
- (b) Add an amount equivalent to the value of two initial increments of new salary scale - Rs. 75 x 2 = Rs. 150.00
- (c) Allowance entitled - Rs. 1068.75 p.m.
- (d) Allowance for the period of 12 months - Rs. 1068.75 x 12 = Rs.12825.00
- (e) Allowance for the period 01.01.1996 - 31.08.1996 (after an earned increment) - Rs. 931.88 + 150.00 x 8 =Rs. 8655.04
- (f) Total allowance entitled for the period 01.01.1995 to 31.08.1996 - Rs. 12825.00 + 8655.04 = Rs. 21480.04
- (C) Allowance for the period 01.09.1996 to 31.12.1996
- (a) Since this employee's next salary step in 1996 salary scale is Rs. 4160 /- in 1996, his corresponding increase in 1997 is Rs.725.00
- (b) Add an amount equivalent to the value of two initial increments of new salary scale - 130 x 2 = Rs.260.00 p. m .
- (c) Total allowance entitled for the period - Rs. 985.00 x 4 = Rs. 3940.00
Therefore, total arrears allowance for 24 months -21480.00 + 3940.00 = Rs. 25420.00
- (d) 10% deductable for Provident Fund - Rs. 2542.00
- (e) Balance allowance payable - Rs. 25420.00 - 2542.00 = Rs.22878.00
- (f) Number of installments - 22878.00 =18.3 1250 Therefore, the total allowance should be paid in 17 installments of Rs. 1250 /- p. m . each and the 18th installment should be Rs. 1628.00 p. m.
- (g) The monthly Provident Fund contributions.
- (i) First 17 months -100x1250x10/90x100 = Rs. 138.89 p.m.
- (ii) 18th month = Rs. 180.87 p.m.

RATES OF PAYMENTS APPLICABLE TO DAILY PAID/TEMPORARY AND TRAINEE STAFF (ANNEX III)

POST

Temporary Tutor (in Faculties other than Medicine) Temporary Demonstrator (in Faculties other than Medicine) and Temporary Instructor (Engineering Faculty) awaiting results of a Final/Degree Examination.	Rs. 864.17p.m.
Trainee Technical Officer	
Trainee Stenographer	Rs.1 ,068.75 p.m.
Trainee Nursing Officer (Dental)	
Stenographer (Daily Paid)	Rs. 42.75 p.d.
Clerical Grades (Daily Paid)	Rs. 39.08 p.d.
Office Machine Operator/Driver (Daily Paid)	Rs. 34.93 p.d.
Semi Skilled Grades (Daily Paid)	Rs. 29.73 p.d.
Un-Skilled Grades (Daily Paid)	Rs. 18.40 p.d.
Un-Skilled Grades (Daily Paid) (Specified in paragraph 04 of Establishments Circular letter No.13/1989)	Rs. 25.60 p.d.