



**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud,
Thiruvananthapuram-14.**

PROCEEDINGS

IHRD – Engineering College – Fixation of pay under AICTE/UGC scale – recovery of excess pay – further instructions – Orders issued.

No.EA3/11649/2013/IHRD

Dated, Thiruvananthapuram, 18th October 2014

Read:

- 1) This office proceedings of even no. dated 21/08/2014 & 23/09/2014*
- 2) Resolution of 19th meeting of Governing Body of IHRD dated 7.2.2011*
- 3) Circular no. 12/2013/ Fin dated 30/01/2013 of Finance 9 (PRC-C) Department*
- 4) Resolution of 89th meeting of Executive Committee of IHRD dated 3.9.2013*
- 5) Audit report of Accountant General for the financial year 2011-2012*

ORDER

The 19th Governing Body of IHRD vide paper read (2), has resolved that AICTE/ UGC norms in force from time to time is applicable to the faculty members working in Engineering Colleges under IHRD on the same terms and conditions. The Accountant General in its audit report for the year 2011-2012 has raised objections on violation of AICTE/ UGC norms resulting in excess payment in Engineering Colleges under IHRD. Hence as an initial corrective measure, to recoup the excess pay, instruction was given to all Heads of Engineering Colleges to withhold annual increment to the faculties under purview of AICTE/UGC. Based on the audit objection, the Executive Committee vide paper read (4) resolved to constitute a Centralized Cell to fix the pay of faculties of Engineering Colleges strictly adhering to AICTE/ UGC norms. A total of 299 service books were placed before the Cell to prepare fixation statement as resolved by the Executive Committee. The Cell prepared pay fixation statement of 161 faculties based on AICTE/UGC norms and reported that, fixation statement of 137 faculties cannot be prepared since they cannot be treated

as staff borne in the cadre of AICTE/UGC as their mode of appointment in Engineering College is not in accordance with norms laid down by AICTE for appointment under Engineering College.

As per appendix VI of Government Order on pay revision, every employee has to execute an undertaking that “any excess payment that may be found to have been made out of incorrect fixation of pay or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me either by adjustment against future payments due to me or otherwise”. Government vide paper read (3) have instructed every department to make effect the recovery in this regard and report to Government, failing which recovery shall be effected from Head of the Department.

As resolved by Executive Committee of IHRD vide paper read (4), orders were issued vide proceedings read (1) dated 21/08/2014 to recover excess pay drawn, if any, under AICTE/ UGC scale due to erroneous fixation in 12 equal instalments from the month of September 2014 onwards, so as to comply with resolution of Executive Committee of IHRD, Government Circular, to clear audit objection raised in this regard and furthermore to release the annual increment withheld from September 2012. As per proceedings read (1) dated 23.09.2014, a extension of one month was granted to make effect the recovery i.e, from October 2014 onwards.

In order to avoid any future ambiguity in this regard, affecting service benefit of a faculty, the following further instructions are issued.

1. Each of the 161 faculty are allowed to submit any grievance with respect to their pay fixation statement to the Centralized Cell. Such grievance should reach this office before **31.10.2014** strictly. Further extension will not be provided and delayed submission will not be considered. The Centralized Cell after due consideration of the grievances will hear the faculty in person during November 2014, if it necessitates.
2. The details of calculation of excess pay and corresponding CPF contribution (month wise) with total amount along with the

installment amounts (from December 2014 to November 2015) should be reported to Head Quarters before 31/10/2014

3. The salary in respect of each of the 161 faculty from September 2014 (salary of August 2014) should be disbursed as per the fixation statement only. If disbursed otherwise, the recovery in this regard shall be made immediately and reported before 31.10.2014
4. The recovery of excess pay in the manner as already ordered should be initiated from December 2014 onwards till November 2015 (from the salary of November 2014 to October 2015). If any recovery in respect of faculty has been effected, the same may be reimbursed and recovered only from December 2014 onwards.
5. If a Head of Institution fail to recover excess pay calculated, in respect of a faculty within the stipulated time, the Head of institution will be held responsible for the lapse and action will be taken as per instructions in Government circular read (3) above.

The proceedings read (1) dated 23.9.2014 stands modified to the above extent. Orders on release of annual increment in respect of 161 faculties will be issued separately after the process of recovery has began.

Sd/-
Dr. J. Letha
DIRECTOR

To

- 1) *All Principals of Engineering Colleges*
- 2) *Additional Director*
- 3) *AO/FO*
- 4) *Finance Section Superintendent*
- 5) *SF*
- 6) *OC*

Forwarded / By order

Administrative Officer