**Information of teacher required for the Lawful appointment on college Letter head**

**(Letter proforma to be attached with each teacher proposal)**

**To,**

 **The Registrar**

 **Gondwana University,**

 **Gadchiroli.**

**Subject: Submission of Proposal of Shri/Smt………………………………………… for lawful appointment verification.**

**Ref.: Your letter No.,……………………………. Dated………………**

**Sir**

 **In context to above mentioned subject, I am hereby submitting the proposal of Shri/Smt…………………………………………………………………………for the lawful appointment verification. This is for your perusal.**

**Thanking you.**

 **Yours Sincerely**

**(Dr.,……………………………..)**

 **Principal**

**Encl.**

1. **University format of teachers information**
2. **Appointment letter**
3. **Advertisement**
4. **University Approval Letter**
5. **Service book**
6. **Option form**
7. **Undertaking**
8. **Agreement**
9. **Form of Fixation**
10. **CD of all Formats**

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**GONDWANA UNIVERSITY GADCHIROLI**

**Statement about the information of the Teacher’s Lawfully Appointed**

|  |  |  |
| --- | --- | --- |
| **Sr.No** | **Title** |  |
| **1** | **Name of Teacher/Principal** |  |
| **2** | **Date of Appointment** |  |
| **3** | **Subject** |  |
| **4** | **Date of Advertisement** |  |
| **5** | **Date of Interview** |  |
| **6** | **Date of university Approval** |  |
| **7** | **Date of Confirmation** |  |
| **8** | **Any break in service** |  |
| **9** | **Date of Ph.D. Award** |  |
| **10** | **Date of NET/SET** |  |
| **11** | **Academic Level 10** |  |
| **12** | **Date of Placement in Academic level 11** |  |
| **13** | **Date of Placement in Academic level 12** |  |
| **14** | **Date of Placement in Academic level 13A** |  |
| **15** | **Date of Placement in Academic level 14** |  |
| **16** | **Basic on 01-01-2016 (Basic + AGP)** |  |

**All the information provided is as per the College record and it is true.**

 **(Dr.,……………………………..)**

 **Principal**

** GONDWANA UNIVERSITY GADCHIROLI**

Ref.:osrufuf‘prh@ Date: / /2019

**CERTIFICATE**

 Certificate regarding Lawful appointment/Selection of Dr./Shri/Smt/Ku…………………………….,………………………………….………………………Subject……………………………………………………………………………………..in college………………………………………………………………………….…………………. Dist.,……..………………………………………….to be required as per 25.0.(i)(ii) of Government of Maharashtra Resolution No. Misc-2018/C.R.56/18/UNI-1 dated 8th March 2019 for fixation of pay as per 7th Pay commission, at the time of verification of proposal, following documents to be verified;

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No | Documents verified | Mark (√ ) | Remarks of Committee |
| **1** | **Appointment letter** |  | **After verification of the relevant documents the candidate is found to be**  **lawfully appointed /**  **not lawfully appointed.**  |
| **2** | **Advertisement** |  |
| **3** | **University Approval letter** |  |
| **4** | **Service Book** |  |
| **5** | **Option form** |  |
| **6** | **Undertaking** |  |
| **7** | **Agreement form** |  |
| **8** | **Pay Fixation Form** |  |
| **9** | **HTE Sevarth ID no.** |  |
| **10** | **Whether offline payment** |  |

**His/Her Basic Pay in 6th pay Scale as on date 01-01-2016 is Rs.,……………………………….**

**This Proposal after verification, forwarded to pay fixation Committee, for further action.**

**Scrutiny Committee member Deputy Registrar Scrutiny Committee Chairman (F.A.O.)**

|  |  |
| --- | --- |
| **Sr. No** |  **Pay After Fixation and Increments** |
| **Date of Increment** | **Pay in Academic Level** | **Academic Level** | **Basic Pay** |
| **1** | **Revised basic Pay as on 01-01-2016** | **Rs.**  |  | **Rs.** |
| **2** | **Revised basic Pay as on 01-07-2016** | **Rs.**  |  | **Rs.** |
| **3** | **Revised basic Pay as on 01-07-2017** | **Rs.** |  | **Rs.** |
| **4** | **Revised basic Pay as on 01-07-2018** | **Rs.** |  | **Rs.** |
| **5** | **Revised basic Pay as on 01-07-2019** | **Rs.** |  | **Rs.** |

**Fixation Committee member Fixation Committee member Fixation Committee Chairman (Registrar)**

**Accompaniment to Government Resolution,**

**Higher and Technical Education Department No. Resolution No. Misc- 2018/C.R.56 /18/ UNI-1, dated 08 March, 2019.**

**FIXATION OF PAY**

**Name of the College/Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the teacher: Shri/Smt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Sr.****No.** | **Description** | **Relevant Information** |
| 1 | Designation of the post in which pay is to be fixed as on January 1, 2016 or on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (latter date) |  |
| 2 | Status (Substantive/officiating) |  |
| 3 | Pre-revised Pay Band and Academic Grade Pay or Scale |  |
| 4 | Existing Emoluments as on 01.01.2016 (as per pre-revised scale) |  |
| 1. Basic Pay (Pay in applicable Pay Band plus applicable Academic Grade Pay or Basic Pay)
 |  |
| 1. Dearness Allowance
 |  |
| 1. Existing emoluments (a + b)
 |  |
| 5 | Basic Pay (Pay in applicable Pay Band plus applicable Academic Grade Pay or Basic Pay) in the pre-revised structure as on January 1, 2016 |  |
| 6 | Applicable Level in Pay Matrix corresponding to Pay Bandand Grade Pay or Scale shown at Sr. No. 3 |  |
| 7 | Amount arrived at by multiplying basic pay as at Sr. No. 5by 2.57 |  |
| 8 | Applicable Cell in the Level either equal to or just above theAmount at Sr. No. 7 |  |
| 9 | Revised Basic Pay (as per Sr. No. 8) |  |
| 10 | Stepped up pay with reference to the revised pay of Junior, if applicable. Name and pay of the junior also to be indicated distinctly. |  |
| 11 | Revised pay with reference to the Substantive Pay in casewhere the pay fixed in the officiating post is lower than thepay fixed in the substantive post, if applicable. |  |
| 12 | Personal Pay, if any |  |
| 13 | Date of next increment and pay after grant of increment |  |

**Date of Increment Pay after increment in applicable Level of Pay Matrix Rs**

14. Any other relevant information:

**Date: Signature & Designation of Head of Institution**

**Place:**

**Name of College: -------------------------------------------------------------------------------------------------------------**

**Accompaniment to Government Resolution, Higher & Technical Education Department**

 **Higher and Technical Education Department Government Resolution**

 **No- 2018/C.R./18/UNI-1 Dated on 8 March 2019**

 **FIXATION OF PAY**

**Name :-** -----------------------------------------------------------------------------------------------------

 **Date of Next Increment and Pay after Increment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Date**  | **Add. Incre** |  | **After Pay Increment** |  |  |  |
|  |  |  | **Pay** | **Increment** | **Pay + Increment** | **AGP/GP** | **Basic Pay** |
| **1.** | **1.1.2016** |  |  |  |  |  |  |
| **2.** | **1.7.2016** |  |  |  |  |  |  |
| **3.** | **1.7.2017** |  |  |  |  |  |  |
| **4.** | **1.7.2018** |  |  |  |  |  |  |
| **5.** | **1.7.2019** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |  |

**Any Other relevant Information**

1. **Re-Designated as Assistant Professor**

**Date :-.......................... Signature & Seal of Principal**

**Place :- Gadchiroli**

**Attached herewith :- 1. Form of Option( )**

 **2. Service Agreement ( )**

 **3. Undertaking ( )**

 **4. lawful Certificate ( )**

**Accompaniment to Government Resolution,**

**Higher and Technical Education Department No.Resolution No. Misc-2018/C.R.56/ 18/UNI-1, dated 08 March, 2019.**

**UNDERTAKING**

[As per Ministry of Finance (Department of Expenditure) order O.M. No. 1-5/2016-IC dated 29th July,2016]

 I hereby undertake that any excess payment that may be found to have been made on account of incorrect fixation of pay in the revised Pay Level or grant of inappropriate Pay Level and Pay Cells or any other excess payment made to me shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date :- Signature:

Station:- Name:

 Designation:

 College/Institution:

**Accompaniment to Government Resolution,**

**Higher and Technical Education Department No.Resolution No.Misc- 2018/ C.R.56 / 18 /UNI-1, dated 08 March, 2019.**

**AGREEMENT**

THIS AGREEMENT made this\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_two thousand nineteen between Shri / Smt/Kum\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assistant Professor/Associate Professor/Professor/ Assistant Librarian/Deputy Librarian/Librarian/Assistant Director, Physical Education and Sports/Deputy Director, Physical Education and Sports/Director, Physical Education and Sports/Principal of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College /University. Established by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter referred to as “the Employee” (which expression shall unless the context does not so admit include his/her heirs, executors and administrators of the One Part and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College/ University hereinafter referred to as “the said College/University” of the other part.

WHEREAS the Employee has been working as a Assistant Professor/Associate Professor/ Professor/Assistant Librarian/Deputy Librarian/Librarian/Assistant Director, Physical Education andSports/Deputy Director, Physical Education and Sports/Director, Physical Education and Sports/Principal of the said college/University from the \_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

AND WHEREAS the Government of Maharashtra has by Government Resolution, Higher andTechnical Education Department, being No. \_\_\_\_\_\_\_\_\_\_\_\_p\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter referred to as“the said Resolution: a copy whereof is annexed hereto) sanctioned a scheme for revision of the payscalesof the University and College teachers and other measures for improving standards in HigherEducation.

AND WHEREAS accordingly the said College/University has agreed to revised the pay scale of the Employee on the Employee agreeing to accept and duly comply with the terms and conditions laid down by theGovernment of Maharashtra by the said resolution which the Employee has agree to do.

Now this Agreement witness and it is hereby agreed and decided by and between Parties hereto asfollows:-

1. Agree, accept and duly comply with the terms and conditions specified in the said GovernmentResolution;

2. Agree to have these conditions, inserted in the contract of his appointment which he has alreadyexecuted or which he may have to execute hereafter;

3. Agree that in the event of his failure to abide by these conditions he shall ceased to derive benefitsof revised pay scales.

 In witness whereof Shri/Smt/Kum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the employeeabove named has hereto set his/her hand and seal of University has been unto affixed.

Members of the Managing Committee/Governing Body of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have set their respective hands the day and year first hereinabove written.

Signed and Delivered by

Shri/Smt/Kum\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the Employee above named in the presence of

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR

Signed and delivered by

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Elc. the present Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of the Managing Committee/Governing body

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the presence of------------------------------------------------------------------------

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accompaniment to Government Resolution,**

**Higher and Technical Education Department No. Resolution No. Misc- 2018/ C.R.56 / 18 / UNI-1, dated 08 March, 2019.**

**Form of Option**

1. **I, substantive / officiating holder of the post in the scale of Rs. , AGP , in the College / Institution hereby:**

**\*(i) elect the revised scale of the post with effect from 1st January, 2016.**

**\*(ii) elect to continue on the existing scale of pay of my substantive / officiating post mentioned below until:**

**\* the date of my next increment**

**\*the date of my subsequent increment**

**\*raising my pay to Rs.**

**\*I vacate or cease to draw pay in that scale.**

1. **The option hereby exercised is final and will not be modified at any subsequent date.**

**Date :**

**Signature :**

**Place : Signed before me**

 **Signature**

 **(Principal of College)**

**(Received the above declaration)**

**Date : Signature**

 **( Head of the Institution)**

 **\*To be scored out, if not applicable.**