

SIKKIM MANIPAL UNIVERSITY

5th Mile Tadong
Gangtok - 737102

No.SMU/Reg/2011-

Date: 01 July 2011

NON TEACHING STAFF CADRE STRUCTURE

AND PROMOTION POLICY

Introduction

1. It is essential to safeguard career interests of all employees of the University. To ensure timely upgradation and career advancement of eligible employees, uniform procedures, rules and regulations are required to be defined. This policy has been framed with a view to safeguard career interests of non teaching staff of SMU.
2. It is also equally important to ensure smooth functioning of the institutions. By virtue of getting promotion on the basis of length of service, there will be no change in the basic charter of duties of an individual employee. On being promoted, an employee, in addition to his/her routine duties, should, in organizational interest, willingly shoulder additional responsibilities assigned to him/her.
3. This policy will be applicable to all non teaching staff of SMU and its constituents. Grant of Annual Increment, Upgradation, Promotion and Redesignation of all employees, will, henceforth be governed by this policy. The procedures with regard to grant of annual increment, upgradation, promotion and change of designation are explained in the succeeding paragraphs.
4. This policy will be termed as 'Non Teaching Staff Cadre Structure and Promotion Policy' and will be effective from 01 July 2011.
5. The past settled cases on which decisions have been taken prior to 30 June 2011, will not be reopened on the basis of provisions contained in this policy. Previous decisions, settlement of cases, orders and instructions issued from time to time with regard to annual increment, promotion and change of designation etc will not be considered as precedence in implementation of this policy. However there are some cases where a section of the employees have received undue benefits, whereas others in similar position have been left out. These anomalies will be corrected while implementing this policy. Thereafter this policy will be strictly followed.

Annual Increment

6. General. Annual increment as laid down will be applicable to all employees on the pay roll of the University. The annual increment is normally granted to an employee on his/her completion of every year's service satisfactorily. The yearly increment together with applicable allowances thereon, will be granted based on recommendation of competent authority based on a minimum level of satisfactory performance in appraisal as per rules and regulations stated in succeeding paras.
7. During fitment of the existing employees in the revised pay scale, employees will be entitled for one increment for each completed year of service at SMU/its constituents. For the purpose, their service will be reckoned from their date of joining including initial contract period, if any.
8. Employees will be entitled to get annual increment till 5th year in the same scale in the same grade.

9. In case of stagnation, after 5th year, they will continue getting same increment of the existing pay scale till they are considered in the next higher pay scale/grade.

10. Performance of Employee being Average or Below Average Level. In case an employee has performed average or below average during the year, the annual increment of the employee will be withheld and the employee concerned informed in writing by the HOI. Such cases will be reviewed every year. The annual increment will be granted to the employee on his/her achieving satisfactory performance in appraisal report of the past year and suitable recommendations from his/her HOD and performance during the Review period. In deserving cases, the HOI may overrule the remarks/recommendation of HOD and intermediate officials in order to grant justice to the employee.

11. Documents Required to be Examined. Prior to grant of annual increment to an employee, his/her eligibility for increment will be examined along with the following documents:-

- (a) Annual Appraisal Report.
- (b) Disciplinary award during the year, if any.

12. Mode of Sanction/Communication. Letter of sanction of annual increment together with consequential increase in allowances, duly signed by the HOI, will be given to the concerned employee with a copy to Head Finance and personal file. The following information will be incorporated in the letter:-

- (a) Revised Basic Pay and Allowances and effective date.
- (b) Next date of increment.

13. Stagnation Increment. Employees on completion of 30 years or more service may reach a stagnation stage where no further increment is authorized. Such employees will get a stagnation increment once in every two years of service till their retirement. The stagnation increment will be equal to the last increment sanctioned for the concerned employee.

Revised Pay Scale.

14. To provide some relief against the rising cost of living, the management has approved revision of salaries for non teaching staff with effect from 01 Oct 2010. Revised pay scales Group wise are given at Appx 'A' attached.

Revised Cadre Structure with Revised Designations, Prescribed Qualifications, Experience and Applicable Pay scales

15. In order to provide an opportunity for promotion/upgradation, once in every five years, for every non teaching employee of the University, a revised cadre structure has been introduced. The revised cadre structure with revised designations, prescribed qualifications and experience and applicable pay scales is given as under:-

- (a) Group 'B' - Appx 'B' attached.
- (b) Group 'C' - Appx 'C' attached.
- (c) Group 'D' - Appx 'D' attached.

16. The new cadre structure provides for an upgradation once in every five years and for a Level change/ promotion every fifteen years for the employees.

17. An employee on joining at the lowest level will be in the initial level (L1) for fifteen years. However, on completion of first five years, he will be due for his first upgradation within the initial level subject to laid down conditions. There will be another upgradation within the initial level on completion of another five years (total ten years service) subject to laid down conditions. On completion of another five years (total 15 years of service) the employee will be eligible for promotion to the next level (L2) subject to the laid down conditions, selection by the annual selection board ordered for the purpose by the University/Institute and the availability of vacancies in the next higher Level.

18. Once an employee moves to the next level (L2), there will once again be upgradation within the level after five and ten years (i.e. on completion of 20 and 25 years of service)
19. On completion of 30 years of service (15 years in entry level (L1) and 15 years in next Level (L2)), the employee will be eligible for promotion to the next higher level (L3) based on eligibility, selection and availability of vacancies in the higher level (L3).
20. Thus, there shall generally be three levels in each cadre. The entry level (L1), the middle level (L2) and the next higher level (L3). Within each Level, there shall be three grades generally termed as grade III, II and I. There shall be no limit of vacancies for upgradation from grade III to II and from II to I in each level. The upgradation will depend only on satisfactory performance and no disciplinary action e.t.c. as laid down.
21. For promotion from one Level to another (higher), there shall be a Selection Board held every year. Those recommended for promotion will be promoted based on recommendation of selection board and availability of vacancies in the next higher level.
22. The fitment cap in the Levels will be as follows:-
- (a) In case a cadre has three levels, the fitment cap will be 40% in the lowest level, 30% in the middle and 30 % in the highest level.
 - (b) In case a cadre has two levels, the fitment cap will be 60 % in the lower Level and 40% in the higher level.

Rules for Promotion to Higher Grade within the Same Level

23. There shall be three grades generally in each level termed as grade III, II, I and there shall be no limit of vacancies for upgradation from grade III to II and from II to I in each level (Para 20 above refers)
24. The criteria for promotion to higher Grade within the same level will be as follows:-
- (a) The employee must have three above average or higher reports in the past five years.
 - (b) He/she should not have been awarded any punishment in the past three years, debarring his/her promotion.
 - (c) Employees who are not promoted or not given a higher increment due to 11(a) or 11(b) above will continue to get the increment of their existing scale. They will be considered for upgradation once they meet the laid down criteria.
 - (d) On meeting the laid down criteria and being due for upgradation, their case will be considered by a DPC constituted for the purpose and headed by HOI. The outcome of the DPC will decide their upgradation.

Rules for Promotion to Higher Level

25. Promotion from lower to higher levels for any cadre will be made as per cap fitment as under:-
- (a) If there are two levels in any cadre, the fitment of lower and higher level will be in the ratio of 60:40. (60% in lower level and 40% in higher level)
 - (b) If there are three levels in the cadre then the fitment of lower, middle and higher level will be in the ratio of 40:30:30. (40% in lowest level, 30% in middle level and 30% in highest level)
26. Criteria for promotion to higher level will be as follows:-
- (a) An Employee will be considered for promotion to the next higher level only on meeting the laid down minimum academic qualification, experience, skill sets and job requirement for each level.
 - (b) There will be an Annual Promotion Board.
 - (c) A merit list of successful employees will be drawn up. The list will be valid for one year only. Thereafter a fresh promotion board will be held and fresh merit list prepared.
 - (d) Employees will be promoted to higher level as and when vacancies occur based on existing seniority.

Miscellaneous

27. Individual being Absent from Duty or Loss of Pay. Annual Increment /Upgradation/Promotion of employees who are either continuously absent from duty or those running on loss of pay (LOP) without information, will be withheld till it is cleared by the investigation committee and the HOD certifies that they have rejoined duty and their absence period regularized under the orders of competent authority.

28. Removal of Discrepancy, if any. On receipt of the letter for annual increment and promotion/upgradation, it will be the responsibility of the employee concerned to check his/her entitlement and satisfy himself/herself with the provisions for grant of next increment. . Discrepancy in remuneration, if any, will be resolved under the directions of HOI.

29. Employees who acquire higher qualifications while in service will not be entitled to any monetary benefit or seniority or promotion to a higher post just by virtue of acquiring the higher qualification as a matter of right. On acquiring higher qualification, even if the employees becomes eligible for a higher post in the cadre or any other cadre, they will have to apply for the higher post whenever vacancies are advertised or applications called for from inhouse employees and then qualify in the test/interview and selection process and be merited.

30. **Relaxation of qualification and experience for existing employees:** *Existing employees who are not having requisite qualification and experience as per Revised Cadre structure will continue in their existing appointment. However, they will be eligible for consideration for upgradation within the level, but for promotion from one level to another only after acquiring the prescribed qualification & experience of higher grade /level.*

Management Executive Cadre.

31. The university and its constituents need some officials in the middle management level. Also, some employees with higher qualifications and exceptional capabilities need to be given an opportunity to grow faster. A New Management Executive Cadre will be formed from within the existing staff to cater to the above needs. Details of the same are given at Appx 'E' attached.

Supersession

32. This Promotion Policy supersedes all previous orders on the subject.

Approval

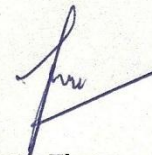
33. This has the approval of the Vice Chancellor.

Station: Sikkim, Gangtok

Date: 01 July 2011

Copy to:

1. Pro VC (Medical) SMU & Dean, SMIMS
2. Pro VC (Tech) SMU & Director, SMIT
3. Director - Distance Education
4. Head HR & General Services
5. Principal, College of Nursing
6. In charge, College of Physiotherapy
7. Finance Officer, SMU



Namrata Thapa
Registrar
Sikkim Manipal University

Appx 'A'

(Refers to Para 14 of
Non Teaching Staff
Promotion Policy)

REVISED PAY SCALES**NON TEACHING STAFF**

1. For the purpose of Pay Scales, Non Teaching Staff employees will be divided into three groups as under:-

- (a) Group 'B'
- (b) Group 'C'
- (c) Group 'D'

2. Group wise details of employees are given as under:-

(a) **Group 'B'** Group 'B' will comprise of the following:-

- (i) Pharmacist
- (ii) Supervisor Pharmacist
- (iii) Lab Technician
- (iv) Medical Transcriptionist
- (v) Technician Supervisor
- (vi) Staff Nurse
- (vii) Nursing Superintendent
- (viii) Junior Engineer (Lab)
- (ix) Asst Engineer (Lab)
- (x) Any other similar category of employees as may be decided in future.

(b) **Group 'C'** Group 'C' will comprise of the following:-

- (i) Junior/senior Assistant
- (ii) Store Keepers
- (iii) Office Superintendent
- (iv) Store Superintendent
- (v) Office Manager
- (vi) Store Manager
- (vii) Personal Assistant
- (viii) Accountant
- (ix) Finance Executive
- (x) Medical Social Worker
- (xi) Dietician
- (xii) Medical Record Technician
- (xiii) Medical Record officer
- (xiv) Hostel Supervisor/Superintendent
- (xv) Mess Supervisor/Superintendent
- (xvi) Site supervisor/Superintendent
- (xvii) Library Assistant
- (xviii) Assistant Librarian
- (xix) Any other similar category of employees as may be decided in future.

(c) **Group 'D'** Group 'D' will comprise of the following:-

- (i) General Duty Worker
- (ii) Electrician
- (iii) Plumber
- (iv) Carpenter
- (v) Driver
- (vi) Photographer
- (vii) Cook
- (viii) MRD Assistant
- (ix) Medical Transcriptionist
- (x) Telephone Operator
- (xi) Any other similar category of employees as may be decided in future.

3. Group wise revised pay scales will be as under:-

(a) **Group 'B'**

	0 Years	Inc Val (A)	5 Years
B – 12	5,250	125	5,750
B – 11	6,125	150	6,725
B – 10	7,175	175	7,875
B – 9	8,400	210	9,240
B – 8	9,870	245	10,850
B – 7	11,585	280	12,705
B – 6	13,545	325	14,845
B – 5	15,820	370	17,300
B – 4	18,410	415	20,070
B – 3	21,315	470	23,195
B – 2	24,605	525	26,705

(b) **Group 'C'**

	0 Years	Inc Val (A)	5 Years
C – 8	6,000	150	6,600
C – 7	7,050	180	7,770
C – 6	8,310	210	9,150
C – 5	9,780	250	10,780
C – 4	11,530	290	12,690
C – 3	13,560	330	14,880
C – 2	15,870	380	17,390
C – 1	18,530	430	20,250

(c) **Group 'D'**

	0 Years	Inc Val (A)	5 Years
D – 8	4,500	100	4,900
D – 7	5,200	120	5,680
D – 6	6,040	140	6,600
D – 5	7,020	170	7,700
D – 4	8,210	200	9,010
D – 3	9,610	230	10,530
D – 2	11,220	270	12,300
D – 1	13,110	310	14,350