



University Grants Commission
Bahadur Shah Zafar Marg
New Delhi 110002

SPEED POST

No. F. 10-1/2009 (PS)

February, 2010

The Registrar.
All Central/Deemed/State Universities,
All State Education Secretaries,
All Regional Offices of the UGC.

Sub.: Revised Guidelines for the Scheme of Appointment / Honorarium of Guest/Part-Time Teachers.

Sir/Madam,

I am directed to say that the UGC has accepted the recommendation of VI Pay Review Committee regarding revised guidelines for the Scheme of Appointment / Honorarium of Guest/Part Time Teachers.

The UGC has decided that the Guest/Part-time Teachers who possess the minimum qualification for the post of an Assistant Professor should be paid Rs.1,000/- per lecture to a maximum of Rs.25,000/- per month. Revised guidelines for the appointment of Guest/Part-time Teachers are as under:-

1. Guest/Part-time Teachers may be appointed only against sanctioned post.
2. The qualifications for Guest/Part time Teachers should be same as those prescribed for the regular teachers of Universities/Colleges in UGC's Regulation.
3. Selection procedure for appointing Guest/Part time Teachers should be the same as for a regularly appointed teachers.
4. Guest/Part time Teachers may not be treated like regular teachers of the faculty for the purpose of voting rights or for becoming the members of the boards of studies.
5. Retired teachers may also be considered for appointment for Guest/Part time teachers.
6. Guest/Part time teachers may not be given the benefit of allowances, pension, gratuity etc.

These guidelines will come into force w.e.f.1.1.2010.

The contents of the letter may be brought to the notice of all the affiliated Colleges/Institutions.

Yours faithfully,

(B.K. Singh)
Deputy Secretary



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

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No.F.25-1/2018(PS/MISC.)

28th January, 2019

To,

The Registrar
All Universities

Subject: Revised guidelines for enhancement of the Rates of Honorarium of Guest Faculty.

Madam/Sir,

The Commission in its 537th meeting held on 10th December, 2018 considered the issue of enhancement of the rates of Honorarium of Guest Faculty in universities and colleges consequent upon the implementation of the recommendations of the 7th Pay Commission and resolved as follows :

1. The Honorarium for Guest Faculty be enhanced to Rs.1500/- per lecture subject to a maximum of Rs.50,000/- per month.
2. The Guest Faculty be appointed only against sanctioned post. However, for the universities where the sanctioned posts are not adequate as per the teaching working load, the number of Guest Faculty to be appointed can be up to 20% over and above the sanctioned posts.
3. The qualification for Guest Faculty shall be the same as those prescribed for the regular Assistant Professors of Universities/Colleges in UGC Regulations.
4. The Selection procedure for appointing Guest Faculty shall be the same as those of regularly appointed Assistant Professors. However, the composition of the Selection Committee shall be as follows:
 - (i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Selection Committee
 - (ii) One expert in the concerned subject nominated by the Vice-chancellor.
 - (iii) Dean of the concerned Faculty; wherever applicable
 - (iv) Head/Chairperson of the Department/School

Contd. 2

- (v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the Selection Committee does not belong to that category.

At least four members, including one outside subject expert shall constitute the quorum.

5. Guest Faculty will not be treated like regular teachers for the purpose of voting rights or for becoming the members of the various statutory bodies of the university.
6. The superannuated teachers may also be considered for engagement as Guest Faculty subject to a maximum age limit of 70 years.
7. The Guest Faculty will not be given the benefit of allowances, pension, gratuity and leave etc. as admissible to the regular teachers.

These guidelines will come into force with effect from the date of issue of this letter.

The contents of the letter may be brought to the notice of the affiliated colleges/institutions also.

Yours faithfully,



(Rajnish Jain)
Secretary

Copy to :

1. All State Higher Education Secretaries.
2. All Regional Offices of the UGC.
3. Publication Officer, UGC for uploading on UGC website.

From

Director General Higher Education,
Haryana, Panchkula.

To

All the Principals,
Government Colleges in Haryana state.

Memo No.: **kw 4/36-2010 E-I(G)** Dated : **4/3/2020**

Subject: - Policy guidelines regarding engaging Eligible Extension Lecturers in Govt. Colleges purely on work requirement basis.

Kindly refer to the subject cited above.

I have been directed to further direct you all that in supersession of all previous instructions/guidelines/directions issued regarding engagement of Extension Lecturers, following guidelines have been approved by the State Govt. which shall be followed by all the Principals of Government Colleges in the state in letter and spirit:-

A. Engagement of Eligible Extension Lecturers

1. Extension Lecturers shall be engaged purely on work requirement basis, if and only if there is an unmet workload of more than 50% of the prescribed norms of State government. In case, there is workload less than 50% of the prescribed norm, it shall be met by the existing regular faculty. If there is requirement of engaging more than one eligible Extension Lecturer, it shall be ensured by the Principal that additional eligible Extension Lecturer shall be engaged only when there is a requirement of workload as per prescribed norms. Further, if the eligible extension lecturers have been engaged for less than the prescribed workload, services of such persons shall be dispensed with following the principle of 'First Come, Last Go'.
2. Only such persons shall be engaged as Extension Lecturers who fulfill the Qualification/ Eligibility as per the Haryana Education (College Cadre) Group 'B' Service Rules applicable to Assistant Professor of Government Colleges (hereinafter referred to as 'Eligible Extension Lecturers'). Non-qualified persons engaged by the Principals shall be removed after coming into force of these policy however, the information about court protected ineligible extension lecturers shall be sent to Directorate prior to such action by the Principal concerned so that appropriate applications may be filed in the Hon'ble Court for vacation of stay/modification of orders in view of the present policy.
3. If there is workload, as per norms stipulated, to engage new eligible Extension Lecturers in any subject, prior approval of the Director General Higher Education with workload and justification shall be obtained. In no case, eligible Extension Lecturer shall be engaged without prior approval of the Director General Higher Education, Haryana.
4. Application will be invited through publication/advertisement by the Principal concerned in two prominent national newspapers (Hindi and English) strictly as per the approval given by the Director General Higher Education in case no

displaced eligible extension lecturer as mentioned at sr. nos. 22 & 23 come forward for engagement. The draft advertisement shall include details about qualification as per the norms, pay scales, etc. decided by the Government for engagement of Eligible Extension Lecturers and shall be got approved from Director General Higher Education, Haryana.

5. A committee of three senior most Associate/Assistant Professors under the Chairmanship of Principal of the concerned college shall be constituted to engage eligible Extension Lecturer purely on merit and on the basis of selection criteria prescribed by the State Govt. for the selection of Assistant Professors in Govt. Aided Colleges circulated vide letter no. KW 8/36-2009 C-IV (3) dated 14.3.2017.
6. A waiting list of three candidates in a subject shall be prepared in the order of merit which shall remain valid for one academic session.
7. The eligible Extension Lecturers shall be engaged for one academic session. However, it will be subject to availability of workload in the subject concerned as per conditions of this policy.

B. Remuneration

8. The eligible extension lecturers shall be paid @ Rs. 57700/- per month w.e.f.. 27-6-19 (on the principle of equal work equal pay) and no allowances are to be paid. They shall be given teaching workload as per State Govt. norms. Further, they shall also perform all additional duties (at par with regular Assistant/Associate Professor), However, duties involving financial responsibilities shall not be allotted to them.
9. However, all those incumbents who are not eligible as per UGC/State Government norms but are still working as being protected by the orders of Hon'ble High Court, will be paid a remuneration of Rs 35,400/- per month and will be meeting complete workload and all other duties as well till the final outcome in Civil Writ Petitions.
10. Wherever, an Extension Lecturer is engaged and still working as being protected by the orders of Hon'ble High Court and there is less workload as per stipulated norms they will be paid Rs 35,400/- per month.
11. The remuneration to be paid to such retired teachers will be Rs. 35,400/- p.m.

C. Leaves

12. The Extension Lecturers will be entitled to 12 casual leaves i.e. one per calendar month for any personal reason and these shall not be carried forward.
13. Eligible Extension lecturers may be provided duty leave to attend seminars, conferences etc. for not more than two days (Maximum two times in an academic year.)
14. A Woman eligible Extension Lecturer shall be entitled to 'full pay maternity leave' up to a maximum of six months or till the currency of the subsisting academic session, whichever is earlier.
15. The benefit under this scheme shall be admissible only up to two living children. A woman employee who already has two living children before her engagement shall

not be entitled to the benefit of maternity leave. Provided that if an eligible extension lecturer is engaged against a regular female employee who has proceeded on maternity leave in that case the maternity leave shall not be admissible to eligible extension lecturer engaged to fill the gap for the said regular employee.

16. Maternity leave shall be admissible subject to completion of minimum three months of service.
17. The Director General Higher Education shall be competent to grant maternity leave in terms of these instructions with the concurrence of Finance Department Haryana issued vide U.O. No. 11/27/2018-3FR/24682 dated 21.11.2018

D. Removal /relieving

18. If the work and conduct of an extension lecturer is not found satisfactory, an explanation shall be sought by the concerned principal and if the same is not found satisfactory his/her engagement shall be discontinued.
19. In case of joining of newly appointed Assistant Professors, the Extension Lecturers may be allowed to deliver the lectures if sufficient workload is available otherwise in case the remaining workload is less, then Extension Lecturers may be relieved in following manner:-
 - a) First, who does not fulfill the qualifications as prescribed by UGC/State Government norms should be relieved. Such orders should be issued mentioning the reasons of reliving.
 - b) For the purpose of relieving, the seniority of extension lecturers will be decided between two persons, one of whom was engaged initially as eligible and another had acquired minimum qualification after his/her joining will be decided, by deducting the period without having the minimum qualification. In case both have joined on the same date then the senior in age will be ranked senior.
 - c) Thereafter, if the remaining Extension Lecturers are more than the remaining workload, the junior may be relieved as per Last-In-First-Go Formula. To decide the seniority amongst Extension Lecturers, the length of continuous service in present college only will be taken on account only. The person engaged/adjusted in any particular last Govt. college will be displaced first without taking his/her entire experience in other college than the present one and the fact regarding decreased workload may be mentioned in such orders. However, if an Extension Lecturer is protected by any court order, then clarification may be sought from this office in relevant matter. In case of any conflict, the matter may be got decided from this office by sending special messenger with complete record.

E. Adjustment of displaced eligible Extension lecturers

20. In case of a relieved eligible Extension Lecturer(s) having experience certificate and good conduct certificate, they will be adjusted if and only if they approach for

adjustment in some other Govt. college by way of representation as per terms given below, to the Director General Higher Educational Committee constituted at Headquarter.

21. Only the persons, who worked as eligible Extension Lecturer for at least one semester but were relieved due to less workload/joining of regular Assistant/Associate Professors by way of transfer/deputation or fresh appointment on or after 01.07.2014 are to be adjusted and are to be considered as 'Displaced Extension Lecturer'.
22. The list of colleges will be displayed on web portal where the requirement of teaching faculty is available in the subject.
23. All displaced eligible Extension lecturers will upload their bio-data on web portal with experience detail duly verified by the Principals of previous colleges where they worked and were displaced on or after July 2014. An email, along with copy of their experience certificate as well as their education qualifications certificates, is required to be uploaded within 72 hours after displacement by way of joining of an Assistant Professor by way fresh appointment or transfer or deputation of regular faculty.
24. Director General Higher Educational committee will normally review the same on weekly basis and will display the list of adjustment on web portal on the next coming Tuesday. Thereafter, selected candidate(s) will approach the Principal of concerned college within 72 hours with all original documents. After scrutiny and verification of the documents the Principal will allow them to join and will submit report on web portal. In case of false documents or any other compulsion, Principal can deny joining and will report on the web portal with reasons. Same will be reviewed by the Director General Higher Educational committee in its next meeting.
25. Thereafter, in case of availability of further unmet workload, the other eligible extension lecturers, displaced from some other Govt. colleges will be considered whose seniority will be determined on the basis of length of service coupled with eligibility, conduct, result, etc., as reflected in the experience certificates issued by Principal(s) from previous college(s).
26. The incumbent having longest experience will be adjusted first. In case of his/her refusal or non-joining within two/three days, the next person can be given chance to be got adjusted.



Deputy Director Cadet Corps,
for Director General Higher Education,
Haryana, Panchkula.

Email ID :- hechry1college@gmail.com

From

Director General Higher Education,
Haryana, Panchkula.

To

Principal,
All Government Colleges in the State,

Memo. No. DHE-020014/13/2020-DD-1-DHE
Dated, Panchkula, the 14/8/20

Subject: - Displacement/ Re-engagement of Eligible Extension Lecturers.

Kindly refer to subject cited above.

I have been directed to inform you that the guidelines issued regarding re-engagement of eligible extension lecturer by the department vide letter dated 04.03.2020 shall be implemented by the Principals in letter in spirit. Any violation of these guidelines may lead to strict disciplinary action against the erring Principal/ Officiating Principal. A copy of policy/ guidelines issued vide letter dated 04/03/2020 is attached here with for ready reference.

Please ensure strict compliance.



Deputy Director College-I
for Director General Higher Education,
Haryana, Panchkula.

From

Director General Higher Education,
Haryana, Panchkula.

To

All the Principals,
Government Colleges in Haryana state.

Memo No.: KW 4/36-2010 C-1(G) Dated : 4/3/2020

Subject: - Policy guidelines regarding engaging Eligible Extension Lecturers in Govt. Colleges purely on work requirement basis.

Kindly refer to the subject cited above.

I have been directed to further direct you all that in supersession of all previous instructions/guidelines/directions issued regarding engagement of Extension Lecturers, following guidelines have been approved by the State Govt. which shall be followed by all the Principals of Government Colleges in the state in letter and spirit:-

A. Engagement of Eligible Extension Lecturers

1. Extension Lecturers shall be engaged purely on work requirement basis, if and only if there is an unmet workload of more than 50% of the prescribed norms of State government. In case, there is workload less than 50% of the prescribed norm, it shall be met by the existing regular faculty. If there is requirement of engaging more than one eligible Extension Lecturer, it shall be ensured by the Principal that additional eligible Extension Lecturer shall be engaged only when there is a requirement of workload as per prescribed norms. Further, if the eligible extension lecturers have been engaged for less than the prescribed workload, services of such persons shall be dispensed with following the principle of 'First Come, Last Go'.
2. Only such persons shall be engaged as Extension Lecturers who fulfill the Qualification/ Eligibility as per the Haryana Education (College Cadre) Group 'B' Service Rules applicable to Assistant Professor of Government Colleges (hereinafter referred to as 'Eligible Extension Lecturers'). Non-qualified persons engaged by the Principals shall be removed after coming into force of these policy however, the information about court protected ineligible extension lecturers shall be sent to Directorate prior to such action by the Principal concerned so that appropriate applications may be filed in the Hon'ble Court for vacation of stay/modification of orders in view of the present policy.
3. If there is workload, as per norms stipulated, to engage new eligible Extension Lecturers in any subject, prior approval of the Director General Higher Education with workload and justification shall be obtained. In no case, eligible Extension Lecturer shall be engaged without prior approval of the Director General Higher Education, Haryana.
4. Application will be invited through publication/advertisement by the Principal concerned in two prominent national newspapers (Hindi and English) strictly as per the approval given by the Director General Higher Education in case no

not be entitled to the benefit of maternity leave. Provided that if an eligible extension lecturer is engaged against a regular female employee who has proceeded on maternity leave in that case the maternity leave shall not be admissible to eligible extension lecturer engaged to fill the gap for the said regular employee.

16. Maternity leave shall be admissible subject to completion of minimum three months of service.
17. The Director General Higher Education shall be competent to grant maternity leave in terms of these instructions with the concurrence of Finance Department Haryana issued vide U.O. No. 11/27/2018-3FR/24682 dated 21.11.2018

D. Removal / relieving

18. If the work and conduct of an extension lecturer is not found satisfactory, an explanation shall be sought by the concerned principal and if the same is not found satisfactory his/her engagement shall be discontinued.
19. In case of joining of newly appointed Assistant Professors, the Extension Lecturers may be allowed to deliver the lectures if sufficient workload is available otherwise in case the remaining workload is less, then Extension Lecturers may be relieved in following manner:-
 - a) First, who does not fulfill the qualifications as prescribed by UGC/State Government norms should be relieved. Such orders should be issued mentioning the reasons of relieving.
 - b) For the purpose of relieving, the seniority of extension lecturers will be decided between two persons, one of whom was engaged initially as eligible and another had acquired minimum qualification after his/her joining will be decided, by deducting the period without having the minimum qualification. In case both have joined on the same date then the senior in age will be ranked senior.
 - c) Thereafter, if the remaining Extension Lecturers are more than the remaining workload, the junior may be relieved as per Last-In-First-Go Formula. To decide the seniority amongst Extension Lecturers, the length of continuous service in present college only will be taken on account only. The person engaged/adjusted in any particular last Govt. college will be displaced first without taking his/her entire experience in other college than the present one and the fact regarding decreased workload may be mentioned in such orders. However, if an Extension Lecturer is protected by any court order, then clarification may be sought from this office in relevant matter. In case of any conflict, the matter may be got decided from this office by sending special messenger with complete record.

E. Adjustment of displaced eligible Extension lecturers

20. In case of a relieved eligible Extension Lecturer(s) having experience certificate and good conduct certificate, they will be adjusted if and only if they approach for

displaced eligible extension lecturer as mentioned at sr. nos. 22 & 23 come forward for engagement. The draft advertisement shall include details about qualification as per the norms, pay scales, etc. decided by the Government for engagement of Eligible Extension Lecturers and shall be got approved from Director General Higher Education, Haryana.

5. A committee of three senior most Associate/Assistant Professors under the Chairmanship of Principal of the concerned college shall be constituted to engage eligible Extension Lecturer purely on merit and on the basis of selection criteria prescribed by the State Govt. for the selection of Assistant Professors in Govt. Aided Colleges circulated vide letter no. KW 8/36-2009 C-IV (3) dated 14.3.2017.
6. A waiting list of three candidates in a subject shall be prepared in the order of merit which shall remain valid for one academic session.
7. The eligible Extension Lecturers shall be engaged for one academic session. However, it will be subject to availability of workload in the subject concerned as per conditions of this policy.

B. Remuneration

8. The eligible extension lecturers shall be paid @ Rs. 57700/- per month w.e.f.. 27-6-19 (on the principle of equal work equal pay) and no allowances are to be paid. They shall be given teaching workload as per State Govt. norms. Further, they shall also perform all additional duties (at par with regular Assistant/Associate Professor). However, duties involving financial responsibilities shall not be allotted to them.
9. However, all those incumbents who are not eligible as per UGC/State Government norms but are still working as being protected by the orders of Hon'ble High Court, will be paid a remuneration of Rs 35,400/- per month and will be meeting complete workload and all other duties as well till the final outcome in Civil Writ Petitions.
10. Wherever, an Extension Lecturer is engaged and still working as being protected by the orders of Hon'ble High Court and there is less workload as per stipulated norms they will be paid Rs 35,400/- per month.
11. The remuneration to be paid to such retired teachers will be Rs. 35,400/- p.m.

C. Leaves

12. The Extension Lecturers will be entitled to 12 casual leaves i.e. one per calendar month for any personal reason and these shall not be carried forward.
13. Eligible Extension lecturers may be provided duty leave to attend seminars, conferences etc. for not more than two days (Maximum two times in an academic year.)
14. A Woman eligible Extension Lecturer shall be entitled to 'full pay maternity leave' up to a maximum of six months or till the currency of the subsisting academic session, whichever is earlier.
15. The benefit under this scheme shall be admissible only up to two living children. A woman employee who already has two living children before her engagement shall

adjustment in some other Govt. college by way of representation as per terms given below, to the Director General Higher Education, Committee constituted at Headquarter.

21. Only the persons, who worked as eligible Extension Lecturer for at least one semester but were relieved due to less workload/joining of regular Assistant/Associate Professors by way of transfer/deputation or fresh appointment on or after 01.07.2014 are to be adjusted and are to be considered as 'Displaced Extension Lecturer'.
22. The list of colleges will be displayed on web portal where the requirement of teaching faculty is available in the subject.
23. All displaced eligible Extension lecturers will upload their bio-data on web portal with experience detail duly verified by the Principals of previous colleges where they worked and were displaced on or after July 2014. An email, along with copy of their experience certificate as well as their education qualifications certificates, is required to be uploaded within 72 hours after displacement by way of joining of an Assistant Professor by way fresh appointment or transfer or deputation of regular faculty.
24. Director General Higher Educational committee will normally review the same on weekly basis and will display the list of adjustment on web portal on the next coming Tuesday. Thereafter, selected candidate(s) will approach the Principal of concerned college within 72 hours with all original documents. After scrutiny and verification of the documents the Principal will allow them to join and will submit report on web portal. In case of false documents or any other compulsion, Principal can deny joining and will report on the web portal with reasons. Same will be reviewed by the Director General Higher Educational committee in its next meeting.
25. Thereafter, in case of availability of further unmet workload, the other eligible extension lecturers, displaced from some other Govt. colleges will be considered whose seniority will be determined on the basis of length of service coupled with eligibility, conduct, result, etc., as reflected in the experience certificates issued by Principal(s) from previous college(s).
26. The incumbent having longest experience will be adjusted first. In case of his/her refusal or non-joining within two/three days, the next person can be given chance to be got adjusted.



Deputy Director Cadet Corps,
for Director General Higher Education,
Haryana, Panchkula.

From

Director General Higher Education,
Haryana, Panchkula.

To

Principal,
All Government Colleges in the State,

Memo No. DHE-020016/7/2020
Dated, Panchkula, the 17/12/2020

Subject: - Clarification regarding retirement age of Extension Lecturers in colleges.

Kindly refer to subject cited above

You are hereby directed that no eligible/In-eligible extension lecturer/ retired Associate Professor/ Principal may be permitted to work after attaining 62 years of age. Further the provision envisaged in policy dated 04.03.2020 shall be implemented in letter and spirit for engagement of eligible extension lecturer(s) / retired faculty member(s) in letter and spirit.



Deputy Director College-I
for Director General Higher Education,
Haryana, Panchkula.



Subject:- Proposal of revised guidelines regarding engaging Extension Lecturers in Govt. Colleges purely on temporary basis.

Kindly refer to the subject cited above.

To cover up the shortage of regular teaching staff in Govt. Colleges, the State Govt. has been granting permission to engage Extension Lecturers on the basis of work load and vacant positions. In supersession of all previous instructions/guidelines/directions issued regarding engagement of Extension Lecturers, following guidelines have been approved by the State Govt. which shall be followed by all the Principals of Government Colleges in the state in letter and spirit:-

A. Process of appointment

1. Extension Lecturers shall be engaged purely on temporary basis, if and only if there is an unmet workload of more than 50% of the prescribed norms i.e. 27 periods per week (non practical subjects) and 30 periods per week (practical subjects). In case, there is workload less than 50% of the prescribed norm, it shall be met by the existing regular/ engaged extension lecturer(if any) faculty. If there is requirement of engaging more than one eligible Extension Lecturer, it shall be ensured by the Principal that additional eligible Extension Lecturer shall be engaged only when there is a requirement of workload as per prescribed norms. Further, it should also be kept into consideration that 'eligible Extension Lecturers' would be engaged only in those subjects where less than 50% Assistant/Associate Professors are working against the present work load. Further, if the eligible extension lecturers have been engaged for less than the prescribed workload, services of such persons shall be dispensed with following the principle of 'First Come, Last Go'.
2. The Qualification/Eligibility of eligible Extension Lecturers shall be as per the Haryana Education (College Cadre) Group 'B' Service Rules applicable to Assistant Professor of Govt. Colleges. Only such persons shall be engaged as Extension Lecturers who fulfill the qualification prescribed under Service Rules. Non qualified persons engaged by the Principal shall be removed after coming into force of these guidelines(the information about court protected ineligible extension lecturers shall be sent to Directorate prior to such action by the Principal concerned).
3. Existing Extension Lecturers, who are eligible/qualified as per Haryana Education (College Cadre) Group B Service Rules, will continue till further orders, under these guidelines without facing any interview, provided there is adequate workload as prescribed under these guidelines, duly approved by the Department.
4. If there is workload, as per norms stipulated, to engage new eligible Extension

Directorate of Higher Education

उत्तर शिक्षा निदेशालय
Tel: 0172-2565530 | web: hhecheduhrv.com | Email: hhechrvadm@gmail.com

Eligible

- Lecturers in any subject, prior approval of the department with workload and justification shall be obtained. In no case, eligible Extension Lecturer shall be engaged without prior approval of the Department.
- Application will be invited through publication/ advertisement in two prominent national newspapers (Hindi and English) strictly as per the approval given by the Department in case no displaced eligible extension lecturer as mentioned at srs. nos. 22 & 23 come forward for engagement.
 - A committee of three senior most Associate/Assistant Professors under the Chairmanship of Principal of the concerned college shall be constituted to engage eligible Extension Lecturer purely on merit and on the basis of selection criteria prescribed by the State Govt. for the selection of Assistant Professors in Govt. Aided Colleges circulated vide letter no. KW 8/36-2009 C-IV (3) dated 14.3.2017.
 - A waiting list of three candidates in a subject shall be prepared in order of merit which shall remain valid for one academic session.
 - The eligible Extension Lecturers shall be engaged for one academic session or till the joining of regular Assistant/ Associate Professor on appointment or transfer or deputation, whichever is earlier.

B. Remuneration

- The eligible extension lecturers shall be paid @ Rs. 57700/- per month w.e. 27-6-19 (on the principle of equal work equal pay) and no allowances are to be paid. They shall be given teaching workload as per University Calendar/State Govt norms. Further, they shall also perform all additional duties (at par with regular Assistant/Associate Professor). However, duties involving financial responsibilities may not be allotted to them.
- However, all those incumbents who are not eligible (and still working as being protected by the orders of Hon'ble High Court) as per UGC/State Government norms will be paid a remuneration of Rs 35400/- per month and will be meeting complete workload and all other duties as well.
- Wherever, an Extension Lecturer is engaged (and still working as being protected by the orders of Hon'ble High Court) and there is less workload as per stipulated norms they will be paid Rs 25,000/- per month (consolidate only)

C. Leaves

- The Extension Lecturers will be entitled to 12 casual leaves i.e. one per calendar month for any personal reason.

- The leave not consumed in any month by an Extension Lecturer, may be carried forward which can be consumed later on within the academic year.

III, Act. 2005

14. Eligible Extension lecturers may be provided duty leave to attend seminars, conferences etc. not more than two days (Maximum two times in an academic year.)
15. A Woman employee eligible for maternity leave benefits and whose services have been hired on contract basis in a lawfully authorized manner shall be entitled to 'fully paid maternity leaves' up to a maximum of six months or till 'the currency of the subsisting contract, whichever is earlier.
16. The benefit under this scheme shall be admissible only up to two living children. A woman employee who already has living children before her contractual engagement shall not be entitled to the benefit of maternity leave.
17. This leave shall be admissible subject to completion of minimum three months service.
18. The Head of Department shall be competent to grant maternity leave in terms of these instructions with the concurrence of Finance Department issued vide U.O. No. 11/27/2018-3FR/24682 dated 21.11.2018

D. Removal / relieving

19. The extension lecturers shall be removed by the Principal if their work and conduct is not found satisfactory, by giving proper justification and adopting due process viz., complaint(s) from students/staff, explanation(s) /memo(s) given, proceedings of College Council, decision taken and orders passed thereof.
20. In case of joining of newly appointed Assistant Professors, the Extension Lecturers may be allowed to deliver the lectures if sufficient workload is available otherwise in case the remaining workload is less, then Extension Lecturers may be relieved in following manner:-
 - a) First, who does not fulfill the qualifications as prescribed by UGC/State Government norms should be relieved. Such orders should be issued mentioning the decision given by Hon'ble Punjab and Haryana High Court, Chandigarh in CWP No. 16975 of 2014- Rita Tandon & other Versus State of Haryana & others wherein it is mentioned that " the cases, where the NET qualified candidates are available to fill all the vacancies required to be filled from amongst Extension Lecturers then it will be open to the Government to engage the petitioners who are NET qualified to the exclusion of others".
 - b) The seniority of extension lecturers will be decided as " Seniority will be decided, between two persons out of which one was engaged initially as eligible and another had acquired minimum qualification after his/her joining, by deducting the period without having the minimum qualification."
 - c) Thereafter, If the remaining Extension Lecturers are more than the remaining workload, the junior may be relieved as per Last-In-First-Go Formula. To

decide the seniority amongst Extension Lecturers, the length of continuous service in present college only will be taken on account only. The person engaged/adjusted at last place in any subject in any particular college will be displaced first without taking his/her earlier experience in other college than the present one and the fact regarding decreased workload may be mentioned in such orders. However, if an Extension Lecturer is protected by any court order, then clarification may be sought from this office in relevant matter. In case of any conflict, the matter may be got decided from this office by sending special messenger with complete record.

21. If any Principal has retained retired teacher from very next date of their retirement without giving opportunity to any displaced eligible Extension Lecturers this is violation of above mentioned instructions, therefore, such Principal's should also to be asked to replace such retiree persons giving ample chance to displaced eligible Extension Lecturer at least for a fortnight and a retiree may be engaged only after a fortnight.

E. Adjustment of displaced eligible Extension Lecturers

22. In case of a relieved eligible Extension Lecturer(s) having experience certificate and good conduct certificate will be adjusted if they approach for some other college (If the workload is available in the relevant subject) by way of representation to the Departmental Committee at Headquarter as per terms given below.

The list of colleges will be displayed on web portal where the requirement of teaching faculty is available in the subject.

24. All eligible Extension lecturer will upload their bio-data on web portal with experience detail duly verified the Principals of previous colleges where they worked and displaced on or after July 2014. An email, along with copy of their experience certificate as well as their education qualifications certificates, is required to be uploaded within 24 hours after displacement by way of joining of new Asstt. Professor or transfer or deputation of regular faculty.

25. Departmental committee will review the same on weekly basis and list of adjustment will be displayed on web portal on coming Tuesday. Thereafter, selected candidate(s) will approach to Principal of concerned college within 24 hours with all original documents. After scrutiny and verification of the documents the Principal will allow to join and will submit report on web portal. In case of false documents or any other compulsion, Principal can deny joining and will report on the web portal with reasons. Same will be reviewed by the Departmental committee in the coming week.

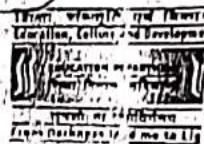
Ques
26. Only the persons, who were working as eligible Extension Lecturer for at least one semester, but were relieved due to less workload/joining of regular Assistant/Associate RTI purpose under the RTI Act, 2005

09/12/2020
BPO.

Directorate of Higher Education

उच्चतर शिक्षा निदेशालय

Tel: 0172-2565530 | web: dhedubly.com | Email: dhedadmin@gmail.com



Professors by way of transfer/deputation fresh appointment on or after 01.07.2011 are to be adjusted and are to be considered as 'Displaced Extension Lecturer'.

27. Only Eligible Extension lecturers will be eligible for adjustment against available workload of the colleges of their preferences.

28. At first, those Eligible Extension Lecturers will be adjusted in same college from where he/she were relieved earlier, if workload is available.

29. Thereafter, in case of availability of further unmet workload, the other eligible extension lecturers, displaced from some other Govt. colleges will be considered whose seniority will be determined on the basis of length of service (*to be decided on the basis of experience certificates eligibility, conduct, result, etc issued by Principal(s) from previous college(s)*).

30. The incumbent having longest experience will be adjusted. In case of his/her refusal or non-joining within one day, the next person can be given chance to be got adjusted.

31. In case of same length of experience, the senior in age will be considered.

Note:- Adjustment will also to be made against workload going unmet due to some reason e.g. maternity leave of female teaching faculty, deputation of any regular Assistant/Associate Professor from one college to another etc.

32. Retired Associate Professors are also eligible if displaced Eligible Extension Lecturers are not available and will be paid Rs 57,700/- per month.

33. Proper service record will also be maintained individually by the Principals for Extension Lecturers such as attendance registers, leave record, time table, results, etc. which are related to their services.

E. Adjustment by transfer

The Eligible Extension Lecturers are also eligible for adjustment by transfer who have not displaced as explained below:-

34. Newly married female Extension Lecturers. She has to apply within a month of marriage with proof.

35. Chronic disease patient are also eligible with a chronic disease certificate duly issued by Medical Board under the Chairmanship of CMO.

36. Physical challenged more than 70% are also eligible with subject to the certificate duly issued by medical Board under the chairmanship of CMO.

Note:- Adjustment to a new college will NOT be a matter of right and the competent authority is authorized to take decision and further adjustment can only be possible if there is vacancy/unmet workload of more than 50% of required workload as per stipulated norms at the new College.

Directorate of Higher Education

उच्चतर शिक्षा निदेशालय

Tel: 0172-2363550 | web: uhedduhry.com | Email: uhcrradm@gmail.com

NOTE:- These Instructions shall be followed strictly and in letter and spirit, also the responsibility of the Principal/DDO will be fixed and the Principal/DDO will be liable to face departmental action for major penalty as per rules.

IPMS
12/11

Besides, the above at present no new Extension lecturers are being engaged except in districts of Palwal & Nuh and in science subjects. It is therefore proposed that the decision to engage new eligible extension lecturers in Govt. colleges will be considered on need basis as per stipulated norms of the policy/ guidelines with the approval of Minister In-charge and wherever any new financial liability will arise the approval of Hon'ble CM will be obtained and thereafter concurrence of finance department may also be taken.

Submitted for consideration and decision please.

Chhatri Singh
S/o Assistant

S. J.E

DD

Bew
26.11.20

Sh. *Sh. [unclear]*
G. [unclear]

*Dear
Hon'ble
C.M.*

May please peruse the office proposal. It is pertinent to mention here that more than 26 Instructions/ guidelines/ letters have been issued w.r.t the extension lecturers by the department since, 2016 (details are placed below at Flag-A). Keeping in view the increase number of Civil Writ Petitions wherein the petitioners are mentioning one or more of such Instructions/ guidelines/ letters and seeking relief, it will be deemed fit that fresh Instructions/guidelines as proposed in the office proposal may be issued which will supersede all prevailing Instructions/ guidelines letters issued till date by the department.

Submitted for orders of Hon'ble C.M please.

D.H.E

Attested
05/12/2020

The information supplied is only for
RTI purpose under the provision of
RTI Act, 2005

JSC
24/11/20
Deputy Director, DCC
DDCC

Chief Minister
Haryana
File Number 16/2020
Date 1/1/2020

DBHE & SACT
C/MS No. 1361
SFMS No. 2
Date 1/1/2020

Education Minister
Diary No. 136
Dated 6/2/2020
Date 2/2/2020

Letter

O/o PSCM
No. (F) 6954
Date 6/2/2020

The information supplied is only
RTI purpose under the provision of
RTI Act. 2005

- 74 -

Adm

21/01/2020
AJIT BALAJI JOSHI, IAS
DGHE & SACT

Adm PS

Where is the proposal?

DMC

Discussed today, requested
for written copy per.

Adm

22/01/2020

Adm PS
EM

Final 21/01
5/2/2020
Kamal Patel
Educ.

Ch 29/
A1 - Guidelines
PSHE

Handwritten
CM would like the draft

Excluded
Affidavit
to be got written by Lt A's
before issue.

6/2/2020
6.2.2020
10:30 AM - 11:00 AM

EPD



हरिहरण रारवार

- 75 -



Order of Hon'ble L.M. may please
be perused on page no. 74 N anti.

Draft [✓] guidelines have been
formulated and placed below.

Submitted for vetting by
Ld. Advocate General, Maharashtra Please

✓
11/2

✓
Roj. AA

✓
Ld. Ae.

~~for entry A.E.~~

Submitted

for a/r

q p/c

✓
11/2/2020

Ld. A.G.

Mr. Shrivastava
D.A.G.

✓
15-2-2020

P-T-D

LEGAL OPINION

Sub: Proposal of revised guidelines regarding employing Extension Lecturers in Government Colleges purely on temporary basis.

I have gone through the draft policy for engagement of Eligible Extension Lecturers placed in the file. Necessary changes have been carried out. Final draft is enclosed herewith for your kind perusal.

Shruti Jain
 Shruti Jain Voyal
 Deputy Advocate General, Haryana
 03.03.2020

Advocate General, Haryana

9
Advocate General, Haryana
 3. 3. 2020

JK
 PS HB
 U-3-2020



PP.

ज्ञाना राज्यालय

23

50

May please pass orders of
Hansh R.M. on page no. 74/1/2001
and the verbal legal opinion by
Ld. Advocate General, Haryana via
Ph.

DFA's submitted for approval

Please

Attn
4/3

DDT

A) for approval Please

4/3 80 Cr.

DATE

App

App
4/3 2005

pp 2 All Used

4/3

Excess
Anil
08/12/2005
The information supplied is only for
RTI purpose under the provision of
RTI, Act. 2005

PPD

Ansupt
4.3.11
Hansh R.M.

From Director General Higher Education,
Haryana, Panchkula.

To All the Principals,
Government Colleges in Haryana state.

Memo No.: KW 4/36-2010 R-1(5) Dated : 4/3/2020

Subject: - Policy guidelines regarding engaging Eligible Extension Lecturers in Govt. Colleges purely on work requirement basis.

Kindly refer to the subject cited above.

I have been directed to further direct you all that in supersession of all previous instructions/guidelines/directions issued regarding engagement of Extension Lecturers, following guidelines have been approved by the State Govt. which shall be followed by all the Principals of Government Colleges in the state in letter and spirit:-

A. Engagement of Eligible Extension Lecturers

1. Extension Lecturers shall be engaged purely on work requirement basis, if and only if there is an unmet workload of more than 50% of the prescribed norms of State government. In case, there is workload less than 50% of the prescribed norm, it shall be met by the existing regular faculty. If there is requirement of engaging more than one eligible Extension Lecturer, it shall be ensured by the Principal that additional eligible Extension Lecturer shall be engaged only when there is a requirement of workload as per prescribed norms. Further, if the eligible extension lecturers have been engaged for less than the prescribed workload, services of such persons shall be dispensed with following the principle of 'First Come, Last Go'.
2. Only such persons shall be engaged as Extension Lecturers who fulfill the Qualification/ Eligibility as per the Haryana Education (College Cadre) Group 'B' Service Rules applicable to Assistant Professor of Government Colleges (hereinafter referred to as 'Eligible Extension Lecturers'). Non-qualified persons engaged by the Principals shall be removed after coming into force of these policy however, the information about court protected ineligible extension lecturers shall be sent to Directorate prior to such action by the Principal concerned so that appropriate applications may be filed in the Hon'ble Court for vacation of stay/modification of orders in view of the present policy.
3. If there is workload, as per norms stipulated, to engage new eligible Extension Lecturers in any subject, prior approval of the Director General Higher Education with workload and justification shall be obtained. In no case, eligible Extension Lecturer shall be engaged without prior approval of the Director General Higher Education, Haryana.
4. Application will be invited through publication/advertisement by the Principal concerned in two prominent national newspapers (Hindi and English) strictly as per the approval given by the Director General Higher Education in case no

—

displaced eligible extension lecturer as mentioned at sr. nos. 22 & 23 come forward for engagement. The draft advertisement shall include details about qualification as per the norms, pay scales, etc. decided by the Government for engagement of Eligible Extension Lecturers and shall be got approved from Director General Higher Education, Haryana.

5. A committee of three senior most Associate/Assistant Professors under the Chairmanship of Principal of the concerned college shall be constituted to engage eligible Extension Lecturer purely on merit and on the basis of selection criteria prescribed by the State Govt. for the selection of Assistant Professors In Govt. Aided Colleges circulated vide letter no. KW 8/36-2009 C-IV (3) dated 14.3.2017.
6. A waiting list of three candidates in a subject shall be prepared in the order of merit which shall remain valid for one academic session.
7. The eligible Extension Lecturers shall be engaged for one academic session. However, it will be subject to availability of workload in the subject concerned as per conditions of this policy.

B. Remuneration

8. The eligible extension lecturers shall be paid @ Rs. 57700/- per month w.e.f.. 27-6-19 (on the principle of equal work equal pay) and no allowances are to be paid. They shall be given teaching workload as per State Govt. norms. Further, they shall also perform all additional duties (at par with regular Assistant/Associate Professor). However, duties involving financial responsibilities shall not be allotted to them.
9. However, all those incumbents who are not eligible as per UGC/State Government norms but are still working as being protected by the orders of Hon'ble High Court, will be paid a remuneration of Rs 35,400/- per month and will be meeting complete workload and all other duties as well till the final outcome in Civil Writ Petitions.
10. Wherever, an Extension Lecturer is engaged and still working as being protected by the orders of Hon'ble High Court and there is less workload as per stipulated norms they will be paid Rs 35,400/- per month.
11. The remuneration to be paid to such retired teachers will be Rs. 35,400/- p.m.

C. Leaves

12. The Extension Lecturers will be entitled to 12 casual leaves i.e. one per calendar month for any personal reason and these shall not be carried forward.
13. Eligible Extension lecturers may be provided duty leave to attend seminars, conferences etc. for not more than two days (Maximum two times in an academic year.)
14. A Woman eligible Extension Lecturer shall be entitled to 'full pay maternity leave' up to a maximum of six months or till the currency of the subsisting academic session, whichever is earlier.
15. The benefit under this scheme shall be admissible only up to two living children. A woman employee who already has two living children before her engagement shall

not be entitled to the benefit of maternity leave. Provided that if an eligible extension lecturer is engaged against a regular female employee who has proceeded on maternity leave in that case the maternity leave shall not be admissible to eligible extension lecturer engaged to fill the gap for the said regular employee.

16. Maternity leave shall be admissible subject to completion of minimum three months of service.
17. The Director General Higher Education shall be competent to grant maternity leave in terms of these instructions with the concurrence of Finance Department Haryana issued vide U.O. No. 11/27/2018-3FR/24682 dated 21.11.2018

D. Removal /relieving

18. If the work and conduct of an extension lecturer is not found satisfactory, an explanation shall be sought by the concerned principal and if the same is not found satisfactory his/her engagement shall be discontinued.
19. In case of joining of newly appointed Assistant Professors, the Extension Lecturers may be allowed to deliver the lectures if sufficient workload is available otherwise in case the remaining workload is less, then Extension Lecturers may be relieved in following manner:-
 - a) First, who does not fulfill the qualifications as prescribed by UGC/State Government norms should be relieved. Such orders should be issued mentioning the reasons of relieving.
 - b) For the purpose of relieving, the seniority of extension lecturers will be decided between two persons, one of whom was engaged initially as eligible and another had acquired minimum qualification after his/her joining will be decided, by deducting the period without having the minimum qualification. In case both have joined on the same date then the senior in age will be ranked senior.
 - c) Thereafter, if the remaining Extension Lecturers are more than the remaining workload, the junior may be relieved as per Last-In-First-Go Formula. To decide the seniority amongst Extension Lecturers, the length of continuous service in present college only will be taken on account only. The person engaged/adjusted in any particular last Govt. college will be displaced first without taking his/her entire experience in other college than the present one and the fact regarding decreased workload may be mentioned in such orders. However, if an Extension Lecturer is protected by any court order, then clarification may be sought from this office in relevant matter. In case of any conflict, the matter may be got decided from this office by sending special messenger with complete record.

E. Adjustment of displaced eligible Extension lecturers

20. In case of a relieved eligible Extension Lecturer(s) having experience certificate and good conduct certificate, they will be adjusted if and only if they approach for

adjustment in some other Govt. college by way of representation as per terms given below, to the Director General Higher Educational Committee constituted at Headquarter.

21. Only the persons, who worked as eligible Extension Lecturer for at least one semester but were relieved due to less workload/joining of regular Assistant/Associate Professors by way of transfer/deputation or fresh appointment on or after 01.07.2014 are to be adjusted and are to be considered as 'Displaced Extension Lecturer'.
22. The list of colleges will be displayed on web portal where the requirement of teaching faculty is available in the subject.
23. All displaced eligible Extension lecturers will upload their bio-data on web portal with experience detail duly verified by the Principals of previous colleges where they worked and were displaced on or after July 2014. An email, along with copy of their experience certificate as well as their education qualifications certificates, is required to be uploaded within 72 hours after displacement by way of joining of an Assistant Professor by way fresh appointment or transfer or deputation of regular faculty.
24. Director General Higher Educational committee will normally review the same on weekly basis and will display the list of adjustment on web portal on the next coming Tuesday. Thereafter, selected candidate(s) will approach the Principal of concerned college within 72 hours with all original documents. After scrutiny and verification of the documents the Principal will allow them to join and will submit report on web portal. In case of false documents or any other compulsion, Principal can deny joining and will report on the web portal with reasons. Same will be reviewed by the Director General Higher Educational committee in its next meeting.
25. Thereafter, in case of availability of further unmet workload, the other eligible extension lecturers, displaced from some other Govt. colleges will be considered whose seniority will be determined on the basis of length of service coupled with eligibility, conduct, result, etc., as reflected in the experience certificates issued by Principal(s) from previous college(s).
26. The incumbent having longest experience will be adjusted first. In case of his/her refusal or non-joining within two/three days, the next person can be given chance to be got adjusted.



Deputy Director Cadet Corps,
for Director General Higher Education,
Haryana, Panchkula.