

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

Cochin University P.O.,
Kochi – 22.

No.Fin.V/F/UGC-PR-2016/2018

Date :06.08.2019.

C I R C U L A R

Sub : **UGC Pay revision-2016 – Pay fixation – Guidelines issued – Reg.**

Ref: 1. G.O.(P) No.18/2019/HEDN dated 29.06.2019.

2. U.O.No. Ad.D2/UGC/PR/2016 dated 30.07.2019.

1. In continuation to the U.O. cited, following guidelines for submission of proposal for pay fixation are issued. These may please be brought to the notice of all concerned.
2. Date of effect – The UGC Pay revision 2016, takes effect from 01.01.2016. All employees who were in service as on 01.01.2016 shall come over to the revised pay structure with effect from 01.01.2016 or on a later date. The option form is appended to the circular as Appendix-II.

All appointments/promotions on or after 01.01.2016 shall be deemed to have made in revised pay structure.

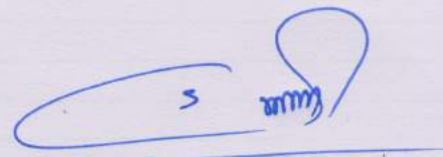
3. Proposal for fixation

A format for this purpose is appended to this circular as Appendix I. This is intended to minimize chances of errors in fixation of pay and also to speed up the pay fixation process.

The 'proposal for fixation' format should be prepared correctly and neatly. Doubts if any may be got cleared from the Finance Section (Intercom : 2233) before forwarding the statement to avoid delay.

4. A form of undertaking is appended as Appendix-III, which may also be duly filled up.
5. The above mentioned three Appendices, duly filled up in all respects and authenticated by HOD/Controlling Officer where applicable may be forwarded to Finance Section as early as possible.
6. The proposal for fixation (Appendix I), option form (Appendix-II) and form of undertaking (Appendix-III) can be downloaded from the University website (www.cusat.ac.in) – Intranet – Finance wing – Downloads – Misc.

Support and co-operation of all concerned is requested.



FINANCE OFFICER

To

1. All Heads/Directors of Departments/Schools/Centres
2. PS to Vice- Chancellor/PS to Pro-Vice-Chancellor/PA to Registrar/PA to Finance Officer/PA to Controller of Examinations
3. All the UGC teachers who retired after 01.01.2016
4. The Deputy Registrar (Admn.III/Finance)
5. The Assistant Registrar (Admn.I/Audit/Accounts/Finance)
6. Payroll A & B /Accounts-I/Admn.D Sections /E-Governance Cell
7. Day file/Stock file/File copy