

Date : 13.04.2023

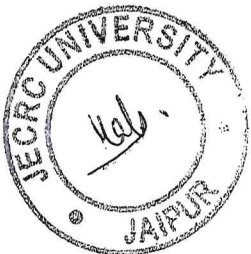
**POLICY FOR PROVIDING ANNUAL INCREMENT**

JECRC University is following the Policy for award of annual increment on completion of 12 months of service from the date of last increment w.e.f the first day of relevant month.

However, AICTE, New Delhi in its Notification dated 1<sup>st</sup> March, 2019, titled "AICTE REGULATIONS ON PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATIONS FOR THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF SUCH AS LIBRARY, PHYSICAL EDUCATION AND TRAINING & PLACEMENT PERSONNEL IN TECHNICAL INSTITUTIONS AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN TECHNICAL EDUCATION – (DEGREE) REGULATION, 2019." Under Clause 2.8 (ii) had mentioned as under:

**"There shall be two dates of increment i.e., 1<sup>st</sup> January and 1<sup>st</sup> July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial up-gradation."**

Likewise, University Grants Commission (UGC) vide its Circular No.F.3-1/2018 (Admn.I/A&B) Dt. 30<sup>th</sup> January, 2020 has circulated an Office Memorandum regarding Date of next increment under Rule 10 of Central Civil Services (Revised Pay) Rules-2016, which too provides a similar provision as above about the entitlement of employees for drawal of annual increment.



Since the existing Policy of awarding annual increment after completion of 12 months from the date of last increment increases workload of HR personnel / Registrar Office as it needs to keep track of the persons whose increments are due in particular month. With the provisions made in AICTE Regulations as well as UGC Circular as mentioned above, not only the workload of HR will get rationalized but also it will be possible to do relative grading based upon the performance of the employees.

On the basis of the above, the following points are to be taken into consideration while awarding annual increment.

1. The Provisions of AICTE regulations / UGC Circular as stated above may be followed, to fix the increment dates as 1<sup>st</sup> January and 1<sup>st</sup> July of every year.
2. If an employee joins on say 1<sup>st</sup> March of a year, he / she will be granted increment in the cycle July in the following year. However, increment will be applicable from March month only and accordingly arrear may be provided.
3. If any employee joins on say 1<sup>st</sup> October in a year, he / she will be granted increment in the cycle of January in the following year. However, increment will be applicable from October month only and accordingly arrear may be provided.
4. All kinds of Leaves other than LWP will be counted for qualifying service to grant annual increment.



  
Registrar  
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Registrar