

CHAPTER-IX

SELECTION AND RECRUITMENT OF STAFF

Selecting the right person for recruitment is of paramount importance for the continued success of an institution. The DAV College Managing Committee selection and recruitment policy sets out how to ensure that the best people are recruited on merit and that the recruitment process is free from bias and discrimination.

Accordingly, this policy sets out a procedure to enable DAV Public/Model Schools to monitor staff recruitment and to provide information to enable the appropriate recruitment activity all across the DAV institutions. It is the responsibility of each Head to ensure that this policy is carefully followed in their institution.

Employing Staff :For making appointments of teaching and non-teaching staff on probation, temporary or contractual basis, the guidelines outlined in this chapter should be strictly adhered to.

Note : All jobs at any institution of DAVCMC are transferrable in nature.

9.1 THE TWO-PHASE RECRUITMENT PROCESS :

From 2023, DAV institutions have started conducting a centralized Computer-Based Test (CBT) for recruitment purpose. The CBT is a reliable and standardized assessment tool to make the process of recruitment fast, fair, foolproof, transparent and quality-assured.

The transparent and foolproof recruitment process is completed in two phases :

9.1.1 PHASE 1 :Scrutiny of Career Graph and Conduct of Computer-Based Test (CBT) for Eligibility(managed by CBT Coordination Team)

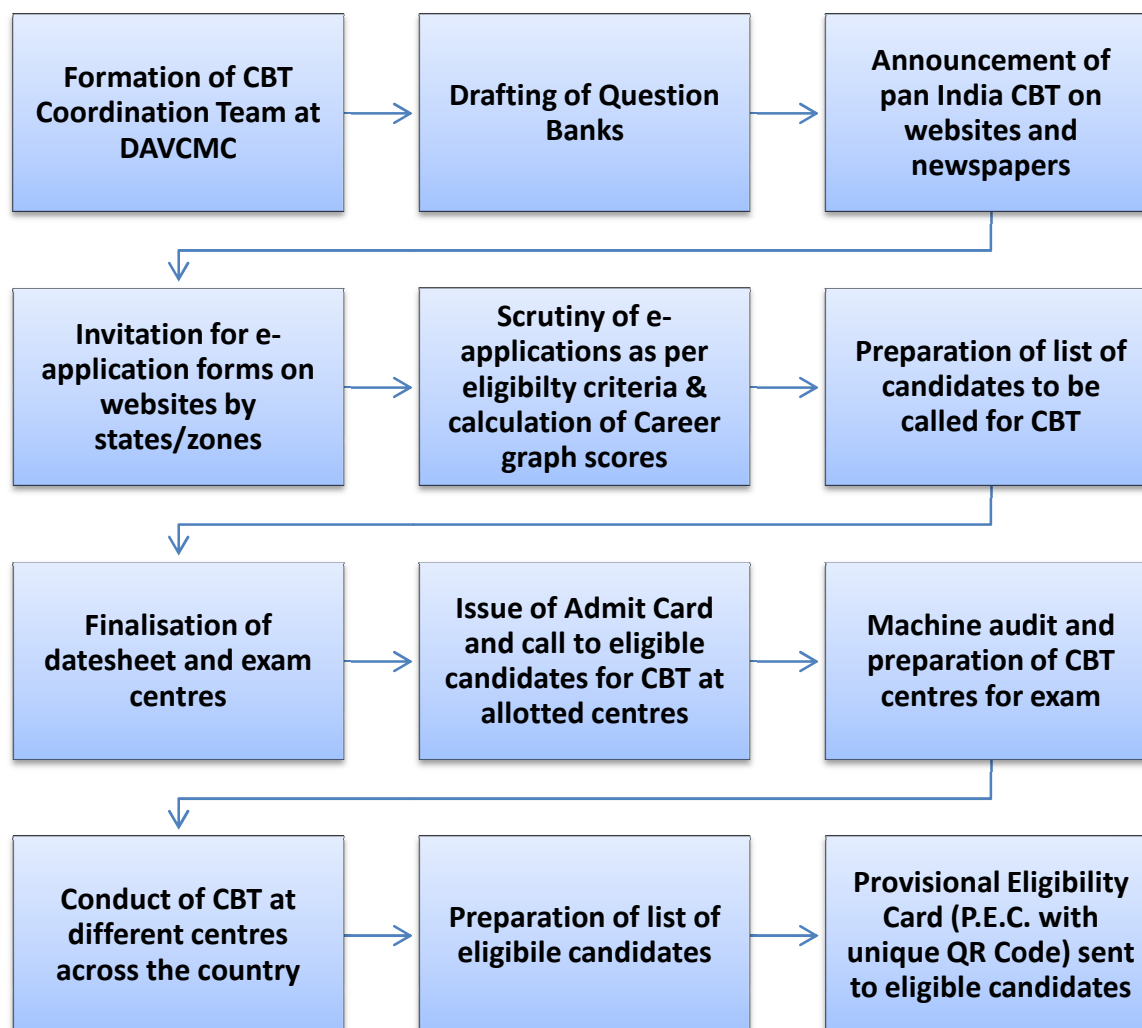
9.1.2 PHASE 2 :Demo, Interview and Selection of the Candidate by the Selection Committee (managed by the Selection Team, presided over by the Chairman at Zonal level)

The two phases of the recruitment process follow the following chronology, depicted by the flowcharts illustrated below.

PHASE 1

Scrutiny of Career Graph and Conduct of Computer-Based Test (CBT) for Eligibility

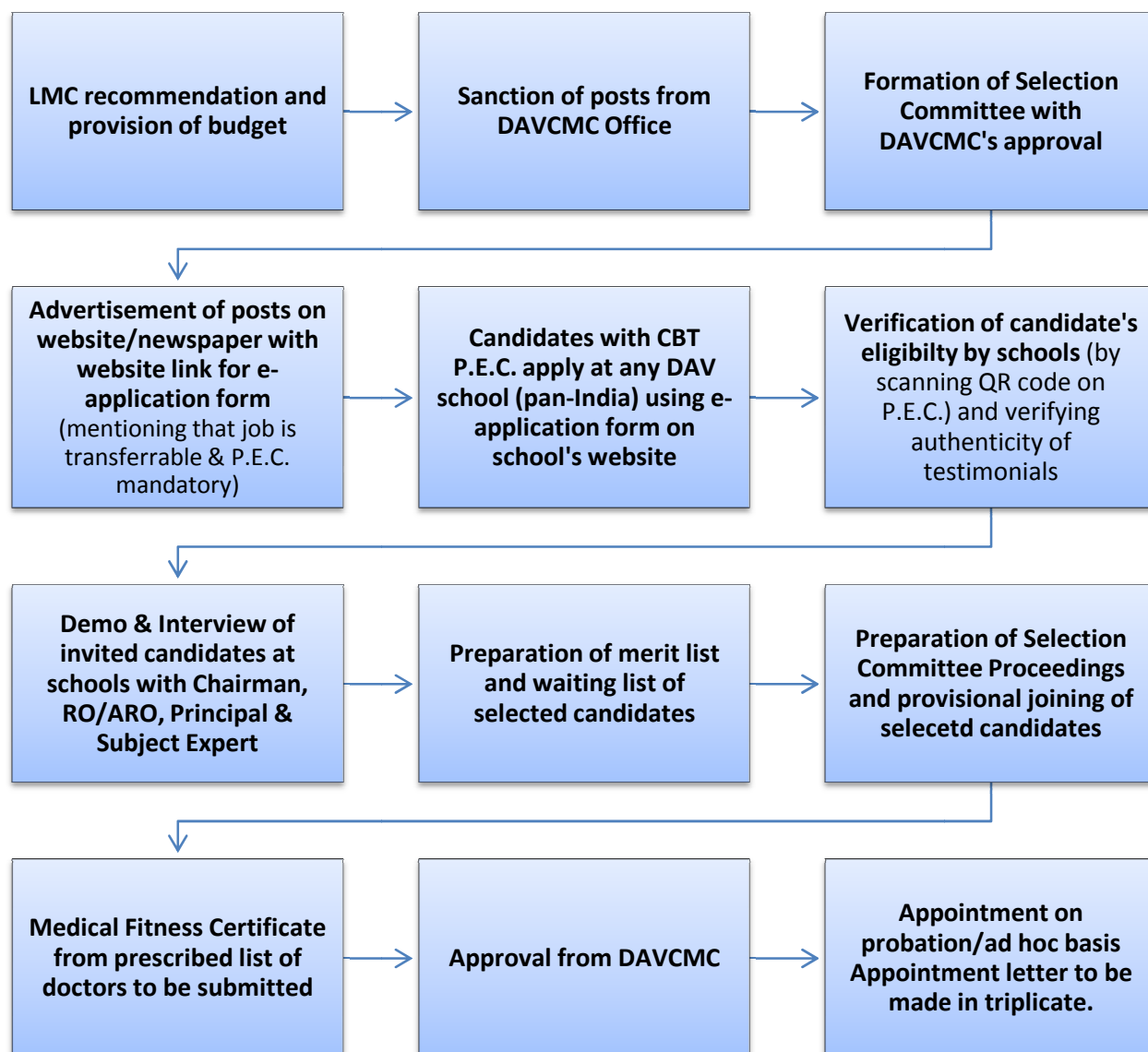
(managed by CBT Coordination Team)



Note : The Provisional Eligibility Card (P.E.C.) has a unique QR Code, which will be scanned by the schools in Phase 2 to verify authenticity of the candidate.

PHASE 2

**Demo, Interview and Selection of the Candidate by the Selection Committee
(managed by the Selection Committee, presided over by the Chairman)**



9.2 PHASE 1

9.2.1 CBT COORDINATION TEAM:

DAVCMC will nominate its members, an IT team and a few ROs/Principals, who will be instrumental in :

- Announcement of CBT on websites and newspapers
- Invitation of e-applications
- Scrutiny of e-application forms as per eligibility criteria
- Shortlisting of candidates on the basis of Career Graph
- Finalization of date-sheet and exam centres for CBT
- Preparation of question banks
- Dispatch of e-admit cards and date-sheets to eligible candidates
- Finalisation and readiness of exam centres & machine audits
- Conduct of CBT, observer duties, remote-supervision, on-site troubleshooting etc.
- Preparation of score-list with career-graph and CBT scores
- Sending Provisional Eligibility Card to candidates with QR Codes

9.2.2 ANNOUNCEMENT OF CBT:

The CBT (Computer Based Test) will be announced on the DAV website/s, national/local newspaper of repute, mentioning that :

- the job is transferrable
- P.E.C. (Provisional Eligibility Card) is mandatory for applying in DAV institutions

The advertisement will also give link for the website, where the e-application form will be available. E-applications will be invited from interested candidates. Application form will have provision to upload testimonials and P.E.C. also, along with other required documents.

After the receipt of e-applications for CBT, the following process will be undertaken in two phases.

9.2.3 The Components of PHASE 1

i) Career Graph (20 marks) :

Scrutiny of e-applications will be done automatically on the basis of the pre-set filters in the software. The Career-graph of the candidates will be assessed based upon the

division they obtained in their graduation, post-graduation and professional-degree or any other remarkable academic/professional qualification, professional experience, the University/Institute from which they completed their qualification, etc. (Eligibility criteria as per DAVCMC norms). The candidates will be marked out of 20 marks and only eligible candidates will be shortlisted and called for a Computer-Based Test (CBT).

ii) CBT - Computer-Based Test (30 marks) :

DAVCMC's CBT Coordination Team will conduct a Computer-Based Test of the eligible candidates with utmost transparency and veracity. An online undertaking form for assurance of secrecy will be filled by the whole team.

The question-papers for the written-tests will be set, ensuring that the syllabus/timings of the test are suitable to the designation/subject of the candidate and is apt to select a best candidate. The SOPs of the exam will be well-documented and readily available, along with all the relevant proofs to establish the transparency and veracity of the test. The evaluation of the answer-sheets will be computerized. All the online tests and scores will be preserved until the appointments are approved by the DAVCMC.

For fair conduct of CBT, Offline Flying Squads, Visit by Observers along with Online remote-monitoring of all CBT centres will be managed by the CBT Coordination Team. All exam centres will remain under CCTV surveillance remotely accessible to CBT Coordination Team at DAVCMC too. Daily online feedback will be procured to ensure smooth conduct of exam. After the CBT, CBT Team will filter the score-lists of candidates and shortlisted candidates will be issued a Provisional Eligibility Card (P.E.C.).

The Provisional Eligibility Card will only ensure that the candidate can apply in any DAV school. Whenever the vacancies are advertised by any DAV school, candidates with CBT P.E.C. can apply. However, P.E.C. does not ensure an offer for employment from DAVCMC. THE P.E.C. will have a QR code on it which the school will use to scan and verify the authenticity of the card. If the P.E.C. is found to be fake, legal action may be taken against the candidate. The Principal must verify the authenticity of P.E.C. and report fake claims, if any.

NOTE : Receipt of Admit Card for the Test or appearing in CBT Or receipt of P.E.C. after CBT does not ensure an offer for employment from DAVCMC.

The P.E.C. will be valid for three years only.

9.3 PHASE 2

Phase 2 of the recruitment process will be completed at the school/zonal level.

9.3.1 LMC RECOMMENDATION TO THE POST:

Before proceeding to make any regular/contractual appointment, except the temporary appointments for 89 days/guest faculty (teaching staff), the matter is required to be discussed in detail by the LMC of the school. It is advisable that the meeting should be prior to submission of budget for the concerned session to the DAVCMC. The LMC will ponder over all the pros and cons regarding the post under the following heads:

- The job title
- Duties and responsibilities entailing the post
- Period of appointment (in case of contractual appointments)

9.3.2 PROVISION IN THE BUDGET:

The provision of temporary and regular appointments must be made in the budget of the concerned session. The post should be mentioned in the Establishment Statement of the Budget mentioning its Level/Grade Pay/pay-scale/allowances/consolidated salary, etc.

9.3.3 SANCTION OF POST/S FROM THE DAVCMC OFFICE:

The regular/contractual posts as recommended by the LMC and provisioned in the Budget (as mentioned above) are required to be got approved by the DAVCMC Office by submitting the case on the prescribed Pro forma at **Appendix-9a**. It should be done prior to commencement of concerned session.

9.3.4 APPROVAL FOR FORMATION OF THE SELECTION COMMITTEE:

No regular/contractual appointment, except the temporary appointments for 89 days/guest faculty (teaching staff), can be made unless and until the candidate has appeared and cleared the PHASE 1 (Career Graph & CBT) and PHASE 2 (Demo & interview by the Selection Committee, duly approved by the DAVCMC).

The appointments of Class IV staff, including the Laboratory/Library Attendants, should be outsourced only on contractual basis through Agency.

As such, the Selection Committee must be got approved by the DAVCMC by proposing it on the prescribed Pro forma at **Appendix 9-b**. It is advisable that the schools should

get it approved by the DAVCMC well before the commencement of each academic session.

9.3.5 SELECTION COMMITTEE:

The formation of Selection Committee will be as follows:

A) For recruitment of Teachers, Librarian, Ministerial Staff and Library/Lab.

Assistants:

- i) Chairman of the Local Managing Committee
- ii) Vice-Chairman, Local Managing Committee
- iii) Manager of the School
- iv) Asstt.Regional Officer/Regional Officer of the zone
- v) Head of the School
- vi) Subject expert/s

B) For recruitment of Class IV staff(These should be outsourced)

- i) Head of the School
- ii) Manager of the School

9.3.6 ADVERTISEMENT OF POSTS :

No regular/contractual appointment, except the temporary appointments for 89 days*/guest faculty (teaching staff), can be made unless and until the post is advertised in the national/local newspaper of repute and DAV website. The advertisement must mention that the job will be transferrable. If the considerable number of e-applications are not received against each post, the advertisement should be repeated 2-3 times. A copy of each advertisement should be retained by the school.

The posts are not required to be advertised if the vacancies are being filled-in out of internal candidates on promotion basis in the light of DAVCMC Resolution No. 55 dated 24.09.2000, read with DAVCMC Resolution No. 117 dated 01.05.2011 Clause I(ix).

As per DAVCMC Resolution No. 55 dated 24.09.2000 read with DAVCMC Resolution No. 117 dated 01.05.2011, a teaching post lying vacant in the school may be filled out of the internal candidates, through the Screening Committee. Only those internal candidates may be considered for such vacant lying posts who have been teaching higher classes (*related to vacant lying post, in question*) for the last five years besides fulfilling other eligibility conditions.

The Screening Committee will comprise Chairman/Manager, LMC, Principal, RO and one educationist. Such appointments on promotion basis will actually be executed only on approval by the DAVCMC Office.

Note : Temporary appointment for 89 days cannot be repeated for more than two terms.

9.3.7 SCRUTINY OF APPLICATIONS RECEIVED:

After the last date of receipt of e-applications by the school for demo & interview, a Sub-Committee, consisting of a few staff members, may be constituted by the Head of the School in consultation with the Manager, which will analyze the received forms to check the CBT Provisional Eligibility Card (P.E.C.) and all testimonials to ensure the authenticity. Any false claiming candidates be disqualified and reported to CBT Team at DAVCMC. The e-application form, therefore, must have provision for CBT Registration No. softcopy of P.E.C.(with QR code) to be uploaded by the candidate, while applying for the post. If the received forms are in abundance, the Sub-Committee may further shortlist the applications on the basis of CBT score, which can be procured from CBT Team.

9.3.8 STANDARD SELECTION PROCEDURE (SSP)

When the final list of eligible candidates for each post is ready, the School Authorities should ensure that the Standard Selection Procedure (SSP) is followed for the selection of staff.

The members of the Selection Committee, specifically the Chairman, should be consulted to fix the date for Phase 2 - demo & interview. The Head of the School should finally fix a date taking care that all/maximum members of the Selection Committee can attend the demo & interview meeting. The Head must ensure that all the members of the Selection Committee are given intimation about the demo and interview-meeting, well in advance.

9.3.9 CALL FOR DEMO & INTERVIEW:

All the candidates to be called for demo and interview should be given due information about the schedule by phone/post/e-mail/sms, well in time. The medium of intimation should be such that every candidate gets information about the schedule of their demo and interview. No candidate should be given T.A./D.A. for attending the demo or interview.

9.3.10 DRAFTING THE MAIL / CALL FOR DEMO & INTERVIEW:

The Call Mail/Message should be drafted in an impressive pattern and language. It should have following information:

- Date, time and place of demo & interview.
- Instructions regarding requirement of CBT P.E.C. and original copies of their testimonials for verification.
- Details of demo/presentation they will be required to take or anything they should bring with them (e.g., examples of work).
- Qualification certificates that are essential to the post.
- A 'No Objection Certificate' from the present employer, in case the candidate is working in any other DAV Public/Model School.

9.3.11 The Components of PHASE 2 :

i) Demo Teaching :

The candidates should be asked to give a demo-teaching. The demo-teaching should be observed by the concerned Supervisory Head, Subject Expert, Principal and the Manager, in consultation with the Chairman of the school. The Chairman may also join if he/she so wants. The class should be according to the designation/subject applied for.

ii) Interview :

The candidates shortlisted after the Demo-teaching should be asked to appear before the DAVCMC approved Selection Committee for interview, presided over by the Chairman.

A scorecard containing scores of Career Graph, CBT and Demo will be presented to Chairman/Vice-Chairman and Subject Expert for reference. Assessment may be done from the point of view of knowledge, skills, experience, abilities, aptitudes and expertise.

NOTE :Call for demo or interview does not ensure an offer for employment from DAVCMC.

9.3.12 PREPARATION OF SELECTION COMMITTEE PROCEEDINGS (FINAL RESULT):

After the culmination of demo and interview, a merit list and a waiting list must be prepared by the Selection Committee by calculating the cumulative score of the candidates. A proforma should be developed for noting the assessment of each candidate by each member of the Selection Committee.

The proceedings of the Selection Committee (Final Result) should be drafted in a way that it should mention the name of candidate selected, designation offered, Level/pay-

scale/grade pay/consolidated salary offered, nature of appointment—regular/contractual, tenure of appointment if on contractual basis, etc. and it should be signed by all the participating members of the Selection Committee, including the Subject Experts. If the Selection Committee Proceedings are of more than one page, then signature of all the members must be on each and every page.

9.4 PROVISIONAL JOINING:

Especially in case of regular appointments, even after finalization of results by the Selection Committee, the candidates should not be offered to join directly on regular basis until and unless their appointment is approved by DAVCMC. The selected candidates should, however, be allowed to join duty in the Level/Grade Pay/pay-scale but on provisional basis till the appointment is approved by DAVCMC. A Medical Fitness Certificate from a doctor, out of the list of 3-4 doctors as prescribed by the School, must be obtained from the candidate before allowing to join the duty. The School Authorities shall ensure that the prescribed doctors do not charge inordinate fee in this regard.

The candidates should be informed that :-

- a) their appointment is provisional for want of DAVCMC approval
- b) the job is transferrable

However, on approval of the appointment by DAVCMC, the date of joining on provisional basis will be considered as 'Date of Joining' of the candidate. The Appointment Letter must be released to all the selected candidates albeit it should be only after getting the DAVCMC approval to the appointment.

The Appointment Letter will be made in triplicate for :

- a) DAVCMC
- b) Selected Candidate
- c) School records

9.5 TAKING APPROVAL FROM THE DAVCMC:

The list of candidates finally selected, should be sent to the DAVCMC on the prescribed proforma alongwith the Selection Committee proceedings, duly signed by all the attending members including the Subject Experts. The prescribed Proformas are given at **Appendix-9c, Appendix-9d, Appendix-9e, Appendix-9f, Appendix-9g and**

Appendix-9h. The relevant proforma should be adopted as per the different posts and nature of appointment.

The approval to the proposed appointment of teaching and non-teaching staff shall be accorded by the DAVCMC Office only if it is justified e.g. the posts have been provisioned in the budget and proper selection procedure has been adopted for making appointments and the candidate possesses the required/prescribed qualification for the post, etc.

Being wary of the number of staff appointed in the school is essential. Over-staffing and under-staffing in school has an adverse effect; the former affects the financial management of the school and the latter affects the academic standards of the school. As such, it is advisable that the school should be very careful about having adequate number of staff, which is essential to maintain the academic standards of the school.

9.6 APPOINTMENTS :

Once the approval to the proposed appointment is received from DAVCMC Office, only then the Manager of the school should issue Appointment Letter to appointed candidate. The formats given at **Appendix-9i, Appendix-9j and Appendix-9k** should be adopted for Appointment Letters as the case may be :

- **Appendix-9i:** Appointment of staff on probation basis
- **Appendix-9k:** Appointment of staff on contractual basis
- **Appendix-9j:** Appointment of staff on temporary basis – 89 days/guest faculty

To meet exigencies, temporary/contractual appointments may be made by the schools, so that there is no disturbance in the course of the academic session. Temporary appointments are made for both teaching and non-teaching staff members. From the point of view of DAV, temporary appointments are of two types–

(i) Temporary appointments up to 89 days / guest faculty (for teaching staff) – Special care must be taken that temporary appointment for 89 days cannot be repeated for more than two terms.

(ii) Contractual appointment for one academic session or more but up to or less than three years

No contractual appointment can be extended beyond the expiry of contract period. Contractual appointments can be made only up to a maximum of three years. Temporary appointments up to 89 days may be got approved at Chairman/Manager/R.O./A.R.O. level; and be later informed to the DAVCMC Office for

record. Contractual/Guest appointments for one session or up to three years can be made only through the Selection Committee.

If an incumbent is later appointed on regular basis then at the time of his/her retirement/resignation/voluntary retirement, the period of temporary/contractual appointment is also considered towards the qualifying service for calculation of terminal benefits subject to the condition that there is no break in service between the period of temporary/contractual appointment and joining on probation basis.

Only Causal Leaves, as admissible under the rules, are granted during the period of temporary/contractual appointment. Temporary/Contractual appointments may be made on a consolidated salary or on a pay-scale with allowances, as deemed fit by the Selection Committee. Budget Provision must be made in the respective each session if the contractual appointments are to be made for more than one academic session.

9.7 PROBATION PERIOD:

On appointment on regular basis, all staff members are placed on a probationary period for one year (extendable by one more year). On completion of probation period satisfactorily, the service of the employee is confirmed on his/her post. If during the probation period, the performance of the employee is found to be unsatisfactory, he/she should be given a letter in this regard before the date of completion of probation period and the employee can be terminated by giving one-month notice or salary in lieu thereof. The services during the probation period are counted towards qualifying service for all purposes in future.

Confirmation/Extension of probation period is required to be got approved by DAVCMC by submitting the proposal on the Proforma along with recommendations of the LMC in this context. The prescribed Proformas are available at **Appendix-9L, Appendix-9m, Appendix-9n, Appendix-9o, Appendix-9p**. The relevant proforma should be used.

9.8 PAY AND PAY PROTECTION:

The staff members should be paid salary as per the Selection Committee recommendation conjointly read with the approval received from the DAVCMC Office, along with the allowances as applicable in the school. It is, however, worth-mentioning here that all incumbents should be given allowances at the rate at par with other regular staff members of the school and there should not be any partiality in this regard from one candidate to another.

The Selection Committee should always keep in mind the Level/pay-band and grade pay as approved by the DAVCMC corresponding to respective designation, while recommending the appointments. No salary should be paid out of Pupil Fund/Student Aid Fund. The salary should be paid by bank transfer and for this, each appointed member should open an account in the concerned bank.

The internal candidates appointed on a higher post, either through advertisement or without advertisement, will be granted pay-protection. Their pay will be fixed as per **Clause 13.6 (i)**. However, if their pay in the earlier post is less than the initials of the higher post, their pay will be fixed at the initials of the higher post.

9.9 PAYMENT OF ALLOWANCES IN SALARY:

All allowances are to be paid with the prior approval of DAVCMC only, after recommendation of the LMC of the school. The LMC will recommend the proposal keeping in view the financial position of the school. No new allowance can be paid without the prior approval of DAVCMC. There should be no difference in rate and payment of any allowance from one staff member to another. In other words, all staff members are to be paid allowances at the one and the same rate.

In case of transfer of Head or any incumbent on administrative grounds, the Basic Pay and Level/Pay-band will be protected but the allowances, including D.A., will be given at the rate at par with other staff members of the school of posting. If it causes loss in allowances, the DAVCMC may consider of giving Special Pay to the tune of loss of allowances which will be decreased proportionately by the increase in D.A., albeit it shall be the sole discretion of the DAVCMC. **It is clarified here that the Special Pay will not be proportionately decreased by the increase on account of routine annual increment.**

In case of transfer of Head or any incumbent on request, the allowances will be given at par with other staff members notwithstanding it causes loss or benefit. No Special Pay to cover-up the loss, will be given in such case.

9.10 MINIMUM QUALIFICATION:

Following are the minimum qualification for various posts as prescribed by the DAVCMC:

Designations	Minimum Qualification
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NTT* (Female candidates only)	Graduation with valid NTT from a recognized institute. If NTT candidates are not available, Trained Graduates or Graduates with JBT (Two years) or JBT (one year).
PRT*	Graduation with B.Ed.from recognized university/institute Preference should, however, be given to trained graduates.
TGT*	Trained Graduates as per the CBSE affiliation bye-laws* (*applicable for both - CBSE and State Education Board affiliated schools)
PGT*	Trained Post-graduates as per the CBSE affiliation bye-laws* (*applicable for both - CBSE and State Education Board affiliated schools)
Librarian (Grade-I) in a Secondary/Sr. Secondary School	B.Lib., Knowledge of computer
Librarian (Grade-II) in a primary school or in primary wing of Sr. Secondary/ Secondary schools	B.Lib., Knowledge of computer
LDC/Steno	Graduation with knowledge of Typing and Computer (MS Office atleast)/ Knowledge of Stenography is must for Steno.
UDC	Graduation with knowledge of Typing and Computer.
Assistant	Graduation with knowledge of Typing and Computer, knowledge of noting and drafting is essential. Five years' experience.

Superintendent	<p>Graduates having full familiarity with tally and other software used in the school for Audit and Admn. Work proficiency in noting & drafting, letter writing; knowledge of rules and procedures of DAVCMC, knowledge of rules of concerned State Education Act/CBSE/any other affiliating body.</p> <p>Ten years' experience</p>
Junior Engineer (students' strength is 3500 and above and school is affiliated.)	10+2 plus three years Diploma in Engineering Or Graduate Civil Engineers
Nurse (Full time if school has 1501 students or more.)	10+2 plus three years Diploma in General Nursing and Registered Nurse & Midwife with Central or State Nursing Council (Full Time)
Receptionist/Front Office Asstt. (Student-strength must be at least 500)	Graduation, Knowledge of Computer and Communication Skills in English
House Keeper, Storekeeper	Graduation
Lab. Assistant <i>(for Physics, Chemistry, Biology, Bio-Technology, Home Science Lab)</i>	B.Sc. with concerned subject or equivalent. He/ she must also possess working knowledge of computer.
Lab. Assistant <i>(For Computer Science Lab.)</i>	B.Sc. Computer Science / B.C.A. or equivalent.
Lab. Assistant <i>(For Maths and Language Labs.)</i>	B.A. for Language Lab. /B.Sc. (Maths) for Maths Lab. He/she must also possess working knowledge of computer.
Library Assistant	Diploma/Certificate in Library & Information Science. He/she must also possess working knowledge of computer.

Counsellor	B.A. with Psychology OR Graduate with Diploma in Counselling from a valid institute.
Network Assistant	B.Sc. (Computer Science) / B.C.A. with Diploma in Networking from a recognized institute.
Special Educator	Graduate with B.Ed. (Spl. Education) with CTET. Or Graduate, B.Ed. (General) with Diploma in Special Education with CTET Or Graduate, B.Ed. (General) with Post Graduate Professional Diploma in Special Education (PGDP) with CTET Or Any other equivalent qualification approved by RCI with CTET.

9.11 APPOINTMENT OF SUPERVISORY HEAD:

This is a suggestive plan and may be implemented if the school is financially viable and the appointment of Supervisory Head is considered essential in the interest of efficient functioning of the school. The appointment and number of Supervisory Heads should be related to student enrolment and specific needs of the school as per following criteria:

Students Enrolment in the School	Number of Supervisory Heads in the School
1000	1
1001 to 1500	2
1501 to 2000	3
2001 to 3000	4
3001 to 4000	5

4001 to 5000	6
5001 and above	7

N.B.: If a school is functioning in two separate premises, it may also be allowed to have a Supervisory Head (besides the Head of the School) to supervise the school functioning in the other building if considered necessary.

Further, the above norms would apply if the school is affiliated to CBSE and is paying salaries as per the VI Pay Commission scales or the VII Pay Commission scales to the staff. For other schools, the norms may be allowed to be implemented if there are special circumstances which warrant appointment of Supervisory Head(s).

It is not envisaged that each department such as Nursery, Primary, Middle, Secondary or Senior Secondary should have a separate Supervisory Head. It would be advisable to group classes/departments according to the needs of the school depending upon the number of sections of each class. For example, if number of sections in a school is less than a single Supervisory Head for Nursery and Primary classes together should be considered adequate.

Selection of Supervisory Heads from out of the teachers working in the school should be done through a Screening Committee comprising of:

- (i) Chairman, LMC
- (ii) Vice Chairman, LMC
- (iii) Regional Officer / A.R.O.
- (iv) Manager
- (v) Head of the School

The appointment of Supervisory Head must be made through a procedure which is transparent and the adequate number of senior teachers are screened by the Screening Committee. The appointment of Supervisory Head is required to be got approved by the DAVCMC Office by submitting the case on the prescribed Proforma at **Appendix-9q**, alongwith the Screening Committee recommendation duly ratified by the LMC. On appointment as Supervisory Head, the incumbent is given a Supervisory Allowance of Rs. 2000/- per month.

Appointment of a teacher as Supervisory Head, does not mean that he/she will not be taking classes henceforth. The Supervisory Heads must be taking regular classes and they should be assigned regular Time Table with at least 50% classes in comparison to a teacher in the Wing.

Note : To maintain the uniformity, the Supervisory Heads should not be referred with any other designation, e.g. Coordinator.

9.12 ANNUAL INCREMENT:

Annual Increment is an increase, regulated by the rules, given as a matter of course to all staff members unless it is withheld because of a disciplinary action. As regards staff of school, except the Head of the School, it is granted at the end of local School Authorities (Chairman/Manager/Principal) and drawn in the Pay Bill of that particular month, as sent to the DAVCMC Office. However, as regards increment to the Head of the School, it is granted with prior approval by the DAVCMC, by submitting the case on the prescribed Proforma **Annexure-9r**.

In the schools where VI Pay Commission has been implemented, Annual increments are granted to all staff members on 1st July, @3% of Basic Pay in the running pay band and corresponding Grade Pay rounded off to next multiple of 10 subject to completion of qualifying period of six months' service as on 1st July. In the schools where VII Pay Commission scales have been implemented, the annual increments are granted on 1st July and 1st January, as per the rules defined in detail at Chapter 13A. And in the schools where V Pay Commission is in force, the staff members are granted increment on 1st of the Month of their date of joining, at the rate as applicable in the respective pay-scale. Due entry should be made in the Service Book of each incumbent regarding the granted annual increments.

The following periods of service count for increment:

- All period of duty
- All kinds of leave, other than Extraordinary Leave
- Extra Ordinary Leave on medical grounds
- Joining Time in continuation of duty
- Joining Time in continuation of leave, if the last day of the leave falls immediately before the commencement of Joining Time
- When an employee is appointed to officiate in a higher post, his/her service in the higher post will count for increment in the lower post if he/she is re-appointed to the lower post

Note : As per the VI Pay Commission rules, in case where an employee reaches the maximum of his/her pay-band, he/she shall be placed in the next higher pay-band after one year of reaching such a maximum. At the time of placement in the higher pay-band, benefit of one increment will be provided. Thereafter, he/she will continue to move in the higher pay band till his/her pay in the pay band reaches the maximum of PB-4, after which no further increments will be granted.

9.12.1 Withholding of Increment:

A competent Disciplinary Authority can impose the punishment of withholding increment of an incumbent in two ways– (i) with cumulative effect and (ii) without cumulative effect. If it is with cumulative effect, the entire period of the punishment is lost so far as earning further increments is concerned and will put the employee to a recurring loss. If it is without cumulative effect, the loss will be temporarily for a period as mentioned in the punishment and after the punishment is over, the withheld increments will be restored and the future increments drawn on the due dates. Only future increments can be affected in this regard – meaning thereby increments already granted in past, cannot be affected to penalty.