To

The Secretary,
Education Department,
Government of---- (All States & U.T.'S of India)

Subject: Upgradation in Salary Scales of Librarians;
Directors/Instructors of Physical Education;
and Documentation officers in Universities
and Colleges.

Sir,

I am directed to refer to this Ministry's letter No. F.1-41/74-U.I, dated 7.1.1977 vide which the state Government was requested to revise the scales of pay of Librarians and Directors of Physical Education in Universities and Colleges with effect from 1.1.73 and to say that on representation from various quarters suggesting acceptance of parity in their pay scales with those of teachers, the Government of India, after careful consideration, has decided to upgrade the scales of pay of Librarians and Directors of Physical Education with effect from 1st April 1980. A copy of the letter addressed to the University Grants Commission together with its enclosures is attached. (Appendix).

2. The Government of India has also decided to assist the State Governments if they wish to upgrade the scales of pay of Librarians and Directors of Physical Education, in State Universities and in colleges affiliated to them. In case the State Government is willing to adopt the upgraded scales, financial assistance to the extent of 80% of the additional expenditure involved in upgrading the scales will be made available subject to the following conditions:-

   1) Central Assistance to this extent will be available for the period from 1.4.1980 to 31.3.1985 in respect of only those posts which were in existence as on 1.1.73. Posts created subsequent to this date may be provided in the upgraded scales w.e.f. 1.4.80
subject to fulfilment of prescribed qualification etc., but these will not be eligible for Central assistance.

ii) The State Government would bear the entire balance of expenditure and will not pass on the liability for any portion of it to Universities or managements of private colleges; and

(iii) The State Government will take over the entire responsibility for maintaining the upgraded scales with effect from 1.4.1985.

3. The following adoption of the upgraded scales shall be subject to the following conditions:

1) These scales will be admissible to only those existing incumbents who possess the qualifications as mentioned in Annexure I.

ii) For future recruitment to the various categories of Librarians and Directors of Physical Education, the minimum qualifications shall be those as determined by the University Grants Commission from time to time. The Selection should be made by duly constituted Committees of experts. The minimum qualifications for future recruitment to the post of Assistant Librarian/College Librarian and Documentation Officer (Scale Rs 700-1600) and Directors of Physical Education, as recommended by U.G.C. are given in Annexure-II.

(iii) The fixation of pay in these scales shall be according to the formula given in Annexure III. Where the pay fixation formula cannot cover cases without giving rise to some anomalies such cases could be referred to the Government of India for consideration.

4. It is requested that necessary action to introduce these scales may be taken at a very early date and proposals submitted to the Government to enable them to release their share.

5. The receipt of this letter may please be acknowledged.

Yours faithfully

Sd/-

(S.K. SEN GUPTA)
Under Secretary to the Government of India.
No. F.2-1/82-U.I
Government of India
Ministry of Education & Culture
(Deptt of Education)

New Delhi
Dated the 15th December, 1982

To

The Secretary
University Grants Commission,
New Delhi

Subject: Upgradation in Salary Scales of Librarians
Directors/Instructors of Physical Education;
and Documentation Officers in Universities and
Colleges.

Sir,

I am directed to refer to this Ministry's letter No. F.1.41-U.I, dated 7.1.1977 vide which the University Grants
Commission was requested to revise the scales of pay of Librarians and Directors of Physical Education in Universities
and Colleges with effect from 1.1.1973 and to say that on representation from various quarters suggesting acceptance of parity in their pay scales with those of teachers, the Government of India, after careful consideration has decided to upgrade the scales of pay of librarians and Directors of Physical Education, with effect from 1st April 1980 as mentioned below:

<table>
<thead>
<tr>
<th>Post</th>
<th>Scale as on 31.12.72</th>
<th>Scale as on 1.1.73</th>
<th>Revised scale w.e.f. 1.4.80</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Library Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1a) Universities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Librarian</td>
<td>1100-1600</td>
<td>1500-2000</td>
<td>1500-60-1800-100-2000-125-2500</td>
</tr>
<tr>
<td>Dy. Librarian</td>
<td>700-1250</td>
<td>1100-1600</td>
<td>1200-50-1300-60-1900</td>
</tr>
<tr>
<td>Asst. Librarian</td>
<td>400-950</td>
<td>700-1300</td>
<td>700-40-1100-50-1600</td>
</tr>
<tr>
<td>Documentation Officer</td>
<td>700-1250</td>
<td>1100-1600</td>
<td>1200-50-1300-60-1900</td>
</tr>
<tr>
<td>Officer</td>
<td>400-950</td>
<td>700-1300</td>
<td>700-40-1100-50-1600</td>
</tr>
</tbody>
</table>
2. The upgraded scales as mentioned in column (4) in para 1 above shall be subject to the following conditions:

i) These scales will be admissible to only those existing incumbents who possess the qualifications mentioned in Annexure I.

ii) For future recruitment to the various categories of Librarians and Directors of Physical Education, the minimum qualifications shall be those as determined by the University Grants Commission from time to time. The selection should be made by only constituted Committee of experts.

The minimum qualifications for future recruitment to the post of Assistant Librarians/College Librarians and Documentation Officers (Scale of Rs 700-1600) and Directors of Physical Education as recommended by the U.G.C. are given in Annexure II

iii) The fixation of pay in these scales shall be according to the formula given at Annexure-III. Where the pay fixation formula cannot cover cases without giving rise to some anomalies such cases should be referred to the Government of India for consideration.

3. It is requested that necessary action to place their personnel in the revised scales of pay may be taken and the expenditure met from the funds already placed at the disposal of the Commission.

The receipt of this letter may please be acknowledged.

Yours faithfully,

( S.K. SEN GUPTA) 
UNDER SECRETARY.
<table>
<thead>
<tr>
<th>Category of Post</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Library Staff (Universities and Colleges)</td>
<td>a) First or second class M.A./M.Sc./M.Com., plus a first or second class B.Lib.Sc. or a diploma in Library Science. The degree of M.Lib.Sc. being a preferential qualification.</td>
</tr>
<tr>
<td></td>
<td>b) At least 10 years' experience as Librarian or in a responsible professional capacity in a University Library.</td>
</tr>
<tr>
<td></td>
<td>c) Good academic qualifications and research experience (with publications). The qualifications must be in general comparable to those of Professors in the Universities.</td>
</tr>
<tr>
<td>2. Deputy Librarian / Documentation Officer</td>
<td>a) First or second class M.A./M.Sc./M.Com., plus a first or second class B.Lib.Sc. or diploma in Library Science. The degree of M.Lib.Sc. being a preferential qualification.</td>
</tr>
<tr>
<td>(Rs 1200-1900)</td>
<td>b) At least 7 years' experience as librarian or in a responsible professional capacity in a Library.</td>
</tr>
<tr>
<td>(Rs 1200-50-1300-60-1900)</td>
<td>c) Good academic qualifications and research experience (with publications). The qualifications must be, in general comparable to those of Readers in Universities.</td>
</tr>
</tbody>
</table>
Category of Post

3. Assistant Librarian/Documentation Officer/College Librarian
   (Rs 700-1600)
   (Rs 700-40-1100-50-1600)

Qualifications

First or second class B.A./B.Sc./B.Com. degree plus a First or Second Class M.Lib. Science degree
OR
First or second class M.A./M.Sc./M.Com. degree and a first or second class B.Lib.Sc. or a diploma in Library Science.

Director/Instructor of Physical Education
   (Universities/Colleges)
   (Rs 700-1600)
   (Rs 700-40-1100-50-1600)

II.

Must possess the minimum qualification of a post-graduate Diploma or Certificate or a degree in Physical Education.

ANNEXURE II

MINIMUM QUALIFICATIONS FOR FUTURE RECRUITMENT TO THE POST OF ASSISTANT LIBRARIAN/COLLEGE LIBRARIAN AND DOCUMENTATION OFFICERS (SCALE Rs 700-1600) AND DIRECTORS OF PHYSICAL EDUCATION.

Assistant Librarian/College Librarian/Documentation Officer
   (Scale Rs 700-1600)

1) Good academic record with at least a high second class Master's degree in a subject other than Library Science;

2) Master's degree in Library Science with first or high second class

Directors of Physical Education

1) A Master's degree in Physical Education (High 2nd class) with diploma in sports coaching from a recognised institution.

or
A Master's degree in Physical Education (High 2nd class) with a record of having represented his university at the inter-university level/State in the National Championship.

ii) Experience in organising games and sports (as exemplified) in handling of about half a dozen teams in a year in his institution and their participation in university/Inter-collegiate tournaments and ability to encourage mass participation in games and sports.

Librarian and Dy. Librarian

The minimum qualifications for recruitment of Librarian and Dy. Librarian in universities will be communicated later.

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ANNEXURE III

Annexure to Ministry of Education & Culture letter No. F.2-1/82-U.I, dated 15.12.82 regarding upgradation in the salary scales of Librarians/Directors/Instructors of Physical Education and Documentation Officers in Universities and Colleges - Formula for fixation of pay in the upgraded scales from 1.4.80.

The formula for fixation of pay in the upgraded scales would be as follows:

1. In cases of employees drawing pay in the scales of pay as revised from 1.1.1973 and as mentioned in column 3 of para 1 of the Ministry of Education and Culture's letter mentioned at the top:

   i) Pay in the upgraded scales as on 1.4.80 will be fixed at the same stage if it happens to be a stage in the upgraded scales.

   ii) In case the same stage does not happen to be there in the upgraded scale, the pay will be fixed at the stage next below, and the difference will be treated as personal pay, to be absorbed in future increments.
iii) In case the pay drawn in the scales as on 1.1.73 happens to be less than the minimum of the upgraded scales as on 1.4.80, the pay will be fixed at the minimum of the upgraded scales as on 1.4.1980.

II. In cases of employees drawing pay in the scales of pay as on 31.12.1972 and as mentioned in column 2 of para 1 of Ministry of Education and Cultures' letter mentioned at the top:

i) The pay of the employees should first be fixed notionally in the corresponding revised scales as in column 3 of para 1 of this Ministry's letter referred to above on 1.1.1973 in accordance with the following formula:

1. The initial pay in the scales as on 1.1.1973 shall be fixed in the following manner:

A. In the case of an employee drawing basic pay upto and including ₹ 1800 in the scale as on 31.12.72:

a) an amount representing five per cent of the basic pay, subject to a minimum of ₹ 15/- and a maximum of ₹ 50/- shall be added to the existing emoluments of the employee.

Explanation 1: Existing emoluments means Basic Pay plus Dearness Pay plus Dearness Allowance plus Interim relief, if any, sanctioned during 1.3.1970 and 1.1.1973 and not any other allowance.

Explanation II: If the amount so computed includes a part of a rupee, then, if such part is fifty paise or more, it shall be increased to one complete rupee and if such part is less than fifty paise, it shall be ignored.

b) after the existing emoluments have been increased and computed as specified in clause (a), the pay shall be fixed in the revised scale at the stage equal to the amount so computed or, if there is not such stage in the revised scale, at the stage next above the amount so computed:

Provided that:

i) If the amount as computed under clause (a) is less than the minimum of the revised scale, the pay shall be fixed at the minimum of that scale;

ii) If the amount as computed under clause (a) is more than the maximum of the revised scale, the pay shall be fixed at the maximum of that scale;
Provided further that, except in cases where the pay is fixed at the minimum of the scale as on 1.1.1973, if the revised emoluments as determined under this sub-rule, exceed the existing emoluments by more than Rs 100/-, the initial pay shall be fixed at the highest stage in the scale on 1.1.1973 at which the revised emoluments payable do not exceed the existing emoluments as on 31.12.72 by Rs 100 and the difference, if any, between the existing emoluments plus Rs 100 and the revised emoluments payable shall be allowed as personal pay to be absorbed in future increases in pay.

Explanation: Revised emoluments means the Basic pay of the employee in the scale as on 1.1.1973.

B. In the cases of an employee drawing basic pay exceeding Rs 1800/- in the scale as on 31.12.72. The initial pay in the revised scale shall be fixed under the provisions of Fundamental Rule 22, 23 and 31 and for this purpose, his pay in the existing scale shall be deemed to include the dearness allowance, if any, drawn by him.

Note 1: Where an employee is holding a permanent post and is officiating in a higher post and the scales applicable to these two posts are merged into one scale, the pay shall be fixed under this sub-rule with reference to the officiating post only, provided he has continuously officiated in that post for not less than one year as on the 1st day of January 1973 and the pay so fixed shall be treated as substantive pay. Where such employee has not completed one Year's continuous service in the Higher officiating post as on the 1st day of January, 1973, his pay in the revised scale shall be fixed separately with reference to his substantive pay and officiating pay in the existing scales and his pay in the revised scales fixed with reference to the officiating pay shall be treated as substantive pay in that scales either on confirmation in the higher officiating post or after rendering service for the period by which if fell short of one year on the 1st day of January, 1973, whichever is earlier provided that in the latter case, it is certified by the appointing authority that he would have continued to officiate in the higher officiating post during this period had the revised scales not been introduced. If, however, the appointing authority certifies that he would have reverted to the lower post during this period his pay in the revised scale would, from the date on which he would have reverted, be regulated on the basis of the pay fixed on the 1st day of January, 1973, with reference to his substantive pay in the lower post.

Note 2: Where the existing emoluments exceed the revised emoluments in the case of any employee, the difference shall be allowed as personal pay to be absorbed in future increases in pay.
Note 3: Where in the fixation of pay under clause (b) paragraph (A) or paragraph (B) the pay of an employee drawing pay at more than five consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised scale at the same stage, the pay in the revised scale of such of these employees who are drawing pay beyond the first five consecutive stages in the existing scale shall be stepped up to the stage where such bunching occurs as under, by the grant of increment(s) in the revised scale in the following manner, namely:

(a) for employees drawing pay from the 6th upto 10th stage in the existing scale - By one increment.

(b) for employees drawing pay from the 11th upto the 15th stage in the existing scale, if there is bunching beyond the 10th stage- By two increments.

(c) for employees drawing pay from the 16th upto 20th stage in the existing scale, if there is bunching beyond the 15th stage, - By three increments.

If by stepping up of the pay as above, the pay of an employee gets fixed at a stage in the revised scale which is higher than the stage in the revised scale at which the pay of an employee who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of the former.

Note 4: Where in the fixation of pay under clause (b) of paragraph 1(A) or paragraph 1(B) the pay of an employee, who in the existing scale was drawing immediately before the 1st day of January, 1973 more pay than another employee junior to him in the same cadre, gets fixed in the revised scale at a stage lower than that of such junior his pay shall be stepped up to the same stage in the revised scale as that of the junior.

Note 5: Where as on the 1st day of January, 1973, an employee is in receipt of personal pay (including ad-hoc increment, if any, on account of stagnation at the maximum of the existing scale) which together with his existing emoluments exceeds the revised emoluments, then, the difference representing such excess shall be allowed to such employee as personal pay to be absorbed in further increases in pay.

2. Date of next increment in the revised scale: The next increment of an employee whose pay has been fixed in the revised scale in accordance with rule 1 shall be granted on the date he would have drawn his increment, had he continued in the existing scale:
Provided that in cases where the pay of an employee is stepped up in terms of Note 3 to rule 1, the next increment shall be granted on the completion of qualifying service of twelve months from the date of the stepping up of the pay in the revised scale.

Provided further that, in cases other than those covered by the preceding proviso*, the next increment of an employee whose pay is fixed on the 1st day of January, 1973 at the same stage as the one fixed for another employee junior to him in the same cadre and drawing pay at a lower stage than his in the existing scale, shall be granted on the same date as admissible to his junior, if the date of increment of the junior happens to be earlier:

Explanation : For the purpose of this rule, increment shall be construed to mean stages in the time scale and not necessarily actual increases in pay (that is to say, where an increment in any scale is not annual, the increment shall be construed as carrying as many stages as the number of years of service required to be rendered for earning an increment).

Once the pay of the employee has been notionally fixed in the 1.1.1973 scale, it should be notionally worked out as on 31.3.1980.

Once the pay has been notionally worked out as on 31.3.1980; it should then be fixed in accordance with formula as given in rule 1 above.

(To be substituted bearing the same No. and date)

Memo No. 1074-5Edu. 1-63/2173, dated 18th February, 1983 from Government of Punjab, Department of Education (Education Branch I) to the Director of Public Instruction (Colleges) Punjab.

Subject: Revision of Salary Scales of Librarians and Directors/Instructors of Physical Education working Government Colleges and Private Affiliated Colleges.

In pursuance of the recommendations of the University Grants Commission to the effect that the Librarians and Directors/Instructors of Physical Education will be included in the scheme
for the revision of pay scales, the matter has been considered and the Governor of Punjab is pleased to revise the pay scales of Librarians and Directors/Instructors of Physical Education in the Government Colleges as well as in the private affiliated colleges in the State of Punjab with effect from 1.4.1980 as per details given below:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Old scale as 31.12.1972</th>
<th>Presumptive scale as on 1.1.1973</th>
<th>Revised scale with effect from 1.4.1980</th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarians</td>
<td>Rs 300-600</td>
<td>Rs 550-900</td>
<td>Rs 700-1600</td>
</tr>
<tr>
<td></td>
<td>Rs 400-800</td>
<td>Rs 700-1100</td>
<td></td>
</tr>
<tr>
<td>Directors/Instructors of Physical Education</td>
<td>Rs 300-600</td>
<td>Rs 550-900</td>
<td>Rs 700-1600</td>
</tr>
<tr>
<td></td>
<td>Rs 400-800</td>
<td>Rs 700-1100</td>
<td></td>
</tr>
</tbody>
</table>

2. The up-graded scales as mentioned in Column (4) in para 1 above shall be subject to the following conditions:

i) These scales will be admissible to only those existing incumbents who possess the qualifications mentioned in Annexure 'A'.

ii) For future recruitment to the various categories of Librarians and Directors of Physical Education minimum qualifications shall be those as determined by the University Grants Commission from time to time. The selection should be made by duly constituted Committee of experts.

The minimum qualifications for future recruitments of posts of Librarians and Directors of Physical Education as recommended by the University Grants Commission are given in Annexure-II.
3. The pay fixation formula as evolved by the attached Government of India, Ministry of Education, New Delhi is with G.O.I. appended to this communication as Annexure 'C' letter as annexure-III.

4. If as a result of fixation of pay in the revised scales there is any financial hardship vis-a-vis the pay and allowances in the old scale of pay in any individual case, the incumbent shall have the option to draw his/her pay in the old scale upto such date as may be beneficial to him/her subject to the condition that the date so opted coicide with the date of his/her next increment(s) in the old scale. The option shall have to be exercised within two months from the date of issue of this communication and sent to the authorities concerned and once exercised, shall be final.

5. This issues with the concurrence of the Finance Department as conveyed vide their D.O. No. 9/46/81-2FD, dated 16.2.1983

No. 1074-5Ed1, 1-83/2174 Dated, Chandigarh, the 18.2.1983

A copy is forwarded to the Accountant General, Punjab Chandigarh for information and necessary action.

Sd/- Joint Secretary Education.