

From

Director General Higher Education,  
Haryana, Panchkula.

To

All the Principals,  
Government Colleges in Haryana state.

Memo No.: KW 4/36-2010 E-IG Dated : 4/3/2020

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

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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

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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.

  
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