



# COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India  
Website: [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)



## CLARIFICATION ON THE DATE OF ANNUAL INCREMENT IN REVISED UGC PAY SCALE

Representations have been coming from the employees of this university regarding the date of annual increment in the revised UGC Pay Scale. With a view to clarify the doubts, the following points are reproduced from relevant Govt. orders/notifications as mentioned below:-

1. The Govt. of Assam vide Notification No. **FPC.60/2017/52 dated 04.09.2018** has extended the benefit of the revised UGC Pay Scales to the teachers of the State Universities in line with Govt. of India Letter No. **1-7/2015-U.II(1) dated 02.11.2017**.
2. The Govt. of India has adopted the formula followed by the 7<sup>th</sup> Central Pay Commission moving from the concept of Pay Band and Academic Grade Pay to that of Academic Levels and Cells for the employees of Universities drawing UGC Pay Scale.
3. **Promotion:** When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows - On promotion, he would be given a notional increment in his existing Academic Level of Pay, by moving him to the next higher cell at that level. The pay shown in this cell would now be located in the new Academic level corresponding to the post to which he has been promoted. If a cell identical with that pay is available in the new level, that cell shall be the new pay; otherwise the next higher cell in that level shall be the new pay of the employee. If the pay arrived at in this manner is less than the first cell in the new level, then the pay shall be fixed at the first cell of that level.
4. **Clause 10** of the Central Civil Services (Revised Pay) Rules, 2016 states that:-

(a) There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July:

Provided that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of his appointment, promotion or grant of financial upgradation.

(b) The increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under Modified Assured Career Progression Scheme (MACPS) during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACPS during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

### Illustration:

(i) In case of an employee appointed or promoted in the normal hierarchy or under MACPS during the period between the 2nd day of July, 2016 and the 1st day of January, 2017, the first increment shall accrue on the 1st day of July, 2017 and thereafter it shall accrue after one year on annual basis.

  
Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam



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(ii) In case of an employee appointed or promoted in the normal hierarchy or under MACPS during the period between 2nd day of January, 2016 and 1st day of July, 2016, who did not draw any increment on 1st day of July, 2016, the next increment shall accrue on 1st day of January, 2017 and thereafter it shall accrue after one year on annual basis:

Provided that in the case of employees whose pay in the revised pay structure has been fixed as on 1st day of January, the next increment in the Level in which the pay was so fixed as on 1st day of January, 2016 shall accrue on 1st day of July, 2016:

Provided further that the next increment after drawal of increment on 1st day of July, 2016 shall accrue on 1st day of July, 2017.

5. Clause G(b) of the Govt. of Assam Notification No. FPC.60/2017/52 dated 04.09.2018 states that "There shall be only one date of increment i.e. 1<sup>st</sup> July of every year".

Registrar  
Cotton University

No: CCSU/GAD/2015/070/ 6128-32

Date:

Copy to:

1. The Finance Officer, Cotton University.
2. The President/General Secretary, Cotton University Teachers' Association.
3. The President/General Secretary, Cotton University Employees' Association.
- ✓ 4. The Computer System Manager with a request to upload in the University website.
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