

GOVERNMENT COLLEGE OF NURSING, KOTTAYAM

HR POLICY

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The HR policy for Assistant Professors in Nursing is formulated in accordance with the Kerala Service Rules (KSR).

1. Recruitment and Appointment Policy

The recruitment of Assistant Professors shall be governed by the regulations of the Public Service Commission (PSC).

- **Selection Process:** Candidates must successfully clear a PSC-conducted examination, followed by an interview. Appointments are made based on the position in the published ranked list.
- **Medical Fitness:** Every new appointee must produce a medical certificate of health. This certificate must be signed by a Civil Medical Officer of rank not lower than a Civil Surgeon.
- **SPARK Registration:** At the time of joining, all new recruits must submit a completed Form No. 15 to register their details in the Service and Payroll Administrative Repository for Kerala (SPARK).
- **Nature of Service:** Unless specifically provided otherwise, the whole time of the officer is at the disposal of the Government, and they may be employed in any manner required by proper authority without extra remuneration.

2. Probation and Training

- **Probationary Status:** An Assistant Professor is considered a probationer when employed against a substantive vacancy for the purpose of determining fitness for a permanent appointment.
- **Increments during Probation:** A probationer with a two-year period is entitled to the first increment after 1 year of service; however, the second increment is drawn only after successful completion of probation.

3. Attendance and Punctuality

- **Attendance System:** Official attendance is monitored via a biometric system using AADHAAR BAS to ensure punctuality.
- **Late Attendance Penalties:** Every three days of late attendance without prior permission results in the forfeiture of one day of casual leave.

4. Promotion and Increment Policy

1. Assistant Professor (Entry Level)

- **Academic Level:** 10
- **Rationalized Entry Pay:** ₹57,700
- **Eligibility:** M.Sc. Nursing with Kerala Nursing Council Registration.

2. Assistant Professor (Senior Scale)

- **Academic Level:** 11
- **Rationalized Entry Pay:** ₹68,900
- **Duration to reach here:** * 4 Years if the candidate has a Ph.D.
 - 5 Years for those without Ph.D .

3. Assistant Professor (Selection Grade)

- **Academic Level:** 12
- **Rationalized Entry Pay:** ₹79,800
- **Eligibility:** 5 Years of service in Academic Level 11.

4. Associate Professor

- **Academic Level:** 13A
- **Rationalized Entry Pay:** ₹1,31,400
- **Eligibility:** 3 Years of service in Academic Level 12.

5. Professor

- **Academic Level:** 14
- **Rationalized Entry Pay:** ₹1,44,200
- **Eligibility:** 3 Years of service in Academic Level 13A.
- **Annual Increments:** Increments are generally drawn as a matter of course unless specifically withheld due to unsatisfactory conduct or work.
- **Increments during Probation:** A probationer earns their first increment after one year of service, but the second increment is only drawn upon successful completion of the probationary period.

Fixation of Pay on Promotion:

- **Pay Fixation:** Upon promotion to a higher time-scale, initial pay is fixed at the stage next above the pay notionally arrived at in the lower scale by adding one increment.
- **Fixation Options:** The officer may opt to have their pay fixed either on the date of promotion or on the date of their next increment in the lower post. This option must be exercised within one month of the promotion order or taking charge.

UGC Pay Scale & Structure (7th CPC):

Designation	Academic Level	Pre-Revised Pay Band & AGP	Revised Rationalized Entry Pay
Assistant Professor (Entry)	Level 10	₹15,600 – 39,100 (AGP 6,000)	₹57,700
Assistant Professor (Senior)	Level 11	₹15,600 – 39,100 (AGP 7,000)	₹68,900
Assistant Professor (Selection)	Level 12	₹15,600 – 39,100 (AGP 8,000)	₹79,800
Associate Professor	Level 13A	₹37,400 – 67,000	₹1,31,400

		(AGP 9,000)	
Professor	Level 14	₹37,400 – 67,000 (AGP 10,000)	₹1,44,200

- Annual Increment: 3% of basic pay, rounded to the nearest ₹100, applied annually.

5. Leave and Service Benefits

Assistant Professors are entitled to leave benefits under Chapter IX of KSR Volume I:

- **Earned Leave (EL):** Admissible at a rate of one-eleventh of the period spent on duty, with a maximum accumulation of 300 days.
- **Half-Pay Leave (HPL):** Accrues at 20 days for each completed year of service.
- **Maternity Leave:** Female officers are eligible for 180 days of leave on full pay.
- **Paternity Leave:** Male employees may be granted 10 days during the confinement of their wife.
- **Casual Leave:** 20 days of casual leave per calendar year.
- **Special Casual Leave :** Under the Kerala Service Rules (KSR), Special Casual Leave is granted in specific circumstances and is not counted against an officer's regular casual leave.

A. Medical and Health-Related Grounds

- **Infectious Diseases:** Granted when an officer is ordered to absent themselves due to infectious diseases in their residence (e.g., Cholera, Diphtheria, Typhoid), provided no substitute is required. This leave is generally limited to 21–30 days.
- **Serious Illnesses:**
 - Chemotherapy/Radiation: Up to six months in a calendar year.
 - Heart Surgery or Organ/Kidney Transplantation: Up to 45 days per year for the operation and recovery.
- **Disabled Employees:** Physically challenged staff may receive up to 15 days per year for treatment related to their handicap or for replacing artificial limbs.
- **Blood Donation:** Granted for the day of voluntary blood donation, limited to 4 days per calendar year (current rule).
- **Anti-rabic Treatment:** Up to 14 days plus journey time for treatment following a bite by a rabid animal.

B. Family Welfare and Planning

- **Vasectomy:** 6 working days for male employees.
- **Sterilisation/Tubectomy:** 14 days for female employees.
- **Wife's Sterilisation:** 7 days for a male employee whose wife undergoes gyno-sterilisation.
- **I.U.C.D. Insertion:** 1 day for female employees.
- **Medical Termination of Pregnancy (MTP):** 6 days for female employees (once in service).
- **Recanalisation Operation:** Up to 21 days or the actual period of hospitalisation.
- **Support for Challenged Children:** Employees with physically or mentally challenged children are eligible for 15 days of special casual leave per year.

C. Sports, Games, and Cultural Activities

- Participation in Championships:
State Level: Up to 15 days per year.
National Level: Up to 45 days per year.
International Events: Up to 90 days per year.
- **General Conditions for Use**
- Combination with Other Leave: Special casual leave can be combined with ordinary leave or regular casual leave.

6. Travelling Allowance (TA) and Daily Allowance (DA)

A. Classification for TA/DA

Assistant Professors at UGC Level 10 (with a basic pay of ₹57,700) are classified as **Grade I Officers**. This classification determines their entitlement for travel classes and the rates of daily allowance.

B. Daily Allowance (DA) Rates

Daily Allowance is a uniform allowance for each day of absence from headquarters.

- **Inside the State:** Grade I Officers are entitled to **₹70 per day**.
- **Outside the State:** When travelling or halting outside Kerala, the rate increases to **₹100 per day**.
- **Reductions for Free Boarding/Lodging:** * If both free boarding and lodging are provided: **1/4th** of the DA is admissible.
 - If only free boarding is provided: **1/2** of the DA is admissible.
 - If only free lodging is provided: **2/3rd** of the DA is admissible.

C. Travelling Allowance (TA) - Mileage & Mode of Travel

TA is intended to cover the actual expenses incurred while travelling in the public interest.

- **By Rail:** Grade I officers are entitled to travel in **First Class** or **II Tier AC**.
- **By Air:** * Officers with actual pay of ₹2,250 and above (pre-revised, which covers Level 10) are permitted to travel by air for official purposes.
 - Reimbursement includes the air fare plus taxes paid on inland and foreign air travel.
- **By Road:** * They are entitled to travel by **Express Bus**.
- **Special Conveyance:** Grade I officers are authorized to travel by special conveyance (like a hired taxi or personal car) and claim a higher mileage rate, provided the registration number of the vehicle is noted in the bill.
- **Road Mileage Rate:** For Grade I, the rate is **8 paise per kilometre** (as per the standard KSR table, though subject to periodic government updates).

D. Journeys on Transfer

When transferred to another station (e.g., from Kottayam to another Government Nursing College):

- **Personal Effects:** Admissible for the actual cost of transporting personal luggage and family members.
- **Family TA:** Family members are eligible for travel expenses as per the officer's entitlement.

E. Important Rules & Restrictions

- **Halt Limit:** DA is generally not admissible for a continuous halt of more than **10 days** at one place.
- **Casual Leave:** An officer is **not entitled** to draw DA while on casual leave during a tour.
- **Distance Requirement:** For road mileage to be admissible for short journeys, the distance must typically exceed **32 kilometres**.
 - **Halt Calculations:** Full DA is granted for halts exceeding 12 hours; half DA for halts between 6 and 12 hours. If free boarding and lodging are provided, only one-fourth of the DA is admissible.

F. Mileage Allowance (Tour)

- **By Road (Shortest Route):**
 - First Grade: 36 paise per kilometre.
- **By Rail (Incidental Expenses):**
 - Officers are entitled to First Class/Air-conditioned accommodation if their pay scale minimum is not less than ₹3,000.
 - Incidental Expenses (per km): First Grade: 12 paise;
- **By Air (Incidental Expenses):**
 - Authorized for all First Grade officers.
 - Incidental expenses are one-fifth of the standard air fare, subject to a minimum of one DA and a maximum ceiling of ₹85 for First Grade

7. Grievance Redressal and Welfare,

- **Discipline:** The Government reserves the right to withhold or withdraw a pension if a pensioner is found guilty of grave misconduct or negligence during their service.
- **Welfare Benefits: Employees are required to subscribe to the State Life Insurance and the Group Insurance Scheme (GIS).**
- **Retirement Age:** Assistant Professors in Nursing shall retire on the afternoon of the last day of the month in which they attain the age of 60 years.
- **Death-cum-Retirement Gratuity (DCRG):** Eligible members of the faculty's family receive gratuity in the event of the employee's death while in service or after retirement.

A. Financial and Insurance Schemes

- **State Life Insurance (SLI):** Every person entering government service before the age of 50 is mandatory required to subscribe to a policy in the Official Branch of the State Life Insurance. New recruits must subscribe within one month of joining duty.
- **Group Insurance Scheme (GIS):** Employees must enrol in the Group Insurance Scheme within one year of entry into service. Subscribers who go on deputation or foreign service must continue their subscriptions to remain eligible for benefits.
- **Family Benefit Scheme:** This scheme provides a security net for the families of officers; those on deputation are responsible for ensuring their own recovery and remittance of these funds.

- **Provident Fund:** Officers may be required to subscribe to a provident fund or a family pension fund to ensure financial stability after their service.
- **MEDISEP:** Medical insurance upto an assured sum of Rs. 5 lakh . lakh/year for a premium of Rs. 800.month.

B. Family Welfare and Leave Benefits

- **Maternity Leave:** Female officers are entitled to 180 days of maternity leave on full pay. This benefit also extends to cases of miscarriage or abortion, subject to a maximum of six weeks.
- **Paternity Leave:** Male employees are eligible for 10 days of paternity leave during the confinement of their wife, which can be taken up to 10 days before or within three months after delivery.
- **Child Adoption Leave:** Female employees who are adoptive mothers may be granted up to 180 days of leave from the date of legal adoption of a child up to one year of age.
- **Special Casual Leave for Family Planning:** Male employees receive six working days for vasectomy operations, while female employees receive 14 days for tubectomy/sterilisation operations.

C. Health and Medical Welfare

- **Special Casual Leave for Serious Illness:** Employees undergoing heart surgery, kidney transplantation, or chemotherapy/radiation are eligible for extensive special casual leave. Specifically, leave for chemotherapy or radiation can be granted for up to six months in a calendar year.
- **Disabled Employees:** Physically challenged staff may receive up to 15 days of special casual leave per year for treatment related to their handicap or for the replacement of artificial limbs.
- **Blood Donation:** An officer is granted special casual leave for the day of voluntary blood donation, provided a certificate is produced.
- **Support for Challenged Children:** Employees with physically or mentally challenged children are eligible for 15 days of special casual leave per calendar year to attend to their needs.

8. Retirement

- **Age:** As per current State Government/UGC-linked orders for Medical Education service (currently 60 years for those under UGC scales).
- **Pension:** Governed by the National Pension System (NPS) for those joined after April 1, 2013, or the Kerala Service Rules Part III (Pension) for those under the statutory pension scheme.