OFFICE OF THE REGISTRAR  
(ADMINISTRATION SECTION TEACHING)  
ALIGARH MUSLIM UNIVERSITY  
ALIGARH.  

Dated: 25-06.2019

OFFICE MEMO  

In pursuance of the Office Memorandum No. 12-3/2016-ElIII(A) dated 20th July, 2017 issued by the Ministry of Finance, Department of Expenditure (E III-A Branch), New Delhi duly circulated by the University vide Office Memo No. Admin./LD/3943/NT dated 29.09.2018, the Vice-Chancellor has constituted a Committee of the following for preparation of draft guidelines / rules for Extra Work Allowance vide this Office Memo No. Admin./LD/526/T dated 27.02.2019:

(1)- Dr. Najam Khalique, Department of Community Medicine, Chairman  
(2)- Mr. Naseem A. Khan, Department of Chemical Engineering  
(3)- Internal Audit Officer  
(4)- Joint Finance Officer (Salary)  
(5)- Joint Registrar (Teaching)  
(6)- Joint Registrar (Non-Teaching)  
(7)- Section Officer (Teaching/Non-Teaching)

Accordingly, the Committee met several times and made its recommendations which have been approved by the Vice-Chancellor as under:

(1)- The said Office Memo should not be made applicable to Teaching staff of the University. It will be applicable only to Non-Teaching staff.

(2)- The payment to the Teaching staff for taking additional classes apart from allocated teaching load of the parent Department assigned by respective BOS should be made at the rate approved by the University as Additional Academic Payment.

(3)- Since retired employees are not in the service of the University, therefore, payment made to them should not be considered as Extra Duty Allowance and payment made to the retired teachers shall be made as Additional Academic Payment and to the retired non-teaching staff on the terms and conditions on which their continuation is made.

(4)- The payment to School teachers shall also be made as Additional Academic Payment at the rate approved by the University.

(5)- The name of the head of account “EDA/Guest Faculty/Visiting Faculty” should be changed as “Guest Faculty/Visiting Faculty/Additional Academic Payment/Extra Work Allowance” with immediate effect.

[cont...2]
(6)- The list for payment of Additional Responsibility Allowance to various functionaries performing duties in addition to their own duty communicated vide Office Memo No. Admin/LD/147/T dated 18.02.2019 should also include the Officials which are not covered presently such MICs’ Associate MICs, OSDs, etc.

(7)- The issue of continuation of the same person for next year is concerned, the same will be decided later on.

(8)- All the pending payment should be immediately clear in the light of above recommendations.

No. Admin/LD/147/T/2019

Copy to:

1. Dean of Faculties/Dean Students’ Welfare
2. Registrar/Finance Officer/Controller
3. Chairman of Department of Studies/Directors and Coordinators of Centres and Institutes/Head of Offices/Institutions
4. Principals of Colleges/Polytechnic
5. Members of the Committee
6. Internal Audit Officer, CAO
7. All Joint/Deputy Registrars/Joint/Deputy Finance Officers/Joint/Deputy Controllers
8. All Asstt. Registrars/Asstt. Finance Officer/Asstt. Controllers
9. Assistant Registrar, Vice-Chancellor’s/Pro- Vice Chancellor’s Secretariat
10. P.S. to Registrar

Dated: 25.06.2019

Joint Registrar

(NAFEES A. FAROOQUI)