

From

Director General Higher Education,
Haryana, Panchkula

To

All the Principals,
Government Colleges in Haryana State.

Memo No: KW 4/36-2010 C1(5)

Dated. 2/11/2023

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

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

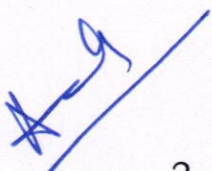
1. Extension Lecturers shall be engaged purely on work requirement basis, if and only if there is an unmet workload of more than 50 % of the prescribed norms of State government. In case, there is workload less than 50% of the prescribed norm, it shall be met by the existing regular faculty. If there 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 fulfil 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. The eligible Extension Lecturers are those who have acquired eligibility by completing Ph.D. or by qualifying NET on or before 04.03.2020, as per UGC and State Government Norms issued in this behalf from time to time. Regarding eligibility on the basis of Ph.D. degree, the details of the dates of course work, all seminars and visits to the university will have to be furnished by the candidates to the department.

(Amended vide letter No. KW 15/219-2021 C-1 (5) dated 13.05.2023)


Further, above clause No. 2 has been clarified vide memo No. 15/219-2021 C-1 (5) dated 26.07.2023 and same is as under:

“Clause No. 2 of the instruction dated 13.05.2023 fixing the cut-off date of acquiring eligibility pertains to displaced Extension Lecturers for the purpose of their re-adjustment and it is not related to fresh engagement of Extension Lecturers/regular Assistant Professors in any manner. The Department has already stopped engagement of fresh Extension Lecturers way back in 2017.”

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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 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 (on the principle of equal work equal pay) and no allowances shall be payable to them. 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 them.

**(Amended vide letter No. KW 15/219-2021 C-1 (5) dated
13.05.2023)**

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. 35400/- per month.
11. All retired/superannuated Assistant/ Associate Professors (i.e. those who had worked on regular basis with the department) shall be considered as *contractual Lecturers* and their contractual engagement will be governed by Instructions of Government of Haryana, issued from time to time and they will be paid Rs. 35,400/- p.m. only as remuneration.

**(Amended vide letter No. KW 15/219-2021 C-1 (5) dated
13.05.2023)**

C. Leaves

- As per*
12. The Extension Lecturer will be entitled to 12 Causal leaves in one calendar year. In case he/she does not avail the leave within the prescribed period that leave will not lapse and he/she may avail the same at any time in the same year.

**(Amended vide letter No. KW 4/36-2010 C-1 (5) dated
11.05.2022)**

Further, it has been decided by the Government to allow 12 casual leaves and Three (03) restricted holidays to the male and female eligible extension lecturer in a calendar year.

Further, the Government has allowed to grant miscarriage leave to the eligible female extension lecturer as per existing Government Rules and guidelines for other contractual outsourced employees. Other terms and condition

relates to this matter will remain same as per policy of extension lecturer.

(Amended vide letter No. DHE-020016/37/2020 C-1 (5) dated 26.09.2022)

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. If an eligible Extension Lecturer is engaged against workload that came into existence because a regular female employee had proceeded on maternity leave, then the benefit of maternity leave shall not be admissible to eligible Extension Lecturer engaged to fill such gap/workload.

(Amended vide letter No. KW 15/219-2021 C-1 (5) dated 13.05.2023)

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 as concurrence has already been given by the Finance Department, Haryana issued vide U.O. No. 11/ 27/ 2018-3FR/ 24682 dated 21.11.2018.

(Amended vide letter No. KW 15/219-2021 C-1 (5) dated 13.05.2023)

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 sufficient workload is not available in the college concerned, then Eligible Extension Lecturers may be relieved. For the purpose of relieving, the seniority of eligible Extension Lecturers will be decided between two persons on the basis of length of service rendered as eligible Extension Lecturer in the present college only. The service rendered in previous college shall not be taken into account. For relieving Extension Lecturers on account of less workload the first come last go formula shall be applied.

**(Amended vide letter No. KW 15/219-2021 C-1 (5) dated
13.05.2023)**

- a) First, who does not fulfill the qualifications as prescribed UGC/State Government norms should be relieved. Such orders should be issued mentioning the reasons of relieving.
- 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.

(Point No. a, b and c omitted vide letter No. KW 15/219-2021 C-1 (5) dated 13.05.2023)

E. Adjustment of displaced eligible Extension Lecturers

- 20 A displaced eligible extension Lecturer is one who:
- i) has acquired eligibility on or before 04.03.2020; and
 - ii) has worked as an eligible Extension Lecturer for at least one semester/90 days in one academic year; and
 - iii) was relieved due to less workload/joining of regular Assistant/Associate Professor by way of transfer/deputation or fresh appointment.

Such displaced eligible Extension Lecturer may be adjusted, subject to provision of this policy, in a college having sufficient workload in his/her subject.

(Amended vide letter No. KW 15/219-2021 C-1 (5) dated 13.05.2023)

Further, above clause No. 20 has been clarified vide memo No. 15/219-2021 C-1 (5) dated 26.07.2023 and same is as under:

“Clause No. 20 of the instruction dated 13.05.2023 fixes the cut-off date for acquiring eligibility i.e. 04.03.2020 for the purpose of re-adjustment of displaced eligible Extension Lecturers only. For the purpose of readjustment, a person will be considered as displaced eligible Extension Lecturer if he/ she has acquired eligibility of NET/ Ph.D. on or before 04.03.2020 and has worked as an eligible Extension Lecturer for at-least one semester/ 90 days in one academic year before he / she was relieved due to less workload/ joining of regular Assistant/ Associate Professor by way of transfer/ deputation or fresh appointment.”

- 21 Displaced Eligible Extension Lectures who wish to be adjusted in a Government College will submit a representation to the Director General Higher Education. The

Director General Higher Education may freshly adjust such eligible Extension Lecturer subject to availability of workload. Provided that an eligible extension lecturer who got displaced after the year 2017 will submit the following document along-with his/her representation:

- i) Experience Certificate.
- ii) Displacement Certificate.
- iii) Character Certificate.

Provided further that an eligible extension lecturer who got relieved prior to 2017 will submit the following document with his/her representation:

- i) Experience Certificate.
 - ii) Character Certificate.
 - iii) A duly sworn in affidavit declaring:
 - a) that he /she had not left his/her previous engagement in the previous college on his/ her own will rather he/ she was disengaged because of non availability of workload or joining or fresh appointment of a regular Assistant/ Associate Professor;
- and
- b) that he/she is not involved in any unlawful activity.

**(Amended vide letter No. KW 15/219-2021 C-1 (5) dated
13.05.2023)**

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 details duly verified by the Principals of previous colleges where they worked and were displaced. An email, along-with copy of their experience certificate as well as their education qualifications certificates, is required to be sent after displacement due to less workload or by way of joining of an Assistant Professor by way of fresh appointment or transfer or deputation of regular faculty.

**(Amended vide letter No. KW 15/219-2021 C-1 (5) dated
13.05.2023)**

24 Committee for re-adjustment of eligible Extension Lecturer at the Directorate level will normally review the same on

fortnightly basis and will display the list of adjustment on web portal. Intimation for adjustment shall also be sent to the candidate concerned on the given e-mail ID. Thereafter, selected candidate(s) will approach the Principal of concerned college within 7 days with all original documents. After scrutiny and verification of the documents the Principal will allow them to join and will submit report through email/post. In case of any discrepancy found by the Principal in the case of such person, Principal may deny joining and will send a factual report to the directorate via email/post. This report will be reviewed by the directorate's committee in its next meeting.

(Amended vide letter No. KW 15/219-2021 C-1 (5) dated 13.05.2023)

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).

(Point No. 25 Omitted vide letter No. KW 15/219-2021 C-1 (5) dated 13.05.2023)

26 The displaced eligible Extension Lecturer having longest experience will be adjusted first. In case of his/her refusal or non-joining within seven days, the next person can be adjusted.

(Amended vide letter No. KW 15/219-2021 C-1 (5) dated 13.05.2023)

27 i) In case a marriage of a female Eligible Extension Lecturer outside the district where she is presently on engagement as Eligible Extension Lecturer, she will send her representation for reengagement in other district to the Director General Higher Education with a copy of the marriage certificate issued by the competent authority along with the residence proof of spouse and DGHE will decide to reengage the incumbent in a

Govt. College of the district preferred/nearby district where vacancy/sufficient workload is available as per the seniority.

ii) In case of marriage of an eligible Extension Lecturer to a person in Government service, such Extension Lecturer shall be eligible to represent for reengagement in other district to the Director General Higher Education with a copy of the marriage certificate issued by the competent authority along with the proof of posting of his/her spouse and DGHE will decide to re-engage the incumbent in a Govt. College of the district preferred/nearby district where vacancy/sufficient workload is available as per the seniority.

(Letter No. 15/162-2020 C-1 (5) dated 24.05.2022, amended vide letter No. 22/218-2023 C-1(5) dated 02.08.2023)

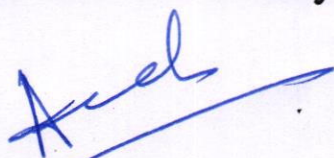
28 No Eligible Extension Lecturer shall be retained beyond the age of 58 years. The instructions issued vide letter/ Memo No. DHE-020016/7/2020 dated 17.12.2020 are hereby withdrawn.

(Inserted vide letter No. KW 15/219-2021 C-1 (5) dated 13.05.2023 as Point No. 27)

29 That the extension lecturers, who acquired qualification NET, Ph.D as per UGC norms on or before the day of notification of the policy dated 04.03.2020 and worked as extension lecturer for minimum period of one semester or 90 days in one academic year will be treated as eligible for re-adjustment.

(Additional Amendment vide letter No. KW 4/36-2010 C-1 (5) dated 11.05.2022 and the same is omitted vide letter No. KW 15/219-2021 C-1 (5) dated 13.05.2023)

Note:- The operation of letter No. KW 15/219-2021 C-1 (5) dated 13.05.2023 is stayed at present vide orders of the Hon'ble Punjab & Haryana High Court dated 26.05.2023 in CWP No. 11653 of 2023 titled as Mahesh Kumar and others Vs State of Haryana and others. No action be initiated on Clauses under stay by any queries till vacation of stay or final outcome of the case.


**Deputy Director College-1
for Director Higher Education,
Haryana, Panchkula**