EXTRACT FROM THE MINUTES OF THE 65th MEETING OF THE EXECUTIVE COUNCIL HELD ON MARCH 16, 2019

ITEM NO. 9

AMENDMENT TO NALSAR SERVICE REGULATIONS -

- A. ADOPTION OF UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018
- B. APPROVAL OF MODIFICATIONS IN THE QUALIFICATIONS FOR DIRECT RECRUITMENT OF FACULTY AT DEPARTMENT OF MANAGEMENT STUDIES
- C. APPROVAL OF SELECTION CRITERIA FOR DIRECT RECRUITMENT & PROMOTION UNDER CAS

The Executive Council approved the adoption of the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 notified by the UGC on July 18, 2018 with the modifications as given in **Annexure – I.**

The Executive Council also approved the modified Qualifications for Direct Recruitment to the post of Professor, Associate Professor, Associate Professor, Head (Corporate Interface), Placement Officer and Research Associate at Department of Management Studies as given in **Annexure – II.**

The Executive Council further approved the Selection Criteria for Direct Recruitment and also for the Promotion under CAS and also the Selection Criteria for Professor Emeritus as given in **Annexure** – **III.**

To recruit and to promote the faculty members who have undertaken credible research and have quality publications to their credit, the Executive Council approved considering only books published by reputed national / international publishers and research papers published in the journals ranked by SCImago / Scopus / Web of Science / Peer Reviewed Journals listed by the UGC.

The Executive Council further authorized the Vice-Chancellor to approve Self-Assessment-cum-Performance Appraisal Forms and also to make necessary modifications in the NALSAR Service Regulations for adoption of the new UGC Regulations for recruitment and promotion of Faculty Members. The Executive Council also expressed its satisfaction on the proposal to appoint Professor Emeritus so that University's faculty profile improves and eminent law teachers get associated with the University. The Executive Council also asked the Vice-Chancellor to immediately hold the selection committees so that recruitment process be completed before the beginning of new academic session.



EXTRACT FROM THE MINUTES OF THE 62nd MEETING OF THE EXECUTIVE COUNCIL HELD ON MARCH 24, 2018

Item No. 20
NALSAR Faculty Incentive Scheme

The Executive Council approved the NALSAR Faculty Incentive Scheme as given in the agenda for implementation with effect from April 1, 2018 as recommended by the Academic Council and the Finance Committee. The Council appreciated the Vice-Chancellor for this innovative initiative which will eventually help the University in getting international accreditation.

NALSAR FACULTY INCENTIVE SCHEME (NFIS)

Faculty members at NALSAR are primarily engaged in four types of activities:

- Teaching
- Research
- Administration (institution building activities of the University)
- Training & Consultancy services

Each of these activities is important in fulfilling the mission and vision of the institute.

With regards to teaching, NALSAR has already drafted and implemented the faculty workload policy. Similarly, for administrative duties in addition to the teaching load assigned to faculty, sub-section XIII/Reg./1 (b) (c) & (d) of the NALSAR Financial Regulation state the honorarium due for such additional responsibilities. Such incentives motivate faculty members to render their services in the best possible manner and in the best interest of the university. NALSAR faculty in also incentivized through Chapter XIV to engage in research projects, consulting services and conducting sponsored programs like training, seminars and conferences.

Institutes of higher learning like NALSAR are expected to create and disseminate new knowledge. Teaching and research are complementary and mutually supportive. There is a correlation between the two because the attitudes, values and competencies that lead to excellence in research (dedication, hard work, imagination, originality and critical analysis) also lead to excellence in other spheres of academic activity. Research publications are integral part of institutional reputation like national & international rankings, accreditation from NAAC etc. Such publications are crucial for NALSAR's growth, visibility, brand equity and relevance in the outside world. To facilitate a culture a research at NALSAR, it is proposed that we introduce the following in the 20th year of the university:

a. Faculty (tenured or contractual) shall be eligible to receive a book grant of Rs. 10,000/- on completion of 3 years of service at NALSAR. The same shall be available only once after the completion of every 3 years. Faculty can indicate the books that they want to the university library and the university through the library shall procure the books. The grant shall, under no circumstance, be transferred to personal accounts of any faculty.

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b. NALSAR shall incentivize research publications in a defined category. For the purpose of selection of journals, SCImago journal ranking score is used. Based on the SJR score, we have developed a NALSAR Journal Category. The SCImago Journal & Country Rank is a portal that includes the journals and country scientific indicators developed from the information contained in the Scopus® database. It ranks a total of 28606 journals published globally including 457 Indian Journals and 524 Law journals.

The platform provides various indicators that can be used to assess and analyze scientific domains. Journals can be compared or analyzed separately. Country rankings may also be compared or analyzed separately. Journals can be grouped by subject area (27 major thematic areas), subject category (313 specific subject categories) or by country. Citation data is drawn from over 28,500 titles from more than 5,000 international publishers and country performance metrics from 239 countries worldwide.

This platform takes its name from the SCImago Journal Rank (SJR) indicator (PDF), developed by SCImago from the widely known algorithm Google PageRank™. This indicator shows the visibility of the journals contained in the Scopus® database from 1996.

In this regard, the following journal categorization is proposed:

Table 1: NALSAR Journal categorization for Incentive claims

NALSAR Journal Category	SJR score*	
A**	2 or above	
A*	1.999 – 1.0	
A	0.999 - 0.5	
В	0.499 - 0.25	
C	0.249 - 0.16	
D	0.159 - 0.12	
E 0.119 - 0.1		

Based on the NALSAR Journal Categories, the following academic and financial incentive scheme is proposed for consideration:

ACADEMIC INCENTIVE SCHEME

If a faculty publishes in 6 D category/5 C Category/4 B category/3 A Category/2 A* Category/1 A** Category journals in the capacity of 1st author within a period of 2 years, then the following academic incentive may apply, subject to institutional interests:

- a. 1 non-teaching semester/term to pursue research interests
- b. Facilitating 1 semester/term "scholar-in-residence" at international partner universities
- c. Award for 'Excellence in Research' to the best faculty based on publications in NALSAR ranked select journals.

FINANCIAL INCENTIVE SCHEME

Table 2: Authorship Structure for the claim of financial incentive

SN	Authorship Incentive Claim			
1	Sole author	100 %		
2	Joint authorship between NALSAR faculty members			
а	Between two NALSAR faculty members	First author 60%; second author		
	·	40%		

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b	Between three or more NALSAR faculty members	First author 40%; balance to be divided equally by number of author		
3	Joint authorship with outside faculty Associates	members/Ph.D scholars/Research		
а	NALSAR faculty as first author	60%		
b	NALSAR faculty as second author	40%		

Table 3: Incentive Scheme Journal Publications

NALSAR Ranking	SJR score	Incentive (in Rs.) 200000		
A**	2 or above			
A*	1.999 - 1.0	150000		
Α	0.999 - 0.5	100000 75000		
В	0.499 - 0.25			
С	0.249 - 0.16	50000		
D	0.159 - 0.12	25000		
E	0.119 - 0.1	0		

Notes:

- 1. Claim should be in accordance to the AIS provided above at Table 2.
- 2. Individual faculty members can claim incentives once in journals ranked as C & D, twice for publications in journals ranked as B and for any number of publications in journals ranked as A, A* and A** in one academic year.
- 3. Submission of request for incentive must be furnished along with a copy of the published article and the proof of current SJR score.

Table 4: Incentive Scheme for Other Scholarly Publications

SN	Other Scholarly Publications	Incentive (in Rs.)	
1	Scholarly Book/Text Book published by reputed publisher with an established peer review system (conference proceedings not included)	100000	
2	Edited book published by reputed publishers with an established peer review system (conference proceedings not included)	50000	
3	Book chapter/monograph in a scholarly book, published by reputed publishers with a well-established peer review system	25000	

Notes:

- 1. Claim should be in accordance to the AIS provided above at Table 2.
- 2. Incentive can be availed only when no monetary incentive is paid by the publisher. A certificate to the extent must be submitted duly sent by the publisher to the university.
- 3. Individual faculty members can claim incentives only once for publications in one academic year.
- 4. Reputed publishers include Taylor & Francis, Wolters Kluver, Edwards Elgar Publishing, Springer, Rutledge, Sweet & Maxwell, Butterworth, Hart Publishing, West Publishing, John Wiley & Sons, Penguin, Oxford University Press, Cambridge University Press, Elsevier Science, Earth Scan, IGI Global, Columbia University Press, World Bank, UN Publications, Sage, Taxman, ILI, Lexis-Nexis etc.

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EXTRACT FROM NALSAR SERVICE REGULATIONS

VI. 1.3. Sabbatical Leave:

- VI 1.3.1. Permanent whole-time teachers of the university who have completed seven years of service as Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- The duration of leave shall not exceed one year at a time and two vears in the entire career of a teacher.
- VI 1.3.3. A teacher, who has availed himself/herself of full study leave of three years, would not be entitled to sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

- A teacher shall, during the period sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- VI 1.3.5. A teacher on sabbatical leave not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- VI 1.3.6. During the period sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also court as service for purposes of pension/contributory provident fund; provided that the teacher rejoins the university on the expiry of his/her leave.
- The leave may be granted only when university can afford VI 1.3.7. absence of the concerned teacher from the University.

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EXTRACT FROM NALSAR SERVICE REGULATIONS

- VI. 1.10. Extraordinary Leave
- VI 1.10.1. A permanent teacher may be granted extraordinary leave when:
 - VI. 1.10.1.1. No other leave is admissible; or
 - VI . 1.10.1.2. Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave
- VI 1.10.2. Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - VI. 1.10.2.1. Leave taken on the basis of medical certificates;
 - VI. 1.10.2.2. Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - VI . 1.10.2.3. {Leave taken for pursuing studies for improvement of their academic standards.}
 - VI . 1.10.2.4. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

{Provided that the Extraordinary Leave under VI.1.10.2.3. and VI.1.10.2.4. for a period of one year can be sanctioned by the authority subject to an undertaking by the concerned Faculty Member that he / she will serve the University for a continuous period of one year from the date of his / her resuming duty on expiry of the Extraordinary Leave. If the leave is sanctioned for more than one year, then the Faculty Member should give an undertaking that he / she will serve the University for a continuous period of three years from the date of his / her resuming duty on expiry of the Extraordinary Leave.}

VI 1.10.3. {Extraordinary leave may be combined with any other leave except casual and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed five years in the full working life of the individual.

The permanent Faculty Members should complete atleast three years of service at NALSAR for grant of Extraordinary Leave. The permanent Faculty Members of the University who have completed a minimum of six years' of service at NALSAR may be granted three years' Extraordinary Leave and for those who have completed ten years' of service may be granted five years' of Extraordinary Leave. In any case, the Extraordinary Leave may be granted for a period of three years initially which may be extended for further period of one year at a time upto a maximum of five years.}

- VI 1.10.4. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- VI 1.10.5. The leave may be granted only when university can afford absence of the concerned teacher from the University.

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CHAPTER-XIII

SPECIAL ALLOWANCES / HONORARIUM

XIII/Reg./1 UNIVERSITY COURSES

a) ¹{Honorarium for Resource Persons*:

i. for one hour lecture: Rs. 3,000/-

ii. for 90 minutes lecture: Rs. 4,000/-

iii. for two hours lecture: Rs. 5,000/-

*University teachers would be paid the above honorarium, if they teach for the programmes offered through ODL mode / evening programmes / part-time programmes etc.

In addition to the honorarium, the external Resource Persons may be paid Rs. 1,000/- or actuals against the bills, whichever is higher, towards local conveyance charges.

iv. ²{In case of Lab Sessions conducted for the technical courses offered by the University, an amount of Rs.3000/- per session of two hours may be paid to the Technical Resource Persons.}

b) ³{Honorarium for Administrative Officers

A University Professor who is appointed as Registrar and who discharges the duties of Registrar in addition to his own duties as Professor of the University; or a University Registrar who in addition to the administrative duties of Registrar also discharges the teaching duties of a Professor for the regular programmes shall be paid the teaching allowance of Rs.35,000/p.m. In the same manner, if the Vice-Chancellor, in addition to his administrative duties also conducts classes for the regular programmes shall be paid the teaching allowance of Rs. 35,000/- p.m.

c) Honorarium for Faculty Members / Administrative Officers / Coordinating, Supervising and Administering the Degree/ Diploma Courses of the University:

Full time Faculty Members / Administrative Officers who in addition to their teaching and research / administrative duties are nominated by the Vice-Chancellor to the following positions, honorarium should be as follows:

⁴ {Chairperson, Academic Committee	Rs. 15,000/- p.m
Chairperson, Examination Committee	Rs. 15,000/- p.m

¹ XIII/Reg/1 (a) to (e) were amended by the Executive Council on 24-03-2018

² XIII/Reg/1(a)(iv) was inserted by the Executive Council on 26-03-2022

³ XIII/Reg/1 (b) and (c) were further amended by the Executive Council on 20-06-2021

⁴ Amended by the Executive Council on 23-03-2021

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Chairperson, Research Committee			Rs. 15,000/- p.m		
Coordinator / Director of IQAC			Rs. 15	,000/- p.m	
Chairperson, Acad	lemic	and	Examination	Rs. 15,	,000/- p.m.}
Committee (MBA)					
Chairperson, PG Council			Rs. 15,000/- p.m.		
Director/Coordinator, MBA			Rs. 15	,000/- p.m.	
Director, Directorate of Distance Education			Rs.	35,000/-	
- 1	11			p.m.*	

^{*}If a person appointed as Director, Directorate of Distance Education discharges duties of a Professor, he / she may be paid Rs. 35,000/- p.m. as teaching allowance.

Notwithstanding anything stated above, if a full-time Faculty Member of the DDE is not available to carry on the duties of coordinating the courses run by the DDE, the University may take the services of the Faculty Members/administrative officers of the University and pay the honorarium to them as indicated below for the additional responsibilities. Full-time Faculty Members / administrative officers who in addition to their teaching and research / administrative duties are appointed as Course Coordinator for the Master's /Advanced Diploma Programmes offered through ODL mode / Online mode / Evening / Part-time, the following honorarium per Programme may be paid to the Faculty Member / Administrative Officer concerned subject to the following:

2-Year Master's Programme	Rs. 25,000/- p.m.
One Year Advanced Diploma Programme	Rs. 15,000/- p.m.

Provided that the above honorarium will be paid only when the said programme has been offered with the enrollment of at least 35 candidates for the Advanced Diploma and at least 45 candidates for the Master's Programme. The honorarium shall be paid to the Course Coordinator from the month following the closure of admissions. For the programmes, which are continued from the previous academic year, the honorarium will be continued till the University decides to stop offering of the programme.

Provided further that for the purposes of honorarium, the Advanced Diploma and the Master's Programme offered in the same area of specialization, i.e., where the Lateral Admission and Exit Policy is provided and the syllabus of the First Year of Master's Programme and the Advanced Diploma Programme are similar then both will be counted as one programme and then the Course Coordinator shall be paid the honorarium as applicable to the Master's Programme only.

Further, the Course Co-ordinators will be entitled for the honorarium subject to a maximum of two Master's programmes and two Advanced Diploma Programmes or four Advanced Diploma programmes in total.

Provided further that if the enrollments for the Master's Programme exceeds 100 Nos., an additional amount of Rs. 5,000/- p.m. may be paid to the Course



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Coordinator. In case of the Advanced Diploma Programmes, an additional amount of Rs. 3,000/- p.m. may be paid in case the enrollments exceed 100 Nos. and if the enrollments exceed 150 Nos. then an additional amount of Rs. 5,000/- p.m. may be paid additionally to the Course Coordinators.

Provided that the above honorarium shall be paid only to the teachers who undertake this work in addition to the mandatory minimum teaching work of the regular programmes, i.e., B.A.,LL.B. (Hons.) / LL.M. / MBA Programes. For counting the teaching workload, the mandatory courses, elective courses, seminar courses, ⁵{clinical courses and supervision of LL.M. Dissertations} has to be considered. ⁶{For supervision of LL.M. Dissertations, one credit per candidate can be counted.} ⁷{The minimum teaching work load in regular programmes for the purposes of XIII/Reg./1(c) should be counted as 20 credits per year. However, reduced remuneration of Rs. 15,000/- p.m. for the 2-Year M.A. Programme and Rs. 10,000/- p.m. for the Advanced Diploma Programme may be paid to the Course Co-Ordinators in case of programmes which are offered without minimum enrollments and / or the teachers who do not fulfill the minimum teaching work load in the regular programmes.}

⁸{Further, the Vice-Chancellor is authorized to appoint the Technical Coordinator in addition to the Course Coordinator for the programmes where there is such a requirement and to fix the remuneration for the Technical Co-Ordinator depending on the workload and the fee collected for such programmes.}

⁹{Provided further that for consideration of minimum enrolments for the M.A programmes i.e., 45 Nos. in addition to the enrolments in M.A programme, enrolments in Advanced Diploma Programmes offered in the same specialization can also be considered for payment of remuneration for the Course Coordinators as there is no payment for Advanced Diploma when both MA and Advanced Diploma are in the same specialisation.}

Provided further that the Faculty Members appointed on full-time basis exclusively for the DDE (CDOE) will not be entitled for the aforementioned honorarium for offering programmes through ODL / Online mode. However, if they conduct classes for the regular programmes for a mandatory subject and / or offer an elective course of not less than four credits, then they may be paid an amount of Rs. 15,000/- p.m.

Provided further that the Vice-Chancellor is authorized to fix the same remuneration for the Faculty Members appointed as Chairperson of Academic or Examination Committees or Coordinator for any of the other new programme offered by the University in regular mode.

Provided further that aforementioned provisions with regard to the honorarium for various positions shall have effect notwithstanding anything inconsistent

⁹ Proviso inserted to XIII/Reg/1 (c) by the Executive Council on 26-03-2022



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⁵ Proviso inserted to XIII/Reg/1 (c) by the Executive Council on 03-11-2021

⁶ Proviso inserted to XIII/Reg/1 (c) by the Executive Council on 26-03-2022

⁷ Proviso inserted to XIII/Reg/1 (c) by the Executive Council on 03-11-2021

⁸ Proviso inserted to XIII/Reg/1 (c) by the Executive Council on 03-11-2021

therewith contained in any other Regulations of the University for the time being in force and shall supersede all other provisions of Honorariums/Allowances.}

d) Honorarium for the Administrative Duties performed by Faculty Members in addition to their own duties:

Proctor Rs. 10,000/- p.m. Chief Warden/ OSD Rs. 8,000/- p.m. Rs. 6,000/- p.m. Wardens Assistant Wardens Rs. 4.000/- p.m.

e) Honorarium for writing study material:

- A Manuscript or Computer Type of A4 size: Rs. 200/- per page subject to a maximum of 200 pages in one subject. The Author should submit the following undertakings:
 - That the copyright lies with the University:
 - That the contents are not plagiarized; and
 - That in case of any legal consequences, he / she shall be personally responsible and the University would not be liable in any way.

Prior permission of the Vice-Chancellor should be obtained for the assignment of the work and the written script should be examined by a Committee of experts appointed by the Vice-Chancellor before the same is sent for printing / uploaded on the concerned website.

Note: To entitle for payment, the material should be written in the simple language by the Author in his / her language. If the material is mere compilation of cut and paste from other sources, it will not entitle to any payment.

For Editing and moderating: Rs. 50/- per page.

f) Examination:

- i. Setting of Question Paper by the external examiner: Rs. 1,000/- per
- ii. Invigilation Charges: Rs. 1,000/- per session to the external Invigilators
- iii. Evaluation of examination papers by the external examiner: Rs. 50/per paper
- Evaluation of Dissertation / Thesis:

Masters Program Dissertation : Rs. 2,000/-

: Rs. 3.000/-

M.Phil. Dissertation

Ph.D. Thesis

: Rs. 5,000/-

Sitting fee for external examiner for viva-voce examination: Rs. 2,000/per session



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¹⁰{Honorarium for evaluation of faculty publications in case of direct recruitment and/or CAS 11{Rs.5,000/-} per candidate

Provided that the above (i to v) honorarium / remuneration may be paid to internal faculty also if they perform the duties in case of courses offered through distance mode.}

COORDINATOR'S HONORARIUM **PROGRAMMES** XIII/Req./2 FOR TRAINING COURSES

SPONSORED BY EXTERNAL FUNDING AGENCIES:

- a) For One-Day Program: Rs. 5,000/- (Rupees Five Thousand Only) or as stipulated under the scheme.
- b) For Two-Day Program: Rs. 7,500/- (Rupees Seven Thousand and Five Hundred Only) or as stipulated under the scheme.
- c) For Three-Day to Five-Day Program: Rs. 10,000/- (Rupees Ten Thousand Only) or as stipulated under the scheme.
- d) For Six-Day to Nine-Day Program: Rs. 12,500/- (Rupees Twelve Thousand and Five Hundred Only) or as stipulated under the scheme.
- e) For Ten-Day to Fourteen-Day Program: Rs. 15,000/- (Rupees Fifteen Thousand Only) or as stipulated under the scheme.
- f) For Fifteen-Day Program: Rs. 20,000/- (Rupees Twenty Thousand Only) or as stipulated under the scheme.
- g) Monthly Program: Rs. 25,000/- or as Stipulated under the scheme.

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¹¹ Honorarium was increased from Rs.3000/- to Rs.5000/- by the Executive Council on 26-07-2015