



COMSATS University Islamabad

Registrar Secretariat, Principal Seat, Islamabad

No. CUI-Reg/Notif-30/23/183

March 8, 2023

NOTIFICATION

The Sub-Committee of CUI Senate in its 7th meeting held on 12th January 2023, on the recommendations of 9th meeting of CUI Syndicate held on 6, 7, 8, 13 & 23 December, 2022, has granted approval of the "COMSATS University Islamabad - Employees Time Scale Statutes, 2022" (Copy enclosed) and are hereby notified for implementation across the CUI.

Encl: "COMSATS University Islamabad - Employees Time Scale Statutes, 2022"

(Shahzad Ahmed)

Manager/ Incharge C&L Section

Distribution:

1. All Principal Officers;
2. All Directors/ Incharge of CUI Campuses;
3. All Deans of Faculties;
4. Director, Planning & Development and HRD;
5. Incharge, Office of Research, Innovation and Commercialization (ORIC);
6. Incharge, Quality Enhancement Cell (QEC);
7. Incharge, HR, Principal Seat;
8. Head, International Office;
9. Incharge, Faculty Development Academy;
10. Incharge, CU Online;
11. Incharge Academic, CUI Islamabad Campus;
12. Incharge HR, CUI, Islamabad Campus;
13. Additional Treasurer/ Officer Incharge, CUI Islamabad Campus;
14. Sections Incharges, CUI Registrar Secretariat.

Copy to:

- SO to the Rector
- PS to the Registrar

***COMSATS University Islamabad
Employees Time Scale Statutes - 2022***

COMSATS University Islamabad Employees Time Scale Statutes, 2022

1. Preamble:

These Statutes have been framed under Sections 4(iv), 22(2)(r) and 27(1)(d) of the COMSATS University Islamabad Act, 2018.

2. Short Title and Commencement:

These Statutes shall be called, “COMSATS University Islamabad - Employees Time Scale Statutes - 2022” and shall come into force with effect from the date of approval of the Senate i.e. 12th January 2023.

3. Terms and Conditions:

The CUI employees serving in Staff Grade (SG)-I to Staff Grade (SG)-IV scale, Research Associate (RA) scale or Officer Grade (OG)-I to Officer Grade (OG)-III scale, shall be considered for next scale under Time Scale Statutes, with pay and allowances attached to that scale, subject to the following:

- (a) OG/ RA scale employees who have completed at least ten (10) years in the same scale, excluding time-period of Extraordinary Leave (EoL)/ Leave Without Pay or Deputation period and have earned at least three (03) ‘Very Good’ or above appraisals during last five (05) years.
- (b) SG scale employees who have completed at least ten (10) years in the same scale, excluding time-period of EoL/ Leave Without Pay or Deputation period and have earned at least three (03) ‘Good’ or above appraisals during last five (05) years.
- (c) Employees who have completed at least seven (07) years in the same scale, excluding time-period of EoL/ Leave Without Pay or Deputation period, and are reaching the age of superannuation within next three (03) years; and have earned at least three (03) ‘Good’ or above appraisals during last five (05) years.
- (d) The length of service in the incumbent scale, excluding time-period of EoL/ Leave

Without Pay or Deputation period, for the grant of Time Scale, shall be counted from the date of joining in the incumbent scale.

- (e) An employee shall not be granted Time Scale in the next higher scale more than twice during his/her entire service with CUI.
- (f) The Time Scale shall not be granted for two (02) successive terms. An employee after having availed Time Scale initially shall be required to secure a regular promotion/ appointment against a substantive post and serve for at least seven (07) years on the substantive post, excluding time-period of EoL/ Leave Without Pay, to become eligible for the grant of next Time Scale. However, an employee working against the post where a higher post is not available, shall be eligible for the grant of two (02) successive Time Scales on completion of ten (10) years' service in each scale during the entire service with CUI.
- (g) The designation and job description of an employee who benefits from the Time Scale shall not be changed, however, he/she shall be eligible upon fulfillment of all other requirements (as would be prescribed in the prevalent Statutes), to apply for regular position/ designation of the incumbent scale through regular promotion or against advertised position(s) in the CUI.
- (h) On occurrence of a vacancy against a substantive post, an employee already granted Time Scale may be considered for regular promotion against the said vacant post, on the recommendation of the Selection Board (SB) or respective Staff Grade Recruitment and Promotion Committee (SRPC), as the case may be. In case of regular promotion against the said vacant post, the pay of such employees shall be fixed on next above stage in the higher scale. No premature increment shall be allowed in such cases. In case of deferment or supersession, the Time Scale of the said employee shall remain intact.
- (i) In case of retirement, superannuation, or death of such employee during service with CUI, he/she shall be eligible for grant of terminal financial benefits of the incumbent scale as per permissible rules.
- (j) Cases for the grant of Time Scale shall be processed once in a Financial Year.

4. Procedure:

The procedure for granting the Time Scale shall be as follows:

- (a) Human Resource (HR) Sections of CUI shall prepare a list of all eligible cases under CUI Employees Time Scale Statutes - 2022 in accordance with the terms and conditions given in Section 3 above.
- (b) HR Sections of CUI shall submit all eligible cases to the Time Scale Committee (TSC) for consideration/ recommendations. The TSC shall forward the eligible cases with its recommendations to the Rector for approval and onward submission to relevant authority/ies for concurrence.
- (c) The Time Scale shall be granted with immediate effect after approval; however, the seniority of the employee will remain intact at his/ her substantive post/ position.
- (d) The grievances of employees regarding their cases with respect to Time Scale, if any, shall be processed through the respective Grievance Committee(s) to be constituted under Section-26 of the University Act, 2018.
- (e) Following shall be the composition of the Time Scale Committee (TSC):
 - (i) Rector or his/ her nominee for the CUI shall be the Chairperson of the Time Scale Committee;
 - (ii) Two (02) employees of the CUI, nominated by the Syndicate;
 - (iii) In charge/ Head of HR Sections of CUI who shall also be the Secretary.