

**Proceedings of the Commissioner of Collegiate Education  
Government of Telangana, Hyderabad  
Present: Sri. Navin Mittal, I.A.S.**

**Sub:** Collegiate Education- Delegation of certain powers to the Principals for giving On Duty for the teaching & Non-Teaching staff in the Government Degree Colleges of Telangana State-Guidelines for On Duty-Regarding.

**Ref:** 1. Recommendations of the Principals' Advisory Committee.

\*\*\*\*\*

Vide references read above, it is ordered that the following activities can be considered for On Duty Facility by the Principals at Colleges, provided under intimation to the CCE promptly.

1. **Seminars:** Principals are allowed to permit regular/contract faculty for Paper Presentation/Poster Presentation/Oral Presentations in State, National and International Seminars/Conferences/Workshops limited to 03 Seminars/ Conferences/Workshops (1 day each) per semester.

(The faculty should submit the abstract of his paper presentation along with the application to the Principal and attendance certificate on return)

2. **Resource Persons:** Principals are allowed to permit regular/contract faculty who are invited as Resource Person in State, National and International Seminars/Conferences/Workshops limited to 01 day per semester.

(Invitation letter from the concerned organizing agency)

3. **Extension/Guest Lectures-1:** Principals are allowed to permit regular faculty for delivering Extension Lecture in relevant/other subject in other GDCs limited to 02 days per Semester.

(Invitation letter from the Principal of concerned GDC)

4. **Extension Lectures-2:** Principals are allowed to permit regular/contract faculty for delivering Extension Lecture in subjects with meagre strength and no teacher facility in the GDCs of old DCE DRC region, subject to marking biometric in the other college. (Up to 7 days in semester)  
(Request from the Principal of inviting college on adding biometric id of the visiting faculty at the host college)
5. **NSS Activities:** Principals are allowed to permit the NSS PO & Volunteers to attend Meetings (Up to 2 days), Camps (Up to 7 days) and Social Service Activities (Up to 5 days) in an academic year on the orders of the concerned departments. The attendance certificate after availing On Duty must be produced before the Principal.  
(Following the guidelines of the concerned university)
6. **NCC Activities:** Principals are allowed to permit the NCC Officer & Cadets to attend Meetings (Up to 4 days), Camps (Up to 10 days) in an academic year as per the orders of Commanding Officer. The attendance certificate after availing On Duty must be produced before the Principal.
7. **Moderation Duty:** The Principals are allowed to permit the concerned faculty for moderation work at University for one day in a Semester.
8. **DTO/STO:** The Non-Teaching Staff have to visit for the submission of bills and correspondence with the treasuries, they need on duty facility. The Principals are allowed to give OD Facility to Non-Teaching staff for not more than 2 days in a month where the STO is not located in the location of the college. All other Principals of GDCs in STO locations should maintain the movement register.
9. **Examination/Evaluation/Any other purpose of University work:** The Principals are not allowed to provide On Duty Facility to the Teaching and Non-Teaching Staff without the orders of CCE.

Any On Duty facility to the Teaching and Non-Teaching Staff must be intimated to the CCE by email Id ([commissioner.tgce@gmail.com](mailto:commissioner.tgce@gmail.com)) and academic cell ([trainings-ce@telangana.gov.in](mailto:trainings-ce@telangana.gov.in)) promptly. The Principals will be held responsible in any lapse of the above orders, action will be initiated as per CCA rules if any discrepancy is noticed at a later date.

The Principals are instructed to intimate to the CCE to get permission for ON DUTY on any other programme or activity which are not mentioned above. Any unauthorized On duty availed will be treated as dies non with break in service.

Any deviation from the above shall be viewed seriously.

**Commissioner of Collegiate Education**

To

All the Principals of Government Degree Colleges in the State.