



Rosary High School, Badlapur

Yadav Nagar, Ulhas Nadi Bridge, Badlapur Gaon Road, Badlapur West. 421503 |

CBSE Affiliation No. 1131242 | School Code. 31229 | www.rosaryedu.org.in

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Version	1.0
Effective Date	4 th February 2026
Review Cycle	Annual
Approved by	School Management

SALARY INCREMENT AND PAY SCALE POLICY

1. Purpose of the Policy

The purpose of this policy is to establish a clear, transparent, and fair system for:

- Salary increments
- Eligibility criteria for increment
- Pay scale fixation after permanency
- Eligibility for Confirmation and permanency
- Re-appointment rules

This policy applies to both **Teaching Staff** and **Non-Teaching Staff** of the institution.

2. Scope of the Policy

This policy is applicable to:

- Teaching Staff
- Non-Teaching Staff
- Permanent Employees

- Probationary / Temporary Employees
- Contractual Employees

SECTION A – TYPES OF EMPLOYMENT

2.1 Categories of Employees

Employees of the school are categorized as:

1. **Permanent Staff**
2. **Probationary / Temporary Staff**
3. **Contractual Staff**

SECTION B – ELIGIBILITY FOR INCREMENT

3. General Rules for Increment

Category	Increment Eligibility
Permanent Teaching Staff	Eligible
Permanent Non-Teaching Staff	Eligible
Probationary / Temporary Staff	Not Eligible
Contractual Staff	Not Eligible

4. Increment Rules

4.1 Permanent Employees

- Annual increment will be given **only to permanent staff**.
- Increment cycle: **Once in an academic year (April to March)**.
- Increment percentage: **5% to 10% based on performance appraisal**.

- However, the actual increment percentage may vary depending upon the **financial capacity and budgetary provisions of the organization.**
 - The above range is the **general guideline. However:**
 - The actual increment percentage may vary depending upon the **financial capacity and budgetary provisions of the organization.**
 - In exceptional cases, management may approve an increment **higher than 10%** for outstanding performers or special roles.
 - The management reserves the right to:
 - Revise the increment percentage
 - Restrict or withhold increments
 - Grant special increments based on institutional performance and sustainability.
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4.2 Non-Permanent Employees

- Staff on probation, temporary, or contract basis are **NOT eligible** for annual increments.
 - They will continue at the salary mentioned in their appointment letter.
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SECTION C – CONFIRMATION AND PERMANENCY POLICY

5. Confirmation of service

An employee's service may be considered for permanency based on:

- Completion of minimum **2 years of continuous service**
- Satisfactory performance appraisal
- Good conduct and discipline record

- Qualification compliance
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6. Pay Fixation after Permanency

Upon confirmation to permanent status:

- 20% fixed permanency increment for all teaching categories on the last drawn probation salary
 - This permanency increment is separate from and in addition to future annual increments.
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SECTION D – ANNUAL INCREMENT STRUCTURE

7. Increment Matrix for Permanent Staff

Teaching Staff:

Category	Annual Increment Range
NTT	4% – 10%
PRT	4% – 10%
Upper Primary	4% – 10%
TGT	4% – 10%
Upper TGT	4% – 10%

Non-Teaching Staff:

- Increment range: **5% – 7% annually**
- Based on:
 - Attendance

- Performance
- Discipline
- Role responsibility

“The annual increment range may vary from year to year based on the school’s financial position, budgetary provisions, and management discretion.”

SECTION E – PERFORMANCE-BASED INCREMENT CRITERIA

8. Performance Appraisal Parameters

Increment percentage will depend on:

8. Performance Appraisal Parameters	Weightage
Increment percentage will depend on:	
Area	
Teaching effectiveness / Job performance	40%
Punctuality & Attendance	20%
Contribution to school activities	15%
Professional behavior	15%
Student/Parent Feedback	10%

Increment Slabs

Performance Rating		Increment

Outstanding	91 - 100	9% - 10%
Very Good	81 - 90	7% - 8%
Good	66 - 80	5% - 6%
Average	51 - 65	3% - 4%
Below Average	0 - 50	No Increment

SECTION F – QUALIFICATION COMPLIANCE

9. Employees without Required Qualification

If an employee:

- Does not possess mandatory teaching qualification as per CBSE norms
- Or fails to upgrade qualification within given time

Then:

- The employee will be considered **ineligible for permanency and increment**
 - Such employees will be offered **re-appointment on contractual basis**
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10. Re-Appointment Clause

Employees not meeting qualification criteria:

- Will be issued a fresh appointment letter
 - Treated as **new appointee**
 - Previous service will not be counted for increment
 - Salary will be fixed at initial pay scale
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SECTION G – SPECIAL CASES

11. Hold on Increment

Increment may be withheld in case of:

- Disciplinary action
 - Poor performance
 - Frequent absenteeism
 - Violation of school policies
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12. Management Discretion

- The management reserves the right to:
 - Modify increment percentage
 - Defer increments
 - Offer special increments for exceptional contribution
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SECTION H – INITIAL SALARY STRUCTURE (REFERENCE)

13. Entry Level Minimum Salary Chart or as applicable

Category	Starting Salary
NTT	₹16,000
PRT	₹20,000
Upper Primary	₹24,000

TGT	₹28,000
Upper TGT	₹32,000
Non-Teaching Staff	As per role

POLICY REVIEW

- This policy will be reviewed annually by management.
 - Changes will be communicated to all employees.
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Approval Authority

Prepared By: Dr. Rasika Panicker & Mrs. Sumita Wade

Approved By: Management

NOTE:

This policy ensures:

- Fairness
- Financial discipline
- Motivation for qualified and permanent staff
- Clear distinction between temporary and permanent employees