

CHAPTER I

INSTRUCTIONS FOR WRITING OF CONFIDENTIAL REPORTS OF EMPLOYEES

1. REGULAR AND PUNCTUAL RECORDING OF THE REPORTS

- i) Reports should be written regularly and kept upto date.
- ii) The reports should be written once a year for the period from 1st June to 31st May.
- iii) The report should be written in the first week of June and a certificate should be furnished by all the reporting authorities to the Registrar by 30th June that the Confidential Reports have been recorded by the due date.
- iv) When a reporting authority cannot write the confidential Reports of certain employees within the stipulated period, he should obtain prior approval of the Final Accepting Authority for extension in the period or writing the report explaining reasons for not writing the report by the prescribed date.

2. WHAT THE REPORTS SHOULD CONTAIN

The reports should be written in the prescribed form except in the case of grade "A" employees and officers of the University for whom no form is prescribed. While writing the Confidential Reports it must be stated in each case whether the officer or official concerned has been able to discharge the duties of his office satisfactorily, whether the person is intelligent, able, conscientious, hard working and quick in the dispatch of business and whether he is regular and punctual in his work.

If the person reporting upon has to control an establishment under him, it should be stated whether he is able to supervise their work effectively, is able to maintain discipline and whether his relations with his subordinates are satisfactory. It should be stated whether he is accessible, hears and deals with the complaints properly and is courteous in his behaviour.

A special mention should be made regarding the integrity of an employee. It should be clearly stated if the employee is suspected of corruption or is believed to be corrupt and the reasons for holding this opinion should also be stated.

The practice of making non-committal remarks like 'No Complaints' should cease.

The column "Defects, if any" should not be left blank as a matter of course. If an employee has shown a marked defect in his work or tendency towards indiscipline and if verbal or written warnings have not improved him, the defect must be pointed out in this column. Of course, a single incident or lapse on the part of a subordinate should not be taken as an evidence of bad behaviour/work unless that lapse is frequent or continue and indicative of inefficiency persistent laziness or insubordination. A subordinate should be given a chance to improve but if he fails to improve in spite of advice (verbal/written), the defects should be clearly brought out in the report.

The reporting authority should be guided solely by consideration of merit, justice and fair play. No personal considerations, approaches of any kind should be allowed to intervene and their conscience alone should be their guide in this matter.

Very slight defects should be brought to an employee's notice verbally in the way of advice and guidance and need not find mention in Annual Confidential Report unless they are of a type which have been more than once brought to the subordinate's attention but which he nevertheless persists in. Remediable defects should also be pointed out during the year so that the employee concerned may make an effort to improve and to remove those defects.

Where a pending enquiry finds mention in the Confidential Report of an employee, it should be ensured that the result of enquiry is also recorded in the C.R. file.

3. WHO IS TO WRITE THE REPORTS

A chart showing the authority who is to initiate the reports, Second Reporting Authority and the Final Accepting Authority as well as the authority who is to take up the follow up action and the authority who is to take up the follow up action and the authority who is to maintain C.R. files is attached.

4. MINIMUM PERIOD FOR WHICH A REPORTING AUTHORITY SHOULD HAVE SEEN THE WORK OF AN EMPLOYEE BEFORE RECORDING REMARKS

No reporting authority should record his remarks in the Confidential Report of an employee under him unless he has seen his work and conduct for at least three months. If he has served less than three month's period, the opinion of the officer under whom he has previously served for at least three months should be obtained. The period of three months means, the period for which the reporting authority has actually seen the work of the employee. Besides recording leave (casual leave is treated on duty), the period of suspension when an employee does not attend to his duties, is not to be counted in calculating in this period of three months.

5. PROCEDURE TO BE FOLLOWED WHERE A REPORTING AUTHORITY IS RELATED TO THE OFFICER TO BE REPORTED UPON

When the reporting authority is the first reporting authority, he should be competent to record his remarks but while doing so he should clearly mention that he is related to the employee and bring out the exact nature of relationship.

If the reporting authority is not the original reporting authority, he need not normally write an remarks. If, however, he feels that for some reasons he must enter some remarks, he should, while doing so, act as above.

6. RECORDING OF REMARKS ON THE OCCASION OF RELINQUISHMENT OF CHARGE BY THE REPORTING AUTHORITY

A reporting authority may, if he had not done so previously within six months, record remarks on the Confidential Reports of the employees subordinate to him within two months of his relinquishing charge of his post.

a) An officer under suspension is not competent to record Confidential Reports the work and conduct of his previous subordinates.

b) An officer who has retired from service, reverted back from deputation to the University will not be competent to record remarks in the Confidential Reports of subordinated who had worked under him.

7. COMMUNICATION OF REMARKS

As per letter No. 25408-83, dated 17-11-1981, only adverse/advisory remarks should be communicated to the employee concerned.

8. PROCEDURE TO BE FOLLOWED IN RESPECT OF PERSONS ON FOREIGN SERVICE

An attested copy of the report should be supplied to the parent department of the official on foreign service as soon as it is recorded. The original reports should, however, be sent to the parent department on reversion of the employee.

9. REPRESENTATION AGAINST ADVERSE REMARKS

Ordinarily, the representation against adverse remarks, if any, should not be taken notice on. Occasionally, however, case arise where the adverse remarks are not made bonafide or are based on a patent error of fact. An examination of the representation is, therefore, called for and these should not be turned down automatically.

Where the preliminary examination of a representation does not prima-facie establish that the adverse remarks are malafide it should be turned out automatically, However, it appears prima-facie that the remarks are not bonafide or that these are based on a clear error of fact, the representation should be examined on merits. If, as a result, it is felt by the Final Accepting Authority that the adverse remarks should be toned down, he should make the place of the report after obtaining orders of the Appellate Authority. In the event of the competent authority coming to the conclusion that the adverse remarks were inspired by malice or were based on a patent error of fact, and, therefore, deserve expunction, after obtaining orders of the Appellate Authority the remarks should be pasted over, so that they cannot be decipherted, under proper attestation. The reporting officer may also be informed and suitably warned where malafide intention is indicated. The representations or explanations against the adverse remarks should not be added to the Confidential Reports.

The representations against adverse remarks should not contain absurd and baseless allegations against the reporting officers. If an employee has a genuine complaint against any officer, he should send his application separately through proper channel so that suitable action be taken thereon in the normal course. In case any employee, in future, makes such allegations in his representation which can be construed as indiscipline or misconduct, not only his representation will summarily be rejected but he will also be liable to disciplinary action in contravention of rule 3(1)(iii) of the PAU Employees' Conduct Rules.

10. TIME LIMIT FOR FILING REPRESENTATIONS AGAINST ADVERSE REMARKS AND THE AUTHORITIES TO WHOM THESE ARE TO BE ADDRESSED

A representation should not be entertained unless it is received within 30 days from the date of communication of remarks to the employee. This time limit should be followed rigidly and time barred representations should be rejected. It is dangerous to allow employees to go on putting up representations whenever they think the situation is favourable to them, and post facto attempts to clean up C.R. Files must be resisted. The representation against adverse remarks needs to be addressed to the appellate authority.

11. NATURE OF DOCUMENTS TO BE PLACED IN C.R. FILES

- i) All orders imposing any of the penalties enumerated in the relevant Statutes.
- ii) A copy of the orders granting advance increments(s).
- iii) Warnings should not be placed in the C.R. files without previous approval of the appointing authority.
- iv) Other communications of the nature of advice or conveying displeasure, orders of the appointing authority should be obtained in each individual case as to whether or not, a copy should be placed in the Confidential Reports.
- v) When an official is placed under suspension, the facts should be recorded in the C.R. files. Similarly, the final result of disciplinary proceeding should also be duly recorded.

12. DOCUMENTS WHICH ARE NOT TO BE PLACED IN C.R. FILES

Letters of appreciation of any major event of work done or special contribution made by the employees towards the implementation of a particular scheme or successful conclusion of a special campaign will not be placed on the Confidential Reports file without special permission of the appointing authority.

13. INDEX

An index in the proforma attached, should form part of each Confidential Report and entries therein should be completed before any new documents are filed.

(Registrar's letter No. Admn.1/W-2/75/
1588-1640, dated 6-2-1975)

14. DELAY IN WRITING CONFIDENTIAL REPORTS OF SUBMISSION OF CERTIFICATE

Some of the offices of the University are not taking due notice of the instructions that the report should be written within the stipulated period and the certificate should be sent to the Registrar that the reports have been written within the stipulated period. This lapse on the part of the officers has led to the delays in taking consequential

actions. The purpose for which these reports are written is entirely defeated, if these are not written in time. Therefore, the time schedule prescribed by the PAU should be adhered to.

(Letter No. SVC/72/3237-77, dated 14-6-1972 from the Secretary to Vice-Chancellor)

14. Every officer concerned should fully give the correct date and year while signing the reports.

(Order No. VC/76/4110-4180, dated 13-8-1976 from the Worthy Vice-Chancellor and Memo No. Admn.1 A.U. 76/7788-7853, dated 9-7-1976 from the Registrar, PAU)

15. WRITING OF CONFIDENTIAL REPORTS OF ASSISTANTS, SUPERINTENDENTS AND ADMINISTRATIVE OFFICERS

The Comptroller will be the 2nd Reporting Authority in case of those Superintendents and Admn.-cum-Account Officers who deal with the accounts matter in addition to his administrative matters. The Controlling Officers of these officers will send their reports to the Comptroller who will record his remarks regarding the maintenance and supervision of accounts matter only on these reports and forward the same to the Registrar. Similarly, the Confidential Reports of Assistants dealing with accounts will be sent by the concerned controlling officers to the Comptroller who will record his remarks and will send the same to the Registrar.

(Registrar, PAU's Memo No. Admn. IV/AU/81(W-2)/6307-82, dated 27-3-1981)

16. Only adverse remarks recorded in the Confidential Reports of non-teaching employees and advice/adverse remarks recorded in the Annual Progress and Assessment Reports of teachers be communicated to the employee/teacher concerned by the officer of the University/Head of the Department within fortnight from the date the report is signed by the Final Accepting Authority. The representation against adverse remarks should not be entertained unless it is received within 30 days from the date of conveying the same.

(Registrar, PAU's Memo No. Admn. I/AU/81/25408-83, dated 17-11-1981)

16 A. COMMUNICATION OF ADVISORY REMARKS

As per orders of the Worthy Vice-Chancellor, advisory remarks recorded in the Confidential Reports of non-teaching employees, be communicated to the employee concerned by the Officer of the University/Head of the Department within a fortnight from the date, the report is signed by the accepting authority, because otherwise the purpose of recording these remarks is defeated.

(Registrar, PAU's Memo No. Admn. VI/AU/82/1115-90, dated 7-6-1982)

17. CONFIDENTIAL REPORTS OF THOSE RESPONSIBLE FOR NON-ADJUSTMENT OF TEMPORARY ADVANCES AND NON-SETTLEMENT OF AUDIT PARAS AND REQUISITIONS

Names of the officials responsible for the non-settlement of temporary advances and non-settlement of audit paras/requisitions should be indicated in the forwarding letters, mentioning the duties entrusted to each individual while sending the reports to the Controlling Officer/Comptroller.

(Comptroller's Memo No. CAU.Insp(2)/83/895-1020, dated 28-6-1983)

18. DELAY IN COMMUNICATING THE ADVERSE REMARKS

As per orders of the Worthy Vice-Chancellor, the Officer/official responsible for the unjustified delay in communication the adverse remarks beyond the stipulated period shall also be liable to disciplinary action. The competent authorities should make occasional check of the confidential reports entrusted to their custody to ensure that adverse/advisory remarks have actually been conveyed to the officer/official concerned.

The practice of recording non-committal remarks in the confidential reports such as 'Should Improve', Improvement expected 'There is scope for Improvement' should be avoided.

Report should be recorded by the competent authority in his/her own hand as far as possible. If typed, it should be in a manner that no scope of interpolation is left.

(Registrar, PAU's Memo No. Admn. IV/
AU/85/W-2/Vol. III/9459-9588, dated 1-6-
1985)

19. DECISION ON THE REPRESENTATIONS/APPEALS AGAINST THE ADVERSE REMARKS

As per the orders of the Worthy Vice-Chancellor, the appointing authority concerned to take a decision on the representations/appeals against the adverse remarks recorded in the Confidential Reports of grade 'C' employees (other than ministerial employees)

(Registrar, PAU's order Endorsement No.
Admn. VI/AU/86/W-2/III/1849-1933, dated
3-2-1986)

20. COMMUNICATION OF ADVERSE REMARKS

The remarks recorded in column B of the proforma of the Confidential Report or the remarks recorded in column 13 of the Report should be communicated to the official concerned.

The name and designation of the official should be written on each page of the proforma of the Confidential Report.

Confidential Reports of Drivers should be written on a separate proforma exclusively prescribed by them

(Registrar, PAU's Memo No. Admn. IV/
AU/91/19997-20096, dated 4-12-1991)

21. TIMELY ACTION FOR WRITING REPORTS AND SENDING CERTIFICATE TO THE REGISTRAR

After taking serious notice of the delay occurring in such cases, the Worthy Vice-Chancellor has ordered that the Confidential Reports should be written in the first week of June and the requisite certificate should be sent to the Registrar by 30th June positively.

(Registrar, PAU's Memo No. Admn. IV/
AU/92/19153-232, dated 21-11-1992)

22. SPECIAL INSTRUCTIONS FOR WRITING REPORTS OF 'A' GRADE EMPLOYEE

No form is prescribed for writing reports of 'A' grade employees. However, while writing these reports, the reporting authority must state whether the Officer or official concerned has been able to discharge the official duties satisfactorily. Whether the person is intelligent, able, conscientious, hard working and quick in the dispatch of business and whether he is regular and punctual in his work. If he has to control an establishment under him, it should be stated whether he is able to supervise their work effectively, is able to maintain discipline and whether his relations with the subordinates are satisfactory. It should be stated whether he is accessible, hears and deals with complaints properly and is courteous in his behaviour.

(Registrar, PAU's Memo No. Admn. IV/
AU/93/10381-490, dated 6-7-1993)

23. LATE CONVEYING OF ADVERSE REMARKS

It has been noticed that in a few cases, the adverse remarks were not conveyed to the official concerned within the stipulated period as a result of which some officials, who were otherwise not eligible for promotion because of these remarks recorded in their Confidential Reports, had to be promoted by giving them benefit of doubt. Taking a serious note of it, the Vice-Chancellor ordered that in future officer/official responsible for not communicating the adverse remarks within the stipulating period shall also be punished matching the benefit accrued to the Officer/

official as a result of giving benefit of doubt to the promotee. For example, an official who is promoted by availing benefit of doubt gets benefit of one/two increment(s), one/two increment(s) of the delinquent Officer/official will be stopped with cumulative effect.

(Registrar, PAU's Memo No. Admn. IV/
AU/95/7191-7305, dated 9-5-1995)

24. PREPARATION OF DUPLICATE CONFIDENTIAL REPORTS

The Confidential Report of the employee should be written in duplicate (not photostat) and one copy thereof should be kept by the Controlling Officer/Registrar as per the following instructions :

- i) The duplicate copies of the confidential reports upto the Sr. Assistants level (including reports of Field/Lab./ Technical staff) should be retained by the Controlling Officers, i.e. Deans, Directors and other Officers of the University;
- ii) The duplicate copies of the confidential reports of the Superintendents and above, should be sent to the Registrar, PAU, Ludhiana, for record.

The Vice-Chancellor has also ordered that the previous confidential reports of the employees which contain adverse/advisory remarks, may also be got xeroxed and duplicate copies be supplied to the quarter concerned for record at the earliest.

(Registrar, PAU's Memo No. Admn. IV/
AU/99/15027-157, dated 20-7-1999)

25. ADDITION OF ANOTHER COLUMN IN THE PROFORMA FOR WRITING CONFIDENTIAL REPORT

The following column should be added in the proforma for writing Confidential Reports of the Superintendents.

Behaviour with his junior/senior colleagues

Uttam/Changa

Similarly column should be added to the proforma meant for "A" grade employees.

(Registrar, PAU's Memo No. Admn. IV/
AU/99/25692-822, dated 20-12-1999)

26. OVER-WRITING OR FLUID MARKS

As per orders of the Pro Vice-Chancellor, while writing the Confidential Reports, any over-writing or fluid mark must be signed by the officer who has written remarks.

(Registrar, PAU's Memo No. Admn. IV/
AU/2001/5304-5423, dated 15-3-2001)

27. REMARKS AND GRADING IN THE CONFIDENTIAL REPORTS

Generally, the remarks recorded in the different column of the report are not in commensurate with the overall grading given in the report. Therefore, the reporting authority should pay special attention to this effect that the remarks given in different column of the report should be completely in consonance with the overall grading of the report. However, no mud slinging on the reporting authority should be made by the official making representation against the adverse remarks recorded in the Confidential Report.

(Registrar, PAU's Memo No. Admn. IV/
AU/2001/6677-6776, dated 9-4-2001)

28. ADJOINING THE SUITABILITY OF OFFICIALS WHERE ADVERSE REMARKS HAVE BEEN EXPUNGED OR MORE THAN ONE CONFIDENTIAL REPORT HAS BEEN RECEIVED DURING A YEAR

Where adverse remarks recorded in a Confidential Report of an official have been expunged without affecting the grading, in such cases, grading recorded in the report shall stand. If, however, grading has also been expunged for a particular year, such a report should be ignored and report for the previous year should be taken into account

for promotion/Career Progression and if even such a report is not available then the reports of the lower grade/posts should be taken into account to complete the number of reports required to be considered. If this is also not possible, all the available reports should be taken into account and the procedure as applicable in the case by a No Report Certificate should be adopted.

Where more than one confidential report has been recorded for a particular year, all the reports should be considered in totaling and a balanced assessment should be made.

Where the Officer reported upon has held additional charge under two or more reporting authorities, the comments of the Reporting Officer who has seen the work of the additional charge held by him, should be invited while recording the Confidential Report. Such an Officer should submit his remarks in a brief note direct to the next higher authority looking after the normal work of the official reported upon and he before adding his own remarks as accepting authority should take both the sets of remarks, into consideration.

(Letter No. 7/31/2000-5PPI/4505, dated 24-4-2002, from the Department of Personnel (Personnel Policies Branch-I), Govt. of Punjab, Chandigarh)

29. REVISED PROFORMA FOR WRITING CONFIDENTIAL REPORTS OF SUB-DIVISIONAL ENGINEERS/SECTIONAL OFFICERS/JUNIOR ENGINEERS

Revised proforma as per appendix is to be used for writing Confidential Reports of Sub-Divisional Engineers/Sectional Officers/Junior Engineers for the period ending 31-5-2002 and onward.

(Registrar, PAU's Memo No. Admn. VI/AU/2002/12516-30, dated 6-6-2002)

30. REGARDING ADVERSE ENTRIES IN THE CONFIDENTIAL REPORTS OF THE EMPLOYEES

No advisory remarks should be made part of Confidential Report of an employee. Such remarks may be communicated to the employee separately as and when required to provide him an opportunity to improve his/her working.

In case remarks are recorded in the Confidential Reports and conveyed to the employee concerned and there is no representation from the said employee then these will be rated as adverse remarks. If, however, the employee makes a representation, then a clarification should be sought from the reporting/accepting authority whether the said remarks are advisory/adverse before processing the representation for obtaining orders of the Vice-Chancellor. If for some reason the officer who initiated/accepted the report is not available, then the comments of the present accepting authority may be obtained

(Registrar, PAU's Memo No. Admn. IV/AU/2003/W.2/19011-110, dated 23-9-2003)

31. ADJUDGING THE SUITABILITY OF OFFICERS/OFFICIALS FOR PROMOTION/ CAREER PROGRESSION ETC. WHERE ADVERSE REMARKS HAVE BEEN EXPUNGED OR MORE THAN ONE CONFIDENTIAL REPORT HAS BEEN RECEIVED DURING A YEAR.

Where adverse remarks recorded in a confidential report of an Officer/ official have been expunged by the competent authority without affecting the grading of an Officer/ official in such cases 'Grading' recorded in the C.R. shall stand. However, if while expunging the adverse remarks, the competent authority has also expunged the grading of an Officer/ official for a particular year, such a CR should be ignored and the CR for the previous year should be taken into account and if even such a CR is not available, the competent authority should take into account the CR(s) of the lower grade/ post to complete the number of the CR's required to be considered. If this is also not possible, all the available CR's should be taken into account i.e procedure as applicable in the case of a 'No Report Certificate' or promotion to next higher post for career progression etc. should be adopted.

Where the officer/ official reported upon has held additional charge under two or more reporting authorities, the comments of the reporting officer who has seen the work of additional charge held by the Officer/ official reported upon (for a period of not less than three months during the period under report) should be invited while recording the

CRs. Such an Officer should submit his remarks in a brief note direct to the next higher authority i.e. reviewing accepting authority , looking after the normal work of the Officer/ official reported upon who before adding his own remarks as reviewing/ accepting authority should take both the sets of remarks i.e. those recorded by the reporting officer who has seen the normal work of the officer/ official as well as those recorded by an officer who has seen the additional work of the officer/ official into consideration.

(Registrar PAU Endst. No. Admn. IV. AU. 2002/W-2/ 11342-461 dated 22.5.2002)

32. WRITING OF ANNUAL CONFIDENTIAL REPORTS

To keep transparency while writing the confidential report of 'A' group employees, different committees were constituted. However while reconsidering the matter, the Vice-Chancellor had ordered that the confidential reports of Personal Assistants who come in 'A' group need not to be put up before the committee. Their reports will be written by the Officers with whom they are working and as per rules the same will be accepted by the concerned Officers.

(Registrar,PAU memo No.Admn.IV. AU. 05/12439-538 dated 8.7.2005)

33. PREPARATION OF DUPLICATE CONFIDENTIAL REPORTS.

The orders of the Vice Chancellor were conveyed vide this office memo No.Admn.IV.AU.99/ 15027-157 dated 20.7.99 that the confidential reports of the employees should be written in duplicate(not Photostat/ Xerox) and one copy thereof should be kept by the Controlling Officer/ Registrar as per instructions. The Vice Chancellor has now ordered that duplicate confidential reports of all the Personal Assistants working in the University may also be sent to the Registrar by the concerned offices for record.

(Registrar,PAU memo No.Admn.IV. AU. 06/22648-22717 dated 14.12.2006)

34. ACCEPTANCE OF CONFIDENTIAL REPORTS OF DRIVERS.

The Vice Chancellor has ordered that the confidential reports of Jeep/Car drivers may be accepted by the concerned Deans/Directors/ Other Officers in future. However, past cases may not be re-opened i.e. the reports which have been accepted by the Deans/Directors/Other Officers/Head of the department may be treated to have been accepted by the final accepting authority and the ACP/ promotion cases of such drivers may be dealt with as such on the basis of already accepted reports.

(Registrar, PAU memo No.Admn.IV. AU. 07 /7990-8080 dated 14.6.2007)

35. WRITING OF CONFIDENTIAL REPORTS OF NON TEACHING EMPLOYEES.

As per instructions issued vide this office memo No.Admn.I.(W-2)/75/ 1588-1640 dated 6.2.1975, there was a provision that an officer who has retired from service or reverted back from deputation to the University will not be competent to record remarks in the confidential reports of subordinates who had worked under him. The Vice Chancellor has reviewed the matter and has ordered to substitute the same as under:

- i) An officer who is retiring from the University on 30th April or 31st May of the year may be allowed to write the confidential reports of the employees concerned one week in advance from the date of his retirement instead of writing the same in the first week of June. However, the accepting authority may accept the CRs after the 31st of May after taking into account the report of the Officer who has written the report before his retirement.
- ii) If the Head of the Department/Supdt./AAO/AO concerned has retired from the University service prior to 30th April of the year, the confidential reports may be written direct by the Dean/Director/Officer concerned.

(Registrar, PAU memo No. Admn. IV. AU.07 / 11132-231 dated 6.8.2007)

36. WRITING OF CONFIDENTIAL REPORTS OF NON TEACHING EMPLOYEES

The Vice-Chancellor has ordered that the confidential reports of Group 'B' and 'C' non teaching employees (except M.Boys and equiv.) be written on proforma which was in force prior to 6.4.2005. He has further ordered that Deans/ Directors/Heads of Departments should complete the information as per proforma regarding audit paras/ audit requisitions/ minor objections/ maintenance of record and temporary advances etc. by 31st January of the year to assess the performance of the concerned official/officials regarding efforts made by him/them to settle the advances/ objections etc. The confidential reports of Grade 'A' employees be also written on the prescribed proforma for grade 'A' employees without referring to the committee.

(Registrar,PAU memo No. Admn.IV. AU.
07/14146-245 dated 17.9.2007)

CHAPTER II

WRITING OF ANNUAL PROGRESS AND ASSESSMENT REPORTS OF TEACHERS

SALIENT FEATURES

1. The report of the Head of the Department shall be recorded by Deans and Directors jointly. The Dean of the College concerned, the Dean, Postgraduate Studies, Director of Research and Director of Extension Education will meet, discuss the work of the Head of the Department so formed should be recorded and signed by all the Deans and Directors concerned and come to some conclusions on the subject. The opinion so formed should be recorded and signed by all the Deans and Directors concerned. A Dean or Director disagreeing with or wishing to add to the majority view would be at liberty to do so. This report will be submitted to the Vice-Chancellor who will then record his remarks.
2. The Head of the Department will initiate reports of Associate Professors in his department and submit the same to the concerned Dean/director. For teachers, it will be submitted to the Dean, Postgraduate Studies and the Dean of the college concerned, for Research Workers it will be submitted to the Director of Research and for Extension Education workers it will be submitted to the director of Extension Education. The Deans/Directors concerned will record their opinion and forward the same to the Vice-Chancellor for his remarks.
3. The reports submitted by Class II teachers will be put up to the immediate superior not below the rank of Associate Professor who will record his remarks and send it top the Head of the Department. The Head of the Department will record his opinion and send it to the concerned Deans/Directors for acceptance. The teachers working on teaching side who teach undergraduate classes, the Dean of the College will be the accepting authority. For those who teach postgraduate students also the report will go to both the Dean of the College concerned and the Dean, Postgraduate Studies.

(Registrar's No. Admn.I.A.U. 65/28344-75,
dated 15-6-1965)

MINIMUM PERIOD REQUIRED TO WATCH WORK AND CONDUCT BEFORE RECORDING REMARKS

Annual Progress and Assessment Reports should be recorded in accordance with the instructions contained on the proforma itself i.e. period of six months is to be taken into account. However, if during a particular year no immediate superior/Principal Investigator/Project Leader has observed the work of a teacher for a period of six months, the instructions circulated by the Registrar, PAU vide memo No. Admn.I(W.2)75/1588-1640, dated 6-2-1975 will apply.

(Registrar's No. Admn.I.A.U. 82(W.2)/
7711-7786, dated 4-5-1982)

The Academic Council at its 102nd meeting held on 17-5-1982 decided as under :

1. Constraints and difficulties, if any, that a teacher may have experienced in the execution of his work during the period under report may be spelt out by him on a separate sheet and attached with the Annual Progress and Assessment Report. While doing of the teacher concerned should mention as to whether he brought these difficulties and constraints to the notice of the Head of the Department and if so how.
2. The adverse remarks against a teacher should be supported with facts and reasons.
3. The word senior most teacher occurring in Para B of Part III means that senior most faculty member in the Department in the particular area in which the teacher under assessment is working i.e. if he is working primarily on teaching, the senior most teacher in the Department working on teaching side will be associated and if he is

working primarily on research/extension education, then the senior most teacher on research/extension education side as the case may be, will be associated.

(Registrar's No. Admn.I.A.U. 82(W.2)/11807-77, dated 14-6-1982)

The Board of Management at its 89th meeting held on 16-9-1983 decided that in the assessment of the teachers, their effectiveness in the Student Advisory System should be specially evaluated and mentioned in the reports.

(Registrar's No. Admn.I.A.U. 83/16972-17042, dated 11-10-1983)

COMMUNICATION OF ADVERSE/ADVISORY REMARKS

The Academic Council at its 116th meeting held on 15-12-1983 has decided that the Adverse/Advisory remarks recorded in the Annual Progress and Assessment Report of teachers be communicated to them through the Department concerned by the authority which is to take follow up action and maintain file, within fifteen days of the acceptance of the reports. If any teacher has to make representation against the adverse remarks, he should do so within 30 days of the receipt of the communication conveying him such remarks.

(Registrar's No. Admn.I.A.U. 84/3-82, dated 2-1-1984)

The Academic Council at its 109th meeting held on 7-1-1983 decided as under :

"The Academic Council discussed the matter at length and decided that existing instructions will continue to be followed for writing annual progress and assessment reports of Class II teachers engaged in postgraduate teaching. On receiving the reports, Dean, PGS will record his comments and return the reports to Dean of the College concerned who will continue to be the accepting for these reports."

(Registrar's No. Admn.I.A.U. 83/2285-2355, dated 10-2-1986)

USE OF PRINTED PROFORMA FOR WRITING REPORTS

As per orders of the Vice-Chancellor only the printed proforma should be used for writing the Annual Progress and Assessment Report of teachers.

(Registrar's No. Admn.I.A.U. 87/16164-278, dated 27-8-1987)

PHOTOSTAT COPIES OF REPORTS

The Board of Management at its meeting held on 19-1-1988 has decided that Photostat copies of Annual Progress and Assessment Reports of teachers be maintained in the office of Registrar from next year i.e. 1988-1989.

(Registrar's No. Admn.I.A.U. 88/(W-2-III/2732-46, dated 9-2-1988)

SCHEDULE FOR WRITING REPORTS

The Academic Council at its 182nd meeting held on 27-1-1990 approved the revised proforma for assessment of teachers which is available as Annexure. The report will cover the period from 1st August to 31st July every year. The following schedule was approved for writing the reports :

Part I and II	Upto 12 th August of the year (to be filled in by the teacher himself/herself)
Para 1 of Part III	Upto 17 th August of the year.
Para 2 of Part III	Upto 22 nd August of the year.
Para 3 of Part III	Upto 26 th August of the year.
Para 4 of Part III	Upto 31 st August of the year.

The Academic Council also decided that in case of Professor and equivalent, the work will be assessed by the Committee only and the Head of the Department will not record his individual comments.

(Registrar's No. Admn.I.A.U. 90(W-2)-III/4775-4880, dated 28-2-1990)

MAKING RECOMMENDATIONS FOR EXPUNGING OF REMARKS

The Vice-Chancellor observed that some officers/Head of the Departments give some adverse remarks in the annual progress and assessment reports of teachers but when the concerned teacher makes a representation against the adverse/advisory remarks, the same officer/Head of the Department makes recommendations for the expunging of the same without any basis. The Vice-Chancellor observed that it happens only due to negligence of the concerned officer/Head of the department which is not desirable. Therefore, the Vice-Chancellor ordered that in future no such recommendations will be accepted.

(Registrar's No. Admn. IV AU. 92/7955-8075, dated 23-5-1992)

On the reports of the teaches who teach postgraduate studies comments of both the Dean of the College concerned and the Dean, Postgraduate Studies are recorded. It has been observed by the Vice-Chancellor that in a particular report of the Dean of the College concerned give some adverse/advisory remarks but the Dean, Postgraduate Studies rated him a good worker. Consequently, the remarks recorded by the Dean of the College concerned were not communicated to the teacher concerned. The Vice-Chancellor has ordered that in such cases the teacher is under the administrative control of the Dean of the College and as such the adverse/advisory remarks recorded by him should be communicated to the teacher concerned.

(Registrar's No. Admn. I AU. 93/4046-4115, dated 17-3-1993)

WRITING OF REPORTS WITH A SENSE OF OBJECTIVITY

The Vice-Chancellor observed that in a few cases superior officer record their views/comments in the annual progress and assessment report of teacher on personal consideration and approaches. The Vice-Chancellor ordered that the annual progress and assessment reports should be written with a sense of objective, truthful and vivid reflection of the work and conduct of the teacher concerned.

(Registrar's No. Admn. I AU. 94/5427-5527, dated 17-3-1994)

WRITING OF REPORTS OF PROFESSORS

As per orders of the Vice-Chancellor, the Head of Department or other scheme incharges working in the Professor's rank should not record any comments in the annual progress and assessment report of other Professor level teacher as these remarks ought to be recorded by the Committee of Deans/directors and Heads of Department concerned.

(Registrar's No. Admn. I AU. 94/5766-5856, dated 18-3-1994)

The Board of Management at its 193rd meeting held on 29-3-2001 decided to add the following note in bold letters under Part III of the proforma regarding Annual Progress and Assessment Reports of teachers to take care of rational and objective assessment of the teachers.

(Registrar's No. Admn.I.A.U. 2001/8589-8600, dated 24-4-2001)

Note : Please give an objective assessment of the teacher concerned based on his/her work, conduct and behavior.

(Registrar's No. Admn.I. A.U. 2001/8589-8600, dated 24-4-2001)

The Vice-Chancellor has ordered that the Technical Head may also be associated along with administrative head in the Committee for the evaluation of work of Professor level teachers while recording comments in Part III, 3(ii) of the AP & ARs.

(Registrar's No. Admn.I. A.U. 2004/18171-270, dated 11-10-2004)

THE REPORT OF TEACHERS APPOINTED ON CONTRACT BASIS AGAINST LIEN/LEAVE VACANCIES

As per orders of the Vice-Chancellor, the annual progress and assessment reports are also to be written/ submitted by teachers appointed on contract basis against leave/lien vacancies.

(Registrar's No. Admn.I. A.U. 2001 (W-2/IV)/25729-878, dated 17-9-2001)

The Board of Management at its 193rd meeting held on 25-3-2002 decided as under :

“The Board of Management considered this item and decided that in cases, where the teachers do not submit their Annual Progress and Assessment Reports at all, the same committee which is to record comments on his/her report, will meet and record its opinion about his/her work and conduct independently, in the absence of information which the teacher is required to furnish in Part I and II of the AP & AR proforma. The report of the teacher be put up to the authority competent to accept his Annual Progress and Assessment Report. However, the report will not be considered as having been submitted by the teacher.”

(Registrar's No. Admn.I. A.U. 2002 (W-2/IV)/8939-9059, dated 24-2-2002)

SELF APPRAISAL REPORT AGAINST SATISFACTORY REMARKS

As per the orders of the Vice-Chancellor, in case of Professor level teacher, the teacher concerned may represent to the following committee against “Satisfactory Grading in his Annual Progress and Assessment Reports :

1. Dean of the College concerned
2. Dean, Postgraduate Studies
3. Director of Research
4. Director of Extension Education
5. Addl. Director of Research (Agri.)/Coordinator of Research of the College concerned
6. Head of the Department.

The concerned Dean/Director will act as Convener of the Committee. If the representation is by the Professor-cum-Head of the Department, then Head of the Department will not be associated with the Committee. The Committee will submit its recommendations to the Vice-Chancellor for final orders.

(Registrar's No. Admn.I. A.U. 2003 (W-2/IV)/227-346, dated 3-1-2003)

MAINTENANCE OF ANNUAL PROGRESS & ASSESSMENT REPORTS FILES/PROPERTY STATEMENTS OF PROFESSOR LEVEL TEACHERS

As per orders of the Vice-Chancellor, the Annual Progress & Assessment files in respect of Professor level teachers shall henceforth be maintained by the Dean/director concerned.

(Registrar's PAU Memo No. Admn.I. A.U. 2003 (W-2/IV)/ 1172-1291, dated 14-1-2003)

REVIEW OF WORKING OF TEACHERS WHO DO NOT SUBMIT ANNUAL PROGRESS & ASSESSMENT REPORTS

As per decision of the Board of Management taken at its meeting held on 26-3-2002, where the teachers do not

submit their Annual Progress and Assessment reports at all, the same committee which is to record comments on his/her report, will record its opinion about his/her work and conduct independently, in the absence of information which the teacher is required to furnish in Part I and II of the report. This report will then put up to the authority competent to accept. However, this report will not be considered as having been submitted by the teachers.

(Registrar's PAU Memo No. Admn.I.A.U.
(W-2/IV)/14709-17, dated 22-7-2003)

ANNUAL PROGRESS & ASSESSMENT REPORTS OF COORDINATORS OF RESEARCH

As per orders of the Vice-Chancellor, in case of Coordinator of Research, instead of submission of Annual Progress and Assessment reports by them, the Director of Research and the concerned Dean will jointly initiate the annual confidential reports of the Coordinators of Research.

(Registrar's PAU Memo No. Admn.I.A.U.
(W-2/IV)/19237-43, dated 25-9-2003)

SELF APPRAISAL REPORTS - DETAILED REASONS FOR RECORDING SATISFACTORY/ UNSATISFACTORY PERFORMANCE

As per orders of the Vice-Chancellor, the committees constituted to assess the performance of the teachers may give detailed reason for recording satisfactory/unsatisfactory performance in Part III of the Annual Progress and Assessment reports which may be conveyed to the concerned teacher by the Controlling Officers after acceptance.

(Registrar's PAU Memo No. Admn.I.A.U.
(W-2/IV)/1956-2035, dated 28-1-2005)

ANNUAL PROGRESS & ASSESSMENT REPORT PROFORMA FOR TEACHERS

The Vice-Chancellor has approved the substitution of Sr. No. 3 of the title 'Research' of AP & AR proforma with the following :

3. RESEARCH CONTRIBUTIONS :

(A) LIST OF PUBLICATIONS :

Give name of authors, year, title of the publication, journals, volume, pages etc. (Only the published/accepted papers should be included and there should be no repetition with the previous year). The publications should be arranged in the following orders :

Referred journals / papers presented in symposia / workshops (full papers / abstract / books / book chapters / research bulletins / research reports / others.

(B) NEW FINDINGS, RECOMMENDATIONS ETC.

Information to be specified as follows :

- i) Whether a scientist is associated with the development of the technology.
- ii) Whether a scientist is associated with testing during technology developments.

(C) INVENTIONS, INNOVATIONS, PATENTS, ETC.

(Registrar's PAU Memo No. Admn.
I.A.U.2006(W-2)/18735-18824, dated 11-
10-2006)

SUBMISSION OF ANNUAL PROGRESS & ASSESSMENT REPORTS BY ADDITIONAL DIRECTORS

The Vice Chancellor has ordered that in case of Additional Directors, instead of submission of Annual Progress

Reports by them, their confidential reports be initiated by the concerned Director and submitted to the vice-Chancellor for acceptance.

(Registrar's No. Admn. I.A.U.2002(W-2)/
IV/26179-83, dated 13-11-2002)

4. SELF APPRAISAL REPORTS

The Vice Chancellor has ordered that in cases where teachers performance has been graded as satisfactory in AP&ARs should be communicated to the concerned teacher for his information so that *he*/she can show improvement. However, the teacher concerned can represent to the following Standing Committee:

- | | |
|---------------------------------|----------|
| 1. Concerned Dean/Director | Chairman |
| 2. Dean, Postgraduate Studies | Member |
| 3. Head of department concerned | -do- |
| 4. Scheme Incharge | -do- |

The committee after examining the representation will submit its recommendations to the Vice-Chancellor for final orders.

(Registrar memo No. Admn.I.AU.02/W-2/
IV/20719-838 dated 4.9.2002)

The Vice Chancellor has ordered that the satisfactory grading recorded in the AP&ARs in *r/o* Professor level teachers is not to be communicated to the concerned teacher. Therefore, the instructions issued vide this office memo No. Admn.I.AU.03/W-2/IV/227-346 dated 3.1.2003 stand withdrawn.

(Registrar memo No. Admn.I.AU.04/W-2/
IV/464-574 dated 7.1.2004)

The Vice Chancellor has ordered that the satisfactory grading recorded in the AP&ARs in *r/o* Associate Professor level teachers is also not to be communicated to the concerned teachers.

(Registrar memo No. Admn.I:AU.09/W-2/
Vol.IV/20349-469 dated 11.11.09)

5. INFORMATION REGARDING TECHNOLOGIES DEVELOPED AND PUBLICATIONS MADE BY THE TEACHERS

The Vice Chancellor has approved the following format regarding the publications to be supplied by the teachers in AP&ARs

1. Author, year, title of the publication, name of the journal, volume, pages, place of publication, whether journal is included in NAAS list or not (the information about NAAS list to be indicated by tick(✓) or cross(X))
2. The information of publication should be categorized under the following heads:
 - a) Referred journals
 - b) Paper presented in symposia/ workshops
 - Fully paper published
 - Only abstract published
 - c) Book chapter
 - d) Popular articles(in this issue number needs to be mentioned in addition to the volume of the journal).
 - e) Others.
3. Only the published /accepted papers should be included (strictly during the period under report). There should be no repetition with the previous and succeeding years.

6. INFORMATION REGARDING THE TECHNOLOGIES DEVELOPED/APPROVED BE SPECIFIED AS FOLLOWS:

1. Whether a scientist is associated with the development of the technology.
2. Whether a scientist is associated with testing during technology development.
3. Expected impact.
4. Expected problems in the adoption.

The information should be strictly for the period under review.

(Registrar memo No. Admn.I.AU.05/ W-2/
18700-820 dated 10.10.2005

7. WRITING OF ANNUAL PROGRESS REPORT AND ASSESSMENT REPORTS OF TEACHERS

The assessment and grading in AP&ARs is to be considered w.r.t. the priority area of work i.e. research/teaching/extension assigned to the teacher. The actual basis for grading 'outstanding' must be recorded in the AP&ARs of the teacher by the evaluating committee. Special weightage should be given to the achievements of practical value in agriculture which are useful to the farming community of the state and agro industry. It should be ensured by the Head of the Department that the research projects handled by the scientist category wise i.e. projects/ scheme in which the scientist is posted. The extremely funded projects/ acquired on competitive grant basis and allotted projects being handled by the scientist be given in the separate head in the proforma meant for self appraisal of the teachers. The Vice-Chancellor has ordered that the norms of workload as per chapter XLII of Calendar 2001 are also to be kept in view.

(Registrar memo No. Admn.I.AU.07/
20859-20953 dated 14.12.2007

The satisfactory/unsatisfactory grading should not be given without any detailed justification in the absence of which the teachers are not aware of their shortcomings which require improvement.

(Registrar memo No. Admn.I.AU.08/ W-
2/IV/ 2265-2384 dated 5.2.2008

8. GRANT OF INCENTIVES TO THE NSS FUNCTIONARIES IN PAU WHILE WRITING OF CONFIDENTIAL REPORTS

The Academic Council decided that due credit be given to the Co-curricular activities being done by a teacher while assessing his/her annual progress and assessment report.

Registrar memo No. Admn.I.AU.08/ 9010-
9229 dated 21.4.2008

9. WRITING OF ANNUAL PROGRESS AND ASSESSMENT REPORTS OF TEACHERS

The Vice-Chancellor has ordered that the following guidelines require strict compliance while accepting the annual progress and assessment reports of the Associate Professor/ Professor level teachers:

1. The AP&ARs are to be received in the department and receipt numbered by affixing the stamp of the department as these are to be submitted by the teacher concerned by the 11th of August every year. This fact cannot be verified due to lack of receipt number and date.
2. The AP&ARs up to Part II are to be signed by teacher concerned on every page. It has been observed in a number of cases that these have been signed up to last page whereas the name of teacher concerned is to be written on the remaining portion on the top of every page.
3. Use of white fluid and cutting is not desirable in AP&ARs.
4. The committee members while assessing the work of the teacher concerned are to put dated signatures on the printed columns followed by rubber stamps which otherwise is not in practice.
5. Every column of AP&ARs is to be filled clearly whether applicable or not.

(Registrar memo No. Admn.I.AU.09/ W-2/
Vol.v/ 20776-895 dated 12.11.09

CHAPTER III

COMPLETION OF PROBATIONARY PERIOD

I. GRANT OF STUDY LEAVE TO TEACHERS – COMPLETION OF PROBATIONARY PERIOD

a) The Academic Council in its 29th meeting held on 18-6-1973, vide Item No. C-7, decided that all those who have joined the academic programmes, be allowed to continue their studies and if they have not completed their probationary period on the present post, they will complete it on their return to their posts.

(Registrar's Letter No. Admn. I. (MT-112)/73/9812-54, dated 2-7-1973)

b) The Academic Council in its 37th meeting held on 25-6-1974, decided that the period spent by a teacher in a training programme for which he is sponsored by the university, is to be excluded for completion of probationary period.

(Registrar's Letter No. Admn. I. (MT-112)/74/11351-401, dated 10-7-1974)

The Academic Council in its 88th meeting held on 3-9-1980, decided that the teachers, who join higher studies/training programmes before completing their probationary period would complete it on return but the period spent by them on higher studies/training programme will not count for the completion of their probationary period. However, this period will not affect their seniority and on successful completion of probation, they will be granted seniority from the date they were actually appointed unless it had been deferred for some other reasons.

(Registrar, PAU's Memo. No. Admn. I. (MT-419)/80/23026-23100, dated 1-10-1980)

II. CRITERIA TO ALLOW COMPLETION OF PROBATIONARY PERIOD

As per orders of the Vice-Chancellor, an employee who has not earned consistently good reports for complete two years or his increment is stopped or any case is pending against him and disciplinary proceedings are pending against him, should not be considered fit for the clearance of his probation satisfactorily. Probationary period will be extended if the record of the employee for any portion of two years of probationary period is simply fair/average or below his grading.

(Registrar, PAU's Memo. No. Admn. II. (MT-419)/74-129, dated 2-1-1975)

An employee who has earned consistently satisfactory reports for complete two years and whose increment has not been stopped and no case is pending against him nor any disciplinary proceedings, should be considered fit for the clearance of his probation. If first report is average and second one is satisfactory, the probationary period need not be extended.

(Registrar, PAU's Memo. No. Admn. V. (MT-419)/79/16164-230, dated 31-8-1979)

Before allowing an employee to complete probationary period satisfactorily, it should be ensured that he has earned two/one satisfactory report(s) as the case may be, without any adverse/advisory remarks, no penalty has been imposed upon him and no case is pending against him nor any disciplinary proceedings are pending against him.

(Registrar, PAU's Memo. No. Admn. VI. AU/84/7769-7849, dated 31-3-1984)

III. COUNTING OF SERVICE RENDERING ON STOP-GAP BASIS TOWARDS COMPLETION OF PROBATIONARY PERIOD

As per orders of the Vice-chancellor, the period of service rendered on stop-gap basis/adhoc basis shall not count towards completion of probationary period. The instructions issued by the Registrar, PAU, Ludhiana vide Memo No. Admn. II.AU.68/13454-534, dated 22-10-1968 were also withdrawn.

(Registrar, PAU's Memo. No. Admn. I. (M-723)/75/15078-136, dated 25-11-1975)

IV. COUNTING OF PERIOD OF MATERNITY LEAVE OR ANY OTHER KIND OF LEAVE TOWARDS COMPLETION OF PROBATION PERIOD

When a view can be framed about the work and conduct of the employee even by seeing his work only for a period of three months, the period of maternity leave or any other kind of leave upto six months should be counted towards the probationary period because the remaining period of probation i.e. one and a half year is sufficient to judge the standard of work and conduct of the employee.

(Letter No. 1/26/81-IPP/1929, dated 9-2-1982 of the Department of Personnel and Administrative Reforms (Personnel Policies Branch), Govt. of Punjab circulated by the Registrar, PAU vide Endst. No. Admn. VI.AU. 82/5389-5463, dated 29-3-1982)

As per orders of the Vice-Chancellor where an employee remains on maternity leave or any other kind of leave exceeding six months during or at the end of the probationary period, the competent authority may allow the employee concerned to complete the probationary period after watching his/her work and conduct further for the period by which the leave exceeds six months. If the work and conduct is found satisfactory during this period, he/she may be allowed to complete his/her probationary period from the due date so that the seniority of the employee remains undisturbed.

(Registrar, PAU's Memo. No. Admn. VI.AU/84/M-832/16901-90, dated 14-9-1984)

V. WORK AND CONDUCT SUBSEQUENT TO THE DUE DATE FOR COMPLETION OF PROBATIONARY PERIOD CAN OR CAN NOT BE TAKEN INTO CONSIDERATION FOR EXTENDING THE PROBATIONARY PERIOD

The Legal Advisor of the Punjab Agricultural University gave his opinion that once the period of probation has expired and the employee has also earned good report for the period of probation, he acquires a right for confirmation in the post. Subsequent lapse on his part made from the basis of separate disciplinary action against him, if found necessary but cannot be taken into consideration while judging his suitability for confirmation.

(Registrar, PAU's Letter No. Admn. VI.AU/83/13380-450, dated 17-8-1983)

V. COMPLETION OF PROBATIONARY PERIOD IN RESPECT OF TEACHERS GIVEN ASSUMED DATE OF JOINING

The period of probation should not be cleared on the basis of assumed date of joining. The Legal Advisor of the Punjab Agricultural University clarified that the period of probation cannot be treated as complete by counting the same notionally w.e.f. the date of order of appointment or some other imaginary, notional or deemed date. The object of judging the performance of an official during the period of probation is to see his actual work by his physical occupation of the post.

(Registrar, PAU's Memo. No. Admn. VI.AU/83/M-419/19192-19262, dated 5-11-1983)

VI. COMPLETION OF PROBATIONARY PERIOD OF THOSE AGAINST WHOM A CHARGE-SHEET HAS BEEN SERVED OR DISCIPLINARY PROCEEDINGS HAVE BEEN PENDING

After consulting the Legal Advisor of the PAU, it has been clarified that the probationary period of an employee against whom a charge-sheet has been served and/or disciplinary proceedings have been pending should not be extended but the case should be kept pending till final decision on the charge-sheet is taken and the employee concerned informed of it before the date on which he is due to complete the probationary period. If the employee is exonerated, he should be allowed to complete the probationary period satisfactorily from the due date. If he is found guilty of any of the charges, the competent authority may at its discretion extend the period of probation on the merits of the case.

(Registrar, PAU's Memo. No. Admn. IV. AU/ 86/1481-1564, dated 29-1-1986)

VII. COMPLETION OF PROBATIONARY PERIOD OF THOSE WHOSE JOINING REPORTS ARE ACCEPTED DURING LEAVE

As per orders of the Vice-Chancellor, the joining reports of the teachers promoted under merit promotion scheme during the leave should be accepted but the cases for completion of probationary period of such teachers may be decided in accordance with the instructions issued vide Registrar's Memo No. Admn. VI. AU. 83/M-419/19192-19262, dated 5-11-1983.

(Registrar, PAU's Memo. No. Admn. I. AU/ 89/ 10199-298, dated 9-6-1989)

IX. MAXIMUM PERIOD OF PROBATION

After taking legal advice, the Vice-Chancellor of the Punjab Agricultural University has ordered that the probationary period of the University employees/teachers shall not be extended beyond three years. Where the work and conduct of the employee is not found satisfactory during this period of three years, he may be reverted back to this previous post if he holds any lien on such post or his services be dispensed with after obtaining approval of the competent authority but in no case the period of probation be extended beyond three years.

(Registrar, PAU's Memo. No. Admn. IV. AU/ 93/ 4182-4301, dated 19-3-1993)

X. COMPLETION OF PROBATIONARY PERIOD IN RESPECT OF CLERKS WHO HAVE YET TO PASS PUNJABI TEST

As per orders of the Vice-Chancellor, the probationary period of newly appointed clerks who have yet to pass the Punjabi test, should not be extended if otherwise they fulfill the criteria laid-down in the Registrar's Memo No. Admn. IV. AU. 84/7769-7849, dated 31-3-1984. However, they will not be considered eligible for promotion unless they qualify this test.

(Registrar, PAU's Memo. No. Admn. IV. AU/ 97/ 3073-3202, dated 6-2-1997)

XI. COMPLETION OF PROBATIONARY PERIOD OF THOSE WHO PROMOTED RETROSPECTIVELY

Where promotion is offered from the retrospective date, the probationary period will start from the date, the employee actually occupies the post physically and not from the retrospective date.

(Letter No. 6/27/97-I PP. I/13067, dated 5-10-1998 from the Department of Personnel and Administrative Reforms (Personnel Policies-I Branch), Govt. of Punjab, circulated by the Registrar, PAU's Endst. No. Admn. IV. AU. 2000 / M-419 / 13323-453, dated 7-9-2000)

As per verdict of the Hon'ble Supreme Court of India, Govt. of Punjab had issued instructions vide letter, dated 6-10-1998.

(Letter No. 18-8-2002 of the Department of Personnel and Administrative Reforms (Personnel Policies-I Branch), Govt. of Punjab, circulated by the Registrar, PAU's Endst. No. Admn. IV. AU. 2000/M-419/13323-453, dated 7-9-2000)

XII. COMPLETION OF PROBATIONARY PERIOD IN RESPECT OF NEWLY APPOINTED STENO TYPISTS

As per orders of the Vice-Chancellor, the probationary period of newly appointed Steno-typists (Punjabi) who have yet to pass the English shorthand and type test, should not be extended if other-wise, they fulfill the criteria laid-down in Registrar's Memo No. Admn. IV. AU. 84/7769-7849, dated 31-3-1984.

(Registrar, PAU's Memo. No. Admn. IV. AU/ 99/ 3317-3457, dated 11-2-1999)

XIII. COMPLETION OF PROBATIONARY PERIOD

The Vice-Chancellor has ordered that the cases regarding completion of probationary period be initiated well-in-advance as per clause 7(2) of the Statutes regarding the Number, Qualifications, Emoluments and other Conditions of Service of Officers and other Employees of the University not being Teachers and the Preparation and Maintenance of Record of their Service and Activities(Chapter-VI) .

(Registrar memo No. Admn. IV AU. 03/ M-419/ 4993-5122 dated 10.2.2003)

CHAPTER IV

PUNISHMENT AND APPEAL RULES

The Supreme Court of India in a case C L Subramaniam Vs. The Collector of Customs, Cochin observed that the appellant was pitted against a trained prosecutor though he was not a legal practitioner. The Disciplinary Authority did not consider the request of appellant to engage a legal practitioner to assist him on the ground that the person appointed by the Disciplinary Authority to present the charges was not a legal practitioner. The grounds urged by the appellant in support of his request for permission to engage a legal practitioner were by no means irrelevant. The fact that the case against the appellant was being handled by a trained prosecutor was a good ground for allowing the appellant to engage a legal practitioner to defend him lest the scales should be weighed against him.

The Chief Secretary to Government of Punjab vide letter No. 5970-SII(3)-73, dated 18-9-1973 conveyed directions of the Government that while dealing with the cases relating to permission to government employee to engage a legal practitioner, decided by the Supreme Court in its judgement reported in 1973(2) SLR page 415 may be kept in view.

GUIDELINES FOR THE ENQUIRY OFFICERS ENTRUSTED WITH THE DISCIPLINARY ENQUIRIES

1. GENERAL PRINCIPLES

The Enquiry Officer has to conduct the proceedings within the frame work of the provisions of the Punjab Civil Services (Punishment & Appeal) Rules, 1970 and the instructions issued thereunder from time to time. With the objectivity of approach and judicial independence, the Enquiry Officer is to record his findings on the basis of evidence adduced and to report whether charges framed against the delinquent employee are proved or not. He should be free from any bias and be impartial, should not condemn any body unheard and should follow the rules of natural justice. The provisions of Indian Evidence Act should be strictly followed.

2. PRELIMINARY STAGE

Before the start of enquiry, the Enquiry Officer should satisfy himself that he has received the orders of competent authority appointing him the Enquiry Officer, a copy of charge sheet, a copy of the defence reply, a copy of statement of witnesses, if any, defence proving the delivery of the documents to the employee and a copy of the order appointing the Presenting Officer.

3. APPEARANCE

The Enquiry Officer should send a written notice giving date and time to the government employee within ten working days of the receipt of the articles of charges etc. for appearance before him.

4. RECORDING OF PLEA

On appearance the government employee will be asked by the enquiry Officer if he pleads guilty to the charges framed against him, or he has any defence to make. If he pleads guilty to any of the charges, the same should be recorded with dated signatures of the employee.

5. FAILURE/REFUSAL TO PLEAD

In case the employee does not appear before the Enquiry Officer within the stipulated period, or refuses to plead, then the Enquiry Officer should order the Presenting Officer to produce the evidence to prove the charges and

adjourn the case to a later date not exceeding thirty days. He should also record an order that the employee may for appearing his defence inspector within five days of the order, the following documents :

- a) Substance of the imputations of misconduct or misbehaviour into definite charges.
- b) A statement of imputations of misconduct or misbehaviour in support of charge with statement of relevant facts including admission or confession made by the employee, a list of documents and a list of witnesses and the employee may submit a list of witnesses to be examined on his behalf. The Enquiry Officer shall also give a notice for discovery or production of any document which is in possession of the authorities but is not mentioned above.

6. DISCOVERY/PRODUCTION OF RECORD AND SUPPLY OF COPIES PF DOCUMENTS

If the employee applies for the production of record the request shall be granted. But the Enquiry Officer should ensure that the documents sought are relevant and if he feels that these are not relevant, the request may be declined with reasons to be recorded. Then the Enquiry Officer will ask the authority who has requested documents to produce the same. No request from the employee shall be granted for the supply of copies of listed documents except the copies of statements of the witnesses examined during the enquiry/investigation, then copies of those statement or witnesses are to be supplied to him on which reliance is proposed to be made by punishing authority. If any document is to be denied the reasons for the same should be recorded.

7. RECORDING OF EVIDENCE

The proceedings shall be conducted in the presence of the delinquent employees unless held ex-parte. Long adjournments should be avoided. Ordinarily the statement of witnesses should be recorded in narrative and not in question answer form. If the witness is evasive in his reply or tries to conceal the truth then a specific question can be put to him and his answer should be recorded. First of all oral and documentary evidence on behalf of punishing authority shall be allowed to be produced. Irrelevant, malicious, scandalous or mischievous questions should be disallowed. While the Presenting Officer is entitled to re-examine the witnesses on any point, the permission of the Enquiry Officer is essential. The Enquiry Officer may permit new evidence before the close of the case on behalf of punishing authority or the government employee if in his opinion it is necessary to do so. The copies thereof will be supplied to the government employee o demand. If the government employee raises some objection which call for decision, the Enquiry Officer will give notice to the Presenting Officer for the same and then decide the issue by writing speaking order. However, the case shall under no circumstances be remitted to the punishing authority nor shall it be adjourned pending decision of the punishing authority.

8. CHANGING OF ENQUIRY OFFICER

In the event of change of Enquiry Officer successor Enquiry Officer may act on the evidence recorded by his predecessor wholly or partly. If he feels that it is necessary to further examine any witness he may do so.

9. MODE OF SERVICE OF NOTICE/ORDERS

Every order and notice should be served in person on the delinquent government employee or it should be communicated to him by registered post. If either of the two things is not possible, the same should be got published in the newspaper.

10. COMPELLING ATTENDANCE OF WITNESSES AND PRODUCTION OF DOCUMENTS

The enquiry Officer is legally competent to exercise the powers of a Commission under the Public Servants (Inquiries) Act, 1850 for the purposes of summoning of witnesses and for compelling the production of documents. A person disobeying a process issued in this behalf is liable to the same penalty as if the process issued by a court had been disobeyed. The Presenting Officer or the delinquent employee may bee allowed to produce his witnesses.

11. STANDARD OF PROOF

The standard of proof in the case of domestic enquiries is not as strict as is in criminal cases. The finding in a departmental enquiry is to be based on the preponderance of probabilities as in civil cases.

12. RECORDING OF REPORTS

After the conclusion of the enquiry, the Enquiry Officer shall prepare a report and his finding should be based strictly on evidence adduced during the enquiry. The reasons for accepting or rejecting any plea or contention should be clearly stated. No material from personal knowledge or other extraneous considerations should be imported while giving findings. The findings shall not be recorded on any article of charges different from original articles unless the government employee has either admitted the facts of that charge. The principles of natural justice, equity and fair play should be kept in mind while recording the report. The report shall contain the brief introduction, a list of charges, summary of evidence of the delinquent government employee, summary of evidence of both sides, reasons for acceptance or rejection of any evidence and the conclusions arrived at.

The enquiry Officer under no circumstances shall propose the penalty which may be imposed on the government employee by punishing authority.

(Guidelines circulated by the Registrar,
PAU)

PROOF TO BE FOLLOWED IN DEALING WITH DEPARTMENTAL ENQUIRIES

The supreme Court in Civil Appeal No. 1758 of 1970, Union of India versus Sardar Bahadur categorically laid down "Standard of Proof" for establishing the charges in connection with the departmental enquiries as under :

"A disciplinary proceedings is not a criminal trial. The standard of proof required is that of preponderance of probabilities and not proof beyond reasonable doubt".

(Registrar's No. Admn.I/75/10974-1039,
dated 17-9-1975)

GRANT OF HONORARIUM TO THE ENQUIRY OFFICER

In each case the quantum of work will have to be adjudged with reference to the requirement of rule 5.55 of Punjab CSR Vol. I Part I. Merely the entrustment of enquiry will not be sufficient basis for the grant of honorarium. The basic consideration will be whether the work of the enquiry coupled with the normal work/duties of the officer conducting the enquiry, warrants additional remuneration over and above the normal salary. If the total work load involves extra labour beyond the norms and the requirements of rule 5.55 ibid only then the question of granting honorarium may be determined. The amount of honorarium may be determined according to the volume of work but it should not exceed Rs. 500/- in any case.

(Letter No. 8835-2SII-75/51895, dated 15-
12-1975 from the Chief Secretary to
Government, Punjab).

REVIEW OF ORDERS PERTAINING TO PUNISHMENT OF THE EMPLOYEES/TEACHERS

According to Clause 12 of the Statute regarding the Conditions of Service the powers to review the orders pertaining to punishment of employees/teachers vests with the next higher authority who is to take decision on an appeal from the employee/teacher concerned. Therefore, the Vice-Chancellor has ordered that the punishing authority is not competent to review his own orders as he cannot sit in judgement on his own action.

(Registrar's No. Admn.V.AU.77/177-231,
dated 6-1-1977).

SUSPENSION OF GOVERNMENT EMPLOYEE – REVIEW OF GENERAL POLICY

Every proposal of suspension of an employee should be carefully considered. Suspension be ordered only if circumstances fully justify it. Suspension should not be ordered unless the allegations are of such serious nature that on the basis of available material, a prima-facie case for dismissal or removal of employee concerned is made out or his continuance in service is likely to cause embarrassment and hamper the investigation process. Ordinarily it would be sufficient to transfer the employee to prevent him from having an opportunity to interfere with the witnesses of tamper with the evidence.

Except in case of rare urgency, an employee should not be suspended until a proper charge sheet has been served upon him and his explanation obtained and found unsatisfactory. Where an employee is henceforth placed under suspension the charge sheet in any case be served on him within a period of three months, failing which he should be eligible to be reinstated.

The entire process of serving charge sheet, holding the enquiry and taking final decision should be completed within a period of one year from the date of suspension of the employee failing which the concerned employee should be eligible for reinstatement. If the process is delayed because of the dilatory tactics adopted by the delinquent employee, the period of suspension may exceed one year. Of course, the employee should be afforded full opportunity to defend himself and should not be denied consultation of necessary records. Where the cases of suspended employees have been referred to a court of law and there is an avoidable delay in the trial court, the matter shall be brought to the notice of the Registrar, High Court through a confidential communication for taking suitable action. In such cases the employee under suspension shall not be eligible for reinstatement if proceedings in the court are not completed.

(Letter No. 1270-2PP-78/15809, dated 16-5-1978 from the Department of Personnel and Administrative Reforms. Govt. of Punjab, circulated by the Registrar, vide No. Admn. I. (M-8447/78/8133-98, dated 31-5-1978).

SUSPENSION OF GOVERNMENT EMPLOYEE-CERTAIN CLARIFICATIONS

(i) From which date the employee should be considered to be suspended/ reinstated

It is a well settled fact that the orders of suspension comes into effect from the date it is issued and not from the date it is served upon the employee concerned, However, the case of reinstatement is not akin to that of suspension. The order of reinstatement will take effect on the date employee actually joins his duty. Efforts should be made to get the orders delivered by hand, if possible and if it is not possible then telegraphic message should be sent to be followed by detailed orders. If the suspension order is not delivered in the date of issue, the orders of suspension may be modified to give effect to them from the date on which the employee concerned actually leaves the charge of the post.

WHETHER IT IS NECESSARY FOR THE SUSPENDED EMPLOYEE TO ATTEND OFFICE DAILY

The suspended employee ceases to exercise the powers and discharge the duty of his office during the suspension period though he continues to be subject to the disciplinary control of the same authority. There is no rule under which a suspended employee can be required to attend and mark his presence in the office daily unless he is specifically called by the controlling authority concerned. It is advisable not to impose any general condition of getting the presence marked daily.

WHETHER THE PAYMENT OF SUBSISTENCE ALLOWANCE COULD BE STOPPED IF THE SUSPENDED EMPLOYEE LEAVES THE HEADQUARTERS WITHOUT PERMISSION

The payment of the subsistence allowance is regulated under rule 7.2 of Punjab CSR Volume I, Part I and there is no provision in the rules for stopping the same if the suspended employee leaves the headquarter without prior permission. It is considered that it is not necessary to stop the subsistence allowance of such employees for the period for which he remains absent from the headquarters without prior permission for reasons that if they do so they render themselves for further disciplinary action. If unauthorized absence continues over long period whereby delaying the proceedings against the suspended employee, then the course can be taken to the provisions of rule 7.2 (1) (ii) ibid according to which the amount of subsistence allowance may be reduced. If in the opinion of the authority the period of suspension has been prolonged due to the reasons to be recorded in writing, directly attributable to the government employee concerned.

(Letter No. 14/36/78-2PP, dated 20-2-1979 from the Department of Personnel and Administrative Reforms. Govt. of Punjab, circulated by the Registrar, PAU, vide No. Admn. II. (M-844)/79/, dated 1-3-1979).

TIME LIMIT FOR FINALISATION OF CASES

Suspension should not be ordered unless the allegations are of a serious nature that on the basis of available material, prima-facie case for dismissal or removal of employee concerned is made out or his continuance in service is likely to hamper the investigation process. Further, the entire process of serving charge sheet, holding the enquiry and taking of decision with regard to final action to be taken in case should be completed within a period of one year. In case the decision cannot be taken within a period of one year, the employee concerned should be eligible for reinstatement.

The Vice-Chancellor has ordered that the responsibility for any delay in the finalization of enquiry will lie squarely on the officer who suspended the employee.

(Registrar's No. Admn.IV.AU.84/16455-535, dated 4-9-1984)

THEFT OF STORE ARTICLES

As per orders of Vice-Chancellor, apart from reporting the cases of theft of university property to the police, the departmental enquiry⁶ be also instituted immediately on the occurrence of any theft to find out the culprit involved and to pin point the responsibility. The Enquiry Officer appointed in such cases be directed to finalise the enquiry within a specified reasonable period and submit report accordingly.

Comptroller's No. CAU. Insp.(2)/85/864-1004, dated 20-3-1985)

PROCEDURE TO BE FOLLOWED IN CASES WHERE THE TURN OF AN EMPLOYEE WHOSE CONDUCT IS SUBJECT TO ENQUIRY, COMES UP FOR PROMOTION TO HIGHER POST

The policy is applicable in case of employees :

1. who are under suspension?
 2. against whom disciplinary proceedings are pending.
 3. a decision has been taken to initiate disciplinary proceedings against them.
 4. against whom prosecution has been launched in a court of law or sanction for prosecution has been issued.
- Before finalizing a case of promotion of any such employee the competent authority should ascertain :
1. Whether there is any departmental disciplinary proceedings or any case in a court of law pending against the individual.
 2. There is a prima-facie case on the basis of which a decision has been taken to proceed against the Enquiry either departmental or in court of law.

The competent authority may assess the suitability of employee for promotion without taking into consideration the fact of the case pending against him. In case he is found unfit for promotion on the basis of his record without clearly recorded. However, if he is found to be fit for promotion, except for the case pending against him, the case of his promotion should be kept pending and employee junior to him may be promoted on officiating basis in the vacancy which would have been filled by the senior employee. This procedure should be followed every time the case for promotion of an employee against whom the case is pending is considered.

On the conclusion of disciplinary/court proceedings, in case the employee is completely exonerated and no statutory penalty including that of censure is imposed, the earliest possible date of his promotion, but for the tendency of the disciplinary/court proceedings against him may be determined with reference to the position assigned to him in the departmental findings as a result of following the procedure mentioned above and with reference to the date of promotion of his next junior. If necessary, the junior most officiating person may be reverted and senior person may be given notional promotion from the date he would have been promoted but no arrears of pay shall be payable for the period of notional promotion preceding the date of actual promotion.

If any penalty is imposed as a result of disciplinary proceedings or if he found guilty in the court proceedings, he shall be considered for promotion with prospective effect along with other officials in the normal course. The result of disciplinary/court proceedings shall also be taken into consideration while considering his case for promotion.

Where departmental disciplinary proceedings have been held warning should not be issued as a result of such proceedings. If it is found that some blame attached to the employee, then the penalty of censure should be imposed atleast.

In some cases disciplinary/court proceedings may not be considered even after the expiry of one year from the date of issuance of charge sheet or putting up the challan in the court of law. In such cases, provided the employee is not under suspension, the following policy may be adopted :

The competent authority may review whether the charges are grave enough to warrant continued denial of promotion and the promotion of the employee will be against public interest, whether there is no likelihood of the case coming to a conclusion in near future, the delay in the finalisation of the proceedings is not directly or indirectly attributed to the employee concerned and the probable nature of the punishment that may be imposed, if the charges are established against the employee.

If after this review the appointing authority is of the view that the employee should be promoted pending conclusion of disciplinary/court proceedings he may be promoted adhoc with effect from the date of issue of orders and if necessary, the junior most officiating person should be reverted.

Whether the departmental proceedings or court cases have arisen out of an investigation conducted by Vigilance Department, the appointing authority should also consult that department and take their views into account. Thereafter, if the decision is taken to promote the employee on adhoc basis, it must be made clear in the orders that :

1. The promotion is on purely adhoc basis and it will not confer any right for regular promotion.
2. The promotion shall be until further orders and the government reserves right to cancel and revert the employee to the post from which he was promoted at any time.
3. If the employee is acquitted in the court proceedings on the merits of the case or is completely exonerated in the departmental disciplinary/court proceedings, action should be taken as already mentioned above. The date of promotion to be so assigned shall not be later than the date of adhoc promotion and he will also be entitled to the benefit of salary in the higher post already enjoyed with effect from the date that he was promoted at adhoc.
4. Where the acquittal is not on merits but purely on technical grounds and the government either proposes to take the matter to the higher court or to proceed against the employee departmentally, the appointing authority may review whether the adhoc promotion should be continued.
5. If the government does not propose to go in an appeal to a higher court or for departmental action, action should be taken in the same manner as if the employee had been acquitted by the court on merits.
6. If the employee is not acquitted/completely exonerated, adhoc promotion already granted should be brought to an end by the issue of further order contemplated in the order of adhoc promotion and the employee should be reverted to the post from which he was promoted on adhoc basis.

(Letter No. 4/37/83-2PP/8708, dated 27-6-1985 from the Governor of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies Branch, Chandigarh) circulated by the Registrar vide No. Admn. IV. AU 85/M-844/17305-30, dated 19-9-1985)

SUSPENSION OF GOVERNMENT SERVANT INVOLVED IN CASES OF DOWRY DEATHS

The government takes a very serious view of offences against women. If a case has been registered by the police against government servant under section 304- B of the IPC, he shall be placed under suspension in the following circumstances by revoking the provisions of sub rule (l) of rule 4 of the Punjab Civil Services Punishment and Appeal Rules, 1970.

1. If the government servant is arrested in connection with the registration of police case, he should be placed under suspension immediately irrespective of the period of his detention.

2. If he is not arrested, he shall be placed under suspension immediately on submission of a police report if the report prima-facie indicates that the offence has been committed by government servant.

(Letter No. 7/2/84-2PP/22761, dated 18-11-1987 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh) circulated by the Registrar vide No. Admn. IV. AU 85/ 1778-1892, dated 29-1-1988)

SELF SPEAKING ORDERS IN THE MATTERS AFFECTING RIGHT OF THE PARTIES CONCERNED OR GOVERNMENT SERVANTS

Punjab and Haryana High Court in case State of Punjab versus Jagtar Singh reported as 1989(1) PLR 77 observed as under :

“The withholding of an increment of pay is a minor penalty under rule 5 of the Rules. Rule 10(d) of the Rules enjoins on the punishing authority to record a specific finding on each imputation of misconduct or misbehaviour. The plaintiff is charged for embezzlement of funds. He was issued a notice and a reply to the notice was also filed by the delinquent employee but while rejecting the explanation if the respondent, reasons were not given by the punishing authority. The learned counsel for the appellants read out before me the orders passed by the punishing authority withholding one increment. It only recites that explanation furnished by the delinquent employee is not acceptable. The order does not satisfy the rest of clause (d) of rule 10 of the Rules. The punishing authority could reject the explanation furnished by the respondent but only by giving reasons in support of the order. I do not find any infirmity in the reasoning advanced by the first Ld. Appellate court while holding that the order withholding the increment of the respondent is vitiated because it is not a speaking order”.

Where the impugned orders have been held void, illegal and honest in the type of law for want of non-speaking orders, no limitation to challenge these orders in the courts is prescribed. In this connection the courts get support of the judgement of the Supreme Court in case State of MP Vs. Syed Qamarali, 1967 SLR 229 wherein his Lordship KC Dass Gupta J. delivering judgement on behalf of five judges held as under :

“He, therefore, holds that the order of dismissal having been made in branch of a mandatory provision of the Rules subject to which only the power of punishment under section 7 could be exercised, is totally invalid. The order of dismissal had, therefore, no legal existence and it was not necessary for the respondent to have the order set aside by a court. The defence of limitation which was based only on contention that the order had to be set aside by a court before it becomes invalid must, therefore, be rejected”.

In order to avoid unnecessary expenses on litigation in such cases and to facilitate quick disposal of the cases, the Enquiry Officer should conduct enquiries in accordance with the procedure laid down in the Punjab Civil Services Punishment and Appeal Rules 1970 and the punishing authority should issue orders affecting the rights of the government employee indicating invariable reasons so as to make them speaking orders.

(Letter No.3/26/90-2PP/8534, dated 15-5-1990 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh) circulated by the Registrar vide No. Admn. IV. AU 90/M-844/13324-49, dated 20-6-1990).

42nd AMENDMENT IN SECTION 311 OF SUB SECTION (2) OF THE CONSTITUTION OF INDIA

The Enquiry Officer should supply a copy of his enquiry report to the delinquent employee against written acknowledgement. Then the Enquiry Officer will send his report along with the acknowledgement of the employee for having obtained a copy of the report to the appointing authority.

(Letter No.3/14/91-2PP/6269, dated 25-4-1991 from the Government of Punjab,

Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh).

No employee should be kept under suspension for a long period than necessary without solid reasons. The work on finalizing the disciplinary proceedings against the employee should be completed within six months at all costs.

(Letter No.3/33/93-2PP/1214, dated 21-1-1993 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh).

DEPARTMENTAL PROCEEDINGS AGAINST CLASS III AND CLASS IV EMPLOYEES QUICK DISPOSAL THEREOF

It has already been laid down in circular dated 6-12-1998 that the pending cases of departmental disciplinary proceedings should be monitored every month and submit quarterly report to the higher authorities.

(Letter No.10/1/93-2PP/4595, dated 9-3-1993 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh).

EXPEDITIOUS FINALISATION OF DEPARTMENTAL ENQUIRIES

The government has decided that :

1. It is compulsory for every employee to intimate his latest address.
2. Intimation regarding enquiry notices should be sent under UPC simultaneously at the employee's temporary as well as permanent address. In case no reply is received, the same should be published in the prominent/leading regional newspapers. Registered letters result in a lot of delay and should not, therefore, be sent.
3. If the preliminary enquiry has been conducted before ordering regular enquiry, the report of preliminary enquiry should not be included in the list of documents and should not be relied upon by Enquiry Officer unless its copy has already been supplied to the employee proceeded against.
4. Generally the delinquent employee is required to submit his reply within 15 days but the documents relied upon are not supplied with the charge sheet. Consequently, the employee applies for the extension of time again and again resulting in delay in the finalization of the proceedings. The documents relied upon and asked for by the employee should be supplied to him at the earliest unless he asks for documents with a view only to deliberately delay the case. The courts have generally held that it is the responsibility of the department to make available to the employee concerned the relevant documents. The department should not simply ask the employee to go and see the documents in the office. As far as possible, Photostat copies of all relevant documents should be given to the employee.
5. If the employee does not reply within the stipulated period he may be given one more opportunity. If he replies and asks for more time to enable him to examine the relevant record, he may be given minimum reasonable time.
6. In service Enquiry Officer are busy in their day to day work and may not be able to devote enough time to enquiry, therefore, a panel of retired officer should be drawn up. Where felt necessary enquiry officer may be selected out of this panel and honorarium may be given to such enquiry officers.
7. Frequent transferring of the Presenting Officers should be avoided.
8. If an employee submits an application during the proceeding of the enquiry, the Enquiry Officer should give a ruling within a week.
9. The enquiry must be completed within six months.

10. It should be compulsory for the employee under suspension to attend office at least one day in a week which may be specified in the suspension order. Subsistence allowance should be paid subject to the employee attending the office once in a week. If any letter is to be delivered to the suspended employee it can be delivered to him in the office on the he attends the office.

(Letter No.3/54/91-2PP/18883, dated 4-10-1993 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh) circulated by the Registrar vide No. Admn. IV. AU 93/M-844/17176-275, dated 26-11-1993).

GUIDELINES FOR PLACING A GOVERNMENT EMPLOYEE UNDER SUSPENSION ON THE ALLEGATIONS OF CORRUPTION ETC.

The State Government decided to adopt the policy prevalent in the Government of India and the following circumstances are indicated in which a disciplinary authority may consider it appropriate to place a government employee under suspension. These are only intended for evidence and should not be taken as mandatory:

1. Cases where continuance in office of the Government employee will prejudice the investigation, trial of any enquiry (e.g. apprehended tampering with witnesses or documents).
2. Where the continuance in office of the Government servant is likely to seriously subvert discipline in the office in which the public servant is working.
3. Where the continuance in office of the Government employee will be against the wider public interest (other than those covered by (1) and for such as there is a public scandal and it is necessary to place the Government employee under suspension to demonstrate the policy of the Government to deal strictly with Officers involved in such scandal particularly corruption.
4. Where allegations have been made against the Government employee and the preliminary inquiry has revealed that a prima-facie case is made out, which would justify the prosecution or his being prescribed against in the departmental proceedings and where the proceedings are likely to and in his conviction and/or dismissal, removal or compulsory retirement from evidence.

Note (a) In the first three circumstances the disciplinary authority may exercise his direction to place a Government employee under suspension even when the case is under investigation and before a prima-facie case has been established.

(b) Certain types of mis-demeanour, where suspension may be desirable in the four circumstances mentioned are indicated below :

- i) any offences or conduct involving moral turpitude;
- ii) corruption, embezzlement or misappropriation of Government money, possession of disproportionate assets, misuse of official powers for personal gain;
- iii) serious negligence and dereliction of duty resulting in considerably loss to Government;
- iv) desertion of duty;
- v) refusal or deliberate failure to carry out written orders of superior officers;

In respect of the types of misdemeanour specified in sub clauses (iii), (iv) and (v) discretion to suspend the Government employee has to be exercised with due/utmost care.

Suspension may be resorted in very serious cases of corruption/moral turpitude or in cases where direct and specific evidence to implicate government employee in corruption case is already available. One such instance, where there is a direct evidence of corruption, is where a government employee is caught red-handed while accepting bribe in a trap arranged by a police organization. Where after trap is successfully laid, a criminal case is filed against the government employee, which generally ends in his conviction. On a criminal charges the government employee is generally dismissed or removed from his service. Thus, there is strong justification for placing under suspension a government servant, who has been caught accepting illegal gratification in a trap case.

The stage at which suspension is to be ordered on the request received from the CBI or otherwise, where prior adequate justification for placing the concerned government employee is placed under suspension is indicated below :

- i) In a case where a trap has been laid to apprehend a government servant while committing an act of corruption (usually receiving illegal gratification) and the government employee has been so apprehended immediately after the government employee has been so apprehended;
- ii) In a case where, on conducting a search, it is found that a government employee is in possession of assets disproportionate to his known sources of income and it appears, prima-facie that a charge under section 5(1) (c) of the Prevention of Corruption Act could be laid against him; immediately after the prima-facie conclusion has been reached;
- iii) In a case, where a charge sheet accusing a government employee of specific acts of corruption of any other offence involving moral turpitude has been filed in a criminal court, immediately after the filing of the charge sheet;
- iv) In a case, where, after investigation by the CBI, a prima-facie case is made out and pursuant thereto Regular Department Action for imposition of a major penalty has been instituted against a government employee and a charge sheet has been served upon him alleging specific acts of corruption or gross misconduct involving moral turpitude, immediately after the charge sheet has been served upon the government servant.

(Letter No.3/36/93-2PPH/21773, dated 7-12-1993 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh) circulated by the Registrar vide No. Admn. IV. AU 94/ 6493-6618, dated 7-12-1993).

ACTION AGAINST GOVERNMENT SERVANTS TO BE TAKEN IF THEY ARE LATER FOUND INELIGIBLE OR UNQUALIFIED FOR THEIR INITIAL RECRUITMENT

Wherever it is found that a government servant who was not qualified or eligible in terms of recruitment rules etc. for initial recruitment in service or has furnished false information or produced false certificate in order to secure appointment, he should not be retained in service. If he is a probationer or a temporary government servant, he should be discharged or his services should be terminated. If he has become a permanent government servant, an enquiry as prescribed in Rule 8 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 may be held and if the charges are proved the government servant should be removed or dismissed from service. In no circumstances should any other penalty be imposed.

(Letter No.3/21/91-2PPH/19647, dated 19-10-1993 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh) circulated by the Registrar vide No. Admn. IV. AU 94/6182-6302, dated 22-3-1994).

KEEPING COPIES OF WARNINGS IN CONFIDENTIAL REPORTS FILE OF EMPLOYEE

1. When an employee is to be administered a warning verbally or in writing but the copy thereof is not to be placed in his personal file, it is not necessary to provide him an opportunity to explain his position.
2. When an employee is to be administered a warning for a general lapse the copy thereof should be kept in his personal file, prior opportunity of explanation must be given to him.
3. When any employee is held guilty of misconduct and it is proposed to administer a warning to him and it is decided to keep a copy thereof in his file, it will be like a censure and the action as per Punjab Civil Services (Punishment and Appeal) Rules, 1970 are to be taken in such cases. It would be appropriate if instead of warning, the employee is censured in such cases.

(Letter No.267-2C/11-75/9435, dated 24-3-1975 from the Chief Secretary, Government of Punjab, circulated by the Registrar vide No. Admn. IV. AU 94/16156-275, dated 25-7-1994).

DISPOSAL OF APPEALS ETC. PREFERRED UNDER PUNJAB CIVIL SERVICES (PUNISHMENT AND APPEAL) RULES 1970

The Department of Personnel and Administrative Reforms vide letter No. 3/5/97-2PP/1598, dated 3-3-1997 circulated the following judgement dated 19-12-1996 delivered in CWP No. 19525 of 1996 Subhash Katyal Vs. the State of Punjab by the Hon'ble Punjab and Haryana High Court :

“The present petition and a large number of similar cases which constitute a substantial chunk of avoidable litigation are filed in the court because of the inaction by the executive authorities.

This is not the first case in which we have found that statutory appeal filed by a delinquent employee against the order of punishment has not been decided for months and years together.

When the employees approach the High Court against the order of punishment, this court ordinarily insist upon the availing of the alternative remedy of appeal having regard to the settled proposition of law that writ jurisdiction should not be exercised by the High Court where the aggrieved party was the right to avail an alternative remedy.

This insistence of the court is not to avoid the scrutiny of the matter but to give an opportunity to the appellate authority to apply its mind and decide for itself whether the grievance of the appellant/petitioner is justified or not. However, what we find is that the authorities, who are required to discharge the quasi-judicial functions, often do not take steps for expeditious decision of appeals etc. forcing the litigant to approach the court for issuance of a mandamus directing the concerned authority to decide the appeal etc.

In this case, the petitioner preferred an appeal on December 19, 1995 against the order of punishment, dated November 24, 1995. As on date a period of one year has elapsed. However, his appeal has not been decided so far. If the appeal had been decided by the competent authority expeditiously, this court would have been in a position to examine the reasons assigned by the appellate authority for not accepting the appeal of the petitioner. Failure of the appellate authority to decide the appeal has forced the petitioner to seek a direction from the court for decision of the appeal.

Lest such cases continue to come before the Court, we consider it appropriate to call upon the competent authorities to decide the appeals/revisions filed by the delinquent employees against the orders of punishment within a specified time frame. We, therefore, dispose of this writ petition with a direction that the Principal Secretary to Government of Punjab, Food and Supplies Department, Chandigarh, should consider and decide the appeal filed by the petitioner within two months of the submission of certified copy of this order. While deciding the appeal of the petitioner, the concerned authority shall hear the petitioner in case he makes a request for personal hearing and pass reasoned order.

A copy of this order be forwarded to the Chief Secretary to Government, Punjab so that he may consider the feasibility of issuing instructions to the appellate and revisional authorities to dispose of the appeals etc. within a specified time frame”.

In view of the above judgement of the appeal/review petition preferred by government employee should be disposed of within a period of three months from the receipt of the same and this disposal should be through a speaking order.

(Letter No.3/5/97-2PP/1598, dated 3-3-1997 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh) circulated by the Registrar vide No. Admn. IV. AU 97/8917-9047, dated 23-4-1997).

PROMPT DISPOSAL OF DEPARTMENTAL ENQUIRIES

If an employee under suspension leaves the headquarters without permission of the competent authority, thereby prolonging the period of suspension and causing delay in the finalization of the departmental proceedings, his subsistence allowance may be reduced upto 50% in terms of Punjab Govt. letter No. 14/36/78/2PP dated 20-2-1979.

(Letter No.3/9/95-2-PP-II/11005, dated 26-5-1997 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh) circulated by the Registrar vide No. Admn. IV. AU 97/12035-165, dated 4-6-1997).

REINSTATEMENT OF SUSPENDED EMPLOYEE

According to Rule 4.5 © of the Punjab Civil Services (Punishment and Appeal) Rules 1970 the instructions issued by the Punjab government vide letter No. 14/36/78-2PP/8008, dated 3-7-1981 are not in confront with the same. After reconsideration the government has decided that if any employee has been placed under suspension because of court proceedings or departmental proceedings, the same competent authority can change or revoke the suspension orders as per rule 4.5 (c) of the Punjab Civil Services (Punishment and Appeal) Rules 1970 provided the case is not of dismissal or removal or may not be creating hindrance for the government or in the conduct of the departmental proceedings against him.

(Letter No.3/37/98-2PPII/966, dated 19-1-1999 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh) circulated by the Registrar vide No. Admn. IV. AU 99/3734-3824, dated 17-2-1999).

IMPLEMENTATION WHEN A SERIES OF PENALTIES OF STOPPAGE OF INCREMENTS ARE IMPOSED

Where the disciplinary authority imposes a penalty of stoppage of increments one after other in separate cases on the government servant, the effect of first punishment order of stoppage of increments will continue for the period specified in the punishment order. Thereafter, the pay of the government servant will be raised by giving him increments which would have been admissible to him and only then the second order of stoppage of increment will be made effect which will continue for the period specified in second punishment order and stoppage of increments and so on.

(Letter No.3/29/98-2PPII/4027, dated 8-4-1999 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh) circulated by the Registrar vide No. Admn. IV. AU 99/9705-9845, dated 17-5-1999).

REGARDING IMPLEMENTATION OF OBSERVATIONS/RECOMMENDATIONS MADE BY THE PUBLIC ACCOUNTS COMMITTEE - ACTION AGAINST DEFAULTING OFFICERS/OFFICIALS.

The Govt.of Punjab, Deptt.of Personnel has issued instructions regarding fixing of responsibility of the officers/officials involved in settlement of audit paras and it has been stated that the following guidelines be adhered to while dealing with such cases:

- i) Where government have to suffer financial loss due to negligence of Officers/ officials, in such cases besides

effecting recovery, strict disciplinary action should also be taken against the delinquent officers/ officials and in cases of fraud, criminal proceedings should be initiated.

- ii) The finalization of disciplinary proceedings must be ensured within the time limit prescribed under rules. Action against erring Officers/ officials can be taken in time only, if the departments are vigilant enough.
- iii) Retiral benefits such as DCRG etc. of the suspect officers/ officials should not be released until the employee has been cleared of charges by compensating the losses to government.
- iv) Disciplinary proceeding must be completed within the time limit of six months as already fixed vide circular letter no. 3/54/91-2PP2/ 3453 dated 16.3.2001.
- v) Promotions of officers/ officials should not be allowed where they are involved in embezzlement/ misappropriation/ defalcation/ fraud cases.
- vi) Department should not hesitate to make entry in the service record ACR of the employee to the effect so that this aspect is duly taken care of at the time of his promotion.

Registrar endst. No.Admn.IV . AU . 04/M-844/ 12915-13035 dated 21.7.04

QUICK DISPOSAL OF DEPARTMENTAL ENQUIRIES

As per orders of the Vice Chancellor, it was decided that charge sheet to the delinquent employee/ officer may be served after getting it vetted from the legal Advisor. After serving the charge sheet all the record may be taken into custody by the competent authority so that there should be no cutting or alteration in the record. The competent authority may examine the cases in the light of the record in available in his custody. In case the delinquent employee does not submit his reply within 15 days from the date of serving of the charge sheet, a reminder may be issued and in case he do not submit his reply within 21 days then reply should be awaited for another 10 days and in case the reply is not received, one sided action may be initiated. After that Enquiry Officer/ Presenting Officer may be appointed so that immediate action may be taken and undue delay should be avoided. Enquiry Officer will complete the enquiry within three months and submit the report to the competent authority. After receipt of the enquiry report the competent authority will complete the action within two months and take final decision. Thus the whole process of the enquiry from charge sheeting the delinquent employeeel officer and to final decision the time should be restricted to six months.

Registrar memo No. Admn.IV AU.2K11 8412-8561 dated 23.4.2001

The Vice Chancellor has desired that the Enquiry Officer should strict only to the terms of reference of enquiry and should not recommend any action to be taken against the defaulting official in future.

Registrar memo No. Admn.IV AU.2K1/ 10464-10613 dated 17.5.2001

In continuation of the instructions issued vide this office memo No.Admn.IV AU.2K11/8412-8561 dated 23.4.2001, it is reiterated that the work of departmental enquiries should be finished within the stipulated period and the instructions of the Govt. may be complied with strictly.

Registrar endst. No. Admn.IV.AU. 07/ 8181-8280 dated 18.6.07

The Govt.of Punjab, Deptt.of Personnel has reiterated its earlier instructions and it has been noticed that in spite of issuance of instructions by the Govt. from time to time the work of departmental enquiries is not completed within the stipulated period and the employee concerned are deprived of justice and sometimes delinquent employees are retired and not awarded punishment. It has been reiterated that departmental enquiries may be disposed of quickly and within the stipulated time.

Registrar memo No.Admn.IV AU.08/ 16229-348 dated 25.8.08,

TREATING OF SUSPENSION PERIOD AS NON DUTY

The Vice Chancellor has ordered that while reinstating ,necessary decision for treating suspension period of the employee concerned as duty or non duty may be taken with his approval in order to maintain uniformity.

(Registrar memo No.Admn.IV AU.2K3/
19933-965 dated 8.10.2003

The Vice Chancellor has ordered that when the enquiry Officer is appointed, a copy of the instructions for holding enquiry issued vide this office memo No.AdmnVI.AU.84/M-844/10308-87 dated 14.5.84 may also be sent to him alongwith other relevant documents.

(Registrar memo No.Admn.IV. AU. 03/M-
844/24521-50 dated 5.12.03

ENQUIRY CASES- FIXING OF RESPONSIBILITY THEREOF

The Vice Chancellor has observed that usually the concerned Officer/Head of the department fixes responsibility and also inflicts punishment at his own level or the defaulters are usually left with simple warning which is not punishment under the rules. The Vice Chancellor has ordered that the punishment should be commensurate with the gravity of the lacks and has further ordered that in future when orders are passed to fix responsibility then the concerned officer should restrict himself to the nature of the report asked for and should not inflict any punishment on the delinquent official at his own.

(Registrar memo No.Admn.IV. AU.04/M-
844/14403-14525 dated 19.8.04

POLICY AND PROCEDURE RELATING TO GRANT OF SANCTION FOR PROSECUTION IN RESPECT OF CORRUPTION CASES

The Govt.of Punjab, Deptt.of Vigilance has issued instructions stating that prosecution sanction has often been denied on the basis of findings in a parallel enquiry conducted by the administrative department or the version of a accused officer during personal hearing and that the material collected by the Investigating officer of the Vigilance department during the investigation is not given due consideration. It has been clarified that grant of sanction is only on administrative function where the evidence collected during investigation has to be placed before the competent authority which is then to prima facie satisfy itself as to whether the relevant facts constitute an offence. In view of the matter there is no occasion for launching of parallel departmental enquiries or for granting personal hearing before the competent authority reaches its conclusion.

(Registrar endst. No.Admn.IV AU.06/ 595-
714 dated 9.1.2006

PUNJAB CIVIL SERVICES PUNISHMENT AND APPEAL RULES,1970 - FIXATION OF FEE HONORARIUM.

The Govt.of Punjab, Deptt.of Personnel while giving reference of its earlier instructions dated 25.2.99 has enhanced the honorarium of Enquiry Officer from Rs.2500/- to Rs.6000/-per enquiry. The other conditions will remain the same.

Registrar endst. No.Admn.IV . AU . 09/
12685-804 dated 20.7.2009

REINSTATEMENT OF EMPLOYEE AFTER SUSPENSION, DISMISSAL COMPULSORY RETIREMENT.

The Dy.Controller (LA) pointed out that as and when an employee is reinstated after suspension, dismissal/ compulsory retirement, specific orders need to be issued regarding treating of period of suspension and the pay and allowances to be given to the employee. His period is to be treated as duty period for the period of suspension or annual increment/ proficiency step up, leave, pension and gratuity it should be specified. He further stated that specific orders may be issued as per Rule 7.3 of Punjab CSR Volume -I, Part-I. These instructions have been issued with the approval of the Vice-Chancellor.

Registrar endst. No.Admn.IV . AU . 09/
18475-18594 dated 15.10.2009

CHAPTER V

ACTION AGAINST GOVERNMENT SERVANTS IF THEY ARE LATER FOUND INELIGIBLE OR UNQUALIFIED THEIR INITIAL RECRUITMENT

In view of the judgement of the Hon'ble Supreme Court of India in the case : District Collector Vizianagram Vs. M. Tripura Sundari Devi, the Govt. of Punjab decided that wherever it is found that a Govt. servant, who was not qualified or eligible in terms of the recruitment rules for initial recruitment in service or has furnished false information or produce a false certificate to secure appointment, he should not be retained in service.

If he is a probationer or a temporary Govt. servant, he should be discharged or his services should be terminated.

If he has become a permanent Govt. servant, an inquiry under the Punjab Civil Services (Punishment and Appeal) Rules, 1970 may be held and if the charges are proved, the Govt. servant should be removed or dismissed from the services. In no circumstances should any penalty be imposed.

These instructions would not be applicable in the case of Govt. employees who were recruited in relaxation of service rules or whose services were regularized in accordance with the Government instructions or Court orders.

(Letter No. 3/21/93-2PP/19647, dated 19-10-1993 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies II Branch, Chandigarh) endorsed by the Registrar vide No. Admn. IV. AU 94/6182-6302, dated 22-3-1994).

CHAPTER VI

PROMOTION OF EMPLOYEES AGAINST WHOM DISCIPLINARY/COURT PROCEEDINGS ARE PENDING OR WHOSE CONDUCT IS UNDER INVESTIGATION – PROCEDURE AND GUIDELINES TO BE FOLLOWED

At the time of consideration of the cases of employees for promotion, details of employees falling under the following categories should be specifically brought to the notice of the Departmental Promotion Committee or the competent authority, as the case may be :

1. Government employees under suspension.
2. Government employees in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending.
3. Government employees in respect of whom prosecution for a criminal charge is pending.

The departmental Promotion Committee shall assess the suitability of these employees along with other eligible candidates without taking into consideration the disciplinary case/criminal prosecution pending. The assessment of the Committee including "Unit for Promotion" and the grading awarded by it will be kept in a sealed cover. The cover will be super-scribed "Findings regarding suitability for promotion to the grade/post of.....in respect of Shri./Smt....." Not to be opened till the termination of the disciplinary cases/criminal prosecution against Sh./Smt..... The proceedings of the Committee need only contain the note "Findings are contained in the attached sealed cover". The authority competent to fill the vacancy should fill it in the higher grade only in an officiating capacity when the finding of the Departmental Promotion Committee are kept in a sealed cover.

On the conclusion of the disciplinary case/criminal prosecution, which results in dropping of allegations against the employee, the sealed cover shall be opened. In case the employee is completely exonerated, the due date of his promotion will be determined with reference to the position assigned to him in the findings kept in the sealed cover and with reference to the date of promotion of his next junior on the basis of such position. If necessary, the junior most officiating person may be reverted to promote the government employee. He may be promoted notionally with reference to the date of promotion of his junior.

Whether the employee concerned will be entitled to any arrears of pay for the period of notional promotion to the preceding date of actual promotion, and if so to what extent, will be decided by the appointing authority by taking into consideration all the facts and circumstances of the disciplinary proceedings/criminal prosecution. Where the arrears of salary are denied, the reasons for doing so will be recorded. Circumstances of the case mean whether disciplinary or criminal proceedings have been delayed at the instance of the employee or his acquittal in the criminal proceedings is of benefit of doubt or on account of non-availability of evidence due to the acts attributed to the employee. In such cases denial of arrears can be justified.

If any penalty is imposed on the employee as a result of disciplinary proceedings or if he is found guilty in criminal prosecution against him, the finding of sealed cover shall not be acted upon. Case for promotion may be considered by the next Departmental Promotion Committee next time in the normal course and having regard to penalty imposed on him.

Where disciplinary proceedings have been held under the disciplinary rules, warning should be issued as a result of such proceedings. If it is found that some blame attaches to the employee, atleast the penalty of Censure should be imposed.

It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any employee is not unduly prolonged and all efforts to finalise it expeditiously should be taken so that need for keeping the case of

employee in a sealed cover is limited to the barest minimum. Therefore, the appointing authority should review comprehensively cases of employees whose suitability for promotion has been kept in a sealed cover on the expiry of six months from the date of convening the first Departmental Promotion Committee which had adjudged his suitability and kept his findings in the sealed cover. Such a review should be done subsequently every six months.

Where the disciplinary case/criminal prosecution is not concluded, even after the expiry of two years from the date of the meeting of the first Departmental Promotion Committee, the appointing authority may review the case of the employee provided he is not under suspension, to consider the desirability of giving him adhoc promotion keeping in view the following aspects :

1. Whether the promotion will be against public interest.
2. Whether the charges are grave enough to warrant continued denial of promotion.
3. Whether there is any likelihood of the case coming to the conclusion in the near future.
4. Whether the delay in the finalization of the case is not directly or indirectly attributed to the employee concerned.
5. Whether there is any likelihood of misuse of official position which the employee may occupy after adhoc promotion, which may adversely effect the conduct of the departmental cases/criminal prosecution.

Where the departmental proceedings of criminal prosecution arose out of the investigation conducted by Vigilance Department, appointing authority should also consult the Vigilance Department before proceeding the case for adhoc promotion.

If it is decided not to allow adhoc promotion, the case should be placed before the next Department promotion Committee in a normal course after the expiry of two years.

Where the employee is considered for adhoc promotion, the Departmental Promotion Committee should make its assessment on the basis of the totaling of the individual's record of service without taking into account, the pending disciplinary case/criminal prosecution against him.

While issuing order for adhoc promotion, it should be made clear in the orders itself that the promotion is purely of adhoc basis and it will not confer any right for regular promotion and the promotion shall be until further orders and the government reserves the right to cancel the adhoc promotion and revert at any time the employee concerned to the post from which he was promoted.

If the employee concerned is acquitted in the criminal prosecution on the merits of the case and is fully exonerated in the departmental proceedings, the adhoc promotion may be confirmed and it should be treated as regular one from the date of the adhoc promotion with all benefits. The employee would be allowed his due seniority and benefit of notional promotion.

If he is not acquitted on merits but is acquitted on purely on technical grounds and government proposes to take up the matter to a higher court or to proceed against him departmental or if employee is not exonerated in the departmental proceedings, the adhoc promotion granted to him may be brought to an end.

A government employee who is recommended for promotion but in whose case any of the circumstances mentioned above arise after recommendations of the Departmental Promotion Committee, will be considered as if his case has been placed in a sealed cover. He shall not be promoted until he is completely exonerated of the charges against him.

(Letter No. 4/3/93-3PPI/1150, dated 20-1-1994 from the Government of Punjab, Department of Personnel and Administrative Reforms. (Personnel Policies I Branch, Chandigarh) circulated by the Registrar vide his Endst. No. Admn. IV. AU 94/6709-6829, dated 30-3-1994).

In cases where prima-facie case has been established against an employee but the charge sheet is yet to be served upon him and in the meantime his case is taken up for promotion, his case may be considered in the manner laid down in circular letter No. 4/3/93-3PPI/1150, dated 20-1-1994 issued by the Department of Personnel and Administrative Reforms. (Personnel Policies I Branch), Govt. of Punjab, Chandigarh i.e, his case may be kept in sealed cover and the department should take steps to serve the charge sheet upon the employee or decide to

drop the case within a period of three months from the date of considering his case for promotion. In case no decision is taken within three months, the matter may be again placed before the Departmental Promotion Committee for reconsideration and if the committee is of the opinion that the failure of the department to take a decision in the matter within months is not justified, then the committee may decide further line of action on merits of the case. Simultaneously, the department will take steps to fix the responsibility for not taking the decision to serve the charge sheet or to drop it within three months.

(Letter No. 3/14/96-3PPI/12639, dated 22-7-1996 from the Department of Personnel and Administrative Reforms. (Personnel Policies I Branch, Govt. of Punjab, Chandigarh) circulated by the Registrar vide Endst. No. Admn. IV. AU 96/M-844/17197-327, dated 9-9-1996).

PROMOTION OF GOVT. EMPLOYEES AGAINST WHOM DISCIPLINARY COURT PROCEEDINGS ARE PENDING OR WHOSE CONDUCT IS UNDER INVESTIGATION - PROCEDURE AND GUIDELINES TO BE FOLLOWED

The Govt. of Punjab, Deptt. of Personnel has reviewed its earlier decision regarding placing the cases before the Departmental promotion committee and in view of the latest judicial pronouncement it has been decided that the 'sealed cover' procedure may henceforth be adopted in the following circumstances only:

1. When an Govt. employee is under suspension.
2. When a charge sheet has been issued to a Govt. employee and the disciplinary proceedings are pending
3. When a prosecution for a criminal charge is pending against an employee, a charge sheet is framed i.e. report u/s 173 c.r.p.c prepared and put up to the court and
4. If a prima facie case of serious nature involving grave misconduct, corruption or bribery is established against an employee and the competent authority decides to charge sheet him or imposition of a major penalty even if the charge sheet has not yet been issued.

It has also been clarified that 'sealed cover' procedure is not to be adopted in a case where an employee has been issued show cause notice under rule 10 of the Punishment and Appeal Rules for avoiding a minor penalty.

Registrar memo No. Admn. IV. AU. 98/ 4481-4610 dated 18.3.98

In continuation of this office endst. No. Admn. IV. AU. 98/4481-4610 dated 18.3.1998 vide which the policy of the govt. was adopted by the University for dealing with the cases of promotion of employees against whom disciplinary/ court proceedings are pending or whose conduct is under investigation was circulated. It is again requested to ensure that these instructions are followed meticulously.

Registrar memo. No. Admn. IV . AU . 03/ 17536-561 dated 29.8.03

PROMOTION OF EMPLOYEES AWARDED PUNISHMENT

The Vice Chancellor has decided that the employees whose increments have been stopped with cumulative effect or without cumulative effect , the impact of that penalty will be over when the employee's normal increment is released. For example if an employee is penalised for stoppage of one increment with or without cumulative effect in the month of August 2006 and his date of increment is 1st January 2007, then the impact of the same will be upto 31.12.2007 i.e. on the release of his annual increments w.e.f. 1.1.2008. He cannot be considered for promotion upto 31.12.2007 i.e. he will be considered for promotion after which date he will earn his next due increment. These instructions will be applicable from the date of issue of instructions and past cases falling prior to issue of these instructions will not be re-opened, some of which even may be subjudged.

Registrar memo No. Admn. IV . AU . 07/M-844/15297-406 dated 4.10.07

CHAPTER VII

ACTION TO BE TAKEN IN CASES WHERE GOVT. EMPLOYEES ARE CONVICTED ON A CRIMINAL CHARGE

Rule 13(I) of the Punjab Civil Services (Punishment and Appeals) Rule, 1970 lays down that the Punishing Authority may consider circumstances of the case and make such orders thereon as it deems fit where any penalty is imposed on a Government employee on the ground of conduct which has led to his conviction on a criminal charge. Therefore, it is not necessary that in every case where a Govt. employee is convicted by a court of Law, he is required to be dismissed or removed from service. Whether an element of moral turpitude involves or not, it is not a sole criteria to determine the punishment of dismissal or removal from service of a Govt. employee. The facts of each case are to be seen by the Punishing Authority before inflicting any punishment on a Govt. employee who is convicted on a criminal charge. Where the offence is of a such nature as to render further retention in public service of the Govt. employee prima-facie undesirable, action to dismiss, remove or compulsorily retire him from service should be taken forthwith without waiting for the lapse of the period for filing an appeal by the Govt. employee.

In a case where conviction of a Govt. employee is not for an offence which may render his further retention in service prima-facie undesirable, a copy of the judgement should be called for and examined with a view to decide about taking such further departmental action, as might be deemed appropriate in the circumstances of the case.

If an appeal in higher court against conviction succeeds and the Govt. employee is acquitted; the order imposing a penalty upon him on the basis of conviction which no longer stands, becomes liable to be set aside. A copy of the judgement of the higher court should, therefore, be immediately procured and examined with a view to decide:

- a) Whether the acquittal should be challenged in a still higher court; or
- b) Whether, despite the acquittal, the facts and the circumstances of the case are such as to call for a departmental enquiry against the Govt. employee on the basis of the allegations on which he was previously convicted.

If it is decided to take the matter to a still higher court, action to institute proper proceedings should be taken with the least possible delay and the penalty imposed should not be set aside during the pendency of such proceedings.

If it is decided that a departmental enquiry may be held, a formal order should be made for setting aside the order imposing the penalty on the basis of the conviction and ordering the departmental enquiry.

In cases where the penalty imposed on the basis of conviction was dismissal, removal or compulsory retirement from service and decision has been taken to institute departmental proceedings against him, the order should also state that the Govt. employee is deemed to be under suspension w.e.f. the date of dismissal, removal or compulsory retirement from service.

If the Court has given a finding that the allegations are not true then it is not permissible to hold a departmental enquiry in respect of the charges based on the same facts or allegations. If the court had merely expressed a doubt as to the correctness of the allegations, then there may not be any objection to hold a departmental enquiry on the same allegations if better proof than what was produced before the Court of or was then available, is forthcoming. Further, if the court has held that the allegations are proved but do not constitute the criminal offence for which the Govt. employee has been charged, in that case also there may not be any objection to hold a departmental enquiry on the basis of the said allegations if such proved allegations are of such nature which justify departmental disciplinary action. Similarly a departmental enquiry is permissible after the acquittal in respect of a charge which is not identical with or similar to the charge in the same case and is not based on any allegations which have been negative by the criminal court.

(Letter No. 86(GOI)-2GS-76, dated 23-12-1976 from the Chief Secretary to Govt. of

Punjab, Chandigarh, circulated by the Registrar, PAU, vide Endst. No. Admn. 1 (M-844)/77, dated 6-2-1977).

The Supreme Court decided that the scope and ambit of concluding part of Rule 14(1) of Railway Servants (Discipline and Appeal) Rules, 1968 merely imports a rule of natural justice in enjoining that before taking final action in the matter the delinquent employee should be heard and the circumstances of the case may be objectively considered. Therefore, the principles decided by the Supreme Court may be kept in view while dealing with the case of the employees, who are convicted on criminal charge.

It is now well settled law that an order of dismissal cannot have effect from any date prior to that on which it is communicated to the delinquent Govt. employee. Therefore, it is not legally possible to pass an order of dismissal from the date of conviction or from the retrospective date.

(Letter No. 5657-2GSI-77/26911, dated 23-6-1977 from the Chief Secretary to Govt. of Punjab, Chandigarh, circulated by the Registrar, PAU, vide Endst. No. Admn. 1 (M-844)/77, dated 14-7-1977).

The Govt. has laid down criteria to guide departmental officers in deciding when an order of suspension of a government employee should be passed. According to this criteria, suspension should not, ordinarily, be ordered unless the allegations made against the official concerned are of such nature and on the basis of the evidence available, there is a prima-facie case or his dismissal or removal or there is reason to believe that his continuance in service is likely to cause embarrassment or hamper the investigation of the case. In other cases, it should suffice if steps are taken to transfer the person concerned to another place to ensure that he has no opportunity to interfere with the witnesses or to tamper with evidence against him. Guided by this criteria, the competent authority has to pass the suspension order of a Govt. employee with caution.

The Govt. also decided where a Govt. employee has been placed under suspension, the order of suspension should not be modified or revoked except in the following situations :

- i) The disciplinary proceedings against the Govt. employee have been completed and the reinstatement is being ordered after considering the outcome of the enquiry report; or
- ii) The court proceedings, if instituted, have been completed; judgement delivered and the employee needs to be reinstated as a result of judgement;

OR

- iii) There is substantial change in the situation which called for the suspension of the employee in the first instance. In other words, the criteria laid down for suspension of a Govt. employee as quoted in para 1 above, holds no longer good in his case and suspension order needs to be reviewed.

LODGING OF FIR AND FILING OF CRIMINAL CASES AGAINST GOVT. OFFICIALS

As regards lodging of FIR and filing of criminal cases against Govt. officials in their official capacity is concerned, the instructions of the Vigilance Department contained in their letter No. 19/1/98-4V(1)/3900-4050, dated 6-3-2000 may be followed. The competent authority must satisfy itself regarding the facts of a particular case then an opportunity must be given to the excused officials to present his views and explain his conduct in the matter. Administrative and legal angles may also be kept in view before initiating criminal proceedings against an employee.

(Letter No. 3/32/93-2PPII/15321, dated 30-11-2000 of Govt. of Punjab, Department of Personnel (Personnel Policies Branch-II), Chandigarh.

CONDUCT OF SURPRISE CHECKING BY VIGILANCE BUREAU

The Vigilance Bureau can have the check of on-going works, stores, godowns etc. but not without the active association and participation of concerned Deputy Commissioner or his representative/concerned, Head of Department where the situation so demands.

The below mentioned guidelines shall be strictly followed by all concerned in regard to surprise checking conducted by the Vigilance Bureau :

- i) Before the conduct of any surprise checking, the concerned officers of Vigilance Bureau shall personally meet and fully brief the Head of the Department about the material particulars and make a request in writing and obtain orders thereof for deputing the representative who would remain personally present throughout the conduct of this surprise checking.
- ii) Officer-in-charge including his staff where the surprise checking is to be conducted shall, without fail, on production of the written concurrence of the Head of the Department extend all assistance in the smooth conduct of the checking.
- iii) Role of the representative of the Head of the Department would be only to see the smooth conduct of checking performed by the Vigilance Bureau team. At the end of checking, he shall submit a report to the Head of the Department to the effect that entire operation was done in his presence, whether it was smoothly and properly conducted, whether full cooperation was extended by the staff.

(Letter No. 19/1/98-4V(1)/21658, dated 11-12-2000 of Govt. of Punjab, Department of Vigilance (Vigilance I-Branch), Chandigarh and circulated by the Registrar vide Endst. No. Admn. IV.AU.2K1/1935-2054, dated 23-1-2001).

The vigilance Department, Govt. of Punjab interalia has laid down the instructions for expeditious disposal of regular/vigilance enquiries as under :

1. The concerned official may be given 15 days time to submit the vigilance proforma, failing which, another notice may be given giving 15 days time. At the most one month's time may be given in all for the purpose.
2. The employee delivering the vigilance proforma and the subsequent notice should obtain signatures of the concerned official along with his full name in the hand-writing of the concerned official.
3. The employee who is responsible for the service of vigilance proforma would be required to give a certificate that the required service has been made and the receipt of the concerned official has been obtained. This certificate will form part of the record.
4. In many cases of traps, the employee in question is reinstated despite the non finalisation of the investigation. They are posted in the same sub-division/district. This is detrimental for the conduct of impartial enquiry. Therefore, the employees involved in such cases are reinstated should be posted in the same district to which the Vigilance case relates till the case is finally decided. Similarly, they should not be posted in the same sub-division.

The Administrative Departments should convey their decision on cases relating to the grant of prosecution sanction within one month from the date of the receipt of the letter.

(Registrar's Memo No. Admn. IV. AU. 2001/(M-844)/23650-800, dated 31-8-2001).

SUBMISSION OF PROPERTY RETURN

It is the responsibility of the Administrative Departments to ensure the compliance of instructions regarding filing of annual property return by all the employees within the stipulated period. Disciplinary action should be taken invariably against those violating the conduct Rules and Instructions.

(Letter No. 19/7/2002-4V(1)/17548-49, dated 5-9-2002 from the Govt. of Punjab, Department of Vigilance (Vigilance I-Branch), and circulated by the Registrar vide Endst. No. Admn. IV.AU.2002/(M-776)/23262-381, dated 10-10-2002).

CHAPTER VIII

IMPLEMENTATION OF ASSURED CAREER PROGRESSION SCHEME FOR CATEGORIES WHERE THERE IS A DIRECT RECRUITMENT IN THE EXISTING PAY SCALE OF RS. 2200-4000 AS ON 31-12-1995 (FOR NON-TEACHING STAFF)

The Punjab Government notified the pay scales of different categories of its employees vide Notification No. 7/1/97-FP1/7370, dated 19-5-1998 whereby those categories of direct recruit employees who were in receipt of three grade pay structure in the un-revised pay scale of Rs. 2200-4000, were allowed four tier pay scales on completion of 4, 9 and 14 years of regular service. The guidelines for the implementation of Assured Career Progression Scheme for such categories of employees are as under :

1. This decision is effective from 1-1-1996 or the date opted for by him.
2. Services rendered in the same post before 1-1-1996 or before the date opted for by an officer, shall count for the purposes of these decisions. The same post means a post which is in the same cadre with same designation and same pay scale. Where the post is one for which different pay scales, without involving promotion to a higher cadre was prescribed under the Rules applicable immediately before 1-1-1996, the entire service adjudged as satisfactory from entry scale onwards shall be taken into consideration. For reckoning the period of service, only the service rendered from the date of assignment of seniority in the cadre and which counts for increment shall be taken into consideration.
3. The pay of the employee shall be fixed in the revised scale on the basis of the scale he was drawing immediately before 1-1-1996 or the date opted for by him in terms of the provisions contained in the Punjab Civil Services (Revised Pay) Rules, 1998. Thereafter, the employee shall be placed in the higher admissible scale on completion of 'Satisfactory' service. If in any case the benefit is less than one annual increment, the pay shall be stepped up so as to ensure benefit of at least one increment at the time of such placement. If the minimum of the higher scale allowed under this scheme, is higher than the stage arrived at in view of above, the pay of such employee shall be fixed at the minimum. The next increment in the higher scale shall be allowed after qualifying service of 12 months.
4. The procedure for assessing the work and conduct for placement in the next higher admissible scale on completion of 'satisfactory service'. The placement in higher scale shall be allowed only to those employees whose overall service record during the span of satisfactory service, is adjudged as 'Good' and the employee is otherwise suitable for promotion.
'Good' record shall mean that more than 50% Annual Confidential reports should be good and out of last three years reports at least two should be 'Good'. For all the remaining years the benchmark may be 'Average'.
5. Where departmental test/acquisition of higher qualification/ refresher course/special experiencing/training is prescribed as pre-requisite for eligibility for promotion to higher level in the service, only those employees who fulfill these requirements shall be eligible for placement in the higher pay scale.
6. All placements in higher scales shall be given effect to from the first day of January or the year next to the year in which an employee completes the span of service required for placement in the higher scale.
All cases maturing upto the last day of the year, shall be taken up for consideration before the end of the month of October. The Annual Confidential Reports upto the 31st March of the relevant year may be taken as the basis. Record of work/conduct/other events like starting of an enquiry etc. upto the date when actual placement is made should also be kept in view.
7. An employee who is placed in a higher scale under this scheme shall continue to discharge the same duties of the original post and shall remain on the strength of the same cadre.

8. In case an employee himself found unsuitable for the grant of higher scale on a particular date, his case should be reviewed on year to year basis and shall be allowed the higher scale on being found suitable for the higher scale from the due date as per the procedure mentioned above. However, the number of employees in the higher scale does not exceed the percentage, wherever prescribed at any time.
9. The non-grant of higher scale on account of unsuitability, shall not be considered as Punishment under the Punjab Civil Services (Punishment and Appeals Rules, 1970).
10. The competent authority for grant of higher pay scale shall be the same as in the case of promotion.
11. Representation/appeal against the non-grant of higher pay scale was also to be dealt with in the same manner.
12. If the promotion of an employee in the higher post occurs after having got placement higher scale, benefit of only one increment instead of two increments normally admissible on promotion shall be allowed in fixing his pay of the promotion post.

(Letter No. 7/84/98-5PPI/4426, dated 17-4-2000 from the Govt. of Punjab, Department of Personnel (Personnel Policies 1 Branch), Chandigarh, circulated vide Comptroller's Endst. No. CAU.B(1)-2K/14703-853, dated 20-6-2000).

The service rendered on adhoc basis against the post which does not count for the purpose of seniority shall not be taken into account for calculating period of 8/18 years of service or 8/16/24/32 years of service; or 4/9/14 years of service.

(Letter No. 7/80/00-5PPT/9395, dated 21-6-2001 from Govt. of Punjab, Department of Personnel (Personnel Policies Branch-1), Chandigarh, circulated by the Registrar vide Endst. No. IV AU-2001/188878-92, dated 23-7-2001).

CHAPTER IX

ASSURED CAREER PROGRESSION SCHEME (For Non-teaching Staff)

I) GENERAL CONDITIONS

1. Effective from 1-1-1996.
2. Applicable to all categories of employees (not teachers) except those who have been allowed three or more grade structure of pay scales under the Rules 1998.
3. Those who opted to get their pay fixed from a date after 1-1-1996 will be eligible for this benefit from the date opted for by him.
4. Service rendered in the same post before 1-1-1996 or the date opted for shall count for this benefit.

BENEFITS TO ACCRUE

- | | |
|---|--|
| 1. After a service of 8 years in a post or posts in the same cadre. | Pay scale which is next higher in the hierarchy of pay scales and one additional increment without affecting the normal date of annual increment |
| 2. After 16 years of service | 1 st proficiency step up |
| 3. After 24 years of service u | 2 nd proficiency step up |
| 4. After 32 years of service | Next higher pay scale + additional increment. |

- Note :** i) Benefit will be given to an employee who is not promoted to the next higher level for want of a vacancy or non existence of a promotional level in the cadre. It will not be given to an employee who is promoted but he/she foregoes the promotion of his/her own.
- ii) Those who have already been granted proficiency step-ups in the old scale before 1-1-1996 will get higher pay scale, when admissible, notionally without any benefit of increment after 8 or 16 years of service, as the case may be.

CRITERIA

1. Overall service record of the employee should be adjudged as "Good".
2. If Department test is prescribed or acquisition of higher qualification is a pre-requisite for promotion, benefit will be given only after the fulfillment of the same.
3. The employee, after getting the benefit will continue to do the same work with the same designation.

(Notification No. 7/37/98-5PPF/12851, dated 25-9-1998 from the Department of Personnel and Administrative Reform, Govt. of Punjab).

II) COMPETENT AUTHORITY TO ALLOW PROFICIENCY STEP-UP

- | | |
|-------------------------------|-----------------------------------|
| Dean/Directors/Other Officers | For all grade 'B' & 'C' employees |
| Vice-Chancellor | For 'A' grade employees |

(Registrar, PAU's Memo No. Admn. IV.AU.99/14632-752, dated 19-7-1999).

III WHAT WILL BE THE OVERALL 'GOOD' RECORD

50% confidential reports should be good and above including at least two of the last three reports. Rest of the

reports may be satisfactory/average.

(Notification No. 7/1/9-5PPI/395, dated 10-1-2000 from the Department of Personnel, Govt. of Punjab, circulated vide Registrar's office memo No. IV AU-2000 / 1278-1408, dated 11-2-2000).

IV NON-AVAILABILITY OF CONFIDENTIAL REPORTS

If the last three or more confidential reports are not available and "No Report Certificate" has been issued, the last three or more available reports should be considered. However, before doing so, the competent authority should certify that after thorough probe, he/she is satisfied that the "NON-AVAILABLE" reports have actually not been written and during the period covered by these reports, no complaint about the work and conduct of the employee was lodged.

(Letter No. 7/52/2000-5PPI/746, dated 16-1-2001 from the Department of Personnel, Govt. of Punjab, endorsed by the Registrar, PAU vide No. Admn. IV-2001/M-1256/2948-3077, dated 14-2-2001).

V) EOL/PERIOD OF SUSPENSION/NON-DUTY

Only that service is to be taken into account which qualifies for the grant of annual increment and seniority. Hence, period of extra ordinary leave/period of suspension treated as non-duty/service rendered on adhoc basis is not to be taken into account for arriving at total service of 8/16/24/32 years.

(Letter No. 7/42/97-5PPI/2836, dated 2-3-2001 from the Department of Personnel, Govt. of Punjab and endorsed by the Registrar, PAU vide No. Admn. IV-2001/M-1156/6283-6392, dated 4-4-2001).

VI) EXEMPTION FROM PASSING PUNJABI EXAMINATION OF MIDDLE/MATRIC LEVEL

The employees who were recruited prior to the imposition of condition of "Knowledge of Punjabi upto Middle/Matric level" in the year 1987 have been exempted under the Assured Career Progress Scheme.

(Decision of the Board of Management taken at its 115th meeting held on 30-7-2001 vide para 41 of the proceedings and circulated vide Registrar, PAU, Memo No. Admn. IV-AU/2001/M-1156/20635-774, dated 7-8-2001).

As contained in Punjab Govt.'s letter No. 7/37/98-5PPI/12851, dated 25-9-98, the following certificates/information is to be incorporated in the orders to be issued for placement in the higher scale/grant of proficiency step-up under the 'Assured Career Progression Scheme' :

1. The overall service record of the employee has been adjudged as 'good'.
2. The concerned employee has passed the departmental test or possesses high qualification for the promotional posts.
3. There is no promotional channel or if there is promotional channel, then a certificate be furnished to the effect that the official fulfils the conditions for promotion but there is no vacancy to promote him.
4. On placement in the higher scale under this scheme, the employee concerned will continue the same work with same designation.

Registrar's Memo No. Admn. IV-AU/99/17820-34, dated 27-8-1999).

The certificate of non-availability of vacancy may be furnished by the respective Deans/Directors in respect of the employees borne on their cadre. However, in cases, where appointments/promotion is made by the Registrar's office, the certificate may be obtained from that office.

Registrar's Memo No. Admn. IV-AU/99/22879-905, dated 5-11-1999).

The certificate to the effect that the official fulfils the conditions for promotion but there is no vacancy to promote him in respect of ministerial posts is to be furnished by the Registrar.

Registrar's Memo No. Admn. IV-AU/99/19768-97, dated 22-9-1999).

Where three or more Confidential Reports of the employee to be given benefit under Assured Career Progression Scheme are not available and no report certificate has been issued, in that case, the last three reports or available more than three reports should be kept in view and the old reports for as many years may be considered as have been covered under the No Report Certificate. However, the concerned authority should satisfy himself/herself that after making requisite enquiry, it has been found that the no-availability reports have not been written and during that period no particular complaint regarding work and conduct of the employee has been recorded.

(Letter No. 7/42/2000-5PPI/746, dated 16-1-2001 from Govt. of Punjab, Personnel Department, (Personnel Policy Branch-1), circulated by the Registrar, vide Endst. No. Admn. IV-2001/M-1256/2948-3077, dated 14-2-2001).

As per instructions, contained in Punjab Govt.'s letter bearing No. 7/14/88-5PPI/16200, dated 1-9-1989, the period of 8 or 18 years is to be reckoned from the date of appointment on regular basis. Service rendered on adhoc basis is not to be counted for the purposes of grant of Proficiency Step-up. Further Punjab gov't.'s letter bearing 7/84/98-5PPI/4426, dated 17-4-2000 makes it clear that for reckoning the period of service for placement to next higher scale on completion of 4, 9 14 years of service. Only the service rendered from the date of assignment of seniority in the cadre and which counts for increment should be taken into consideration. These instructions are applicable mutatis mutandis for placement/proficiency step-up under para 4 (iv) of the instructions dated 25-9-1998, bearing No. 7/37/98-5PPI/12851.

(Letter No. 7 / 80 / 99 - 5PPT / 9395, dated 21 - 6 - 2001 from the Govt. of Punjab, Department of Personnel, (Personnel Policies Branch-1), Chandigarh circulated by the Registrar, vide Endst. No. Admn. IV.AU – 2001 / 18878 - 92, dated 23-7-2001).

GRANT OF BENEFIT UNDER THE 'ASSURED CAREER PROGRESSION SCHEME'

The cases of the employees where the benefit of one increment is to be granted vide endst. No. Admn.IV.AU.2001/14553-700, dated 26-6-2001/10-7-2001 needs not to be sent to Registrar Office for according the said certificate.

Memo No. Admn. IV.AU–2001/18238-389, dated 18-7-2001.

IMPLEMENTATION OF THE RECOMMENDATIONS OF IVTH PUNJAB PAY COMMISSION UNDER ASSURED CAREER PROGRESSION SCHEME

The Govt.of Punjab, Deptt.of Personnel circulated the instructions on the subject and substituted Para 4(1) of letter No.7/37/98-PPI/12851 dated 25.9.98 as under:

“Placement in higher scale and proficiency step up under this policy shall be granted only to those employees whose overall service record is adjudged as ‘good’.”

Endst. No. CAU. B(1)-02/8366-8510 dated 3.4.2002

GRANT OF INCREMENTS UNDER ACP SCHEME TO EMPLOYEES OF PAU.

The Dy. Controller (LA) pointed out that while granting increments/next higher scale under ACP scheme, pay increase on effective date must be recorded in the orders issued by the competent authority in r/o each employee for the smooth implementation of the orders

Endst. No.CAU.Insp.(3)/021 4448-4598
dated 26.6.02

IMPLEMENTATION OF RECOMMENDATIONS OF IVTH PAY COMMISSION UNDER ACP SCHEME - GRANT OF ACP BENEFIT TO CLERKS/SR.CLERKS/JR.ASSTT.

The Govt. of Punjab, Deptt. of Personnel issued instructions vide their memo No. 3586 dated 5.10.2006 and conveyed the clarification in consultation with the Deptt. of Finance. As per instructions dated 25.9.98 ACP benefit is to be given to clerks/Sr.clerks/Jr.Asstts. after counting the service of a cadre. But while giving proficiency step up new instructions as well as old instructions are also applicable. As per Para 7 of the instructions issued by the Govt. vide letter dated 1.12.98, an employee who gains one or more increments while giving senior or selection grade, in these cases the service rendered before granting senior / selection grade is not to be counted for this purpose i.e. ACP benefit. As the matter has already been clarified by the Govt. vide their letter dated 21.8.91 and these instructions are also applicable in the cases of ACP.

Endst. No.CAU.B(1)/06/20870-990 dated
27.10.06

ASSURED CAREER PROGRESSION SCHEME ON COMPLETION OF 4,9 AND 14 YEARS OF SERVICE IN A CADRE

The Board of Management in its 227th meeting held on 11.12.2006 approved the implementation of ACP scheme on completion of 4,9 and 14 years of service in a cadre for the employees of the University as per terms and conditions contained in notification No. 7/60/2006-5PP1/15963 dated 3.11.2006 issued by the Deptt. of Personnel, Govt. of Punjab. The scheme is effective from 1.11.2006. The salient features of the scheme are as under:

- i) This scheme is optional and existing employee including employee having less than four years of service will have the option either to continue in the existing ACP scheme after a service of 8/16/24 and 32 years or to opt 4,9, and 14 years ACP scheme. An employee who wants to opt this scheme will have to exercise an option within two months from the date of issuance of this letter along with an undertaking that he wants to accept this scheme effective from 1.11.2006 and will not claim any arrears. Service in a cadre rendered by an employee in the same post before 1.11.2006 shall count for the purposes of grant of benefit under this scheme.
- ii) After a service of 4,9, and 14 years in a post or posts in the same cadre and service rendered in the same post in different govt. departments who is not promoted to a higher level on account of non availability of a vacancy or non existence of a promotional avenue in the cadre shall be granted the pay scale which is next higher in the hierarchy of pay scales given in the column 3 of the first schedule annexed to revised pay rules 1998.
- iii) An employee who has completed four years service but less than nine years service in a cadre will be placed in the next higher scale in the hierarchy of pay scales and his pay will be fixed at next higher scales.
- iv) An employee who has rendered four years of service but less than nine years of service in a cadre and has availed benefit of placement in the next higher scale in the hierarchy of pay scales after eight years of service shall get nothing as he has already availed benefit of one increment under the old ACP scheme.
- v) An employee who has completed nine years of service but less than 14 years of service in a cadre in the same post and availed one placement in the next higher scale in the hierarchy of pay scales under the existing ACP scheme after a service of eight years shall be placed in the next higher scale in the hierarchy of pay scales and his pay shall be fixed at the next higher stage in that pay scale.
- vi) An employee who has completed 14 years of service in a cadre but less than 16 years in the same post and availed one placement in the next higher scale in the hierarchy of pay scales under the existing ACP scheme after a service of 8 years shall be allowed two placements in the next higher scales in the hierarchy of pay scales after 9 and 14 years of service and his pay shall be fixed at the next higher stage in that each pay scale.

- vii) An employee who has completed 16 years of service in a cadre but less than 24 years of service in the same post and has availed one placement in the higher scale in the hierarchy of pay scales and benefit of one proficiency step up under the existing ACP scheme shall be placed in the next two higher scales with benefit of one increment only and his pay shall be fixed at next stage in the pay scales.
- viii) An employee who has completed 24 years of service in a cadre and has already availed benefit of one placement in the higher scale in the hierarchy of pay scales and two proficiency step ups after 8, 18, 16 and 24 years of service he shall only be allowed two placements without any benefit of increment.
- ix) An employee who opts for this scheme but has already availed benefit of two placements in the higher scale in the hierarchy of pay scales after 8 and 32 years of service and two proficiency step ups after 16 and 24 years of service under the existing ACP scheme will have to lose benefit of one increment granted after 32 years of service and his pay will be re-fixed w.e.f. 1.11.2006 accordingly.
- x) The procedure for assessing the work and conduct for placement in the higher scale shall be the same as applicable to the case of promotion. The placement shall be allowed to those employees whose overall service record during the span of satisfactory service is adjudged as good and the employee is otherwise suitable for promotion. 'Good' service record shall mean that more than 50% annual confidential reports are good and out of last three years reports atleast two should be good for all the remaining years the bench mark may be average.
- xi) On placement in the next higher scale under this scheme, an employee would continue to do the same work with same designation.
- xii) In case an employee placed in the higher scale in the hierarchy of pay scales under this scheme is getting pay more than the maximum of that higher scale, in that case his pay will be fixed at next higher stage in the master scale.
- xiii) An employee who is dismissed or is under suspension or on leave will be allowed to exercise his option within two months from the date he/she joins duty.
- xiv) If the higher scale is not granted on account of unsuitability it shall not be considered as punishment under the Punjab CSR Punishment & Appeal Rules, 1970. Representations/ appeals against the non grant of higher pay scale shall also lie in the same manner as in the case of promotion.
- xv) The cases of ACP/ proficiency step up which fell due prior to 1.11.2006 shall be settled according to the then prevalent instructions.
- xvi) The competent authority for the grant of placement in the next higher scale and step up of increment shall be the same as in the case of promotion.

Endst. No.CAU.B(1)/06/ 33781-921 dated
22.12.06

The Vice Chancellor approved the following criteria besides fulfilling of service conditions as per his/her appointment orders will be followed while granting higher scale on completion of four years of service to Group C&D employees under the ACP scheme:

1. The employee concerned must have completed probationary period on the present post
2. His/her preceding available reports should be satisfactory and free from any adverse remarks.
3. No disciplinary proceedings should be pending or contemplated against the employee concerned

Further, the following criteria will be followed while granting ACP benefit on completion of 9 and 14 years of service and in the old ACP scheme after 8, 16, 24 and 32 years of service in case of group C&D employees.

1. The employee concerned must have completed probationary period on the present post
2. He should have five years experience on the present post.
3. His/her last five confidential reports should be satisfactory and free from any adverse remarks.
4. No disciplinary proceedings should be pending or contemplated against the employee concerned

The above instructions of the Govt. will be effective from the date of issue of these instructions i.e. 15.12.2006.

Registrar memo No. Admn.IV . AU. 07/
1111-1210 dated 23.1.07

It has been clarified by the Govt.of Punjab, Deptt. of Agriculture that while granting ACP benefit after 8,16,24 and 32 years of service the record of only last 8 years is to be seen.

Registrar memo No.Admn.IV .AU .07/
11619-711 dated 14.8.07

The Govt.of Punjab, Deptt.of Agriculture has clarified that if a person is not eligible for ACP scheme due to bad service record, his case can be considered under the new Assured Career Progression Scheme as per instructions issued by the Deptt.of Personnel vide No. 15963 dated 3.11.2006. It is also clear that financial benefit is to be given w.e.f. 1.11.2006 and no arrear is to be paid to the employee concerned.

Registrar endst. No.Admn.IV. AU. 07/
13582-674 dated 11.9.07

REGARDING FINANCIAL BENEFIT TO JR.ASSTT. UNDER ACP SCHEME ON COMPLETION OF 4,9 AND 14 YEARS OF SERVICE

The Govt.of Punjab, Deptt.of Agriculture has clarified that the instructions issued by the Deptt.of Personnel vide No. 15963 dated 3.11.2006 will be applicable in case of clerks/ Sr. clerks/ Jr.Asstts. in view of the instructions issued vide No. 7785 dated 25.5.2006 and 3586 dated 5.10.2006 although they fall in the protective scale category or may have been designated as Jr.Asstt. before 1.1.96 or 3.11.2006.

CAU.B(I)/07/ 9808-9910 dated 1.10.2007

CLARIFICATION REGARDING ACP SCHEME ON COMPLETION OF 4,9 AND 14 YEARS OF SERVICE

The Govt.of Punjab, Deptt.of Personnel issued certain clarifications regarding employees who had not opted this scheme due to earned leave, maternity leave and self employment leave or suspended or died. The clarifications are as under:

- i) An employee who during the full prescribed period for such option was on ex-India leave, maternity leave or on leave for self employment etc. and could not exercise his/her option within prescribed period may exercise his option within 30 days from the date of issuance of these instructions.
- ii) Persons who have died on or after 1.11.2006 and have not exercised option within the prescribed limit shall be deemed to have opted for such option from the first day of November 2006 or such later date as his most beneficial to their dependents within 30 days from the date of issuance of these instructions.

Registrar endst. No.Admn. IV. AU.09/
12391-510 dated 17.7.2009

ANOMALY IN THE PAY FIXATION OF SENIOR EMPLOYEES UNDER PUNJAB CIVIL SERVICES REVISED PAY RULES,2009

The Govt.of Punjab, Deptt.of Personnel has clarified that where the pay of senior employees has been fixed less than junior employees due to ACP benefit of 4,9 and 14 years of service, in their cases to remove the hardship, it has been decided by the Govt. to give option for a period of three months from the issuance of this letter to opt ACP scheme on completion of 4,9 and 14 years of service. However, the instructions issued by the Govt. vide memo dated 3.11.2006 will continue to be in force as such.

Registrar endst. No.Admn.IV. AU.10/3240-
53 dated 24.2.2010

CHAPTER X

PROCEDURE REGARDING CONSIDERATION OF EXPERIENCE AND OTHER REQUIREMENTS FOR PROMOTION OF NON-TEACHING STAFF

The following conditions/guidelines have been determined for consideration for promotion of non-teaching staff:

1. The employee should have completed the probationary period satisfactorily on his post.
2. He should have five years experience on his present post.
3. The confidential reports for the last five years should be satisfactory and without any adverse remarks.
4. If any departmental examination is prescribed for the post, the employee should have passed the same.
5. No disciplinary proceedings should be pending or contemplated against the employee.

The promotion will be made on the basis of seniority-cum-merit. The manner of promotion will be the same as laid down in Chapter V of the Statute.

(Registrar's No. Admn. 4/AU/92/12305-20, dated 29-7-1992)

FOREGOING PROMOTION

If any employee makes a request for not considering his name for promotion on account of certain personal reasons or if he foregoes the promotion given to him, he is not considered for promotion for the next two years. However, no note to this effect is kept in the records of the department where the employee is working. It has, therefore, been decided by the Vice-Chancellor that in such cases the entry regarding foregoing promotion should be incorporated in the service book of the employee and the copy of the orders should be kept in his confidential reports file. Such employee will be considered for promotion even after two years only when they make their request in writing.

(Registrar's No. Admn. 4/AU/92/12709-828, dated 4-8-1992)

CRITERIA FOR EXPERIENCE IN RESPECT OF PROMOTIONAL POSTS

As per orders of the Vice-Chancellor the qualifications and experience for promotion to various posts should not be higher than the qualifications and experience prescribed for open quota recruitment to the same post. If no qualifications and experience have been prescribed for open quota posts, orders already in vogue should continue.

(Registrar's No. Admn. IV/AU/94/15352-66, dated 6-7-1994)

EXPERIENCE REQUIREMENT WITH REGARD TO PROMOTIONAL POSTS

For contain promotional posts actual working experience is taken into accounts. Sometimes a senior person who was ignored for promotion earlier is given promotion from the retrospective effect through the court or on his appeal. If the experience from the retrospective effect when he actually did not work on the post is not taken into consideration, the person junior to him who was promoted earlier will give working experience and become entitled for next promotion. In that case the promotion given to a senior person from the retrospective effect will become meaningless. Therefore, in such cases it has been decided that where a person is given promotion from the retrospective effect, the experience from that date should be considered as working experience.

(Letter No. 3/26/96-3PP1/10134, dated 13-6-1996 from the Department of Personnel and Administrative Reforms, (Promotional Policies-1 Branch), Govt. of Punjab, Chandigarh)

PROMOTION FROM RESTROSPECTIVE EFFECT – PAYMENT OF ARREARS OF SALARY

1. Cases where promotion of an official is delayed due to pending discipline/court proceedings, in section contained in Punjab Government letter No. 4/3/93-3PP1/1150, dated 20-1-1994 may be followed.\
2. Where the employees have got specific judgement of the courts in their favour, the matter may be decided in accordance with the respective judgement and if need be the legal advice be taken before issuing orders.
3. Where the question of retrospective promotion and allowing payment of salary arrears as a result of an appeal filed by concerned Government employee under the Punjab Civil Services (Punishment and Appeals) Rules, 1970, the decision of the competent authority may be followed.
4. Where the dispute of seniority is settled by an administrative order and the claim of retrospective effect and allowing payment of arrears is to be considered with reference to the date of promotion of his junior. The final decision may be taken after taking legal advice.
5. No retrospective promotion may be considered in case other than the cases referred to above.

(Letter No. 4/48/90-3PP1/15206, dated 30-8-1996 from the Department of Personnel and Administrative Reforms, (Promotional Policies-1 Branch), Govt. of Punjab, Chandigarh, circulated by the Registrar, PAU, vide his Endst. No. Admn. IV/AU.96/21817-947, dated 6-12-1996)

The experience requirement of five years for promotional posts has been reduced to three years for the posts of Accounts Officer and equivalent and Assistant Accounts Officers and equivalent to be filled by promotion.

(Registrar's No. Admn. IV/AU/98/20974-89, dated 26-10-1998)

The supreme Court in Palunu Ramkrishnaiah and others versus Union of India and another AIR 1990 SC (167) laid down the following rule :

"It is settles service rule that there has to be no pay for no work i.e. a person will not be entitled to any pay and allowance during the period which he did not perform the duties of a higher post although after due consideration he was given proper place in the gradation list having deemed to be promoted to the higher post w.e.f. the date has junior was promoted. So the petitioners are not entitled to claim any financial benefit retrospectively at the most they would be entitled to refixation of their present salary on the basis of the notional seniority granted to them in different grades so that their present salary is not less than those are immediately below them".

Therefore, each case should be dealt within the light of the above rule. If there are specific orders of any court in any particular case for the payment of arrears as a result of retrospective promotion, the same should be highlighted in the proposal to be submitted to the Comptroller through the Registrar, PAU for creation of a supernumerary post. Such cases should be referred to the Registrar within one week of the receipt of the copy of the judgement.

(Registrar's No. Admn. IV/AU/99/709-839, dated 8-1-1999)

RECORDING OF ENTRY IN THE SERVICE BOOK REGARDING FOREGOING OF PROMOTION BY THE EMPLOYEES.

The Dy. Controller (LA) pointed out that entries regarding foregoing of promotions by the employees are not been made in the service books which may be made in the service books of the employees concerned invariably. As per instructions, the employees who forgo promotion are not to be considered for the grant of benefit under ACP Scheme. These instructions may also be kept in view while examining the cases for grant of higher scale/ proficiency step up of the employees under the ACP scheme.

Registrar endst. No. Admn. IV. AU. 05/6450-6550 dated 19.4.2005

PROMOTION TO THE POST OF ASSTT.ACCOUNTS OFFICER/ADMN-CUM-ACCOUNTS OFFICER AND ACCOUNTS OFFICER - CRITERIA THEREOF

In continuation of this office memo No.Admn.IV.AU.02/10743-55 dated 16.5.2002, the Vice Chancellor has approved the following criteria for promotion to the above posts:

1. The prescribed experience for promotion to the post of Asstt.Accounts Officer/Admn-cum-Accounts Officer from the post of Supdt. should be two years (including adhoc service) and the official must have cleared the probation period as Supdt., passed Higher Standard Departmental Examination(if required) and fulfil other conditions.
2. The prescribed experience for promotion to the post of Accounts Officer from the post of Asstt.Accounts Officer/Admn-cum-Accounts Officer should be two years (including adhoc service) and the official must have cleared the probationary period at his /her present post, passed Higher Standard Departmental Examination(if required) and fulfil other conditions.

Registrar endst. No. Admn. IV. AU. 08/
12803-922 dated 8.7.2008

The Vice Chancellor has approved the following revised criteria for promotion to the post of Accounts Officer and equivalent:

“The Assistant Accounts Officer and equivalent having passed Higher Standard Departmental Exam and having completed his/her probationary period on the present post may be considered for promotion to the post of Accounts Officer and equivalent subject to the fulfilment of other requirements.”

Registrar endst. No.Admn. IV. AU. 09/
12842-962 dated 1.10.2009

CHAPTER XI

GUIDELINES FOR PROMOTION OF NON-TEACHING EMPLOYEES

As per orders of the Vice-Chancellor, as and when an employee is promoted, it may be clearly mentioned in his promotion orders that if he foregoes his promotion, he will be debarred from promotion for two years.

(Registrar's No. Admn. IV/AU/94/9079-9199, dated 4-15-1994)

Certain conditions were laid down for promotion of Non-teaching employees in the Circular No. Admn. IV/AU/92/12305-20, dated 29-7-1992, issued by the Registrar, PAU, Ludhiana. As per orders of the Vice-Chancellor, the condition No. 2 of the said circular was modified to the extent that the experience requirement for promotion for the post of Assistant Accounts Officer and equivalent, Accounts Officer and equivalent will be three years instead of 5 years.

(Registrar's Memo No. Admn. IV/AU/98/20974-89, dated 26-10-1998)

The experience requirements for promotion of AAO and equivalent/AO and equivalent was further reduced from 3 years to 2 years provided the official concerned has completed his/her probationary period on the present post satisfactorily.

(Registrar's Memo No. Admn. IV/AU-2/M-901/10743-55, dated 16-5-2002)

The Selection Committee should keep the guidelines in view, circulated by the Registrar's Memo No. Admn. IV/AU-12305-20, dated 29-7-1992 while making recommendations for promotion.

(Registrar's Memo No. Admn. IV/AU/2003/M-901, 9532-46, dated 19-5-2003)

II. COMPETENT AUTHORITY TO ALLOW PROFICIENCY STEP-UP ETC.

Dean/Directors/Other Officers
Vice-Chancellor

For all grade 'B' & 'C' employees
For 'A' grade employees

(Registrar's Memo No. Admn. IV/AU/99/14632-752, dated 19-7-1999)

III. WHAT WILL BE THE OVERALL 'GOOD' RECORD

50% confidential reports should be good and above including at least two of the last three reports. Rest of the reports may be satisfactory/average.

(Notification No. 7/1/9-5PP-1/395, dated 16-1-2000 from the Department of Personnel, Govt. of Punjab)

IV. NON-AVAILABILITY OF CONFIDENTIAL REPORTS

If the last three or more confidential reports are not available and "No Report Certificate" has been issued, the last three or more available reports should be considered. However, before doing so, the competent authority should certify that after thorough probe, he/she is satisfied that the 'NON-AVAILABLE' reports have actually not been written and during the period covered by these reports, no complaint about the work and conduct of the employee was lodged.

(Letter No. 7/52/2000-5-PP1/746, dated 16-1-2001 from the Department of

Personnel, Govt. of Punjab and endorsed by the Registrar, PAU, vide No. Admn.IV.2001/M-1056/2948-3077, dated 14-2-2000)

V. EOL/PERIOD OF SUSPENSION/NON-DUTY

Only that service is to be taken into account which qualifies for the grant of annual increment and seniority. Hence, period of extra ordinary leave/period of suspension treated as non-duty/service rendered on adhoc basis is not to be taken into account for arriving at total service of 8/16/24/32 years.

(Letter No. 7/42/97/5-5PP1/2836, dated 2-3-2001 from the Department of Personnel, Govt. of Punjab and endorsed by the Registrar, PAU, vide No. Admn.IV.2001/M-1156/6283-6392, dated 4-4-2001)

VI. EXEMPTION FROM PASSING PUNJAB EXAMINATION OF MIDDLE/MATRIC LEVEL

The employees who were recruited prior to the imposition of condition of "Knowledge of Punjabi up to Middle/Matric level" in the year 1987 have been exempted from passing Punjabi language up to Middle/Matric level for the grant of benefit under the Assured Career Progression Scheme.

(Decision of the Board of Management taken at its 115th meeting held on 30-7-2001 vide Para 41 of the proceedings and circulated vide Registrar, PAU, Memo No. Admn. IV. AU/2001/M-1156/20635-774, dated 7-8-2001)

CHAPTER XII

ALLOWING PROMOTION RETROSPECTIVELY AND MAKING PAYMENT OF ARREARS OF SALARY

The Govt. of Punjab vide circular No. 4/3/93-3PP1/1150, dated 20-1-1994, issued instructions that where an inquiry/Court proceedings are pending or contemplated against an employee and his term for promotion on the basis of seniority comes, the recommendations of the selection committee in his case should be kept in a sealed cover. If he is not found guilty, the competent authority keeping in view the recommendation of the selection committee contained in sealed envelop should decide at his own level as to whether arrears of pay is to be given retrospectively from the date of promotion or not. If it is decided not to make the payment of arrears, self speaking orders-reasons for not making payment of arrears, should be issued.

Where promotion is to be given retrospectively, first it has to be looked into as to what the cases for the delay, if any, and if any official/employee is held responsible for negligence on this account, disciplinary action for the recovery of amount should be initiated against him. If the delay is attributed to the employee himself, self speaking orders may be issued for not paying the arrears of salary but if the employee is not proved guilty and he is equated in the departmental enquiry/Court proceedings, he should be given promotion from the date, his junior was promoted and the payment of arrears of salary from that date should also be made.

(Letter No. 4/48/90-3PP11/10414, dated 30-5-1995 from the Department of Personnel and Administrative Reforms (Personnel Policies-I Branch), Govt. of Punjab and circulated by the Registrar, PAU, vide Endst. No. Admn.IV/AU/ 95/13475-595, dated 3-8-1995)

Keeping in view the fact that the instructions issued by the Govt. from time to time and being followed differently by the departments and in certain cases, the creation of a post was also involved the govt. made an amendment in the instructions issued on 20-2-1992 and 30-5-1995 as under :

- i) In cases where promotion of an official is delayed due to the pending disciplinary/court proceedings, the instructions contained in circular letter No. 4/5/93-3PP1/1150, dated 20-1-1994 may be followed.
- ii) In cases where the employees have got specific judgement of the courts in their favour, the matter may be decided in accordance with the respective judgements and, if need be, the opinion of L.R. may be taken before issuing orders.
- iii) In cases where the question of retrospective promotion and allowing payment of salaries as a result of an appeal filed by concerned govt. employee under the Punjab Civil Services (P & A) Rules, 1970, the decision of the competent authority may be followed.
- iv) In cases where dispute of seniority is settled by an administrative order and the claim of retrospective promotion and allowing payment of arrears is to be considered w.r.t. the date of promotion of the junior, the final decision may be taken after obtaining the opinion of L.R. and the approval of the Department of Personnel and Administrative Reforms and Finance Department (in concerned expenditure branch) in each individual case, as stated above.
- v) No retrospective promotion may be considered in case other than the cases referred to above.

(Letter No. 4/48/90-3PP1/15286, dated 30-8-1996 from the Department of Personnel and Administrative Reforms (Personnel Policies-I Branch), Govt. of Punjab, circulated by the Registrar, PAU, vide Endst. No. Admn.IV/AU/96/21817-947, dated 6-12-1996)

CHAPTER XIII

RULES REGARDING EMPLOYMENT ON COMPASSIONATE GROUNDS

As per orders of the Worthy Vice-Chancellor, the following procedure/policy for the appointment of a member of the family of the said categories of University employees will be adopted :

1. One member of the family of the deceased University employee, or of a University employee who is retired from service on medical grounds may be appointed against grade 'C' posts only subject to his fulfilling the basic qualifications and conditions of experience prescribed for respective posts.
2. The appointment shall be made by the appointing authority without referring the case to the Selection Committee, after obtaining the following information :
 - a) Death Certificate.
 - b) Full particulars of designation, pay etc. held by the deceased/retired employee.
 - c) An affidavit duly attested to corroborate the fact of being widow or husband or member of family of the deceased/retired employee.
 - d) If the candidate is a dependent of the deceased/retired employee, then the information regarding names of all dependents, their age, occupation and the reasons in support of claim vis-à-vis other dependents and an affidavit from the dependent candidate that none of dependents has already obtained appointment in the University on priority basis.

(Registrar's Endst. No. Admn. IV/AU-80/
M-717/14764-844, dated 9-7-1980)

Superseded by the order issued by the Registrar, PAU, vide Endst. No. Admn. IV.AU.91/8244-8354, dated 25-5-1991.

PROCEDURE AFTER 25-5-1991

One member of the family of the deceased employees or of a University who is retired from service on medical grounds, may be considered for appointment against grade B & C posts by the Vice-Chancellor subject to fulfilling the minimum qualifications/experience prescribed for the respective post without any reference to the Selection Committee.

The following information/documents are required to be appended with the application :

1. Death certificate or a copy of the order of retirement.
2. Name, date of birth, designation, pay an office/department where the employee was working before his death.
3. An affidavit duly attested by the Executive Magistrate or Notary Public to corroborate the fact that the applicant seeking employment is the bonafide member of the family of the said employee and that none of the dependents has already obtained appointment in the University on compassionate grounds.
4. Names of all dependents, their age, occupation and reasons in support of claim vis-à-vis other dependents.

The request under these rules will be considered as a first priority and the vacancy filled by such appointee will be counted against open quota in cases where open/promotion quota for the respective category is prescribed under the Statutes.

II. APPOINTMENT ON COMPASSIONATE GROUNDS IN RESPECT OF DISAPPEAR/MISSING GOVT. EMPLOYEES

Only such cases may be considered where a period of seven years has elapsed since the missing of the employee under section 108 of Indian Evidence Act, 1872 and even after seven years, the Police report regarding

non-tracing of the employee should be obtained. A copy of the F.I.R. should also be appended with the case.

(Letter No. 11/73/92-2PP1/8862, dated 21-5-1993 from the Department of Personnel and Administrative Reforms (Personnel Policies-I Branch), Govt. of Punjab, Chandigarh and the Registrar, PAU's order Endst. No. Admn.IV/AU/93/16128-238, dated 4-11-1993 base on the decision of the Board of Management taken at their 148th meeting held on 6-9-1993)

III. POLICY REGARDING APPOINTMENT ON COMPASSIONATE GROUNDS

A seniority list of all the eligible dependents/applicants, who seek compassionate appointments against different posts, should be drawn and the appointment should be given strictly according to such seniority. While preparing seniority, the date of submission of the application compassionate appointments may be taken into account. If the application is incomplete and the applicant is asked to complete the same immediately, but he should not lose his seniority.

If a post is available for compassionate appointment and the application of the senior most applicant in the seniority list is still incomplete, the next in the seniority list whose application is complete, should then be considered. But for the next available post, the applicant should go to the person whose application was incomplete earlier but has been completed by this time.

The eligibility criteria vis.-educational qualifications and age etc. for compassionate appointments against direct quota posts should be kept in view. Those who are ineligible, should be informed immediately on scrutiny of their applications.

(Letter No. 11/57/96-2PP1/16849, dated 30-9-1996 from the Department of Personnel and Administrative Reforms (Personnel Policies-I Branch), Govt. of Punjab, Chandigarh)

IV. COMPASSIONATE APPOINTMENT IN CASE OF GOVT. EMPLOYEES WHO ARE UNMARRIED AT THE TIME OF THEIR DEATH OR RETIREMENT ON MEDICAL GROUNDS

In such cases, a dependent member of the Govt. employee will be eligible for consideration for appointment if he/she gives a undertaking that he/she will look after the other family members subject to is fulfilling of other conditions laid down in the scheme of compassionate appointments.

Only a widow or a dependent son or dependent unmarried daughter or adopted dependent son or adopted unmarried daughter of the deceased may be considered for appointment. In case of unmarried deceased employee. one of the dependent unmarried brothers/unmarried sisters of the deceased unmarried persons will be eligible for consideration for appointment on compassionate grounds if he/she furnishes an indemnity bond to indemnify the other members of the deceased unmarried Govt. employee.

(Letter No. 11/54/94-2PP1/16950, dated 1-10-1996 of the Department of Personnel and Administrative Reforms (Personnel Policies-I Branch), Govt. of Punjab, Chandigarh)

The Board of Management at their 133rd meeting held on 26-3-1991 approved the following rules for making appointments on compassionate grounds of family members of deceased employees/employees retired on medical grounds :

“One member of a family of the deceased University employee or of University employee who is retired from service on medical grounds may be considered for appointment against grade ‘B’ and ‘C’ posts by the Vice

Chancellor subject to fulfilling the minimum qualifications/experience prescribed for the respective post without any reference to the Selection Committee”.

(Registrar's Memo No. Admn. IV/AU-96/22075-90, dated 10-12-1996)

The Board of Management at their 165th meeting held on 18-2-1997 decided to add the following provisions in the rules for making appointment on compassionate grounds :

“Provided that no request for appointment on compassionate grounds shall be considered unless made within a period of one year in respect of death of an employee/employee retired on medical grounds for the past cases (i.e. up to the date of decision of the Board of Management) and two years for cases occurring thereafter”.

(Registrar's Office Endst. No. Admn. IV/AU-97/5997-6126, dated 18-3-1997)

As per the orders of the Vice-Chancellor if action as per instructions envisaged in letter No. 11/97/90-2PP/20911, dated 11-12-1996 of Punjab Government is not taken by the concerned Drawing and Disbursing Officer/Office In charge, responsibility shall squarely lie with him. Therefore, it must be ensured that necessary information is provided to the dependent family members of the deceased employee immediately after his death and they may be advised to apply for suitable posts within the specified period along with the requisite documents.

(Registrar's memo No. Admn. IV/AU-97/7470-7600, dated 3-4-1997)

The Board of Management at their 167th meeting held on 2-7-1997 decided to add the following provisions in the rules for providing appointment on compassionate grounds :

“Provided further that employment on compassionate grounds to the dependent of the University employee who at the time of his death or retirement on medical grounds is unmarried shall be regulated a per instructions issued by the Punjab Government for its employees from time to time with the approval of the Vice-Chancellor. In case of any doubt or clarification, the decision of the Vice-Chancellor shall be final”.

(Registrar's Office Endst. No. Admn. IV/AU-97/15369-499, dated 25-7-1997)

The Board of Management at their 173rd meeting held on 20-2-1998 decided to add the following to the rules regarding appointment on compassionate grounds :

“If any relaxation is to be made in the qualifications/experience etc. for appointment of compassionate grounds, such cases be placed before the Board of Management”.

(Registrar's memo No. Admn. IV/AU-98/5071-5190, dated 25-3-1998)

The Board of Management at their 177th meeting held on 16-6-1998 decided to add the following in the rules for making appointment on compassionate grounds :

“Provided further that the member of the family of the deceased University employee/employee retired on medical grounds, who had attained the age of 18 years but had not completed his/her vocational course or studies up to graduation level to improve his/her career prospects, may be considered for appointment on compassionate grounds if he/she makes a request for appointment within six months of his/her completing the vocational course or graduation level studies or attaining the age of 21 years, whichever is earlier. However, he/she will have to produce documents to prove that he/she could not apply for appointment on attaining the age of 18 years due to the fact that he/she was undertaking vocational course or had not completed studies up to graduation level”.

(Registrar's Endst. No. Admn. IV/AU-98/13153-13267, dated 10-7-1998)

In pursuance of the decision of the Board of Management taken at its 178th meeting held on 19-8-1998, the Vice-Chancellor ordered that the Clerks appointed on compassionate grounds on the condition of passing the type test within one year of their appointment be granted exemption from passing the Punjabi Type test when they attain

the age of 50 years but are unable to pass the type test by that time on the condition that their due annual increments will be released from the date they are granted exemption but they will not entitles to arrears.

(Registrar's office Endst. No. Admn. IV/
AU-98/18830-960, dated 16-9-1998)

Letter No. 1/54/94-2PP1/16950, dated 1-10-1996 from the Department of Personnel and Administrative Reforms (Personnel Policies-I Branch), Govt. of Punjab, Chandigarh circulated by the Registrar, PAU, Ludhiana vide his office Endst. No. Admn.IV.AU.97/15360-499, dated 25-7-1997 specifies that the claimant seeking appointment on compassionate grounds shall have to furnish an indemnity bond for a sum to be assessed by the competent authority to indemnify the other members/dependents of the deceased unmarried employee. However, the criteria for assessment was not specified. On reference from the PAU, the Department of Personnel and Administrative Reforms gave the following clarification :

"There can not be any fixed rule regarding matter in hand. However, one of the guidelines can be amount of salary of the claimant and the other consideration can be number of other dependents/claimants of the deceased employee are to be taken into consideration while assessing the amount of Indemnity Bond who have not given the benefit. It is further clarified that the salary is the total pay of a person per month but Indemnity Bond should be taken after calculating salary of one year".

(Registrar's office memo No. Admn. IV/
AU-98/24846-986, dated 10-12-1998)

The Board of Management at their 182nd meeting held on 14-5-1999 approved the following rules for making appointment on compassionate grounds based on the decision already taken from time to time.

1. One member of the family of the deceased employee who is retired from service on medical ground or who disappeared from public and whose whereabouts are not known may be considered for appointment against grade 'B' and 'C' post by the Vice-Chancellor subject to fulfilling the minimum qualifications and experience prescribed for the respective posts without any reference to the Selection Committee. Provided that no request for appointment shall be considered unless it is made within a period of 2 years from the date of death of an employee/employee retired on medical grounds. Provided further if the deceased employee or the employee retired on the medical ground is unmarried, employment on compassionate ground shall be regulated as per instructions issued by compassionate ground shall be regulated as per instructions issued by Punjab Govt. for its employees from time to time with the approval of the Vice-Chancellor. In case of any doubt or clarification the decision of the Vice-Chancellor shall be final. Provided further that a member of the deceased university employee/employee retired on medical ground, who has attained the age of 18 years but had not completed his/her vocational course of studies up to graduation level to improve his/her career prospects, may be considered for appointment on compassionate grounds if he/she makes a request for appointment within six months of his/her completing the vocational course or graduation level studies or attaining the age of 25 years, whichever is earlier. However, he/she will have to produce documents to prove that he/she could not apply for appointment on attaining age of 18 years as he/she was undertaking vocational course or had not completed studies up to graduation level".

CONDITIONS FOR APPOINTMENT ON COMPASSIONATE GROUNDS :

1. Compassionate appointments can be made only against direct recruitment quota posts.
2. Only a widow or a dependent son or a dependent unmarried daughter or an adopted son or adopted unmarried daughter or the deceased may be considered for appointment.
3. In deserving cases, even where there is an earning member in the family, compassionate appointment may be considered but the appointing authority would satisfy himself that the grant of concession is justified having regard to the number of dependents, the assets and liabilities left by the deceased, the income of the earning member as also his liabilities including the fact that the earning member is residing with the family of deceased and whether he should not be a source of support to the other members of the family.
4. No case for relaxation in educational qualification or experience or age or other prescribed conditions will be entertained. However, the conditions of educational qualification will not be applicable in case of appointment of widows against class IV posts.

5. Compassionate appointments shall not be given to persons below the age of 18 years and above the age of 35 years. However, in case of widows, the upper age limit shall be 50 years.
6. Compassionate appointment of a member of the family who disappeared from public may be considered after a lapse of a period of 7 years from the date of disappearance of the employee.
7. Compassionate appointment can be made against the post of Clerks on the condition of passing the type test within one year of the appointment. Such appointee may be granted exemption from passing the Punjabi type test when he/she attains the age of 50 years but his unable to pass the type test by that time, on the condition that his/her due annual increments will be released from the date he/she is granted exemption but he/she will not be entitled to arrears.
8. Request for compassionate appointment against equivalent or higher posts when compassionate appointment has already been accepted against one post, will not be considered and such request shall invariably be rejected.

The request for employment should be supported by the following information/documents :

1. Death Certificate or a copy of the order regarding retirement of employee on medical grounds.
2. Name, date of birth, designation, pay and department where the employee concerned was working before death/retirement.
3. An affidavit duly attested by the Executive Magistrate or Notary Public to corroborate the fact that the applicant seeking appointment is bonafide member of the family of the deceased/retired employee and that none of the dependents has already obtained appointment in the university on compassionate grounds, and that he/she is not self-employed in any way.
4. Name of all dependents, their age, occupation, annual income and reasons in support of claim vis-à-vis other dependents.
5. The family member of the employee who disappears from public will furnish the information in the form of an affidavit that the period of 7 years has passed after the disappearance of the employee along with a copy of the FIR lodged with the police and also a copy of the Police Report that the disappeared employee was not traceable.

The Board also authorized the Vice-Chancellor to adopt the instructions issued by the Punjab Government in this matter in future.

(Registrar's office Endst. No. Admn. IV/AU-99/11456-585, dated 3-6-1999 read with Registrar's memo No. Admn. IV/AU-2K/3547-3677, dated 29-3-2000)

Para 1 of the rules circulated by the Registrar vide Endst. No. Admn. IV/AU-99/11456-585, dated 3-6-1999 was substituted with the following as per the orders of the Vice-Chancellor :

“One member of family of the deceased University employee or of a university employee who disappears from public and whose whereabouts are not known may be considered for appointment against grade ‘B’ and ‘C’ posts by the Vice-Chancellor subject to fulfilling the minimum qualifications/.experience prescribed for the respective post without any reference to the Selection Committee”.

(Registrar's Endst. No. Admn. IV/AU-2001/1394-1523, dated 18-1-2001)

If on account of certain reasons an employee appointed on compassionate grounds and is required to pass the Middle/Matric level Punjabi test has not been able to do so, he/she will not be granted annual increments of higher scale till he passes the requisite test. The annual increments will be released from the date of passing the test without any arrears.

(Registrar's Memo No. Admn. IV/AU-2001/9323-9672, dated 10-5-2001)

Appointment on compassionate ground for Terrorists Affected families, the upper age limit of the applicants for this matter will be reckoned from the date of submission of application.

(No.11/66/2001-2PP1/11073 dated 17-7-2001 from the Department of Personnel, Govt. of Punjab, Chandigarh (Appointment on Compassionate grounds for terrorist affected families not adopted by the University)

FIXATION OF SENIORITY OF THE CANDIDATES APPOINTED ON COMPASSIONATE GROUNDS

Where more than one appointment is made on compassionate grounds on the same date and in the same cadre the date of birth i.e. the age should determine the inter-se seniority i.e, the eldest in age would be senior-most and youngest in age would be junior-most.

(Letter No. I.D. No. 8/9/2000-3PP1/10067, dated 3-7-2001 from the Department of Personnel (Personnel Policies-I Branch), Govt. of Punjab, Chandigarh circulated vide Registrar's Endst. No. Admn.IV/AU/2001/18532-681, dated 27-7-2001)

RULES REGARDING EMPLOYMENT ON COMPASSIONATE GROUNDS

The Board of Management at their 197th meeting held on 8-11-2001 authorised the Vice-Chancellor to make appointment on compassionate grounds over and above the approved staff strength if the vacant posts are not available. However, such excess posts be adjudged against the posts vacated thereafter through resignation/retirement or in any other way.

(Comptroller's Memo No. CAU-B(I)-01/23759, dated 20-11-2001)

The Punjab Govt. has decided that henceforth the following criteria for determining the eligibility and sustainability of the dependent members of the deceased Government employees may be adopted :

1. If the Govt. employee had nominated any of the dependent in GPF Statement or any other service record, such nominated dependent should be considered for compassionate appointment after the death of the Govt. employee.
2. In case such nominated person is not eligible for compassionate appointment as per policy instructions, all dependents of the deceased employee should unanimously, nominate one dependent candidate eligible for compassionate appointment.
3. In case of any doubt, or where the claimant dependents are more than one, the appointing authority must refer the matter to the district Magistrate for determining the real dependent for compassionate appointment. In all such cases the District Magistrate shall :
 - i) Call all the claimants in his Court including all dependents i.e. Widow/widower/sons, daughters, adopted sons, adopted daughters.
 - ii) Record Statement of each dependent and obtain their consent for compassionate appointment in favour of the candidate of their choice.
 - iii) Consider the eligibility of each claimant/proposed candidate in the light of Government policy instructions on the compassionate appointment issued from time to time.
 - iv) Adjudge eligibility and suitability of the candidates keeping in view the age for entry into Government service, qualifications, and priority position in the family.

Priority position would be in the following order :

- a) Widow/Widower

- b) Unmarried son;
- c) Unmarried daughter
- d) Married son, if living in joint family and if living separately property and other interests are common.
- v) Strictly ensure and ascertain the financial position of the family before issuing the legal authority for the compassionate appointments as per the provisions of policy instructions issued by the State Government.

(Letter No. 11/33/2002-4PP2/12075, dated 19-9-2002 from Govt. of Punjab, Department of Personnel (Personnel Policies-II Branch), Chandigarh circulated by the Registrar, PAU, vide Endst. No. Admn.IV/AU/2002/23382-501, dated 10-10-2002)

The Board of Management at their 182nd meeting held on 14-5-1999 approved the following rules for making appointment on compassionate grounds of family members of the deceased employees based on the decision of the Board of Management already taken from time to time and the instructions issued by the Punjab Govt. in suppression of the existing rules.

II. CONDITIONS FOR APPOINTMENT ON COMPASSIONATE GROUNDS :

1. Compassionate appointments can be made only against direct recruitment quota posts.
2. Department family member means :
 - a) Spouse; or
 - b) son (including adopted son); or
 - c) Unmarried daughter (including adopted daughter): or
 - d) Unmarried brother or unmarried sister in the case of unmarried University employee.
3. (a) In deserving cases even where there is already an earning member may be considered for compassionate appointment with prior approval of the Vice-Chancellor who before approving such appointment will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the University employee income of the earning member as also his liabilities the fact that the earning member is residing with the family of the university employee and whether he should not be a source of support to other members of the family.
- (b) In case where any member of the family of the deceased employee is already in employment and is not supporting the other members of the family of the University employee, extreme caution shall be observed in ascertaining the economic distress of the members of the family of the University employee so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.
4. (a) Upper age limit is relaxable wherever found to be necessary in case of reserved categories of SC/BC, widows, the age relaxation may be allowed as per policy instructions issued from time to time. The lower age limit should however, in no case be relaxable below 18 years of age in case of Group "C" and below 16 years in case of Group "D". However, the Vice-Chancellor may relax upper age limit by 5 years in deserving cases.

NOTE : Age eligibility shall be determined with reference to the date of application and not the date of appointment.

- (b) No relaxation in educational qualification is permissible. However, for Group 'D' minimum 5th standard is necessary. For Group 'C' the vice-Chancellor may temporarily relax the conditions for the passing of Punjabi Language for a period of six months. The person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard of he/she has to qualify a test conducted by the Language Wing of the Department of Education, Punjab or by PAU within prescribed period. If he/she fails to qualify the test, he/she may be dealt with like other employees as per rules.

- (c) Where a widow is appointed on compassionate Group 'D' post, she will be exempted from the requirement of possessing the educational; qualifications prescribed in the relevant rules provided the duties of the post can be satisfactorily performed by her without possessing such educational qualifications.
5. (a) Compassionate appointment of a member of the family of employee who disappeared from public may be considered after a lapse of a period of 7 years from the date of disappearance of the employee.
- (b) This benefit will not be applicable to the case of University employee :
- i) Who had less than 7 years to retire on the date from which he has been missing; or
- ii) Who is suspected to have committed fraud or suspected to have joined any terrorist organization of suspected to have gone abroad.
- (d) Compassionate appointment in the case of a missing University employee also would not be a matter of right as in the case of others amnd it will be subject to fulfillment of all the conditions, including the availability of vacancy laid down for such appointment under the scheme;
- (e) While considering such a request, the results of the Police Investigation should also be taken into account.
6. Compassionate appointment can be made against the post of Clerks on the condition of passing the Punjabi type test within one year of the appointment. Such appointee may be granted exemption from passing the Punjabi type test when he/she attains the age of 50 years but is unable to pass the type test by that time, on the condition that his/her annual increments will be released from the date he/she is granted exemption but he/she will not be entitles to arrears.
7. Request for compassionate appointment against equivalent or higher posts when compassionate appointment has already been accepted against one post will not be considered and such request shall invariably be rejected.

III. THE APPLICATION FOR EMPLOYEE UNDER THE ABOVE CATEGORIES SHOULD BE SUPPORTED BY THE FOLLOWING INFORMATION/DOCUMENTS :

1. Death certificate
2. Name, date of birth, designation, pay and office/department where the employee concerned was working before his/her death.
3. An affidavit duly attested by the Executive Magistrate or Notary Public to corroborate the fact that the applicant seeking employment is bonafide member of the family of the deceased employee and that none of the dependents has already obtained appointment in the University on compassionate grounds, and that he/she is not self-employed in any way.
4. Names of all dependents, their age, occupation, annual income and reasons in support of claim vis-a vis other dependents.
5. (a) The performa as in Annexure may be used by Departments/offices for ascertaining necessary information and processing the cases of compassionate appointment along with the documents as detailed above.
- (b) To solve the complicated cases a Committee of the following is constituted :

1. Registrar	Chairman
2. Addl. Director of Research (Agri.)	Member
3. Addl.director of Extn. Edu.	Member

The committee may grant personal hearing to the applicant if necessary for better appreciation of the facts of the case. Th recommendations of the committee will be placed before the Vice-Chancellor for final decision.

5. UNDERTAKING :

A person appointed on compassionate grounds under the scheme will give an undertaking in writing (as in annexure) that he/she will maintain properly the other family members who were dependent on the University employee in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, appointment may be terminated forthwith.

(Registrar's Endst. No. Admn. IV/AU-2002/M-717/29152-271, dated 23-12-2002)

The appointments on compassionate grounds should be made upto a maximum of 5% of vacancies in group "C" & "D" posts to be filled by direct recruitment. The scheme for the grant of appointment on compassionate grounds is limited to persons who fall in the following categories :

- (a) A dependent member of the family of a University employee (bread-winner) killed or 100% physically disabled in terrorist action or by security forces acting in aid of civil power, in the State.
- (b) A dependent member of the family of the deceased University employee who dies in harness.
- (c) A dependent member of the family of a University employee who disappears from public and whose whereabouts are not known.

(Registrar's Memo No. Admn. IV/AU-2003/M-717/5993-6113, dated 28-3-2003)

The Board of Management at its 206th meeting held on 20-6-2003 decided to temporarily relax the condition of passing Punjabi language for a period of six months for appointment on compassionate grounds for Group "D" posts. The persons so appointed shall have to pass the examination of Punjabi language equivalent to 5th standard within the prescribed period failing which he/she will cease to earn his/her future increments.

(Registrar's order Endst. No. Admn. IV/AU-2003/M-717/13039-158, dated 1-7-2003)

In pursuance of the decision taken by the Board of Management at their 182nd meeting held on 14-5-1999, the Vice-Chancellor has approved the addition of Proviso I to Para-I of the Instructions issued by the Registrar vide his Memo No. Admn. IV.AU.2002/M-717/29152-271, dated 23-12-2002, as under :

"Provided that the provision under Sr. No. 2(a) of Part-III of the Statutes regarding the appointment of employees of the University other than Officers and teachers (Chapter-V) be also followed in the case of appointments to the posts of Clerks on compassionate grounds to the extent that the candidates qualifying the written test and computer test be considered for appointment without making any reference to the Selection Committee without giving any advertisement in the Press".

(Registrar, PAU's order Endst. No. Admn. IV/AU-2003/22012-22113, dated 24-10-2003)

The Vice-Chancellor has ordered that the applications for seeking appointment on compassionate grounds be asked to obtain complete set of documents from the office of Registrar and he/she may be asked to submit application for appointment on compassionate grounds direct in the office of the Registrar. The applicant should present himself/herself in person so that required formalities may be explained to him/her or the accompanying person at the very outset. The concerned applicant may be advised to contact Assistant Registrar to follow the case.

(Registrar, PAU's Memo No. Admn. IV/AU-2004/M-219/4968-5067, dated 2-3-2004)

The Vice-Chancellor has ordered that the following rules may also be added at 3 (C) with the instructions issued by the Registrar vide his Memo No. Admn. IV.AU.2002/29152-271, dated 23-12-2002 :

"While examining/verifying the financial position of the family of the deceased employee the payments of amount of gratuity, leave encashment, GPF and other pensionary benefits are not to be taken into account".

(Registrar, PAU's Memo No. Admn. IV/AU-2005/13937-14057, dated 3-8-2005)

APPOINTMENT ON COMPASSIONATE GROUNDS:

In pursuance of the decision of the Board of Management, the Vice Chancellor is pleased to amend Para 2 of Clause 1 of the rules circulated vide this office memo No. 29152-271 dated 23.12.2002 as under:

"Provided that no request for appointment on compassionate grounds shall be considered unless made within a period of one year from the date of death of an employee. Appointment may be made within a period of 18 months

Genuine belated requests with cogent reasons for compassionate appointment may be entertained only within a period of five years from the date of death of an employee.”

Registrar endst. No. Admn. IV. AU. 06/
1059-1178 dated 13.1.2006

ISSUE OF DEPENDENT CERTIFICATE

The Deputy Commissioner, Ludhiana pointed out that instructions have been issued by the Punjab Govt. vide their letter dated 19-9-2002 which have been circulated in the University vide memo No.29152-271 dated 23.12.2002. As per these instructions on the basis of nomination filled by the employee concerned and on the basis of govt. record, the case of a dependent member of the family is to be considered for appointment on compassionate grounds. A Committee has been constituted by the University to solve complicated cases and these complicated cases which could not be solved by the committee and in case a nomination is not filled by the employee concerned, in these conditions the office of Dy. Commissioner may be contacted for the issuance of dependent certificate. In case of invalid nomination at the time of final payment is to be made to the employee concerned or the nomination has been filled before marriage, only in these cases dependents certificate may be obtained from the office of Dy. Commissioner. These instructions are issued with the approval of the Vice-Chancellor.

Registrar endst. No. Admn. IV. AU. 06/
2018-2138 dated 27.1.2006

STOPPAGE OF DEARNESS RELIEF TO PENSIONERS/FAMILY PENSIONERS/SPECIAL FAMILY PENSIONERS

The Govt. of Punjab, Deptt. of Finance has issued instructions stating that as per instructions dated 14.5.2001 issued by the Govt., dearness relief is not to be given on the family pension in spite of clear cut instructions dearness relief is being given in some cases. In these cases the recovery of dearness allowance was made later on and the govt. have to face litigation in these cases. In future to avoid such situation, it is requested that at the time of appointment on compassionate grounds, a copy of appointment letter may be sent to the bank from where the pensioner is drawing family pension so that the concerned bank may stop dearness allowance on the pension. If these instructions are violated and dearness allowance is to be refunded to the employee concerned, then the concerned department will be responsible.

16/66/5100 dated 4.8.06 of the Govt. of
Punjab, Deptt. of Finance, Pension Policy
and Coordination Branch, Chandigarh.

In pursuance of the decision of the Board of Management, the opening para of the instructions circulated vide his office memo No. 29152-271 dated 23.12.02 have been amended as per orders of the Vice-Chancellor:

“In pursuance of the decision of the Board of Management taken at their 182nd meeting held on 14.5.99 vide para 53 of the proceedings, the Vice Chancellor of the Punjab Agricultural University is pleased to approve the following rules for making appointment on compassionate grounds of family members of the deceased employee who dies in harness (including death by suicide) based on the decision of the Board of Management already taken by it from time to time and instructions issued by the Punjab Govt. in supersession of the existing rules.”

Registrar endst. No. Admn. IV. AU. 06/
7462-572 dated 12.9.2006

EXEMPTION FROM PASSING PUNJABI TYPE TEST TO THE CLERKS APPOINTED ON COMPASSIONATE GROUNDS

A notification was issued as per decision of the Board of Management taken at its 178th meeting held on 19.8.98 that the clerks appointed on compassionate grounds be granted exemption from passing the Punjabi type test when they attain the age of 50 years but are unable to pass the type test by that time on the condition that their due annual increments will be released from the date they are granted exemption, but they will not be entitled to arrears. This decision was based on the instructions of the Punjab Govt. Now the Punjab Govt. has decided to withdraw these instructions, therefore, as per orders of the Vice Chancellor, the notification issued by the University vide endst. No. Admn. IV. AU. 98/ 18330-960 dated 16.9.98 stands withdrawn.

Registrar memo. No. Admn. IV. AU. 07/
2777-2868 dated 27.2.2007

In pursuance of the decision taken by the Board of Management at their 182nd meeting held on 14.5.99, the Vice Chancellor has allowed to add the following proviso to the instructions issued vide this office memo No. 29152-271 dated 23.12.02:

The Board of Management in its 233rd meeting held on 7.1.2008 decided that the widows of the deceased University employees who are 40 years and above and are graduate be exempted from passing the written test of clerks before appointment. However, such widows shall not be considered for promotion to the next higher post of Senior Assistant till they pass the written test prescribed for the post of Clerk on compassionate grounds. For the remaining persons the test for the post of clerk, which is taken with 60% marks in aggregate and 40% marks in each paper, be relaxed to that of 45% marks in aggregate and 40% marks in each papers. The candidates seeking re-examination in the test once they fail in the prescribed test, be given maximum of three consecutive chances in a year in future to qualify the same. However, if a candidate fails to qualify the test even in three chances, he be considered for appointment on compassionate grounds against grade 'D' post.

Registrar memo. No.Admn.IV . AU . 08/
2483-2592 dated 7.2.2008

In pursuance of the decision taken by the Board of Management at their 182nd meeting held on 14.5.99, the Vice Chancellor has allowed to add the following proviso to the instructions issued vide this office memo No. 29152-271 dated 23.12.02:

“Provided that in the case where the deceased Government employee leaves behind his/her minor children, who are studying at the time of death of the employee and are not qualified for an employment in the Government and the spouse is not in a position to join the Government job, a dependent child may be allowed to apply for compassionate appointment by the Competent Authority, within a period of one year from the date of attaining the age and educational qualifications for a Group “C” or “D” appointment in Government.

The Govt.of Punjab, Deptt.of Personnel has also conveyed the following decision of the Govt.:

On humanitarian considerations it has also been decided as a special one time measure to extend this benefit to all old deserving cases. In such cases an application for employment may be made within six months from the date of issue of these instructions if not already made . The Administrative Department should complete the process of giving employment within a period of nine months from the date of issuance of these instructions. No further relaxation shall be allowed under any circumstances.”

Registrar endst. No. Admn.IV . AU . 08/
2483-2592 dated 7.2.2008

CHAPTER XIV

PRIORITY LIST FOR VARIOUS CATEGORIES OF PERSONS FOR EMPLOYMENT IN STATE SERVICES – PHYSICALLY HANDICAPPED

The Govt. made an amendment in the medical certificate to be furnished by the physically handicapped persons seeking employment, as under :

A Medical Certificate of 40% permanent partial disability of either or the upper or lower extremity of deformities but otherwise fit for Civil employment against the post applied for thereof :

“Class I Medical Officer of any Govt. Medical Institution/Hospital or Principal Medical Officer, Chief Medical Officer/Civil Surgeon, as the case may be, of the District or place of which the applicant is a permanent resident”.

(Letter No. 18/50/87-2PP1/15344, dated 22-9-1989 from Govt. of Punjab, Department of Personnel and Administrative Reforms, (Promotional Policies-1 Branch), Chandigarh)

RESERVATION OF VACANCIES IN DIRECT RECRUITMENT FOR THE PHYSICALLY HANDICAPPED PERSONS

The Board of Management in its 89th meeting held on 16-9-1983 decided to adopt the reservation policy of the Punjab Govt. contained in letter No. 13/280/81-5 SV/10283, dated 21-11-1983 from the Department of Welfare (Social Welfare Branch), Chandigarh for the physically handicapped persons for appointment to 'B' and 'C' grade posts in the University through direct recruitment, subject to the condition that such persons will be considered for appointment only against those posts where they can be usefully engaged and such posts shall be identified by the concerned authorities.

(Registrar's No. Admn. VI.AU.83/19438-510, dated 9-11-1983)

The main points of this reservation policy are listed below :

- a) 3% vacancies to be filled by direct recruitment in class III and IV services, should be reserved for physically handicapped persons. The break up of this reservation is 1% for the blind, 1% for the deaf and 1% for Orthopaedically handicapped persons.
- b) This policy will be implemented by means of a 100 point roster and vacancies falling at points Nos. 11,43 and 71 will be reserved for the blind, the deaf and the orthopaedically-handicapped persons respectively.
- c) The reservation is interchangeable amongst handicapped persons if the candidates belonging to a particular category are not available or if the nature of vacancies in an office is such that a given category of persons cannot be implemented.
- d) If a vacancy reserved for the handicapped persons is not filled, the reservation shall be carried over for a period of up to 3 recruitment years. Any recruitment of the physically handicapped persons will first be counted against their additional quota brought forward from previous years, if any, in their chronological order. If such candidates are not available for all the vacancies the other vacancies carried forward should be filled first and the comparatively later vacancies carried-forward will be further carried-forward.
- e) The physically handicapped persons will be given the age concession of 10 years over and above the existing upper age limit for direct recruitment to Class III and IV posts.
- f) Principal Medical Officer/Chief Medical Officer/Civil Surgeon as the case may be, of the District or place of which the applicant is a permanent resident or Class I Medical Officer of any Govt. Medical Institution/Hospital

shall be competent to issue the certificate of being handicapped but otherwise fit for employment against the post applied for.

- g) The handicapped employee in class III and class IV services found medically unfit for the post he is holding and from which he is proposed to be discharged or has been discharged may, wherever practicable, be considered for another identical/equivalent posts for which he may be found suitable against direct recruitment quota without insisting on the condition of appointment through the Employment Exchange. For this purpose his previous service should be deducted from his actual age and if the resultant age does not exceed the prescribed maximum age limit by more than three years, he should be deemed to satisfy the upper age limit for appointment.
- h) In case of a Govt. servant retired on medical grounds, his son/daughter/near relative can be considered for appointment on compassionate ground if the family of the Govt. servant is in great distress after his premature retirement.

DEFINITIONS OF THE CATEGORIES OF THE HANDICAPPED FOR THE PURPOSE OF RESERVATION IN EMPLOYMENT

THE BLIND

The blind are those who suffer from either of the following conditions :

- a) Total absence of sight.
- b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses;
- c) Limitation of field of vision subtending an angle of 20 degrees or worse.

THE DEAF

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

ORTHOAEDICALLY HANDICAPPED

The orthopaedically handicapped are those who have a physical defect of deformity which causes an interference with the normal functioning of the bones.

In future at the time of advertisement 'BC' grade posts, it should be clearly mentioned in the advertisement that 3% posts are reserved for physically handicapped of the State of Punjab.

(Registrar's No. Admn. VI.AU.93/1155-79,
dated 20-1-1993)

The State Govt. has decided that reservation to the physically handicapped persons in the Govt. posts of different departments must be made on the basis of the Govt. of India Act, entitled "The persons with disabilities (Equal opportunity protection of rights and full participation) 1955". Any violation of this provision can lead to legal action.

(Memo No. 10/26/93-SW/4483, dated 5-6-1996 of Govt. of Punjab, Department of Social Security and Development of Women and children (Social Security Branch), Chandigarh)

For filling up of vacancies of physically handicapped persons, it is not necessary to call the names from the Employment Exchange and they can be recruited straightway by the Department concerned.

(Letter No. 10/26/95-5 SW/198, dated 16-1-1997 of Govt. of Punjab, Department of Social Security and Development of Women and children (Social Security Branch), Chandigarh)

The Govt. of India, Ministry of Social Welfare decided to treat Laryngectomees as Physically Handicapped under the category of dumbs. The Punjab Govt. has adopted the same policy.

(Letter No. 10/46/96-5 SW/506, dated 14-2-1997 from Govt. of Punjab, Department of Social Security and Development of Women and Children (Social Security Branch), Chandigarh)

The Board of Management at their 167th meeting held on 2-7-1997 decided to extend the reservation of vacancies for physically handicapped persons by direct recruitment to grade 'A' posts.

(Registrar's No. Admn. VI.AU.97/M-1110/15687-816, dated 28-7-1997)

The Governor of Punjab is pleased to grant age relaxation in upper age limit up to 10 years to the disabled persons in direct recruitment in Class I & II State services.

(Letter No. 10/45/98-5 SS/3623, dated 28-7-2003 from the Govt. of Punjab, Department of Social Security and Women & Child Development (Social Security Branch), and circulated by the Registrar vide Endst. No. Admn. IV.AU.99/19365-495, dated 20-9-1999)

For appointment of blind/partial blind candidates for any appointment where passing of written test is compulsory, a writer should be made available to the candidate.

(Memo No. 1/30/99-5 SS/3512, dated 30-7-2001 of Govt. of Punjab, Department of Social Security and Development of Women and Children (Social Security Branch), Chandigarh)

In class I, II, III and IV services, efforts may be made to complete the black log regarding direct recruitment of 3% reservation for physically handicapped persons.

(Memo No. 10/26/95-5 SS/1064, dated 15-3-2002 of Govt. of Punjab, Department of Social Security and Development of Women and Children (Social Security Branch), Chandigarh)

The State Govt. has decided that it may be ensured that the physically handicapped persons are posted as such placed where they may easily come to the place of duty. Their working environment should be barrier free. It may also be ensured that all the officials extend full co-operation and respect to the handicapped persons and their physically handicapped should not be made a point of discussion. If any official makes any objectionable comment about any physically handicapped person, strict disciplinary action should be taken against him. Heads of Departments should take personal interest to look after the problems/difficulties of the physically handicapped persons.

(Memo No. 7/25/2002/5 SS/5529, dated 5- -2002 of Govt. of Punjab, Department of Social Security and Development of Women & Children (Social Security Branch), Chandigarh and circulated by the Registrar, PAU vide Endst. No. Admn. IV.AU.02/M-1110/21869-22008, dated 24-9-2002)

As per the orders of the Vice-Chancellor; the candidate appointed against physically handicapped quota, will be referred by the Chief Medical Officer/In-charge, PAU Hospital to the DMC & Hospital for checking of ratio of his/her

permanent disability. The concerned candidate will have to make an OPD slip of DMC Hospital and deposit the requisite fee for the purpose. If any, discrepancy arises between the certificate issued by the DMC Hospital, Ludhiana and concerned Civil Surgeon, the case can be referred to the Civil Surgeon/Director, Health Services Punjab for re-check up. This provision should be incorporated in the appointment orders of the persons appointed against handicapped quota.

(Registrar's Memo No. Admn. IV.AU.03/24696-726, dated 8-12-2003)

APPOINTMENT OF PHYSICALLY HANDICAPPED PERSONS

The Vice Chancellor has ordered that a copy of advertisement may be sent to Special Employment Office (physical handicapped), Ludhiana while filling up the posts by direct recruitment.

Registrar memo. No.Admn.IV. AU. 04/19119-36 dated 29.10.94

As per instructions of the Govt., the roster registers are to be prepared for filling up the posts of Grade I, II, III and IV by direct recruitment. 3% reservation is to be given as per following provision and roster registers are to be prepared as per this provision.

Class	Reservation	Break-up
Class I & II Dt. 16.1.97 onwards	3%	1 % - blind 1% - deaf & dumb 1 % - physically handicapped
Class III & IV 24-11-82 to 21-12-88	3%	1% - blind 1% - deaf & dumb 1 % - physically handicapped
22-12-88 to 29-12-96	2%	1 % - blind, deaf & dumb 1 % - physically handicapped
30-12-96 onwards	3%	1 % - blind 1% - deaf & dumb 1 % - physically handicapped

Registrar memo. No.Admn.IV : AU . 05 / 13614-42 dated 29.7.05

The conveyance allowance of blind and physically handicapped persons was increased by the govt. from Rs.150/- to Rs.250/- per month w.e.f. 1.2.2006.

Endst.No.CAU.B(I)/ 7268-7599 dated 21.4.2006

The Commissioners for persons with disabilities (Welfare branch of physical handicapped persons) while sending a copy of Section-II of the Act intimated that as per instructions of the medical authority, no person may be appointed against physically handicapped quota who is less than 40% physically handicapped.

Registrar memo. No. Admn.IV. AU. 06 / 20116-47 dated 7.11.06

Blind and partially blind persons may be given appointment in the ratio of 2:1 The Govt.of Punjab, Deptt.of Social Welfare ,Women & Child Development Department issued instructions dated 8.9.08 and while giving reference of its earlier instructions dated 2.5.1997 stated that physical handicapped persons have been given 3%reservation in service. As per these instructions blind and partially blind have been given 1 % reservation. The Govt. has decided that the posts reserved for blind may be filled up from amongst blind and partially blind in the ratio of 2: 1 i.e. two posts may be filled up from blind and 1 post may be filled up from the partially blind. This reservation will be given from the blind quota only.

Registrar endst. No.Admn.IV. AU. 08/ 18000-120 dated 22.9.2008

CHAPTER XV

RESERVATION OF POSTS FOR MEMBERS OF SCHEDULED CASTE/SCHEDULED TRIBE AND BACKWARD CLASS

SALIENT POINTS

1. PAU decided in 1966 to fall in line with the policy of Punjab Government as contained in their letter No. 6872-4WGI.66/24917, dated 23-8-1966 issued by the Secretary to Govt. Punjab, Scheduled Castes and Backward Classes Department.
2. 20% posts of Scheduled Castes/Tribes and 2% for Backward Classes both at the time of recruitment and promotion in respect of university employees other than officers and teachers were approved.
3. A copy of the list of Scheduled Castes/Scheduled Tribes and Backward Classes is enclosed.

(Registrar's No. Admn. IV.AU.66/R-50/19354-94, dated 28-9-1966)

4. For Class I and II appointments there will be no reservation for Scheduled Castes and Scheduled Tribes and other Backward Classes in appointments made by promotion to class II or higher service or post, whether on the basis of seniority-cum-fitness, selection or competitive examination.
5. In the case of Class III and IV appointments reservation will be 20% for Scheduled Castes/Scheduled Tribe and 2% for Backward Classes in promotions made by Selection or on the results of competitive examinations limited to departmental candidates.
6. In respect of direct recruitment the existing percentage of reservation will continue.
7. Promotion against reserved vacancies will be subject to the condition of minimum necessary qualifications and satisfactory record of service.
8. Reservation will not apply in the case of appointment to posts for conducting research or organizing, guiding and directing research.
9. Model roster laid down in the Punjab Government circular letter No. 2360-4WGI-64/4860, dated 24th March, 1964 will be maintained in the form of running account year by year.
10. If there are only two vacancies to be filled on a particular occasion, not more than one may be treated as reserved and if there be only one vacancy, it should be treated as unreserved. However, unreserved vacancies may be carried over to the subsequent two recruitment years.

(Letter No. 6872-4-WGI-66/24917, dated 23-8-1966 from the Secretary to Govt. Punjab, Scheduled Castes and Backward Classes Department, Chandigarh)

11. In order to provide suitable stages for ensuring 20% reservation for Scheduled Castes/Scheduled Tribes and 2% for Backward Classes the following method should be adopted for filling up of the reserved vacancies in a block of 100 vacancies :

3, 8, 13, 18, 23, 28, 33, 38, 43, 48, 53, 58, 63, 68, 73, 78, 83, 88, 93, 98.

It would mean that every 3rd vacancy for promotion out of 5 should be treated as reserved for Scheduled Castes in Class III and IV posts and vacancy at Sr. No. 15 and 75 will be treated as reserved for Backward Classes.

(Letter No. 278-OSD(W)-67/27027, dated 19-9-1967 from the Secretary to Govt.)

Punjab, Scheduled Castes and Backward Classes Department, Chandigarh)

12. The period for which the Kamboj Community was included in the list of Backward Class by five years from the date of expiry of five years period was extended for another five years from 9-12-1973 to 8-12-1978.

(Letter No. 1783-6-SW4-BC-74/5144, dated 22-3-1974 from the Secretary to Govt. Punjab, Social Welfare Department, Chandigarh, circulated by the Registrar, PAU vide No. Admn. IV.AU.74/6932-82, dated 16-4-1974)

13. Percentage of reservation was increased from 20% to 25% for Scheduled Caste and from 2% to 5% for Backward Classes.

14. The reserved appointment will be as under :

1, 5, 9, 13, 17, 21, 25, 29, 33, 37, 41, 45, 49, 53, 57, 61, 65, 69, 73, 77, 81, 85, 89, 93 and 97 so on.

(Letter No. 890-SWI-74/10619, dated 6-6-1974 from the Secretary to Govt. Punjab, Welfare of Scheduled Castes and Backward Classes Department, Chandigarh)

HOW TO MAINTAIN THE ROSTER REGISTER

1. At the first page the certificate should be given by the competent authority regarding number of pages in the register.
2. An index should be prepared giving the name of post and page number of the roster there against.
3. The roster of every category should be authenticated by competent authority.
4. The roster should be prepared from the date of implementation of reservation policy. If it cannot be done reasons for doing so with the signatures of the competent authority may be given.
5. The roster should be prepared in the prescribed proforma.
6. Cadre strength, pay scale, classification and the manner of recruitment should be depicted in the roster.
7. The reserved and unreserved points should be specifically mentioned in the register and the reserved points should be included in Red ink.
8. All columns of the roster should be completed.
9. The roster of direct recruitment, recruitment through promotion, short term assignments should be kept separately and the roster of short term assignment should be maintained on the basis of regular roster.
10. The roster should be in the running account form. At the end of the year the serial number of the roster should not be dispensed with. Similarly, with the change of pattern of reservation, the seniority number of roster should not be done away with rather new points should be on the basis of new pattern.
11. If no suitable candidate is available out of SC/BC any direct recruitment, the approval of the competent authority to fill up from general category may be obtained.
12. The candidates from SC/BC, if selected on seniority or merit should clearly mentioned.
13. Even the proforma promotion should be counted for the purposes of reservation.
14. The ceiling of income for BC has been done away with from 6-3-1974. This should be kept in view for future recruitments.

(Letter No. 922-1SC-77/637, dated 9-1-1978 from the Secretary to Govt. Punjab, Social Welfare Department, Chandigarh)

WAIVING OF INCOME LIMIT FOR BACKWARD CLASSES IN THE CASE OF RESERVATION IN PROMOTION

The reservation in promotion will be made available only to those Backward Class employees who were either recruited against reserved vacancy or whose family income was within the prescribed limit at the time of their initial entry into the service so as to make them eligible for the reserve point.

(Letter No. 13/8/80-SWI-2904, dated 2-4-1981 from the Govt. Punjab, Social Welfare Department, (Reservation Cell) Chandigarh)

RESERVATION FOR SOLITARY POST

The reservation of vacancies in service for the persons belonging to SC and BC would be applicable in the case of Cadre consisting of only one post.

(Letter No. 5651-PP-82/16552, dated 29-12-1982 from the Govt. Punjab, Department of Personnel and Administrative Reforms (Personnel Policies Branch), Chandigarh)

(III) CARRY FORWARD OF RESERVED VACANCIES

In case Scheduled Castes/Backward classes person is not available for appointment/promotion against the reserved points due to their non-availability after all out efforts, the reservation will be carried forward to the next vacancy/block/recruitment as the case may be. All the carry forward vacancies will be given effect subject to the condition that only one such reserved vacancy should be accommodated in a block.

(IV) ADHOC RESERVATION

The posts vacated by the members of the Scheduled Castes/Backward Classes due to their termination etc. are to be filled up by the members of those classes only and the resultant vacancies, are not to be included in the normal pool of vacancies to be filled in accordance with the roster. In other words the intention is that the posts vacated by members of Scheduled Castes/Tribes and Backward Classes should remain earmarked and be filled up by members belonging to these classes.

(V) PROFORMA PROMOTIONS

Proforma promotions will also be counted for the purposes of reservations.

(VI) ASSIGNMENT OF SENIORITY

The Scheduled Castes and Backward Classes persons appointed / promoted against reserved vacancies on the basis of reservation, will be assigned seniority in the order of reserved points on the roster. Those persons of Scheduled Castes and Backward Classes who are appointed/promoted on the basis of their merits/seniority in the general list will be assigned their original seniority and if they secure higher position in merit that should be maintained. If a SC/BC person is appointed/promoted against a reserved point on the basis of his merit/seniority, that reserved point will be carried forward and the very subsequent point following such reserved point will be treated reserved in such cases :

Note : But Govt. instructions contained in circular letter dated 18-2-83 will be taken into consideration for strict compliance also.

(VII) PROTECTION FROM RESERVATION/RETRENCHMENT :

The members of the Scheduled Castes/Scheduled Tribes and Backward Classes who are in service and are otherwise qualified and suitable and against whom there are no complaints, should not be reduced in rank and retrenched so long as their total strength does not exceed the prescribed reservation.

(VIII) INTERCHANGEABILITY OF VACANCIES :

1. A vacancy upon its being de-reserved on account of non-availability of a Scheduled Castes person be offered to a Backward Classes Department but the vacancy so de-reserved would be carried forward for the Scheduled Castes just as is done at present.
2. The vacancy next reserved for the Backward Classes would, in case a person belonging to Backward Classes has already availed of a vacancy meant for the Scheduled Caste be thrown open to non-scheduled Caste.
3. The same condition would apply to cases in which vacancies reserved for the Backward Classes are offered to a Scheduled Castes on account of non-availability of persons belonging to the Backward Classes.

(Letter No. 1/11/83-SWI/6392, dated 17-6-1983 of Govt. of Punjab, Department of Welfare (Reservation Cell)

CORRECTION IN LIST OF SCHEDULED CASTES

In the Manual of Reservation for the words "Ramdasia" and "Ravidasia", the words "Ramdasi" and "Ravidasi" respectively may be read for the purpose of giving Caste Certificate or other benefits etc.

(Letter No. 15/2/84-SWI/1182, dated 27-2-1984, Government of Punjab, Department of Welfare (Reservation Cell), Chandigarh)

PROHIBITING THE USE OF WORD 'HARIJAN' IN THE STATE GOVT. CORRESPONDENCE

The Punjab Govt. vide Circular No. 5(II)-4/86-SWI(3), dated 20-6-86 brought home that the word "Harijan" may not be used in Govt. correspondence and instead of the word "Scheduled Castes" and "Anusuchat Jati" only be used in all Govt. correspondence. Any laxity in this behalf would not be tolerated by Govt. and strict disciplinary action would be taken against the defaulters.

(Letter No. 5(II)4/86-SWI(3)/3789, dated 10-4-1987 from the Department of Welfare, Govt. of Punjab, Chandigarh)

RAISING OF INCOME-LIMIT FOR THE BACKWARD CLASSES FOR THE BENEFITS OF RESERVATION IN SERVICES AND POSTS

Backwardness based on caste-cum-income alone is relevant for the benefits of reservation in services and posts and the present limit of Rs. 3600/- per annum has been increased to Rs. 10,000/- per annum. This increase would not apply to consideration of backwardness based on income alone.

Following provisio is inserted to paragraph(b) of the instructions dated 20-4-1963 read with instructions dated 19th November, 1974 :

"Provided that in case where a candidate is required to be an income tax payer for appointment through direction recruitment to superior posts, the income (taxable) of his family should not exceed Rs. 50,000/- per annum".

(Letter No. 8/113/88-SWA(4)/9119, dated 28-11-1990 from Department of Welfare, Govt. of Punjab, (Non-Plan) circulated by Deputy Registrar, PAU vide Endst. No. Admn. IV.AU.90/413-528, dated 8-1-1991)

RESERVATION POLICY – TREATMENT OF APPOINTMENTS /PROMOTIONS MADE FOR RESERVE CATEGORIES ON SENIORITY-CUM-MERITS AND OPERATION OF THE ROSTER

This subject has been adjudicated upon by different courts in the past. The view taken in CWP No. 3882 of 1981 – Joginder Singh Sethi v/s State Bank of Punjab was over-ruled by a full bench judgement dated 23-8-1989 –

in Jaswant Singh and others V/s State Bank of Punjab and others. Instructions dated 4-5-1974 issued by the Welfare Department were challenged in Writ petition (Civil) No. 79 of 1979 in the Hon'ble Supreme Court in RK Sabharwal and others v/s State of Punjab and others. This Writ Petition was finally decided by the Hon'ble Supreme Court vide their judgement dated 10-2-1995.

The arguments in this Writ Petition were confined to the following two points :

- a) that for working out the percentage of reservation the promotees/appointees belonging to the Scheduled Castes and Backward classes whether appointed against the general category posts or against the reserve posts are to be counted. In other words, if more than 14% of the Scheduled Castes candidates are appointed/promoted in a cadre on their own merit/seniority by competing with the general category candidates then the purpose of reservation in the said cadre having been achieved the Govt. instructions providing reservations would become inoperative.
- b) That once the posts earmarked for Scheduled Castes/Tribes and Backward Classes on the roster are filled the reservation is complete. Roster cannot operate any further and it should be stopped. Any post falling vacant, in a cadre thereafter, is to be filled from the category-reserve or general due to retirement etc. of whose member the post fell vacant.

In case of first issue the Supreme Court observed that the High Court while deciding Joginder Singh Sethi's case fell into a patent error by including the officials promoted on the basis of Seniority-cum-merits for calculating the total percentage of reserve categories in a given cadre. This case was also considered by a full bench of Punjab and Haryana High Court in Jaswant Singh V/s Secretary to Government of Punjab, Education Department which did not agree with the ration in Joginder Singh Sethi's case and reserved the same. It has further been observed that when a percentage of reservation is fixed in respect of a particular cadre and the roster indicates the reserve points, it has to be taken that the posts shown at the reserve points are to be filled from amongst the members of reserve categories and the candidates belonging to the reserve category are not entitled to be considered for the reserved posts. On the other hand, the reserve category candidates can compete for the non-reserve posts and in the event if their number cannot be added and taken into consideration for working out the percentage of reservation.

Regarding second point, the Supreme Court observed that the reservation provided under the Govt. instructions are to operate in accordance with the roster to be maintained in each Department which is implemented in the form of running account from year to year with a purpose to ensure that the S.Cs./S.Ts and B.Cs get their percentage of reserved posts. However, the concept of running account as per the Govt. instructions has to be so interpreted in such a way that it does not result in excessive reservation as laid down in the policy instructions. Therefore, it has been observed that when the posts earmarked in the roster for the S.Cs and B.Cs are filled and the percentage or reservation provided for reserve category is achieved the operating of the roster is to stop. The running account of roster will start operation again when the percentage of the reserve category falls below the prescribed percentage.

In view of the observations of the Hon'ble Supreme Court, the Govt. laid down the following guidelines for compliance :

- a) While calculating the percentage of reservation as prescribed in Govt. instructions from time to time, the officials/officers appointed/promoted on seniority-cum-merit basis belonging to reserve categories will be excluded from the number of reserve categories working in the particular cadre.
- ii) The account of vacancies will be maintained in the form of roster as running account as per the existing instructions. However, the operation of roster will stop when the prescribed percentage for the particular category is reached. This prescribed percentage is to be worked out by excluding the posts filled by reserve category employees on the basis of seniority-cum-merit. It is clarified that even after the operation of roster stops on achieving the prescribed percentage, the members of reserve categories will not be denied promotion on the basis of seniority-cum-merit.
- iii) The operation of roster will restart, the amount the percentage of a particular reserve category falls below the prescribed limit.
- iv) These guidelines will be applicable in case of the vacancies so arisen on or after 10-2-95. For the vacancies to be filled up prior to this date, the action will be taken in accordance with the instructions issued vide this

Department No. 3/8/89-RCI/7011, dated 17-8-1994 in pursuance of the interim order dated 9-8-1994 passed by the Hon'ble Supreme Court.

(Letter No. 3/8/95-RC-3/4853, dated 12-7-1995 from the Govt. of Punjab, Department of Welfare of S.Cs and B.Cs (Reservation Cell)

After reconsideration, the Govt. decided to make the following modifications in the above above guidelines :

- a) Para (4) sub-para (ii) The word "temporarily" occurring in the fourth line be treated as deleted.
- b) Para (4) sub-para (iii) Existing paragraph is substituted by the following :

"Thereafter, when there is a vacancy the same shall be filled up from amongst the category to which the post belonged in the roster. This will mean that a post vacated by a reserve category official will be filled from amongst the reserve category candidates and a post vacated by a general category candidate should be filled from the person belonging to general category".

- c) Present sub-para (iv) is renumbered as sub-para (V) and new sub-para (iv) may be added as under :

"In case there is change in the cadre strength subsequently the number of posts on the basis of reservation will be recalculated and change, if any, will be effected by adopting the running roster procedure".

(Letter No. 3/8/95-RC-3/5454, dated 8-7-1996 from the Govt. of Punjab, Department of Welfare of S.Cs and B.Cs (Reservation Cell)

REFIXATION OF QUANTUM OF RESERVATION FOR BACKWARD CLASSES

Reservation for scheduled castes and backward classes will be made vertical while the reservation for other categories such as ex-servicemen, sportsmen; physically handicapped and freedom fighters will be horizontal according to the chart handicapped according to the chart annexed to this letter. Thus, scheduled castes ex-servicemen would be adjusted against the 4% seats earmarked for them in the chart and to that extent they will be counted towards reservation for scheduled castes as well as ex-servicemen. Similar criteria will apply to scheduled castes, sportsmen and backward class ex-servicemen.

The reservation for scheduled castes and backward classes will take precedence over the horizontal reservation for ex-servicemen, physically handicapped and freedom fighters. The chart showing proposed horizontal and vertical reservation is enclosed.

(Letter No. 7/1/90-RCI/11374, dated 30-12-1996 from Government of Punjab, Department of Welfare (Reservation Cell) and circulated by the Registrar, PAU vide Endst. No. Admn. IV.AU.97/2046-2175, dated 24-1-1997)

VALIDITY OF SCHEDULED CASTES/BACKWARD CLASSES CERTIFICATE

The Scheduled Caste/Backward Class Certificate issued by the competent authority as per the instructions of the Welfare Department will be accepted by all authorities and institutions as valid. In the first instance, it will be sufficient for the candidate seeking admission or employment or other facility to indicate in the application form whether he/she belongs to the Scheduled Caste/Backward Classes or not. Attested Photo-copies of the certificate may be obtained only from the selected/wait listed candidates.

(Letter No. 1/41/96-RCI/11001-17, dated 5-12-1996 from the Government of Punjab, Department of Welfare (Reservation Cell)

RESERVATION POLICY OF THE STATE GOVT. FOR THE MEMBERS OF SCHEDULED CASTES/ TRIBES AND BACKWARD CLASSES – SENIORITY BETWEEN THE RESERVED CATEGORY PERSONS AND GENERAL CATEGORY PERSONS PROMOTIONS.

The Board of Management at its 165th meeting held on 18-2-1997 approving the adoption of instructions, issued by the Secretary, Welfare, Govt. of Punjab, Department of Welfare (Reservation Cell), Chandigarh, vide memo No. 13/3/96-RCIII/8804, dated 9-10-1996 for the PAU employees for fixation of seniority between the reserved category candidates and general category candidates on promotion.

The Board further decided that the seniority of the Reserved category persons and the general category persons on promotion in the higher grade shall be governed by their panel position i.e. w.r.t. interse seniority in the lower grade as per instructions issued by the Govt. for its employees from time to time with the approval of the vice-Chancellor.

(Registrar's Memo No. Admn. IV.AU.97/7796-7925, dated 7-4-1997)

RESERVATION FOR THE MEMBERS OF SCHEDULED CASTES IN PROMOTION

The Punjab Govt. decided to extend benefit of reservation in promotion only for Scheduled Castes beyond 15-11-1997 on the existing pattern in force in the State i.e. 20% reservation in promotion in Class III services and 14% reservation in promotion to Class-I and II services.

(Letter No. 1/64/92-CRI/993, dated 13-11-1997 from the Secretary to the Govt. of Punjab, Department of Welfare (Reservation Cell) and circulated by Registrar's Endst. No. Admn. IV.AU.97/22219-35, dated 27-11-1997)

IMPLEMENTATION OF AJIT SINGH JANJUA'S JUDGEMENT

In pursuance of the judgement of the Punjab and Haryana High Courts, the Govt. of Punjab, Department of Personnel (Personnel Policies I Branch) circulated the following guidelines to be observed for the implementation of the Ajit Singh Janjua's judgement :

a) Roster point promotees cannot claim seniority on the basis of date of continuous officiation

It is not permissible to delink rule from the recruitment rule based on equal opportunity and apply it to promotions made on the basis of the roster wherein promotions are made outside the equal opportunity principle. The roster point promotees (reserved category) cannot count their seniority in the promoted category from the date of their continuous officiation in the promoted posts vis-à-vis the general candidates who were senior to them in the lower category and who were later promoted. On the other hand, the senior general candidate at the lower level, if he reached the promotional level later but before the further promotion of the reserved candidate, he will have to be treated as senior, at the promotional level, to the reserved candidate even if the reserved candidate was earlier promoted to that level.

b) Further promotion to roster point promotees cannot be delayed to enable general category candidates to reach that level

If reserved category candidate is otherwise eligible and posts are available for promotion they cannot be denied right to be considered for promotion to the higher level merely because erstwhile seniors at the entry level have not reach lower level 3.

c) Seniority to be re-determined

If any senior general candidate at level 2 (Assistant) reaches level 3 (Supdt. Grade II) before the reserved candidate at level 3 goes further upto level 4 in that case the seniority at level 3 has to be modified by placing such a general candidate above the roster promotee, reflecting their inter-se seniority at level 2. Further promotion to level 4 must be on the basis of such a modified seniority at level 3 namely that the senior general candidate of level 2 will

remain senior also at level 3 to the reserved candidate, even if the later had reached level 3 earlier and remained there when the senior general candidate reached that level 3.

d) No difficulty in amending seniority list

The seniority list at level 3 would have only to be merely amended whenever the senior candidate reaches level 3 and there should be no difficulty in doing so.

e) Promotions made wrongly prior to 10-2-1995

Where promotions made wrongly prior to 10-2-1995 in excess of quota, no reversion should be made but seniority should be re-determined. Such promotees cannot plead for grant of additional benefit of seniority flowing from wrong application of the roster. Seniority is to be re-determined according to the correct application of roster. Any promotions made wrongly in excess of quota should be treated as adhoc. These persons will not be reverted but they cannot claim seniority. Seniority will count only from the date on which they would have otherwise got normal promotion in any future vacancy arising in a post previously occupied by a reserved candidate.

f) Reversions or promotions wrongly made before 1-3-1996

Where, before 1-3-1996, at the level 3, there were reserved candidates who reached there earlier and also senior general candidates who reached there later but before the reserved candidate was promoted to level 4 and in spite of the fact that senior general candidates had to be treated as senior at level 3, the reserved candidate is further promoted to level 4 without considering the fact that the senior general candidate was also available at level then or after 1-3-1996. It becomes necessary to review the promotion of the reserved candidate to level 4 and reconsider the same without causing reversion. As and when the senior general candidate is later promoted to level 4, the seniority at level 4 should be re-fixed on the basis of when the reserved candidate at level 3 would have got his normal promotion treating him as junior to the senior general candidate at level 3.

g) Pay fixation

Upon the re-fixation of seniority, the persons now becoming senior to those wrongly promoted earlier will be entitled to pay fixation equivalent to that of the wrongfully promoted juniors. However, they will be entitled only to pay fixation and drawl of revised pay prospectively and not entitled to any arrears.

(Letter No. 3/34/99-3111/12565, dated 22-10-1999 from Joint Secretary Personnel, Govt. of Punjab, Department of Personnel (Personnel Policies 1 Branch), Chandigarh and circulated by the Registrar vide Endst. No. Admn. IV.AU.99/R-50/25540-55, dated 20-11-1999)

In a cadre of less than 5 posts, second post is to be given to the reserved category. These instructions are applicable to all Class I, II, III and IV posts.

(Letter No. 1/5/2001-RCI/2003, dated 18-2-2002 from the Principal Secy. Welfare, Govt. of Punjab, Department of Welfare (Reservation Cell), Chandigarh and circulated by Registrar vide Endst. No. Admn. IV.AU.2002/R-50/8699-8818, dated 24-4-2002)

REGARDING GIVING ADVERTISEMENT FOR DIRECT RECRUITMENT IN ALL THE CADRES FOR SCHEDULED CASTES AND BACKWARD CLASSES - RELAXATIONS THEREOF

The Govt. of Punjab, Deptt. of Welfare has stated that it has come to the notice that while giving advertisements in the papers for direct recruitment by some of the departments/boards/corporations, the relaxations which are given by the Govt. to the Scheduled Castes and Backward Classes like relaxation in age, relaxation if examination fee and travelling allowance while calling for interview are not mentioned. Due to this the persons of these categories

are deprived off these facilities at the time of appointment. Welfare department Punjab has issued the following instructions regarding relaxations to be given to these categories:

- | | |
|--|--|
| 1. Relaxation in age | Five years for Gazetted and non Gazetted Appointments (letter No. 10972-4 WG-1-65/3205 dt. 16.2.66 and letter No. 2/11678-611 Dt. 24.1.79. |
| 2. Payment of travelling allowance at the time of calling for test/interview | for Class-III and Class-IV Railway fare if the distance is more than 80 kms. In case of travelling by bus full fare more than 32 kms if the same is travelled by bus . (letter No.364. OSD(W)2-70/877 dt. 12.3.70. |
| 3. Relaxation in examination Fee | 1/4 part of the normal fee (letter No.6961-WG -53-62307 dt. 21.8.53. |

Registrar letter. No.Admn.IV. AU. 02/R-50/12445-74 dated 5.6.02

The Govt.of Punjab, Deptt. of Welfare has intimated that "Mochi" cast has been included in the list of scheduled cast vide notification No. 28 dated 27.5.2002 by the Govt. of India. Therefore, the 'Mochi' cast has been excluded from the list of Backward classes by the Govt. of Punjab.

Registrar endst. No.Admn.IV. AU. 02/29408-527 dated 27.12.2002

The Govt.of Punjab, Deptt.of Welfare ,Reservation Cell has clarified that 14% reservation in promotion is to be provided to the Scheduled Castes employees who were earlier in Class-II (Gazetted) and still fall in Group 'B'. Similarly, 20% reservation in promotion is to be provided to those Scheduled Caste employees who were earlier in Class-III(Non Gazetted) and now Group 'B'.

Registrar endst. No.Admn.IV. AU. 03/12766-885 dated 27.6.03

DE-RESERVATION OF POSTS RESERVED FOR SCHEDULED CASTES

As per instructions if SC/BC candidates are not available for the post reserved for these categories, then these posts will not be de-reserved by the department at their own level and non scheduled castes/backward class candidates cannot be appointed against these posts. The approval of the Vice Chancellor is necessary for filling up of these posts from amongst the General category. In case there is a need to de-reserve any post, the same can be de-reserved with the condition that the next vacancy in the cadre which will be available may be filled up from amongst the eligible scheduled caste candidate. This post may be carry forwarded till the eligible schedule caste candidate does not fulfil the qualifications. After fulfilling the qualification/experience, the meeting of the selection committee may be called and scheduled caste candidate may be given his due benefit. The carry forward vacancy will be temporary and general employee/officer will not be treated as permanently promoted. For promoting scheduled caste candidate, new or vacant post will not be awaited. As and when scheduled caste candidate will become eligible after fulfilling qualifications/experience, the person who has been promoted temporarily has no right to remain on the same post permanently and he will have to forego his promotion and to work on his previous post. This condition will be imposed by the appointing authority while issuing his orders for promotion.

Registrar memo No.Admn.IV. AU. 04/11534-62 dated 30.6.04

The persons relating to the category of scheduled caste and backward class who are selected on the basis of seniority-cum- merit in the general list are not to be counted while giving reservation to scheduled caste and backward classes against their quota and their position may not be changed in the general list. It may also be cleared in column 9 of the roster register that the scheduled caste/backward class candidate has come at the point of his seniority or against the reservation of scheduled caste or backward and the point has been consumed so that roster checking party may not face any difficulty while checking the roster register. Further, while giving reservation carry forward vacancies may also be adjusted and indication may be given that the post has been vacated due to promotion, leaving the job or removing from service or due to retirement, death etc. This should also be indicated in the column 'special remarks'. In this way the employees/officers concerned will be provided their due points in the roster registers and it will also be easy while counting the backlog. It is also intimated that 2nd post will be reserved where there are less than five posts.

Registrar memo. No.Admn.IV. AU. 04/
13047-77 dated 21.7.04

The Govt.of Punjab, Deptt.of Welfare has issued revised instructions for the purpose of seeking employment in any department for admission to educational institutions while issuing the scheduled castes and backward classes certificates. It has been stated that to bring about uniformity scheduled castes/backward classes certificates should be issued by the competent authorities in the enclosed proforma to avoid any inconvenience to the scheduled castes persons. It has further been clarified that the following procedure is required to be followed by the departments/ universities and other educational institutions including Medical and Engg.etc.

- i) The competent authorities shown in Annexure 'A' to this letter shall issue certificates strictly in accordance with the given format at Annexures 'B', 'C', 'D' and 'E' to this letter.
- ii) The scheduled castes certificates/attested copy, irrespective of its date of issue shall be accepted by the concerned authorities.
- iii) The backward class certificates in the prescribed proforma in accordance with the Punjab Govt. instructions No. 1/41/93-RC.1/459 dated 17.1.94 issued by the competent authority, shall be accepted by the concerned authorities.
- iv) The concerned authorities will not devise their own formats, contrary to the one devised by the govt., to maintain uniformity.
- v) The concerned authorities, will verify the genuineness of the certificates within the period of two months after the admissions/appointments are made.

Registrar endst. No.Admn.IV. AU.
04/16241-360 dated 10.9.04

The Govt.of Punjab, Deptt. of Welfare issued instructions stating that some of the departments are not complying with the instructions of the Govt. regarding reservation due to which scheduled castes and backward classes are deprived off the due benefit. They have requested to implement the policy circulated by the Deptt.of Welfare, Govt.of Punjab which are applicable to govt. offices/ institutions, schools. Colleges, universities, boards, corporations, zila parishad, municipal committees, panchayat samities and other autonomous bodies may be implemented in letter and spirit. Reservation may be given as per 100 point roster issued by the Govt. In case of violation of the instructions, the concerned department' will be responsible.

Registrar endst. No.Admn.IV. AU. 04/
21663-752 dated 15.12.04

The Govt.of Punjab, Deptt.of Welfare while giving reference of its earlier instructions No. 441 dated 8.6.2000 has clarified that while giving reservation the percentage is not to be counted by mathematic method. The reservation is to be given for each cadre as per 100 point roster defined by the govt. Moreover, as per instructions issued by the Deptt.of Welfare the person who come on their seniority-cum-merit basis are not to be counted in the reservation.

Registrar endst. No. Admn.IV. AU.
05/2670-2769 dated 18.2.05

The Govt.of Punjab, Deptt.of Welfare decided to include 'Guzzar caste' in the list of backward classes for indefinite period.

Registrar endst. No. Admn. IV. AU. 05/
11250-359 dated 24.6.05

Socio Economic criteria for identification of socially advance persons (creamy layer)from the other backward classes in the State of Punjab for their exclusion from the benefit of reservation meant for these classes in the State services/posts and reserved seats for backward classes in the colleges of the State at the time of admission

The Govt. of Punjab, Deptt. of Welfare has decided to raise the income limit from Rs. 1.00 lac to Rs. 2.50 lacs for determining the creamy layer amongst the BCs/ OBCs. The Govt. has substituted the following entry:

Category	Description of category	To whom the rule of exclusion will apply
v	Income/wealth test	<p>Son(s) and daughter(s) of</p> <p>a) Persons having gross annual income of Rs. 2.50 lacs or above or possessive wealth above the exemption limit as prescribed in the wealth tax act for a period of three consecutive years.</p> <p>b) Persons in categories I, II, III and V(a) who are not disentitled to the benefit of reservation but have income from other sources or wealth which will bring them within the income/ wealth criteria mentioned in (a) above.</p> <p>Explanation:</p> <p>Income from salaries or agricultural land shall not be clubbed.</p>

It has also been decided that henceforth Dy. Commissioners, Addl. Deputy Commissioners, Sub Divisional Magistrates, Executive Magistrates (PCS Officers only) and at the best Tehsildars will be competent to issue backward class certificate in the State.

Registrar endst. No. Admn. IV. AU. 05/19390-509 dated 19.10.05

The Govt. of Punjab, Deptt. of Welfare (Reservation Cell) while giving reference of its earlier reference No. 1/19/94/6045 dated 15.7.94 has intimated that the govt. has decided to withdraw the powers given to MLA's for issuing backward class certificate.

Registrar endst. No. Admn. IV. AU. 05/16612-730 dated 9.9.05

The Govt. of Punjab, Deptt. of Welfare while giving reference of its earlier letter No. 1/41/96-RC/ 11061 dated 5.12.96 has intimated that the matter has been considered by the Govt. and it has been decided to authorise the Director, Welfare of Scheduled and Backward Classes, Punjab as a 7th authority to issue the scheduled caste certificate to the wards of Punjab Govt. employees belonging to Punjab origin residing at Chandigarh.

Registrar endst. No. Admn. IV. AU. 05/20768-887 dated 7.11.05

The Govt. of Punjab, Deptt. of Personnel has intimated that on the basis of the constitution 85th amendment Act, 2001, the Govt. of India has amended Article 16(4A) of the constitution of India to allow (consequential seniority). On the basis of the orders of the court it has been decided that Scheduled caste employees promoted to any class or classes of posts under the reservation policy will be prospectively entitled to "Consequential seniority" on the post to which they are promoted. These instructions shall come into force w.e.f. 17.11.2005 and shall be applicable to the posts falling vacant in future in all cadres. However, they are also subject to the final decision of the Hon'ble Apex court in IA No. 2 in writ petition Civil No. 61/2002 and writ petition (Civil) No. 234/2002 and other allied cases.

Registrar endst. No. Admn. IV. AU. 05/23607-726 dated 27.12.05

The Govt. of Punjab, Deptt. of Welfare has intimated that the instructions issued by the Govt. vide letter no. 17646 dated 15.12.2005 will be applicable from 17.11.2005. In the meeting with the Chairman, Welfare committee on 16.12.2005. It has been decided that promotion made after 17.11.2005 may be reviewed. He has requested that all offices, boards, corporations, Universities and other institutions which come under your department and has given promotion after 17.11.05 on the basis of the recommendations of the DPCs which belong to Group 'B' non gazetted and group 'C' & 'D' may be reviewed.

Registrar endst. No. Admn. IV. AU. 06/2507-2627 dated 6.2.06

The Govt. of Punjab, Deptt. of Welfare has intimated vide letter No.2/17/2002/112-117 dated 19-1-2006 that the Govt. of Punjab has decided to adopt the instructions of the Govt. of India. According to Para 4 of these instructions, those castes which have been declared backward classes or will be issued backward class certificate for obtaining reservation in govt. service/academic/technical/professional institutions keeping in view the limit decided for the creamy layer. The number of backward classes in Punjab is at present 69. These castes while taking benefit in the service of the govt./admissions are also eligible for taking benefit in the Centre Govt. The Centre Govt. has also issued a list for Punjab OBCs like 'Sunar/Swarnkar' which has not been declared backward class by the Punjab Govt. and the same is not added in the list of 69 castes issued by the Punjab Govt. Therefore, these castes have no right for the issuance of backward class certificate as per instructions dated 17.1.94 issued by the Govt. 'Sunar' and 'Saini' have been added in the central OBC list as per instructions issued by the Govt. of India dated 6.12.99. These categories can be issued caste certificate by the Govt. of Punjab keeping in view the limit of creamy layer for obtaining the benefit of reservation in the Centre Govt.

Registrar endst. No. Admn. IV. AU. 06 /
2978-3088 dated 9.2.06

MAKING ENTRY IN THE ROSTER REGISTER FOR THE EMPLOYEES APPOINTED ON COMPASSIONATE GROUNDS

All Deans/Directors and other Officers were intimated that as and when any appointment is made on compassionate grounds by this office against the posts falling in their cadre, necessary entry regarding their appointment in the roster register is to be made by the concerned Dean/Director. They have also been requested to make necessary entries in the roster register in *r/o* those employees who have already been appointed on compassionate grounds so that there may not be any difficulty in future.

Registrar memo No. Admn. IV. AU. 07/
4069-89 dated 20.3.07

The Govt. of Punjab, Deptt. of Welfare (Reservation Cell) has intimated that it has come to the notice of the Govt. that some non scheduled castes and backward class candidates get employment on the basis of fake scheduled caste and backward class cast certificate which is a serious matter. They have requested that the method for verification of the certificate may be made easy so that non scheduled castes and backward class may not be able to get reservation against the reserved vacancies by obtaining fake certificates. Therefore, District Magistrate and Sub Divisional Magistrate (Civil) will ensure the verification of these certificates sent by the Appointing authorities within a period of one month. Strict disciplinary action may be initiated against these employees/officers those who do not send the report about the verification of the certificates sent to them within this time limit.

Registrar endst. No. Admn. IV. AU. 07 /
13677-776 dated 12.9.07

The Govt. of Punjab, Deptt. of Welfare has intimated that in the offices of the govt./courts as and when a scheduled caste person shows his caste /religion as 'Ad-dharmi' then in place of writing Ad-dharmi it is written 'Adharmi' which hurts the emotions of the persons relating to Ad-dharmi caste. It has been requested that in future the word 'Ad-dharmi' should be used in the office / court proceedings and its correctness may be ensured.

Registrar endst. No. Admn. IV. AU.
07/14355-454 dated 18.9.07

The Secy. to Govt. of Punjab, Deptt. of Welfare and Scheduled Caste & Backward classes vide notification dated 20.11.07 has intimated that the 'Rai Sikh' caste has been included in the list of scheduled caste vide Punjab Govt. letter No. 1919 dated 19.11.2007 and in view of the above, the 'Rai Sikh' cast has been excluded from the list of backward classes.

Registrar endst. No. Admn. IV.
AU.07/20072-20181 dated 5.12.07

IMPLEMENTATION OF THE PUNJAB SCHEDULED CASTES AND BACKWARD CLASSES (RESERVATION IN SERVICES) ACT, 2006.

The Govt. of Punjab, Deptt. of Legal and Legislative Affairs circulated the Punjab Scheduled Castes and Backward

classes(reservation in services) Act, 2006. The matter regarding adoption of the act was placed before the Board of Management in its 233rd meeting held on 7.1.2008 and the board decided as under:

“The Board of Management considered this item and decided that the Punjab Scheduled Castes and Backward Classes (reservation in services) Act, 2006 be adopted for appointment to various non teaching posts in the Punjab Agricultural University with the modifications / instructions issued by the Punjab Govt. from time to time. However, if any appointment is made that will be subject to the decision of the Hon'ble High Court of Punjab & Haryana in CM No. 18202 of 2006.

The salient features of the act are as under:

PERCENTAGE OF RESERVATION

1. While making appointments in services by any of the methods provided under any service rules, reservation shall be made for the members of the scheduled castes and backward classes in the services under all the establishments.
2. The percentage of reservation for filling up the vacancies by direct recruitment or by transfer in Group 'A', group 'B', group 'C' and group 'D' services, shall be twenty-five percent for scheduled castes and twelve percent for backward classes.
3. The percentage of reservation for filling up the vacancies by promotion by scheduled castes in Group 'A' and group 'B' services shall be fourteen percent.
4. The percentage of reservation for filling up the vacancies by promotion by scheduled castes in group 'C' and group 'D' services shall be twenty percent.
5. Fifty percent of the vacancies of the quota reserved for scheduled castes in direct recruitment, shall be offered to Balmikis and Mazhbi Sikhs, if available, as a first preference from amongst the scheduled castes.
6. Reservation shall be implemented by reserving vacancies by means of a running roster, as may be prescribed till the percentages of reservation, as specified in sub sections (2), (3) and (4) are completed.
7. Reservation shall be applicable to vacancies to be filled on adhoc basis, short term vacancies, work charged establishment, daily wages staff and the staff engaged on contract basis.
8. Reservation shall also be applicable to proforma promotion and appointment by transfer.

TO IMPLEMENT BACKLOG OF VACANCIES

1. The backlog of carry forward reserved vacancies for scheduled castes shall be treated as a separate class of vacancies and the ceiling of fifty percent on filling up these reserved vacancies in succeeding year or years, shall not apply to such class of vacancies.
2. The vacancies, referred to in sub-section(1) shall not be considered together with the vacancies of the year in which they are being filled up for determining the ceiling of fifty percent reservation on total number of vacancies of that year.
3. The backlog of carried forward reserved vacancies for scheduled castes shall be calculated keeping in view the total number of vacancies filled up in each cadre or service.

DE-RESERVATION OF RESERVED VACANCY

1. There shall be no de-reservation of any reserved vacancy by any appointing authority in any establishment, which is to be filled up by direct recruitment or by promotion. In case, a qualified or eligible Scheduled Castes or Backward Classes candidate, as the case may be, is not available to fill up such vacancy, in that situation, such vacancy shall remain unfilled.
2. Notwithstanding anything contained in sub section (1), if, in the public interest, it is deemed necessary to fill up any vacancy referred to in that sub section, the appointing authority shall refer the vacancy to the Department of Welfare of Scheduled Castes and Backward Classes for de-reservation. Upon such reference, the Department of Welfare of Scheduled Castes and Backward Classes may, if it is satisfied that it is necessary or expedient so to do, by order in writing, de-reserve the vacancy, subject to the condition that the vacancy so de-reserved, shall be carried forward against a subsequent unreserved vacancy.

PENALTY

If any officer or official is found guilty of committing any omission or commission in contravening the provisions of this Act, he shall be punishable under the provisions of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 or any other relevant service Rules.

OVERRIDING EFFECT

Notwithstanding anything to the contrary contained in any other law for the time being in force, or any judgement, decree, order or decision of any court or any authority, the provisions of this Act or the rules made thereunder, shall have effect.

SAVING

Notwithstanding anything done or any action taken in pursuance of any instructions, issued before the commencement of this Act to implement the reservation policy by the State Government, shall be deemed to have been done or taken under the corresponding provisions of this Act and the rules made thereunder.

Registrar memo. No.Admn.IV . AU . 08 /
1798-1917 dated 1.2.08

MAKING THE METHOD EASY FOR ISSUANCE OF CASTE CERTIFICATE TO THE CANDIDATES OF SCHEDULED CASTE

The Govt. of Punjab, Deptt.of Welfare has decided to make method easy for issuance of caste certificate to the candidates of scheduled castes which is as under

ISSUANCE OF CASTE CERTIFICATE TO THE CANDIDATES OF SCHEDULED CASTES BELONGING TO RURAL AREAS

- a) The applicant will submit his request to the Area Patwari duly attested by the Sarpanch OR the Nambardar .
- b) The Patwari will submit his request to the concerned area Patwari duly attested by the Municipal Councillor.
- c) The scheduled caste certificate issuing authority will issue the requisite certificate to the applicant within five days after the receipt of the request.

ISSUANCE OF CASTE CERTIFICATE TO THE CANDIDATES OF SCHEDULED CASTES BELONGING TO AREAS

- a) The applicant will submit his request to the concerned Area Patwari duly attested by the Municipal Councillor.
- b) The Area Patwari after verifying the facts will submit the same to the concerned Tehsildar/Sub Divisional Magistrate within two days.
- c) The scheduled caste certificate issuing authority will issue the requisite certificate to the applicant within five days after the receipt of the request.

The Scheduled Caste candidates whose parents are serving at Chandigarh or Mohali , the Head of the Departments of their serving parents will be competent authority to issue Scheduled Caste certificate on the basis of the service record of their parents.

Registrar endst. No.Admn. IV. AU. 08/
14208-327 dated 21 .7.08

GRANT OF BENEFITS TO THE PERSONS OF SCHEDULED CASTES WHO HAVE MIGRATED FROM OTHER STATES

In continuation of this office memo No. 1798-1917 dated 1-2-08 it is informed that instructions were issued by the Govt. of Punjab vide their letter No. 713 dated 17.1.96 that benefits of scheduled castes will not be given to the candidates who have migrated from other States. However, inspite of these instructions some Departments are giving benefits of Scheduled castes to the migrated candidates of other States which is violation of the instructions. The Govt.of Punjab has directed to comply with these instructions in letter and spirit.

Registrar memo. No.Admn.IV. AU. 08/
17361-480 dated 17.9.08

The Govt.of Punjab, Deptt.of Welfare has intimated that instructions were issued that the posts meant for Balmikis/ Mazhbi Sikhs which remain vacant will be filled up by giving reservation to the **Vemukt Jatis/Bazigars** and the post meant for ex-servicemen and sportsmen, scheduled caste candidates may also be filled from amongst the Vemukt Jatis but while filling up these posts, the reservation will not increase more than 2%. It was also intimated that if the Vemukt Jati/ Bazigar candidates are not available, then these posts may be filled up from the other scheduled caste candidates. However, Vemukt Jatis and Bazigars have brought to the notice of the Govt. that they are not being given reservation as per policy. Therefore, the govt. has decided that Vemukt Jatis and Bazigars may be given reservation as per existing policy.

Registrar endst. No.Admn.IV. AU. 08/
20767 -887 dated 11.11.08

The Govt.of Punjab ,Deptt.of Welfare has intimated that the govt. has decided to increase the limit for backward classes/ other backward classes which come in the creamy layer category from less than 2.5 lacs to less than 4.5 lacs per annum. The govt. has substituted the criteria which is as under:

Category	Description of category	To which the rule of exclusion will apply
VI	Income/ wealth tax	Son(s) and daughter(s) of <ol style="list-style-type: none"> Persons having gross annual income of Rs 4.50 lacs or above or possessive wealth above the exemption limit as prescribed in the wealth tax act for a period of three consecutive years. Persons in categories I, II, III and V (a) who are not disentitled to the benefit of reservation but have income from other sources or wealth which will bring them within the income/ wealth criteria mentioned in (a) above.

Explanation:

Income from salaries or agricultural land shall not be clubbed.

Registrar endst. No.Admn.IV . AU . 09/
4501-4620 dated 12.3.09

The Govt.of Punjab, Deptt. of Welfare while giving reference of its instructions No. 1319-1323 dated 19.10.04 has intimated that there is following provision in para 1 of the said letter:

“The Punjab Govt. is determined to give due representation to Scheduled caste and Backward classes in the state services (in direct recruitment and promotion).”

Some officers/ officials of backward classes category feel that the reservation in promotion is still continuing. However, the reservation has been discontinued for the backward classes by the Punjab Govt. w.e.f. 15.11.97. The Govt. of Punjab has issued revised instructions on the subject which are as under:

“The Punjab Govt. is determined to give due representation to Scheduled caste (in direct recruitment and promotion)and to Backward classes(in direct recruitment) in the state services.”

Registrar endst. No. Admn.IV . AU . 09/
8629-8748 dated 14.5.09

The Govt.of Punjab, Deptt.of Welfare (Reservation cell) has intimated that for issuing scheduled caste and backward class certificate for rural areas, District Development and Panchyat Officer will also be competent authority to issue caste certificate.

Registrar endst. No.Admn.IV . AU . 09/

The Chief Secy. to Govt.of Punjab has intimated that Deptt. of Welfare has been authorised to prepare and implement the reservation policy of the State. The provision has also been made in the Scheduled Caste and backward classes Reservation in Service Act. It was also intimated that if any employee/officer violates the provision of this act, the same will be punishable under the Punjab Civil Services Rules, 1970. The Chief Secy. has also intimated that the Scheduled Castes and the Scheduled tribe (prevention of atrocities Act, 1989) is also in force and

there is a provision in the act specially false prosecution , false litigation and false legal proceedings. Withdrawal of promotion and delaying of promotion also comes under the definition of atrocities and the persons violating the act can be given imprisonment upto seven years under clause 3(2) of the act. It has also been intimated that reservation of policy / clarification issued by the Deptt.of Welfare will only be acceptable . Therefore it is reiterated that the instructions issued. by the Govt.of Punjab, Deptt.of Welfare may be implemented in letter and spirit.

Registrar endst. No. Admn. IV. AU. 09/
3778-897 dated 3.8.09

The Govt.of Punjab, Deptt.of Welfare while giving reference of its earlier instructions No. 11374 dated 30.12.96 has stated that it has come to the notice of the Govt. that the posts relating to relevant categories are not being filled up as per distribution. It has also come to the notice of the govt. that from the 25% reserved posts for scheduled castes, the post meant for ex-servicemen and scheduled caste sportsmen are being filled up from the general category in case of non availability of the above categories which is violation of the instructions . The govt. has reiterated that the posts meant for scheduled caste, ex-servicemen and scheduled caste sportsmen may not be filled up from the general categories if the suitable candidates of the above categories are not available. It has been clarified that if scheduled castes, ex-servicemen and scheduled caste sportsmen are not available, then these posts may be converted into the normal category of scheduled castes and the same may be filled up from amongst the scheduled caste eligible candidates.

Registrar endst. No. Admn. IV. AU. 09/
19706-915 dated 5.11.09

Re-fixation of quantum of reservation for backward classes in the State services on the recommendations of the 2nd backward classes commission The Govt.of Punjab, Deptt.of Welfare has intimated that the govt. has decided to increase the percentage of reservation in direct recruitment for govt./ semi govt. in favour of backward classes from 5% to 12% with immediate effect. It has also been decided that reservation for scheduled caste and backward classes will be made vertical while the reservation for other categories such as ex-servicemen, sportsmen, physically handicapped and freedom fighters will be horizontal according to the chart annexed to this letter (copy enclosed). Similar criteria will also apply to scheduled caste, sportsmen and backward class ex-servicemen.

The govt. has also decided that the reservation for scheduled caste and backward classes will take percentage precedence over the horizontal reservation for ex-servicemen, sportsmen, physically handicapped and freedom fighters. The principle of carrying forward of reservation of vacancies will also apply with necessary alteration in detail.

Registrar endst. No. Admn.IV . AU . 09/
21684-753 dated 30.11.09

The Govt.of Punjab, Deptt.of Welfare has clarified that the method of reservation is not to be adopted by mathematics method and nor is to be counted by partition of the roster register. It has again been reiterated that the method of reservation is to be adopted according to the 100 point roster or reservation and the instructions of the govt. issued from time to time are to be kept in view. It has also been 'intimated that the persons relating to the category of scheduled caste and backward class who come on seniority-cum-merit basis are not to be counted while counting the reservation.

Registrar endst. No. Admn.IV . AU . 10/
3108-3228 dated 24.2.10

The Govt.of Punjab, Deptt.of Welfare (Reservation cell) has informed that the Reservation in Services Act, 2006 has been challenged by the petitioners in the Punjab & Haryana High Court and they had requested to stay the following provisios of the act:

“fifty percent of vacancies of the quota reserved for scheduled caste in direct recruitment shall be offered to Balmikis and Mazhbi Sikhs, if available, as a first preference from amongst the scheduled castes.”

The Punjab & Haryana High Court had declared Clause 4(5) of the Act, 2006 as un constitutional, therefore, special leave petition was filed in the Supreme Court and the Hon'ble Supreme Court has passed the following orders:

“Permission to file the special leave petition is granted issue notice on the application for condonation of delay as well as on the Special Leave Petition”.

The Govt. has decided to transfer all the pending cases which were lying in the Punjab & Haryana High Court. The Supreme Court has passed the following interim orders on these cases:

“This court while directing to tag this matter with SLP(C) No. 7044 of 2009 and issue of notice to the Respondents herein to show cause why the transfer petition above mentioned be not allowed DOTH ORDER that there will be stay of further proceedings in writ petition No. 16221 of 2006 titled Hardip Singh & Others Vs. State of Punjab & others pending in the High Court of Punjab and Haryana at Chandigarh.”

Registrar endst. No. Admn.IV. AU. 10/
12579-698 dated 21.7.10

ANNEXURE - A

Competent Authority to issue Caste Certificates :

A) SCHEDULED CASTES :

- i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (Not below the rank of 1st Class Stipendiary Magistrate).
- ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii) Revenue Officer not below the rank of Tehsildar.
- iv) Sub Divisional Officer (C) of the area where the candidate and or his family normally resides.
- v) Administrator/Secretary to Administrator/Secretary to Administrator/Development Officer Lakshadweep Islands.
(Circulated vide No. 2/223/79-SWI/4337 dt. 8.6.90)
- vi) M.L. As of the concerned Constituency.
(Circulated vide No. 1/19/94-RCI/6045 dt. 15.7.94)
- vii) Heads of the Department or Heads of Offices and Heads of Institutions/Schools in favour of candidates seeking admissions, on the basis of Scheduled Castes candidates of the concerned person already issued by the competent authority and is available on the record.

B. BACKWARD CLASSES

- i) Sub Divisional Officer (C)
- ii) Executive Magistrate
- iii) Tehsildar
- iv) Naib Tehsildar
- v) Block Development Officer
- vi) District Revenue Officer
(Circulated vide No. 2/223/79-SWI/4337 dt. 8.6.90)
- vii) M.L. As of the concerned Constituency
(Circulated vide No. 1/19/94-RCI/6045 dt. 15.7.94)

ANNEXURE - B

Chart Showing Proposed or Horizontal and Vertical Reservation

S.C. Ex-serviceman 4%	S.C. Sportsman 1.0%	S.C. Handicapped	S.C.	Other SCs 20%	Total SCs 25%
B.C. Ex-serviceman 2%	B.C. Sportsman —	B.C. Hadicapped —	B.C.	Other BCs 10%	Total BCs 12%
General Ex-serivceman 7%	General Sportsman 2%	General Handicapped 3%	General 1%	Unreserved 50%	Total General Category 63%
Total Ex-serviceman 13%	Total Sportsman 3%	Total Handicapped 3%	Total Freedom 1%		

CHAPTER XVI

GRANT OF LEAVE

As per orders of the Vice-Chancellor, the University employees who undergo Vasectomy operation under the Family Planning Scheme, shall be granted three days special leave, immediately after the operation for taking rest, on production of a certificate to the effect that the employee concerned has undergone operation. This special leave may, however, be extended upto six days in special cases where it is considered necessary, on medical advice.

Registrar's Memo No. Admn. I. AU.1969/
3471-3564, dated 12-3-1969)

No employee can proceed on leave before it has been got sanctioned. Leave cannot be presumed to have been sanctioned unless orders to that effect have been passed.

Registrar's Memo No. Admn. I. (P-950) /
1973 / 19632-72, dated 11-12-1973)

The Restricted Holiday is, for all intents and purposes, a holiday like any other gazetted holiday. The employees may not be bound to get their applications for such leave sanctioned before availing of the restricted holiday, but they shall have to inform the leave sanctioning authority before hand about their intention to avail of such leave. However, such an employee can be called to attend office, if it becomes necessary due to administrative exigencies, but ordinarily an employee should not be refused to avail of restricted holiday.

The adhoc and other employees with short service may be allowed one Restricted Holiday if the total service is less than 6 months and 2 holidays if it exceeds 6 months service.

(Letter No. 7093-2AS-II-76/7976A, dated
30-9-1976 from the Chief Secretary to
Govt., Punjab, Chandigarh and circulated
by the Registrar vide Endst. No. Admn. I.
(G-5)76/15378-15445, dated 16-10-1976)

As per orders of the Vice-Chancellor, a male University employee, whose wife undergoes a non-puerperal tubectomy operation, may be granted special casual leave upto 7 days to look after his wife subject to the condition that the concerned male employee produces a certificate from the University Medical Officer (prescribed medical authority in case of employee serving in outstation) to the effect that the presence of the University employee is essential for the period of leave to look after his wife during her convalescence after operation. This decision will apply to the employees borne on regular and work charged establishment.

Registrar's letter No. Admn. I. AU. / 1977/
11219-83, dated 27-7-1997)

If an employee proceeds of earned leave/leave of the kind due, he is required to resume his duty after the expiry of the leave at the opening hour of the office and if he does not do so, he will be marked late. Similarly, while proceeding on leave, he has to leave at the closing of the office.

(Endst. No. 11283. TA (8-T 79)/74/295,
dated 20-6-1974 from Joint Secretary,
Finance (G), Deptt. Punjab and circulated
by the Registrar vide Endst. No. Admn.
VI. AU.83/19756-19806, dated 11-11-1983)

As per orders of the Vice-Chancellor, for purpose other than assignments the maximum extraordinary leave admissible to the employees (including teachers) during their entire service shall be three years.

Registrar's Memo No. Admn. VI. AU./
1984/G-5/9979-10059, dated 5-5-1984)

There is no bar in sanctioning 20 days casual leave admissible to an employee during the calendar year irrespective of whether he had availed of any other kind of leave for a portion of that year.

Registrar's Memo No. Admn. VI. AU./
1985/G-5/4774-4894, dated 21-3-1985)

As per orders of the Vice-Chancellor, extra-ordinary leave upto a period of six months at a time may be sanctioned to the wives of Defence Services Personnel working in the University while their husbands are posted to family stations subject to the limit of three years extra-ordinary leave during entire service of the teacher/employee concerned.

Registrar's Memo No. Admn. VI. AU./
1990/5789-5902, dated 15-3-1990)

Compensatory leave due till month of November will be sanctioned to the employees during that particular year and the compensatory leave earned in December, may be given during the next calendar year.

Registrar's Memo No. Admn. VI. AU./
1992/G-5/7420-7530, dated 20-5-1992)

As per orders of the Vice-Chancellor, if a teacher wants to go on earned leave or half-pay leave for going abroad, he may be asked to give an undertaking that he is not going on immigration and that he will not undertake any job without the prior permission of the competent authority and that if he is found to give infringed this undertaking he would render himself liable to the termination of his services.

If a teacher wants to go abroad E.O.L. he should apply for atleast one year's E.O.L. so that in the event of sanction of the leave, the vacancy so caused is filled up on adhoc basis so that the University work does not suffer.

Registrar's Memo No. Admn. I. AU./
1995/ 4233-4332, dated 15-3-1995)

As per instructions issued by the Registrar vide Memo No. Admn. VI.AU.1982/M-226/14100-46, dated 5-9-1973, sanctioning authority was required to obtain approval of the Vice-Chancellor before allowing extra-ordinary leave beyond a period of three months to the employees other than teachers. After reviewing the matter, the Vice-Chancellor ordered that only those cases may be sent to him where period of extra-ordinary leave exceeds a year.

Registrar's Memo No. Admn. VI. AU./
1982/M-226/14876-14950, dated 26-7-1982)

The employee can send application for Restricted Holiday from his home and does not bind on him to get it sanctioned before hand.

(Letter No. 6/26/1999-6 PP 3/5353, dated
11-5-1999 from the Punjab Govt. Personnel
Department (PP III Branch) and circulated
by the Registrar, vide Endst. No. Admn.
IV. AU.1999/9400-9530, dated 10-5-1999)

If an employee joins duty on regular basis even in the month of December, he/she is entitled to full casual leaves during the particular year.

(Letter No. 6/15/1999-6 PP 3/4387, dated
20-4-1999 from the Punjab Govt. Personnel
Department (PP III Branch) and circulated
by the Registrar, vide Endst. No. Admn.
IV. AU.1999/11313-443, dated 3-6-1999)

The condition of 30 days commutation leave on medical ground at a time reduced to 15 days at a time.

(Letter No. 1/10/1998-3 FP 2/3184, dated
9-4-2002 from the Govt. Punjab, Finance
Department (Finance Personnel - 2
Branch) and circulated by the Registrar,
vide Endst. No. Admn. IV. AU.2002/G-5/
11516-635, dated 23-5-2002)

As per orders of the Vice-Chancellor, every teacher/employee submitting application for the grant of leave of the kind due must state whether he is going on Immigration or not. A copy of the Visa may also be appended with the application. In the absence of the copy of the Visa, only E.O.L. should be sanctioned. 'Address during leave' must be furnished in the application for the grant of leave.

Registrar's Memo No. Admn. IV. AU./
2002/G-5/16979-17078, dated 22-7-2002)

The Board of Management at its 200th meeting held on 28-10-2002 decided that the scheme notified by the Special Secretary (Personnel), Govt. of Punjab, Department of Personnel (PP.III Branch), Chandigarh vide letter No. 6/21/2001-6PP.3/5198, dated 8-5-2002 for the grant of leave to the employees interested in engaging themselves in self employment, be implemented in the Punjab Agricultural University with the following stipulations :

1. The scheme will be applicable only for non-teachers and not for the teachers.
2. The leave under this scheme will be sanctioned only by the Vice-Chancellor.

Registrar's Memo No. Admn. IV. 2002/
G-5/25897-26016, dated 12-11-2002)

The Vice-Chancellor has ordered that a teacher on leave may be allowed to resume his/her duties before the expiry of his/her leave, only with the prior approval of the Vice-Chancellor.

Registrar, PAU's Memo No. Admn. I. AU./
2003/792-911, dated 13-01-2003)

The Vice-Chancellor has ordered that when a teacher who has been sanctioned leave of the kind due exceeding three months for private purposes other than on medical ground, resumes his/her duties, the Drawing & Disbursing Officer should obtain a certificate from him/her that he/she did not visit abroad during the said leave.

Registrar, PAU's Memo No. Admn. I.
AU./ 2003/M-835/III/11148-11247, dated 9-
6-2003)

The Vice-Chancellor has ordered that :

- a) the teachers visiting abroad will be granted leave of the kind due not exceeding 120 days subject to title with permission to affix extraordinary leave for one year in the first instance.
- b) extension in extraordinary leave for another year may be allowed under special circumstances.
- c) the teacher will be required to give an undertaking before proceeding on leave which will be signed in the presence of two witnesses, who will be the employees of the University and the concerned Head of the Department will countersign it.
- d) the Vice-Chancellor has further ordered to withdraw the instructions issued by the Registrar vide his Memo No. Admn. I. AU.1995/4233-4332, dated 15-9-1995, Memo No. Admn. I. AU.2K/11301-430, dated 10-8-2K, Memo No. Admn. I. AU.2001/M-779/30645-764, dated 29-11-2001 and Memo No. Admn. VI. AU/2002.G-5/16979-17078, dated 22-7-2002.

(Registrar, PAU's No. Admn. I.AU/2003/
M-772/19645-764, dated 3-10-2003)

The Vice-Chancellor has ordered that the instructions issued by the Registrar, vide his Memo No. Admn. IV.AU.2003/22327-446, dated 3-10-2003 regarding grant of leave will also be applicable to the non-teaching employees of the University.

(Registrar, PAU's No. Admn. IV.AU/2003/
22327-446, dated 30-10-2003)

The Vice-Chancellor has ordered that the following certificates may be obtained from the teachers/employees who apply leave for a period of one year or more for visiting abroad that :

- i) the teacher is not under any bond.

- ii) no vigilance/disciplinary proceedings are pending against the teacher and there is no likelihood of it.
- iii) He/she has not obtained any loan from any Institute the re-payment of which is yet due.
- iv) He/she has not stood surety for any employee of the University.

(Registrar, PAU's No. Admn. I.AU/2004/12047-12166, dated 7-7-2004)

GRANT OF PATERNITY LEAVE TO GOVT. EMPLOYEE

As approved by the Vice-Chancellor, the decision conveyed by the Additional Secretary Finance (B), Govt. of Punjab, Department of Finance (Finance Personnel-II Branch), Chandigarh vide letter No. 1/10/98-3PF.2/3187, dated 9-4-2002, has been made applicable to the PAU employees as under :

“The male Govt. employee (with less than two surviving children) on his request, may be granted, paternity leave for maximum 15 days (after commuting his 30 days half pay leave) , during the confinement of his wife. This leave should normally be not refused. These orders have been made effective from 9-4-2002”

(Registrar, PAU's Endst. No. Admn. IV.AU/2002/M-832/9060-9179, dated 24-4-2002)

GRANT OF LEAVE FOR VISITING ABROAD

In continuation of this office memo No. 19645-764 dated 3.10.2003 and memo No. 22327 -446 dated 30.10.2003, the Vice Chancellor has passed the following orders:

“At present the leave is being granted by the concerned Heads of departments/ Deans/ Directors/ Officers. Henceforth all cases of leave for visiting abroad in r/o the employees (including teachers) should be put up to the Vice Chancellor through the Registrar for concurrence before the leave is sanctioned.”

Registrar endst. No. Admn.1 . AU . 05
/M-779/17041-17161 dated 16.9.05

In continuation of this office memo No. 19645-745 vide which the instructions were issued that the teachers/ employees who proceed abroad are required to give an undertaking in the requisite proforma for ensuring their return to the University after expiry of leave. According to clause 3 of the proforma, if the teacher/ employee fails to join back his duties after availing the leave sanctioned to him, the undertaking given by him is to be treated as letter of his resignation effective from the date of proceeding on leave and the leave salary, paid if any, in addition to the salary in lieu of notice period is to be recovered from his CPF/ GPF account. The Vice Chancellor have further ordered that in case any teacher/ employee fails to join back duties after expiry of leave period, action to accept his resignation be initiated promptly failing which the matter will be viewed seriously and action against the defaulting Head of the Deptt./DDO shall be initiated.

Registrar endst. No. Admn.1 . AU . 05
/M-779/19581-700 dated 21.10.05

This is in continuation this office memo No. 19581-700 dated 21.10.05, the Vice-Chancellor has approved the following procedure for grant of leave to teachers/ employees for visiting abroad:

1. An employee (including officer/ teacher) holding immigration visa will be granted leave of the kind due not exceeding 120 days subject to title only once during service with permission to affix extraordinary leave not exceeding two years during the entire period of service for visiting abroad on the following conditions:
 - (i) The employee may be allowed extraordinary leave for full one year or for two years and not in parts thereof. However, in case, the employee has already visited abroad on immigration visa, his/ her leave will be granted once only for the maximum permissible period of extraordinary leave due towards him/ her as per statutory provision for this purpose.
 - (ii) If the extraordinary leave is granted for one year, this will not be extended under any circumstances. Subsequently, extraordinary leave to such employee may be granted for another year after he/she serves the University atleast for one year after rejoining duty.

(iii) Normally an employee will not be allowed to rejoin his duty before availing his/ her sanctioned leave. However, in emergent cases, if the employee has to join, he/ she will have to give at least one month's notice for consideration of his / her request. In such cases, the maximum leave admissible as per statutory provision will be reduced by the period of his/ her already sanctioned leave for granting this leave subsequently.

(iv) The employee will have to give undertaking (s) as per Annexure-I and II (enclosed) before proceeding on leave.

2. In case any employee applies for leave to visit abroad on visitor visa, he/ she will be given leave of the kind due as per rules. Subsequently, this leave can be granted after serving for at least one year after re-joining the duty. However, in emergent circumstances, if the employee wishes to visit abroad again within the period of less than one year, detailed justification should form part of the case while submitting the same for concurrence of the Vice Chancellor.
3. A copy of the visa duly attested by the DDO should be enclosed with the application and the case be submitted to the Vice Chancellor for concurrence as per instructions issued earlier. However, if the visa is still to be granted, an employee will have to submit an affidavit with regard to the type of visa on which he intends to visit abroad. A specimen copy of this affidavit is enclosed as Annexure-II. However, before the employee proceeds on leave, he/she must submit his/ her passport for verification of the contents of the affidavit to his DDO who will make a photocopy of the relevant pages of the passport and send it to the controlling officer for information and record.

Registrar memo No. Admn.1. AU. 05/M-779/21001-21120 dated 9.11.05

The Vice Chancellor has ordered that Deans/Directors will not issue 'No Objection Certificate' for obtaining visitor visa at their own level and the cases for the purpose be submitted to him.

Registrar memo No. Admn.1 AU. 06/9387-486 dated 1.6.06

The Vice Chancellor has ordered that in future no case regarding grant of leave of an employee for visiting abroad may be entertained/ processed where an employee is under probation.

Registrar memo No. Admn.III. AU. 06 10806-86 dated 20.6.06

The Vice Chancellor has ordered that in special cases leave to teachers who are under bond may be granted under emergent circumstances. In case extraordinary leave is to be granted, the bond filed by the teacher may be extended for the correspondence period. But in the case of grant of earned leave there is no need for revision of bond. As in such cases the teacher has also submitted an undertaking that in case he will not resume his duties after leave, his resignation may be accepted from the date of proceeding on leave.

Registrar memo No. Admn.1 . AU . 07/M-779/3036-3132 dated 2.3.07

The Vice Chancellor has approved the following procedure for grant of leave to teachers/ employees for visiting abroad. This is in supersession to the instructions issued vide this office memo No. 21001-21120 dated 9.11.05:

1. An employee (including officer/ teacher) having less than 20 years regular service (excluding EOL) holding immigration visa may be granted leave of the kind due not exceeding 120 days subject to title only once during service with permission to affix extraordinary leave not exceeding two years during the entire service for visiting abroad on the following conditions:

- (i) The employee may be allowed extraordinary leave for full one year or for two years and not in parts thereof. However, in case, the employee has already visited abroad on immigration visa, his/ her leave may be granted once only for the maximum permissible period of leave due towards him/ her as per statutory provision for this purpose.
- (ii) If the extraordinary leave is granted for one year, this may not be extended under any circumstances. Subsequently, extraordinary leave to such employee may be granted for another year after he/ she serves the University atleast for one year after rejoining duty.

- (iii) Normally an employee will not be allowed to rejoin his duty before availing his/ her sanctioned leave. However, in emergent cases, if the employee has to join, he/ she may have to give at least one month's prior notice for consideration of the Vice Chancellor. In such cases, the maximum leave admissible as per statutory provision may be reduced by the period of his/ her already sanctioned leave for granting this leave subsequently.
 - (iv) The employee having 20 years regular service (excluding EOL) holding immigration visa may apply to visit abroad as per procedure mentioned at Sr. No. 2 & 3 of these rules.
 - (v) The employee will have to give undertaking/ affidavit as per Annexure I and II (already sent vide memo dated 9.11.2005) before proceeding on leave.
2. (i) In case any employee applies for leave to visit abroad on visitors visa, he/she may be given leave of the kind due as per rules. Subsequently, this leave can be granted after serving for at least one year after re-joining the duty. However, in emergent circumstances, if the employee wishes to visit abroad again within the period of less than one year, detailed justification should form part of the case while submitting the same for concurrence of the Vice Chancellor. Condition at 1 (v) above shall also apply.
- (ii) Normally an employee may not be allowed to rejoin his duty before availing his/ her sanctioned leave. However, in emergent cases, if the employee has to join prior permission of the Vice Chancellor shall be required for which he/ she shall make a request for the same to the Vice Chancellor for his kind consideration/permission.
- (3) A copy of the visa duly attested by the DDO should be enclosed with the application and the case be submitted to the Vice Chancellor for concurrence as per instructions issued earlier. However, if the visa is still to be granted, an employee may have to submit an affidavit with regard to the type of visa on which he intends to visit abroad. A specimen copy of this affidavit has already been sent vide memo dated 9.11.2005. However, before the employee proceeds on leave, he/she must submit his/ her passport for verification of the contents of the affidavit to his DDO who may make a photocopy of the relevant pages of the passport and sent it to , the controlling officer for information and record.
- (4) If the applicant before proceeding on leave (for visiting abroad) already concurred by the Vice Chancellor requests for its cancellation, the same may be allowed by the sanctioning authority under intimation to this office and the leave so concurred shall not be reduced by the period of his/ her already concurred / sanctioned leave for granting this leave subsequently.

Registrar memo No. Admn.1. AU. 08/M-779/10798-908 dated 14.5.08

In supersession to the instructions issued vide this office memo No. 10798-908 dated 14.5.08, the Vice Chancellor has approved the following procedure for the grant of leave to teachers/ employees for visiting abroad:

1. An employee (including officer/ teacher) having less than 5 years PAU regular service (excluding EOL) shall not be granted any kind of leave for visiting abroad for any purpose.
2. An employee (including officer/ teacher) holding immigration visa may be granted leave of the kind due not exceeding 120 days initially with permission to affix extraordinary leave not exceeding two years for visiting abroad with the following conditions:
 - (i) The employee may be allowed extraordinary leave for full one year or for two years and not in parts thereof. However, in case, the employee has already visited abroad on immigration visa before the issue of instructions dated 9.11.2005 by availing such leave, the balance of the permissible leave may be granted in one spell only.
 - (ii) If the extraordinary leave is granted for one year, this may not be extended under any circumstances. Subsequently, extraordinary leave to such employee may be granted for another year after he/ she serves the University for one year after rejoining duty.
3. The employee (including officers/ teachers) holding immigration visa and who have more than 5 years service and less than 20 years service may be granted further six months leave of the kind due and after completion of 20 years service he/she can avail 12 months leave of the kind due. It is hereby made clear that the unavailed portion of leave out of this provision of six months leave can also be granted. But the total entitlement is restricted to 18 months leave of the kind due during the entire service period and this shall be in addition to 120 days leave of the kind due followed by 2 years EOL mentioned at Sr. No.2.

4. In case an employee applies for leave to visit abroad on visitor visa, he/she may be granted leave of the kind due up to a maximum of 18 months during entire service but is restricted upto six months period at a time.
5. Subsequent leave can be granted after serving for atleast one year from the start of availing the leave sanctioned last. However, in emergent circumstances, if the employee wishes to visit abroad against within the period of less than one year, detailed justification should form part of the case while submitting the same for concurrence of the Vice Chancellor.
6. Normally an employee may not be allowed to rejoin his duty before availing his/ her sanctioned leave. However, in emergent cases, if the employee has to join, prior permission of the Vice Chancellor shall be required for which he/ she shall make a request for the same to the Vice Chancellor for his kind consideration/ permission. However, the leave sanctioned shall be reduced from the total admissible leave for the purpose.
7. The employee will have to give undertaking/ affidavit as per Annexure-I and II (already sent vide memo dated 9.11.2005) before proceeding on leave.
8. A copy of the passport and visa duly attested by the DDO should be enclosed with the application and the case be submitted to the Vice- Chancellor for concurrence through proper channel. However, if the visa is still to be granted, an employee may have to submit an affidavit with regard to the type of visa on which he intends to visit abroad. Specimen copy of this affidavit has already been send vide memo dated 9.11.2005. However, before the employee proceeds on leave, he/ she must submit his/ her passport for verification of the contents of the affidavit to his DDO who may make a photocopy of the relevant pages of the passport and sent it to the Controlling Officer for information and record.
9. If the applicant before proceeding on leave for visiting abroad (already concurred by the Vice Chancellor) requests for its cancellation, the same may be allowed by the sanctioning authority under intimation to the office of Registrar and the leave so concurred shall not be reduced by the period of his/ her already concurred/ sanctioned leave for granting this leave subsequently.

Registrar memo No.Admn.1 . AU . 08/M-779/19495-614 dated 17.10.08

In continuation of this office memo No. 19495-614 dated 17.10.08, the Vice Chancellor has approved that the teachers/ employees with less than five years but more than two years of service and holding immigration visa upto the date of issue of this letter may be allowed one time earned leave (of maximum four months) as a special case for travelling abroad. Other conditions contained in the letter referred to above will remain the same.

Registrar memo No.Admn.1 . AU . 09 /M-779/7632-7752 dated 21.4.09

CHAPTER XVII

STUDY LEAVE OR LEAVE FOR THE STUDY PURPOSE

1. GRANT OF EARNED LEAVE FOR STUDY PURPOSE

Earned leave in excess of restriction of 120 days or to the extent it is due, can be granted for higher studies in respect of in-service candidates.

(Comptroller, PAU, Ludhiana's notification No. CAU.P.III/69/47-1969, dated 2-1-1969)

2. CONDITIONS FOR REJOINING DUTY

a) No in-service candidate is to be allowed to rejoin his duty unless he has submitted his thesis.

(Registrar, PAU's Endst. No. Admn. III.AU/1970/1051-53, dated 29-6-1970)

b) The Academic Council in its 97th meeting held on 5-11-1981 vide item No. C-7 decided that in-service candidates doing Ph.D. may be allowed to re-join duty only after the submission of their thesis.

(Registrar, PAU's Memo No. Admn. III.AU/1981/MT-112/26561-636, dated 7-12-1981)

3. FOR REGISTRATION FOR DOING PH.D. AT INSTITUTE OTHER THAN PAU

For Registration for doing Ph.D. programme at Institute other than PAU, the following decision was taken by the Academic Council at its 52nd meeting held on 4-5-1976 vide item No. C-54 :

- a) Those who want to join Ph.D. with less than three years' experience should only be permitted to do so if they resign.
- b) Those with three to five years' service may be granted leave of the kind due.
- c) Those who join after five years' service may be allowed study leave.
- d) Any in-service candidate of the University, who wants to register in another University, should not be allowed to do so unless he has put in five years' service.

(Registrar, PAU's Endst. No. Admn. I.(MT112)/1976/5598-653, dated 15-5-1976)

4. A) GRANT OF STUDY LEAVE TO THOSE WHO ARE WORKING IN THE ICAR PROJECTS

Can be granted on the following conditions :

1. No substitute is to be appointed in the leave vacancy as the ICAR does not bear the cost of salary of more than one person against the post.
2. Prior intimation regarding grant of study leave is sent to the ICAR.
3. Suitable alternate arrangements are to be made before the incumbent is allowed to proceed on leave.

(Letter No. F.3-4/1976-Per.IV, dated 16-9-1976 from the Secretary, ICAR, New Delhi)

B) COUNTING OF PERIOD SPENT ON STOP-GAP BASIS

As per decision of the Academic Council taken in its 58th meeting held on 15-3-1977 vide item No. C-4, the

service rendered by a teacher on stop-gap basis should not be taken into account for the purpose of five years' service for the grant of study leave.

(Registrar, PAU's Memo No. Admn. III.AU/1977/5215-68, dated 22-4-1977)

The Academic Council at its 63rd meeting held on 16-11-1977 vide item No. C-6, decided that :

The in-service Ph.D. candidates of PAU may be allowed to resume their duties and continue to pursue research relating to their thesis, provided :

- i) They have completed all the course work and have passed the comprehensive examination.
- ii) Have successfully completed >2 research credit hours.
- iii) Their progress in research is found satisfactory by the Students' Advisory Committee. This recommendation about satisfactory work will be sent by the Major Advisor of the student through Head of the Department to the Dean, Post-graduate Studies. For purposes of placement of the in-service candidate in the parent Deptt. the concerned Dean/director shall also be associated with this decision.
- iv) The candidates will, however, have to register and pay full trimester fee till the submission of their thesis.

(Registrar, PAU's Memo No. Admn. III.AU/1977/13718-73, dated 17-12-1977)

C) PREFIXING LEAVE OF THE KIND DUE WITH STUDY LEAVE

The Academic Council in its 64th meeting held on 10-1-1978, vide item No. B-27, decided that in-service candidates may be allowed to prefix leave of the kind due with study leave to the extent it falls short of five years' service.

(Registrar, PAU's Memo No. Admn. III.AU/1978/2918-83, dated 18-2-1978)

D) STUDY LEAVE FOR RESIDENT REQUIREMENT AND STUDY LEAVE ON MORE THAN ONE OCCASION

The Academic Council in its 68th meeting held on 22-9-1978, vide item No. C-1, decided that the earlier decision (taken in its 63rd meeting held on 16-11-1977) regarding the grant of study leave to teachers for doing Ph.D. at other Universities should stand. However, individual cases for the grant of study leave only for the period prescribed for resident requirement by the University/Institution where a teacher has registered may be considered on merit.

The Academic Council also decided that a teacher be allowed to avail of the benefit of study leave only on one occasion during the entire service in the University. However, the cases of teachers who were in the service of the University at the time of grant of UGC scales and are required to complete Ph.D., may be considered on merit for the grant of study leave for the second time.

(Registrar, PAU's Memo No. Admn. I./MT-112/1978/19661-726, dated 23-10-1978)

- e) Further, the Academic Council in its 78th meeting held on 10-9-1979 clarified that the grant of study leave for the second time may be considered on merit provided it is required for higher degree recognized by the University and the teacher concerned has served the University for at least five years after availing of the last study leave.

(Registrar, PAU's Memo No. Admn. I./MT-112/1978/19759-829, dated 9-10-1979)

F) MAXIMUM PERIOD OF STUDY LEAVE

The Board of Management in its 60th meeting held on 11-1-1980 decided that a teacher may be granted study leave only upto a maximum period of three years during his whole service career as per provisions of the Statutes and if a teacher requires more leave for acquiring a higher degree recognized by the University, then he may be granted leave of the kind due.

(Registrar, PAU's Memo No. Admn. I./MT-112/1980/ 2318-2393, dated 5-2-1980)

5. A) STUDY LEAVE TO IN-SERVICE CANDIDATES FOR THREE YEARS

The Academic Council in its 99th meeting held on 2-3-1982 decided that :

- i) The decision of the Academic Council taken in its 97th meeting held on 5-11-1981 shall be strictly followed in respect of in-service candidate admitted to Ph.D. programme after 5-11-1981.
- ii) Those admitted before 5-11-1981 may be allowed to resume their duties provided they fulfil the conditions laid down by the Council in its meeting held on 16-11-1977 but they must complete the requirement of Ph.D. within a period of one year of resuming duties failing which they will have to proceed on leave of the kind due for this purpose.

The Board of Management in its 77th meeting held on 11-3-1982 amended clause 21(3) the Statutes as conveyed by the Registrar vide No. Acad. I.AU.82/22146-230, dated 15-5-1982 according to which a teacher desiring to prosecute higher studies may, if he has served for not less than five years, be granted leave on full pay plus allowances for a period or periods ordinarily not exceeding two years but in special cases upto three years.

The Board also decided that in-service candidates shall be allowed to rejoin duty only after the submission of their thesis.

The Academic Council in its 102nd meeting held on 22-5-1982 decided that para ii) of its decision taken in its 99th meeting held on 2-3-1982 will apply only to those candidates who had proceeded on study leave under old rules and are already availing of third year of their leave.

The amended clause 21(3) of the Statutes is applicable to only those teachers who proceeded on study leave or were granted study leave or seek/sought extension in study leave for the third year on or after the issue of notification dated 15-5-1982 regarding the amendment of Clause 21(3) of the Statutes regarding conditions of service of the teachers. Other teachers who were granted study leave before the arrangement of this clause are not covered by the amended clause and the old clause 21(3) would be applicable to them.

(Registrar, PAU's Memo No. Admn. III.AU.1982/17368-17448, dated 23-2-1982)

B) GRANT OF HOUSE RENT ALLOWANCE DURING STUDY LEAVE

The Board of Management at their 93rd meeting held on 9-7-1984, vide item No. B-8, decided that a teacher who is granted study leave with pay for higher studies is entitled to the house rent allowance on usual terms and conditions at the rate admissible to him at the time of proceeding on study leave during the entire period of leave.

(Comptroller, PAU's Notification No. Admn. CAU-C.III. 12/8855, dated 30-7-1984)

6. GRANT OF LEAVE OF THE KIND DUE IN CONTINUATION OF STUDY LEAVE TO CLASS II TEACHERS

As per orders of the Vice-Chancellor, leave of the kind due in continuation of study leave may not be sanctioned by the Heads of Departments without the concurrence of the concerned Dean/Director.

(Registrar, PAU's Memo No. Admn. III./AU/1985/11252-11331, dated 19-6-1985)

7. RECOVERY OF STUDY LEAVE SALARY FROM TEACHERS

The Board of Management in its 105th meeting held on 19-4-1986, vide item No. C-9, observed that if an in-service teacher, after taking study leave, fails to complete Ph.D. studies within the maximum permissible period of five years, the salary paid to him during the study leave period should be recovered from him.

The Board of Management in its 108th meeting held on 19-12-1986 decided to incorporate the following Clause in the bond proforma circulated by the Registrar vide Memo No. Admn. III.AU.1979/24553-623, dated 12-12-1979 :

“That in case the party of the first part fails to complete his Ph.D. Programme during the maximum permissible period of five years, the amount paid to him as salary during study leave shall be recovered from him”.

The pending cases of in-service teachers who could not complete Ph.D. within the maximum permissible period of five years upto 19-4-1986 may also be decided according to the above decision of the Board.

(Registrar, PAU's Memo No. Admn. III./
AU/1987/1325-1402, dated 19-1-1987)

8. GRANT OF LEAVE FOR PURSUING HIGHER STUDIES ABROAD

As per orders of the Vice-Chancellor, study leave or leave of the kind due to a teacher for pursuing higher studies abroad be sanctioned by the competent authority only after obtaining approval of the Vice-Chancellor and the condition of executing bond be imposed while sanctioning leave. Further quarterly/six-monthly progress report be obtained from the concerned University/Institution where the teacher is studying to ascertain as to whether the teacher is pursuing studies properly. This report should be submitted to the Vice-Chancellor for his kind information so that in case of constant unsatisfactory progress report, the teacher could be recalled from leave.

(Registrar, PAU's Memo No. Admn. I./AU/
1992/18170-270, dated 13-11-1992)

9. GRANT OF ANNUAL INCREMENT(S) DURING STUDY LEAVE/LEAVE OF THE KIND DUE FOR STUDY PURPOSE

The Board of Management in its 152nd meeting held on 30-5-1994, vide item No. B-2, substituted Clause i(b) of the Statute regarding conditions of service of teachers by the following :

- a) The rules prescribed under Clause 15 to Part-A of this Statutes shall apply to the teachers also.
- b) A teacher on study leave shall continue to draw annual increments regularly during the period of study leave as well as leave of the kind due taken for study purpose preceding and/or succeeding study leave.

(Comptroller, PAU's Notification No. Admn.
CAU-C.III. 1984/9006, dated 16-6-1994)

10. APPOINTMENT AS ASSOCIATE PROFESSOR DURING STUDY LEAVE

The Academic council in its 222nd meeting held on 28-9-1994, vide Item No. C-2, decided that in future study leave be allowed to teachers who may be selected as Associated Professor (during study leave) and they should be allowed to continue to be on study leave after joining as Associate Professor.

(Registrar, PAU's Memo No. Admn. V./
AU/1994/22499-599, dated 26-10-1994)

11. EXECUTION OF BOND AND RECOVERY ON ACCOUNT OF BREACH OF AGREEMENT

The Board of Management at their 173rd meeting held on 20-2-1998 approved substitution of Clause 21(3) of chapter VII of the Statute as under :

“A teacher desiring to prosecute higher studies may, if he has served for not less than five years, be granted study leave on full pay plus allowances as admissible for a period or periods ordinarily not exceeding two years but in special cases upto three years in all and provided that he spends the entire period in study or research at the University or other institution or in any approved manner and provided further that he executes a bond to serve the University for a period not less than three years or the actual period of total leave (inclusive of leave of the kind due) availed of by him to complete the course of study, whichever is more, after his return to duty. However, in case of extension of study leave/leave of the kind due, the period of bond shall stand extended automatically as envisaged above and the sureties already furnished will also continue for the extended period of bond.

Provided that in the event of the teacher concerned resigning or retiring from service without re-joining after the expiry or termination of the period of study leave or at any time within a period of three years or the actual period of total leave (inclusive of leave of the kind due) availed of by him to complete the course of study, whichever is more, after his return to duty, he shall forthwith refund to the University or as may be directed by the University on demand all moneys paid to him or expended on his account towards study leave, as per terms and conditions of the bond

together with interest thereon and damages from the date from which his resignation is accepted/services terminated or voluntary retirement is allowed, at the rate for the time being in force for University loans.

Provided further where a teacher has served for a period of not less than half the period of bond on return from study leave/leave of the kind due, recovery equal to half the amount of study leave shall be made. However, the period of extra ordinary leave, if any, availed immediately preceding the infringement of bond shall not be reckoned for computing the service rendered towards the bond period.

NOTE : The above amendments will also be applicable in the cases where the teachers have joined back their duty after completion of higher studies but are still under bond or have filled in bond to serve the University for a period of five years for prosecuting higher studies”.

(Registrar, PAU's Notification No. Acad. I./AU/1998/258, dated 28-5-1998)

12. GRANT OF E.O.L. TO ASSISTANT PROFESSOR LEVEL TEACHERS FOR COMPLETING PH.D. STUDIES AFTER JOINING SERVICE

The Academic Council at its 268th meeting held on 11-7-2001 decided that the teachers who have joined their posts after discontinuing Ph.D. studies be allowed extra-ordinary leave for a maximum period of one year including the summer break after completing one year of service provided they have completed in course work and 75% research and have also successfully completed the comprehensive examination as applicable in their cases.

(Registrar, PAU's Memo No. Admn. III./AU/2001/21344-475, dated 10-8-2001)

13. PERMISSION TO PURSUE PH.D. PROGRAMME – GRANT OF STUDY LEAVE

The Academic Council at its 271st meeting held on 31.10.2001, vide Item No. C-10, decided that wherever residential requirements are not applicable for completion of Ph.D degree, in those cases on study leave will be granted.

(Registrar, PAU's Memo No. Admn. III./AU/2001/30765-885, dated 29-11-2001)

14. FORWARDING OF APPLICATIONS FOR REGISTRATION FOR PH.D. PROGRAMME OUTSIDE PAU

As per orders of the Vice-Chancellor, applications on the above subject will be sent by the Head of the Departments to the Dean, Postgraduate Studies who will certify whether the institution where the Ph.D. programme is to be pursued is of the desired standard or not. If it is of desired standard, the application will be sent to the concerned Institution by the concerned Dean/director. The approval of the Vice-Chancellor is not required in such cases.

(Registrar, PAU's Memo No. Admn. I./AU/2002/4595-4715, dated 1-3-2002)

GRANT OF STUDY LEAVE TO NON-TEACHING EMPLOYEES

The Board of Management at its 178th meeting held on 19-8-1998 decided that normally study leave to non-teaching employees should not be given. However, in exceptional cases, where it is related to the job requirements, the individual cases may be brought before the Board of Management consideration.

(Registrar, PAU's Memo No. Admn. IV./AU/1998/16978-17108, dated 4-9-1998)

Thereafter, the Board of Management at its 195th meeting held on 30-7-2001 authorised the Vice-Chancellor to sanction study leave to the non-teaching staff subject to the following conditions :

- i) Study/training should be related to the job requirement of the employee concerned.
- ii) Study leave may be sanctioned to not more than three non-teaching employees in a particular year.

(Registrar, PAU's Memo No. Admn. VIII./AU/2001/21184-21330, dated 10-8-2001)

GRANT OF STUDY LEAVE TO NON-TEACHING EMPLOYEES

As per approval accorded by the Vice-Chancellor, the following modalities/guidelines for grant of study leave to non-teaching employees may be kept in view while forwarding the case for the grant of study leave :

1. The study leave should normally not be granted for more than one year depending upon the programme of study. However, it will not exceed two years in any case.
2. The recommendations of the grant of study leave from amongst employees belonging to the category of ministerial, technical and field etc. should be made keeping in view the relevancy of the training/course to the job requirement and also in the interest of university work.
3. (i) The applications for the grant of study leave shall be submitted by the employee concerned in his office/department by 7th May each and an advance copy of the same should also be submitted in the office of the Registrar on that date. The concerned department of office when making their recommendations will submit the case to the Office of the Registrar by 31st of May. The recommendations of the committee for the grant of study leave will be finalized by 16th June. The applicant seeking study leave must produce the evidence of securing admission in the office of Registrar by 15th July positively.
(ii) The employee who has been granted study leave will be required to serve the University for a period of two years after acquiring the said course/training failing which he/she will be liable to refund to the University the leave salary received by him/her.
(iii) No employees exceeding 50 years of age will be considered for the grant of study leave.
4. No substitute will be provided against the study leave vacancy. While forwarding the case for the grant of study leave the Head of the Department/Office will certify that in the event of grant of study leave to the employee concerned, internal arrangements will be made to carry out the work.

(Registrar, PAU's Memo No. Admn. IV./2004/1893-1996, dated 29-1-2004)

GRANT OF STUDY LEAVE TO NON-TEACHING EMPLOYEES

The Vice-Chancellor has approved the amendment to the extent that the applicants should have completed the minimum service of 5 years for being eligible for the grant of study leave.

(Registrar, PAU's Memo No. Admn. IV./2005/6231-6310, dated 14-4-2005)

GRANT OF SPECIAL LEAVE OF FIVE YEARS FOR SELF-EMPLOYMENT

As per letter No. 6/33/2004-6PP-3/7658, dated 10-6-2005 from the Department of Personnel, Government of Punjab, if any employee submits a written request to allow him to resume his duty before three years of leave in view of the genuine hardship being experienced by him, the competent authority can allow him to do so.

(Registrar, PAU's Endst. No. Admn. IV./2005/12191-290, dated 6-7-2005)

GRANT OF LEAVE FOR VISITING ABROAD

As per orders of the Vice-Chancellor, all causes of leave for visiting abroad in respect of the employees including teachers should be put up to the Vice-Chancellor through Registrar for concurrence before the leave is sanctioned.

(Registrar, PAU's Memo No. Admn. I.AU, 2005/M-779/17041-17161 dated 16-9-2005)

GRANT OF LEAVE TO TEACHERS/EMPLOYEES FOR VISITING ABROAD

As per order of the Vice-Chancellor, if any teacher/employee fails to join back duty after expiry of leave period, action to accept his resignation be initiated promptly failing which the matter will be viewed seriously and action against the defaulting Head of the Department/DDO shall be intimated.

(Registrar, PAU's Memo No. Admn. I.AU, 2005/M-779/19581-700, dated 21-10-2005)

PROCEDURE FOR GRANT OF LEAVE TO TEACHERS/EMPLOYEES FOR VISITING ABROAD

The Vice Chancellor has approved the following procedure for grant of leave to teachers/employees for visiting abroad.

An employee (including officers/teacher) holding immigration visa will be granted leave of the kind due not exceeding 120 days subject to title only once during service with permission to affix extra ordinary leave not exceeding two years during the entire period of service for visiting abroad on the following conditions :

- i) The employee may be allowed extraordinary leave for full one year or for two years and not in parts thereof. However, in case, the employee has already visited abroad on immigration visa, his/her leave will be granted once only for the maximum permissible period of extraordinary leave due towards him/her as per statutory provision for the purpose.
 - ii) If the extraordinary leave is granted for one year, this will not be extended under any circumstances. Subsequently, extraordinary leave to such employee may be granted for another year after he/she serves the University at least for one year after rejoining duty.
 - iii) Normally an employee will not be allowed to rejoin his duty before availing his/her sanctioned leave. However, in emergency cases, if the employee has to join, he/she will have to give at least one months' notice for consideration of his/her request. In such cases, the maximum leave admissible as per statutory provision will be reduced by the period of his/her already sanctioned leave for granting this leave subsequently.
 - iv) The employee will have to give undertaking(s) as per Annexure I & II enclosed before proceeding on leave.
2. In case any employee applies for leave to visit abroad on visitors visa, he/she will be given leave of the kind due as per rules. Subsequently, this leave can be granted after serving for at least one year after rejoining the duty. However, in emergent circumstances, if the employees wishes to visit abroad again within the period of less than one year, detailed justification should form the part of the case while submitting to the same for concurrence of the Vice-Chancellor.
 3. A copy of the visa duly attested by the DDO should be enclosed with the application and the case be submitted to the Vice Chancellor for concurrence as per instructions issued earlier. However, if the visa is still to be granted, an employee will have to submit an affidavit with regard to the type of visa on which he intends to visit abroad. A specimen copy of this affidavit is enclosed as Annexure II. However, before the employee proceeds on leave, he/she must submit his/her passport for verification of the contents of the affidavit to his DDO who will make a photo copy of the relevant pages of the passport and send it to the Controlling Officer for information and record.

(Registrar, PAU's Memo No. Admn. I.AU, 2005/M-779/21001-21120 dated 16-9-2005)

GRANT OF LEAVE OF KIND DUE/EOL DURING PROBATIONARY PERIOD

As per orders of the Vice Chancellor, no case regarding the grant of leave for visiting abroad may be entertained/ processes where an employee is under probation.

(Registrar, PAU's Memo No. Admn. I.AU./ 2006/10306-96, dated 20-6-2006)

GRANT OF SPECIAL LEAVE OF FIVE YEARS FOR SELF EMPLOYMENT

The Department of Personnel, Government of Punjab vide letter No. 6/21/2001-6PP.3/11545, dated 10-8-2006 has clarified that no employee who has been granted leave for self employment can do any service in Govt. or private sector in India or Abroad. This leave is meant for self employment within the country or abroad.

(Registrar, PAU's Endst. No. Admn. IV.AU/ 2006/16398-497, dated 30-8-2006)

ISSUE OF NO OBJECTION CERTIFICATE FOR OBTAINING VISITORS' VISA

The Vice Chancellor has ordered that the Deans/Directors of the University will not issue No Objection for

obtaining Visitors' Visa at their own level and the case for this purpose will be submitted to the Vice-Chancellor.

(Registrar, PAU's Memo No. Admn. I.AU/2006/9387-486, dated 1-6-2006)

GRANT OF STUDY LEAVE TO TEACHERS PURSUING PH.D OUTSIDE PAU.

The Academic Council at its 284th meeting held on 30.7.2003 approved the following rules for the grant of study leave / leave of the kind due to the teachers to register themselves for doing Ph.D. with the University/ institute where there is no residency requirement and to continue the study while carrying out their duties:

1. An in-service candidate from PAU who joins Ph.D. programme in a University/ institute other than Punjab Agricultural University will be allowed study leave for the period as per the residential requirement of University/ institute where he/she has registered. In no case, the study period will exceed to that allowed by PAU for its in-service candidates pursuing Ph.D. programme at PAU.
2. Where there is no provision for residency requirement no study leave may be sanctioned to any teacher as per decision of the Academic Council taken in its 271st meeting held on 30.10.2001.
3. The study leave may be allowed to the University teachers in one or more than one spell, as is prevalent in other universities. But in no case, the study leave will be given after attaining 50 years age. Further he /she will have to complete the Ph.D. degree within five years failing which he/she will have to refund the study leave period salary as per university rules and the registration will remain valid upto five years only.
4. Before proceeding on study leave, the candidate will be required to execute bond to serve the university for a period of double the period of study leave (including leave of the kind due taken for the purpose) or three years whichever is less.
5. If the candidate decides not to avail opportunity of study leave, he/she will have the option to avail leave of the kind due. A candidate who did not avail the study leave, but met the residency requirement by taking leave of the kind due need not submit a bond period agreement.
6. A candidate may join the service at PAU after the submission of final thesis. The candidate will bring a certificate from the concerned University/ institute of having submitted the final thesis. The period of agreement bond will start from his/ her date of joining.
7. If a candidate fails to serve the PAU for the agreement bond period, he/she will have to refund the amount in lieu of that as per notification No. Acad.I.AU.98/ 258 dated 28.5.98

Registrar memo No. Admn. 1 AU 03 15987-16096 dated 8.8.2003

In continuation of this office memo No. Admn I.AU 02/ 4595-4715 dated 1.3.2002, it is clarified that the words 'outside PAU' used in these orders include the university both for within India as well as outside India. In the case of foreign universities, Head of the Deptt. should send/ make detailed recommendations regarding the programmes of the university in which the teacher seeks admission on the basis of which the Dean, PGS may give his recommendations.

Registrar memo No. Admn. 1. AU. 05 689-788 dated 11.1.05

The Board of Management at its 250th meeting held on 17-8-2011 authorised the Vice Chancellor to sanction the study leave to the five non teaching employees of the University instead of three in a year as per terms and conditions already approved by it.

Registrar memo No. Admn. VII AU 2011/13090-13220 dated 2.9.11

CHAPTER XVIII

EXECUTION OF BONDS

The Board of Management at their 19th meeting held on 6-3-1965 approved that the period of service bond required to be executed by university employees to proceed abroad for training under various training programmes should be fixed/determined on the following basis :

1. Basic minimum period applicable in all cases = one year.
2. Add to this twice the period of training.
3. Maximum period applicable in all cases = five years.

It will also be applicable in respect of those employees who proceed abroad for higher studies on study leave terms or by taking extra ordinary leave in relaxation of rules and also those who proceed for training within India where the period of training is treated duty/study leave/extra ordinary leave.

(Registrar Notification No. Acad. II.1965/12781, dated 10-3-1965)

TO EXECUTE A BOND WHEN A TEACHER PROCEED ON HIGHER STUDIES

To serve the university for a period not less than three years or the actual period of total leave including leave of the kind due availed off by employee, whichever is more. If the leave is extended, the period of bond shall stand extended automatically and the sureties already furnished will also continue for the extended period of bond.

The bond executed by a teacher is not required to be counter-signed by respective Head of the Department. However, the Head of Department may get the bond signed from the concerned teacher in his presence while forwarding the bond to the respective Dean/Director. The Head of Department should furnish a certificate that the bond has been signed in his presence.

(Registrar, PAU's Memo No. Admn. III.AU/1977/5665-720, dated 27-4-1977)

BREACH OF AGREEMENT

In case of teacher resigning or retiring from service without re-joining after the expiry of the period of study leave or at any time within a period of three years or the actual period of total leave, whichever is more, he shall forthwith refund to the university on demand all moneys paid to him or expended on him on his account towards study leave as per terms and conditions of the bond together with interest thereon and damages from the date from which his resignation is accepted/services terminated/voluntary retirement is allowed, at the rate for the time being in force on university loans.

Provided where a teacher has served for a period of not less than half the period of bond, recovery equal to the half amount of study leave shall be made. However, the period of extra ordinary leave if any shall not be reckoned for computing the service rendered towards the bond period. This agreement will also be applicable in the cases where teachers have joined back their duty after completion of higher studies but are still under bond or who have filled in bond to serve the university for a period of five years for prosecuting higher studies. The revised bond proforma is attached as per Annexure.

(Registrar's Notification No. Acad. I.AU/1998/258, dated 28-5-1998)

The Board of Management at its 182nd meeting held on 14-5-1999 decided that the condition of agreement bond may not be imposed in the case of teachers who are allowed to avail of training programmes/visits abroad by

taking leave of the kind due/extra ordinary leave. However, the condition regarding execution of bond will continue to be imposed in the cases of teachers who are sponsored by the University for training programmes/visits in India/abroad and are treated on duty.

(Registrar, PAU's Memo No. Acad. II.AU/1999/F-6/ 14800-918, dated 26-5-1999)

TERMS OF PERIOD OF FELLOWSHIPS/SCHOLARSHIPS/TRAINING

1. In all types of cases of fellowships/scholarships i.e. Post-Doctoral Fellowship, Research Fellowships, Pre-Doctoral Fellowships/Scholarships where the applications have been routed through proper channel, the concerned teacher may be allowed extraordinary leave without imposing any bond condition.
2. In all the cases of fellowships/scholarships linked with the programme of higher studies leading to Ph.D. etc. the teachers may be allowed study leave/leave of the kind due according to the rules and they may be asked to execute agreement bond to serve the university
3. The teachers nominated by the university for training/study visits including Cultural Exchange and Collaborative Research Programmes abroad or within the country for the programme related to their job requirements and sponsored by the Government/recognized institutions may be treated on duty for the duration of the training/visit and they may be asked to execute agreement bond to serve the university according to rules.
4. A teacher/scientist desirous of availing any training programme/visit arranged by them at their own level in response to an open advertisement by any agency may be allowed extraordinary leave without any bond condition. The proforma regarding bond to be executed with sureties and with bank guarantee or mortgage of landed property/house are added as Annexure A and B respectively.

(Registrar's Memo No. Acad.II.AU/1999/F.142/20537-654, dated 29-6-1999)

FILLING UP OF BOND BY THE EMPLOYEES OF THE PAU PROCEEDING ON STUDY LEAVE.

In continuation of this office endst.No.Acad.I.AU.98/ 17793-938 dated 28.5.98, it is clarified that the amount recoverable from the employee concerned or the sureties is required to be mentioned in the bond document so that the teacher concerned as also the sureties must know their liabilities in the event of infringement of bond conditions. It is further added that as per terms and conditions of the bond the executant i.e. a first party is required to refund the study leave salary paid to him together with interest. He is also liable to reimburse the amount which the university may have to incur for affecting the recovery of the bond money. Therefore, the amount of salary to be paid to the teacher concerned during study leave may be worked out at the rates existing at the time of filling up the bond and mentioned therein subject to change on account of payment of revised DA or grant of any other benefit etc. during the said period. However, the recovery of the damages on account of expenditure incurred for effecting the bond money may be conveyed to the employee concerned after the expenditure has been incurred actually.

Registrar memo No. Admn.III. AU. 2K / 508-608 dated 20.1.2000

CHAPTER XIX

GRANT OF SPECIAL LEAVE TO GOVERNMENT EMPLOYEES INJURED AT THE HANDS OF TERRORISTS

The period spent by an employee who is a victim of terrorists violence on or after 1st July, 1989, in hospital, including the period the employee remains on leave on medical advice after discharge from the hospital, should be treated as special casual leave subject to the following conditions :

1. that the employee concerned shall produce a certificate from the competent civil authority that he was injured in terrorists action;
2. that leave shall be sanctioned only on the recommendations of the Medical Authority not below the rank of Senior Medical Officer;
3. that the authority to grant leave shall be the same as is in the case of earned leave, mentioned in Appendix 12 of the Punjab Civil Services Rules, Volume I, Part-II, and
4. that no substitute shall be appointed during the period of this leave.

(Letter No. 18/35/1989-2 PPI/13427, dated 24-7-1989 from the Department of Personnel and Administrative Reforms (Personnel Policies I Branch), Govt. of Punjab, Chandigarh circulated by the Registrar vide Endst.. No. Admn. IV.AU.1989/22098-22222, dated 18-12-1989)

CHAPTER XX

FACILITIES TO FEMALE EMPLOYEES

The Board of Management at their 178th meeting held on 19-8-1998, decided to make the following decisions applicable to the female employees of the PAU as contained in letter No. 14/22/98/6p P3/7892, dated 11-6-1998 from the Joint Secretary Personnel, Department of Personnel and Administrative Reforms, Govt. of Punjab, Chandigarh:

1. RE-JOINING OF DUTY WITHIN 10 YEARS OF RESIGNATION

A female employee, who had resigned due to family problems after her marriage, can be allowed to re-join the service within 10 years in case a vacant post is available. The period of her remaining out of service shall be treated as extra-ordinary leave. Such employees shall be placed at the bottom in the seniority list. An affidavit shall be obtained from her that she was not engaged in any service/business/ practice during the period of her remaining out of service and had completed probationary period prior to her resignation. The period of 10 years prescribed for female employees shall be limited to "Child Bearing Age" maximum up to two living children.

2. FACILITIES FOR PART-TIME EMPLOYMENT

The female employees are allowed option for part-time employment to enable them to look after small children. The timings of part-time employment will be from 9.00 a.m. to 1.30 p.m. This facility will be limited to two living children of age up to 4 years. Such employees shall be entitled to half of initial basic pay + DA admissible thereon. CCA, House Rent Allowance and fixed Medical Allowance will be paid to them as admissible on their full pay. They will continue to get other facilities such as house, LTC, pensionary benefits etc. by treating the part-time employment as duty for all intents and purposes.

3. GRANT OF ADOPTION LEAVE FOR ADOPTING NEW-BORN BABY

The female employees will be allowed Adoption Leave at the time of adopting a new born baby for a period of three months or till the baby completes the age of three months. This leave will be admissible only if the concerned female employee has got no issue of her own.

(Registrar's Memo No. Admn. IV.AU/1998/
18683-813, dated 15-9-1998)

CHAPTER XXI

FORWARDING OF APPLICATIONS FOR ASSIGNMENTS, FELLOWSHIPS/ SCHOLARSHIPS AND TRAINING PROGRAMMES

The Vice-chancellor has approved the following fresh conditions / scholarships for foreign assignments and nomination of teachers for fellowships/scholarships/training programmes etc. :

1. Where a teacher goes on an assignment, other than fellowship/scholarship within the country or abroad, he/she should be given extra ordinary leave as per existing rules provided he/she had applied for the assignment through proper channel. If a teacher had applied direct, he/she will have to resign.
2. A teacher nominated/sponsored by the University for specific training within the country or abroad, will be treated on duty. He/she shall have to execute a bond to serve the University according to rules.
3. When a teacher intends to avail of training in response to an advertisement for which he/she had applied through proper channel but had not been sponsored/nominated by the University, he/she will be granted leave of the kind due.
4. Where the teacher intends to avail of training for which he/she has not applied through proper channel, he/she will have to resign.
5. The teacher deputed abroad under collaborative research projects, will be treated on duty without any bond condition provided specific funds exist in the scheme.
In case, he/she does not join back duty, the salary paid to him/her will be recovered.
6. The teachers selected for pre and post-doctoral fellowships/scholarships, research fellowships after Ph.D. will be granted leave of the kind due up to three years provided they had applied through proper channel. If application was not sent through proper channel, extra ordinary leave will be granted.
7. In all cases of fellowships/scholarships linked with the programmes of higher studies leading to Ph.D. etc. the teachers may be allowed study leave/leave of the kind due according to rules and they may be asked to execute agreement bond to serve the University.
8. The applications for all training programmes/ courses/seminars/ conferences/symposia and meetings abroad may be forwarded to the quarter concerned with the stipulation that there will be no additional financial liability on the part of the University except internal travel cost within India if the teachers are treated on duty. Additional liability in the form of international travel cost may be allowed if specific funds for this purpose have been provided in a scheme.
9. Where the teacher has been invited for participation in any Conference/Meeting/Symposium etc. by the foreign agency at their own, he/she will be treated on duty without any financial liability on the part of the University except internal travel cost within India.
10. Where the teacher intends to participate in any Conference/Meeting/Symposia for which he/she has made direct correspondence with the concerned agency, he/she will be allowed leave of the kind due.

(Registrar, PAU's Memo No. Acad. II.2000/F-142/14075-199. dated 8-6-2000 and No. Acad. II.AU.2003/F-142/ 5104-5219, dated 5-3-2003)

CHAPTER XXII

PRESENTATION OF PAPERS IN THE NATIONAL/INTERNATIONAL WORKSHOPS/ SEMINARS/CONFERENCES/CONGRESSES/SYMPOSIA ETC.

As per orders of the Vice-Chancellor the facility of training the teacher concerned on duty and allowing him/her internal travel cost within the country should be extended only to such teachers who route their papers for presentation in Workshops, Conferences etc. through proper channel. If any teacher sends his/her papers direct, he/she will have to take leave of the kind due and no financial assistance of internal travel cost within the country will be allowed.

(Registrar, PAU's Memo No. Acad. II.AU/2000/26954-27084, dated 17-8-2000)

PARTICIPATION IN SEMMINARS / SYMPOSIA / CONFERENCES / WORKSHOPS / TRAINING PROGRAMMES ETC. WITHIN INDIA

The Vice-Chancellor has approved the guidelines for participation in attending to workshops/seminars/symposia/training programmes etc. within India by the teachers/scientists of the University as under :

1. Participation of teachers in the National and International Symposia/ Conferences/ Congresses/ Workshops related with the work of scientists organized by professional societies/academies based in public institutions and headed by scientists may be allowed by the Head of the Department subject to the availability of funds at the Departmental level. The paper/abstracts should be submitted to the Head of Department who will forward the same after ensuring its quality. Further, the concerned scientist will give a certificate that the paper presented in the earlier symposia/conference/congresses/workshops has been published/ submitted for publication (This will not apply to the annual workshops of coordinated projects).
2. In case the registration fee is upto Rs. 2000/-, sanction may be accorded by the Head of the Department. For registration fee exceeding Rs. 2000/- upto Rs. 5000/-, sanction may be accorded by the concerned Deans/ directors. The case involving registration fee of more than Rs. 5000/- may be submitted to the Vice-Chancellor for approval.

(Registrar, PAU's Memo No. Acad. II.AU/2006/F-142/30802-14, dated 12-10-2006)

PARTICIPATION IN SEMINAR / SYMPOSIA / CONFRENCES / WORKSHOPS / TRAINING PROGRAMMES ETC.

The Vice-Chancellor made certain observations for forwarding / recommending the participation of the teachers/scientists for participating in seminars/symposia/workshops/training programmes etc. in abroad as under :

“There is a general tendency among the scientists to browse through the internet information regarding the holding of various seminars/conferences/training which may not be very useful for the teachers or the University. I am strong votary for sending students / teachers/employees for such exposure which should enhance their output. The concerned HODs/Deans/Directors should thoroughly scrutinize such applications and only those cases should be forwarded/recommended whose participation in such an activity enhances the scientific knowledge / technical know-how of the employee so that he/she can contribute in a better way.”

(Registrar, PAU's Memo No. Acad. II.AU/2006/F-142/22046-90, dated 18-8-2006)

CHAPTER XXIII

STREAMLINING OF VIGILANCE MACHINERY

When any case is being investigated by the Vigilance Bureau, no departmental or parallel enquiry be conducted.

(Letter from Vigilance Department, Govt. of Punjab, Chandigarh No. 19/11/1997-14 R/14017, dated 26-9-1997, circulated by the Registrar vide No. Admn. II.AU. 1998/2690-2715, dated 12-2-1998)

The Vigilance Department, Govt. of Punjab, interalia has been entrusted to enquire into the following categories of cases/complaints against public servants :

- i) Acquisition of assets disproportionate to the known sources of income.
- ii) Allegations constituting offence under the Prevention of Corruption Act read with Indian Penal Code and any other Act.
- iii) Allegations of moral turpitude.

The Vigilance Department shall continue to enquire into complaints against non-gazetted employees but ordinarily the concerned Administrative Department will be responsible to look into complaints against non-gazetted officials and take action thereon.

The Vigilance Bureau has also been authorised to check the misuse of vehicles. Therefore, the departments should check the misuse of vehicles at their own level and ensure.

- i) That the official vehicles should be used solely for official duty.
- ii) That there should be proper sanction of the competent authority if the official vehicle is used for non-official purpose, if permissible under the rules.
- iii) That proper entries should be made in the log-book of the vehicle before the commencement of journey.
- iv) That the number plate of official vehicle should be designed as per the provisions of the Motor Vehicle Act/ Rules.

The user-officer and the driver shall be equally responsible and accountable for the use/misuse of the official vehicle. In case, any irregularity is found it will invite major penalty as in cases of false claim of traveling allowance.

(Registrar's Memo No. Admin. IV.AU/2000/M-844/7515-7645, dated 13-6-2000)

Once the proceedings has been initiated under rule 8 of the Punjab Civil services (Punishment and Appeal) Rule 1970, then for inflicting a minor punishment the procedure is required under rule 8 has to be followed for awarding a minor punishment under rule 9(3).

(Letter No. 3/33/1989-2 PPII/989, dated 12-1-1990 of Govt. of Punjab, Department of Personnel and Administrative Reforms (Personnel Policies II Branch), Chandigarh and circulated by the Registrar vide Endst.. No. Admn. IV.AU.1990/4513-4603, dated 26-2-1990)

As per orders of the Vice-Chancellor, the enquiry Officers should confine themselves to conduct enquiry on the terms and references made to them and should not recommend any action to be taken against the defaulting official, in future.

(Registrar's Memo No. Admn. IV.AU/1998/9023-9143, dated 15-5-1998)

As per orders of the Vice-Chancellor, it must be ensured that the charge-sheet is served upon the employee placed under suspension within six weeks from the date of suspension positively. Unless some substantial change is required to be made in the draft charge-sheet, the draft charge-sheet should not be sent back to the initiating office for want of minor changes which may be made at the level of the Controlling Officer.

(Registrar's Memo No. Admn. IV.AU/2000/10386-495, dated 27-2-2000)

It has been decided that the draft charge-sheet to be served upon the suspended official should be got vetted from the Legal Advisor, before the same is issued. After issuing the charge-sheet, the entire record should be taken into custody by the competent authority to avoid any interpolation or tempering with the same. If the reply to the charge-sheet is not received within stipulated period, a reminder may be issued giving the specific time to furnish reply and if the same is not received, ex-parte proceedings should be initiated and the Enquiry Officer/Presenting Officer should be appointed immediately to avoid unnecessary delay. The enquiry Officer should complete the enquiry within three months positively and the competent authority should take final decision on the enquiry report within two months from the date of receipt of the report positively. Thus, the whole process involving issuance of charge-sheet and the final decision to be taken against the employee should be completed within five months.

(Letter No. 3/54/1991-2 PP-II/3453, dated 16-3-2001 from the Govt. of Punjab, Department of Personnel (Personnel Policies II Branch), Chandigarh)

STREAMLINING OF VIGILANCE MACHINERY

The Vigilance Bureau has been authorised to check the misuse of govt. vehicles and those belonging to the State Owned, Boards/ Corporations. However, the departments/ organisations are themselves required to check the misuse of vehicles and ensure

- (a) **That** the official vehicles should be used solely for official duty.
- (b) That there should be proper sanction of the competent authority if the official vehicle is used for non official purpose, if permissible under the rules.
- (c) That proper entry should be made in the log book of the vehicles before the commencement of journey
- (d) That the number plate of official vehicle should be designed as per the provisions of the motor vehicle *act*/ rules.

Both the user officer and the driver shall be equally responsible and accountable for the use/ misuse of the official vehicle in case any irregularity is found it will invite major penalty as in cases of false claim of travelling allowance.

(Registrar memo No. Admn. IV . AU.2K/M-844/ 7515-7645 dated 13.6.2000)

Streamlining of vigilance machinery in the Punjab. Guidelines for the conduct of surprise checking by vigilance bureau. The below mentioned guidelines shall be strictly followed by all concerned in regard to surprise checking conducted by the Vigilance Bureau:

- i) The concerned officer of the Vigilance Bureau before the conduct of any surprise checking by the Vigilance Bureau shall personally meet and fully brief the Deputy Commissioner/ Head of Department/ Administrative Secretary as the case may be, about material particulars and make a request in writing and obtain orders thereof for deputing a representative who would remain personally present throughout the conduct of the surprise checking.
- ii) Office-in-charge including his staff where the surprise checking is to be conducted shall, without fail, on production of the written concurrence of the Deputy Commissioner/ Head of department/Administrative Secretary as the case may be, by the representative so deputed, immediately extend all assistance in the smooth conduct of the checking undertaken by the Vigilance Bureau team.

- iii) Role of the representative would be only to see the smooth conduct of the checking which would be performed by the Vigilance Bureau team. At the end of the checking, he shall submit a report to Deputy Commissioner/ Head of the department/Administrative Secretary, as the case may be interalia to the effect that entire operation was done in his presence. Whether it was smoothly and properly conducted, whether full cooperation was extended by the staff etc.

(Registrar memo No. Admn.IV. AU.2K/
1935-2054 dated 23.1.2001

STREAMLINING OF VIGILANCE MACHINERY IN THE STATE OF PUNJAB. GUIDELINES FOR THE GRANT AND REFUSAL OF PROSECUTION SANCTIONED BY ADMINISTRATIVE DEPTTS.

The following guidelines/ instructions have been issued by the Govt.of Punjab, Deptt.of Vigilance on the subject:

1. The decision to grant or not to grant prosecution sanction should be taken on the basis of record and result of investigation sent to the Administrative department by the Investigating Agency/ Vigilance department. However, the competent authority may grant personal hearing to the accused in the matter.
2. The competent authority should pass detailed and speaking orders while refusing or granting prosecution sanction.
3. The cases should not be delayed at the level of Administrative department when sent for prosecution sanction. Generally, the cases should be decided within two months time from the date, the reference is made by the Vigilance Department.
4. Although the grant or refusal of prosecution sanction is a matter within the sole discretion of the competent authority. However, the authority can refuse to grant prosecution sanction for reasons such as :
 - a) If the shadow witness is a stock witness of the police or vigilance
 - b) That complainant is not a person of good repute.
 - c) Where the joining of two gazetted officers or one Gazetted Officer in accordance with the instructions of the Vigilance department No. 19/1/98-4V(1) 3000-4050 dated 6.3.2000 has not been adhered to.
 - d) Where the recovery on the whole appears to be doubtful.
 - e) If there is clear evidence that there was a motive to falsely implicate the alleged accused or there was some grudge which the complainant was nursing against the employee prior to the date of trap/ raid.
 - f) If the amount of bribe demanded appears to be irrational.

(Registrar memo No. Admn.IV AU.2K2/
3152-3272 dated 5.2.2002

CHAPTER XXIV

HANDING OVER THE CHARGE OF THE POST OF DEAN / DIRECTOR / HEAD OF THE DEPARTMENT DURING HIS ABSENCE FROM HEAD QUARTERS OWING TO TOUR/LEAVE

1. CHARGE OF THE HEAD OF THE DEPARTMENT DURING LEAVE/TOUR

As per orders of the Vice Chancellor in all eventualities i.e. in the case of proceeding on leave/tour etc. and on the expiry of term of the existing Head of Department, the charge should be given to the senior most Professor level teacher in the discipline of the department who has not worked as Head of Department earlier.

(Registrar, PAU's Memo No. Admn. V.AU/2001/5131-5230, dated 14-3-2001)

2. CHARGE OF THE HEAD OF THE DEPARTMENT WHERE ALL PROFESSORS HAVE ALREADY WORKED AS HEAD OF THE DEPARTMENT

As per orders of the Vice Chancellor, where all professors in the department have worked as Head of the Department, the charge of the Head of the Department during leave/tour etc. and on the expiry of the term of the existing Head of the Department may be given to the senior most professor level teacher in the discipline of the department.

(Registrar, PAU's Memo No. Admn. V.AU/2001/5131-5230, dated 14-3-2001)

3. CHARGE OF THE HEAD OF THE DEPARTMENT WHERE ONLY PROFESSOR LEVEL TEACHER IS WORKING

As per orders of the Vice Chancellor, in the department in which the only Professor is acting as Head, the concerned head of the Department should send immediately information regarding joining of 2nd professor level teacher in his department through the concerned Dean/Director. Similarly, the information regarding expiry of the term of the Head of the Department should invariably be sent six months before expiry of the term of the Head of the Department so that immediate action may be taken to make selection of the Head of the Department in consonance with the procedure laid down in the Statutes.

(Registrar, PAU's Memo No. Admn. V.AU/1996/16430-16510, dated 22-8-1996)

Charge of the post of Deans of the Colleges/Heads of Departments during leave/tour period of the regular incumbent

The Vice Chancellor has approved the following procedure for handing over the charge of the post of Dean of the College during leave/tour of the regular incumbent as under :

1. Senior-most Additional Director/Coordinator of Research of the respective faculty may be given the charge of the post of Dean of the respective college.
2. In case the charge of the post of Dean cannot be given to respective Addl. Director of Research/Coordinator of Research on account of their being not available, then the senior-most Professor of the College may be given the charge of the post of Dean subject to the following conditions :
 - i) He/she should have remained Head of the Department on a regular basis for a minimum period of 2 years.
 - ii) He/she should not have been awarded any punishment during the last 5 years.

iii) No enquiry should be pending/contemplated against the person.

Similarly, the charge of the Head of the Department is to be given to the next Senior-most professor level teacher in the discipline of the department who has not worked as head of the Department earlier, provided he fulfils the conditions mentioned at Sr. No. (ii) and (iii) above.

(Registrar's Memo No. Admn. I.AU/2002/M-819/24859-968, dated 30-10-2002)

Charge of the post of Deans of the Colleges/Heads of Departments during leave/tour period of the regular incumbent

The Vice Chancellor has now approved the following procedure for handing over the charge of the post of Dean of the College during leave/tour of the regular incumbent as under :

1. Senior-most Additional Director/Coordinator of Research of the respective faculty may be given the charge of the post of Dean of the respective college.
2. In case the charge of the post of Dean cannot be given to respective Addl. Director of Research/Coordinator of Research on account of their being not available, then the senior-most Professor of the College may be given the charge of the post of Dean subject to the following conditions :
 - i) He/she should have remained Head of the Department on a regular basis for a minimum period of 2 years.
 - ii) He/she should not have been awarded any punishment during the last 5 years.
 - iii) No enquiry should be pending /contemplated against the person.

Similarly, as per latest instructions issued vide Memo No. Admn. V.AU.2001/M-226/3792-3891, dated 22-2-2001, the charge of the Head of the Department is given to the next senior most Professor level teacher in the discipline of the department who has not worked as Head of the Department earlier.

The Vice Chancellor has ordered that the charge of the Head of the Department may be given to the senior most Professor level teacher in the discipline of the department provided he fulfils the conditions mentioned at Sr. No. (ii) and (iii) above.

(Registrar's No. Admn. I.AU/2002/M-819/24859-968, dated 30-10-2002)

DELEGATIONS OF POWERS OF DEANS/HEADS OF DEPARTMENTS

As per orders of the Vice Chancellor, such teachers who are asked by the Dean/Director/Heads of Departments to look after the day to day work in their absence when they are on tour/leave should attend to the routine work only and should not exercise administrative or financial powers for which specific orders/delegation from the Vice-Chancellor will be required.

(Registrar's Memo No. Admn. I.AU/1996/59-128, dated 2-1-1997)

APPOINTMENT OF THE HEAD OF DEPARTMENT

The Board of Management at its 185th (Special) meeting held on 9-11-1999 authorised the Vice-Chancellor to grant relaxation upto one year in the term of appointment of a Head of Department if the incumbent is due to retire during the period.

(Registrar's Memo No. Admn. V.AU/1999/25197-207, dated 10-12-1997)

HANDING OVER THE CHARGE OF THE HEAD OF DEPARTMENT DURING THE LEAVE/AND ON EXPIRY OF THE TERM OF THE EXISTING HEAD

As per orders of the Vice Chancellor, in all eventualities i.e. in the case of proceeding on leave/tour etc. and expiry of term of the existing Head of Department, the charge should be given to the next senior most Professor level teacher in the discipline of the Department, who has not worked as Head of the Department earlier.

(Registrar's Memo No. Admn. V.AU/2001/M-226/3792-3891, dated 22-2-2001)

DELEGATION OF POWERS OF DEANS/DIRECTORS/HEADS OF DEPARTMENTS

It has come to the notice of the Vice Chancellor that some times when the Deans/directors/Heads of Departments

are on Tour/Leave etc. for short durations, they ask at their own level the next senior most teachers of the College/ Directorate/Department to look after the day to day work of the College/Directorate/Department. But such teachers tend to take policy decisions or effect transfers of the employees working in the College/Directorate/Department etc. The matter has been considered by the Vice-Chancellor and he has ordered that such teachers who are asked by the Dean/Director/Heads of Department to look after the day to day work in their absence when they are on tour/ leave should attend to the routine work only and should not exercise administrative or financial powers for which specific orders/delegation from the Vice-Chancellor will be required.

(Registrar's No. Admn. I.AU/1996/59-128, dated 2-1-1997)

APPOINTMENT OF THE HEAD OF DEPARTMENT

This is to inform you that the Board of Management in its 185th (special) meeting held on 9-11-1999 has authorized the Vice Chancellor to grant relaxation upto one year in the term of appointment of a Head of Department if the incumbent is due to retire during the period, in future. This aspect may please be kept in view while initiating proposal for the appointment of Head of Department.

(Registrar's No. Admn. I.AU/1999/25197-207, dated 10-12-1999)

HANDING OVER THE CHARGE OF HEAD OF DEPARTMENT DURING LEAVE/TOUR AND ON EXPIRY OF THE TERMS OF EXISTING HEAD

The Vice Chancellor has now ordered that in all eventualities i.e. in the case of proceeding on leave/tour etc. and expiry of term of the existing Head of Department, the charge should be given to the next senior most Professor level teacher in the discipline of the Department, who has not worked as Head of the Department earlier.

(Registrar's No. Admn. V.AU/2001/M-226/3792-3891, dated 22-2-20001)

SUBMISSION OF PAPERS TO BE PRESENTED AT CONFERENCES/ WORKSHOPS/ SEMINARS ETC. BY HEADS OF DEPARTMENTS

The casual leave, tour programme, TA bills and annual increments of the Heads are allowed by the Dean of the college irrespective of the discipline to which they belong. The Vice-Chancellor has, therefore, ordered that the Heads of Departments should route all their papers for obtaining approval of the competent authority through the Dean concerned. However, the earned leave will be sanctioned by the Controlling Officer of the scheme in which the Head of Department is working.

(Registrar's No. Admn. V.AU/2003/18087-203, dated 11-9-2003)

HANDING OVER THE CHARGE OF THE HEAD OF THE DEPARTMENT DURING THE LEAVE TOUR PERIOD AND ON EXPIRY OF THE TERM OF THE EXISTING HEAD.

The Vice Chancellor has ordered that the charge of the Head of the department may be given to the 2nd senior most Professor level teacher in the discipline of the department in case the first senior most Professor level teacher in the department is not interested to act as officiating Head during the leave/ tour period and on the expiry of the term of the existing Head of the department subject to the following conditions:

- i) He/ she has not worked as Head of the Department earlier
- ii) He/ she should not have been awarded any punishment during the last five years.
- iii) No enquiry should be pending/ contemplated against him/her.

The above orders of the Vice Chancellor may be kept in view while sending proposals for delegation of powers of Heads of Departments during leave/ tour period and on the expiry of the term of the existing Head of the Department.

Registrar memo No. Admn V. AU. 2K8 / 11580-700 dated 29.5.08

CHAPTER XXV

APPLICATION FOR PUNJAB SARKAR PARMAN PATRAS OR SIMILAR OTHER AWARDS

In order to streamline the procedure for making recommendations from the PAU for the award of Punjab Sarkar Parman Patra or similar other awards, the Vice-Chancellor passed the following orders :

- i) While circulating such letters in the PAU, Registrar may kindly specify the date by which the applications should be received in his office. This date should be atleast 7 days prior to the last date of receipt of applications by the State Govt. All such applications received by the due date will be put up to the following committee which will make its recommendations within 2 days :
 - i) Director of Research
 - ii) Director of Extension Education
 - iii) Concerned Dean.
- ii) These recommendations will be put up to the Vice-Chancellor and the application of the recommended/ approved candidate will be sent to the quarter concerned well in time.

(Registrar's No. Acad.II.AU.2001/11015-23, dated 1-5-2001)

CHAPTER XXVI

FOLLOW UP OF THE COURT CASES IN THE PUNJAB & HARYANA HIGH COURT

The following instructions are to be complied with for follow up action of the court cases in the Punjab & Haryana High Court :

1. On the receipt of the notice from the High Court the department should immediately take steps to prepare the written statement and depute some responsible official to supply the draft written statement to the Advocate General, Punjab, to finalise the same and file in the Court before the first date of hearing.
2. On all the dates of hearing some responsible official should be present in the Court with complete record especially in the cases of writ petitions.
3. All interim and final directions of the High Court must be moved well in advance to get extension of time for implementing the directions of the Court. This will avoid a large number of Contempt Petitions which are filed for non-compliance of the orders of the High Court in time.
4. In case of grant of retrial benefits the Court is taking very serious view regarding the delays in such payments. The Court is also insisting that the officers responsible for the delay should be penalized by imposing heavy costs and the interest awarded on the delayed payments to be personally paid by the officers from their salaries.

(D O Letter No. 18/220/1996-GC3/11473, dated 30-12-1996 from the Chief Secretary to Government, Punjab, Chandigarh)

ACCEPTANCE OF SUMMONS ISSUED BY THE COURTS

No employee should produce record in the courts without obtaining the permission of his Controlling Officer and without bringing the same to the notice of the advocate engaged by the University in the case concerned.

(Registrar's Memo No. Admn. IV.AU.1984 (M-84) / 16139-248, dated 28-8-1984)

LEGAL ADVICE

All cases for obtaining legal advice should be sent to the Registrar/ Comptroller as per institutions already issued vide this office memo. Dated 27-7-1982, issued by the Registrar.

(Registrar's Memo No. Admn. IV.AU.1987/1978-2055, dated 31-1-1987)

CONDUCT OF ENQUIRY

The Enquiry Officer should confine themselves to conduct enquiry on the terms of references made to them and should not recommend any action to be taken against the defaulting official.

(Registrar's Memo No. Admn. IV.AU.1998/9023-9143, dated 15-5-1998)

FILING OF WRITTEN STATEMENTS IN COURTS

The statements to be filed in the courts should be sent at least 10 days in advance of filing the same in the court along with a note containing relevant documents of the case and all relevant documents may also be sent to the Registrar for necessary action.

(Registrar's Memo No. Admn. IV.AU.2K/ M-812/7055-7185, dated 1-6-2000)

DISPOSAL OF LABOUR COURT CASES

With regard to the labour court cases filed against the University, main emphasis should be that the DPLs engaged as per requirement of the Departments for day-to-day work and on completion of the work, the services of the DPLs are no longer required. There is no question of terminating their services as they are not regular employees of the University.

(Registrar's Memo No. Admn. AU.LC/2001/35275-415, dated 18-9-2001)

CASES PENDING IN THE VARIOUS COURTS

The Vice Chancellor has designated all the Deans/ Directors/ other Officers of the University as Nodal Officers to monitor the proper handling of legal cases and proper adjudication of court cases relating to the University.

Registrar memo No. Admn.IV . AU .04/M-812/ 4788-4907 dated 1.3.04

The Govt.of Punjab, Deptt.of Home Affairs & Justice has conveyed the directions of the Supreme Court of India regarding implementation of Section 80 CPC, which are as under:

“These provisions cast an implied duty on all concerned governments and States and statutory authorities to send appropriate reply to such notices. Having regard to the existing state of affairs, we direct all concerned governments, Central or State of other authorities, whenever any Statute requires service of notice as a condition precedent for filing of suit or other proceedings against it, to nominate, within a period of three months, an Officer who shall be made responsible to ensure that replies to notice under Section 80 or similar provisions are sent within the period stipulated in a particular legislation. The replies shall be sent after due application of mind. Despite such nomination, if the court finds that either the notice has not been replied or reply is evasive and vague and has been sent without proper application of mind, the court shall ordinarily award heavy cost against the Government and direct it to take appropriate action against the concerned officer including recovery of costs from him.” .

The Nodal Officer is responsible for the proper reply of the notice received under section 80 CPC of any other clause of other Act. Rules, failing which if any cost is awarded by the court, the same shall be recovered from the concerned Nodal Officer.

Registrar endst. No. Admn.IV . AU .05/19704-823 dated 21.10.05

It has been observed that written statements to be filed in the courts are not submitted to this office in time for signatures . In order to avoid any awkward situation of not presenting the case keeping the Universities interest in view, it is imperative that sufficient time is made available to go through the written statement minutely. You are again requested to submit such documents at least 10 days in advance before filing the same in the court so that this office can examine the draft of these important submissions before the court.

Registrar memo No. Admn.IV. AU .05 / 20612-739 dated 7.11.05

PROPER DEFENCE OF COURT CASES IN THE JUDICIAL COURTS AND OTHER COURTS AND TRIBUNALS IN THE STATE OF PUNJAB / SUPREME COURT OF INDIA

The Vice Chancellor after taking into account the instructions issued by the Govt. of Punjab Deptt. of Agriculture has approved the following guidelines:

1. In the matter of court case when the case is fixed for arguments of the case relating to PAU a brief note (written arguments) of the case may be handed over to the defending counsel at least two days before the case is fixed for hearing.
2. The brief note for arguments should be to the point and as brief as possible.

3. An officer not below the rank of Superintendent/AAO/ Asstt. Registrar or equivalent should take charge of the court case and keep himself in constant contact with the University Advocate to ensure proper assistance to the Advocate at all stages of the case and should make it point to see that all the relevant material is made available to the Advocate concerned and no important information is kept back with him which may be necessary for the proper conduct/defence of the case.
4. The cases of Departments where Superintendents/ AAOs are not working may be handled by the Supdts'/ AAOs or equivalent of their respective Controlling officers with the help of the dealing hand of the department.

Registrar memo No. Admn.IV . AU . 06/
7762-881 dated 28.4.06

The Govt.of Punjab, Deptt.of Agriculture ,Dev. & Coordination Branch has forwarded the judgment in the civil writ petition No. 5803 of 2009 and other connected cases Sheela Devi & Punjab Govt. the operative part of judgment is as under:

On consideration of various judgments issue No. 1 was answered as follows:

“ it follows that a person who has committed a fraud, misrepresentations or any other act of deception cannot possibly qualify for any relief in equity. A priori, it must be held that any benefit received or obtained by an employee by reasons of fraud, misrepresentation or any other act of deception would disentitle him to retain the benefit which he has obtained as a result of such acts or anyone of them.”

Issue No. (ii) has been answered with the following observations:

“It is in the light of the above pronouncement, no longer open to the authorities granting the benefits, no matter erroneously to contend that even when the employee concerned was not at fault and was not in any way responsible for the mistake committed by the authorities, they are entitled to recover the benefit that has been received by the employee on the basis of any such erroneous grant.

We say so primarily because if the employee is not responsible for the erroneous grant of benefit to him/her, it would indure in him the belief that the same was indeed due and payable. Action on that belief the employee would as any other person placed in his position arrange his affairs accordingly which he may not have done if he had known that the benefit being granted to him is likely to be withdrawn at any subsequent point of time on what may be then said to be the correct interpretation and application of rules having induced that belief in the employee and made him change his position and arrange his affairs in a manner that he would not otherwise have done. It would be unfair, in equitable and harsh to the government to direct recovery of the excess amount simply because on a true and correct interpretation of the rules, such a benefit was not due.

We have, therefore, no hesitation in holding that in case the employee who are recipient of the benefits extended to them on an erroneous interpretation or application of any rule, regulation, circular and instructions have not in any way contributed to such erroneous interpretation nor have they committed any fraud, misrepresentation, deception to obtain the grant of such benefit, the benefit so extended may be stopped for the future, but the amount already paid to the employees cannot be recovered from them.”

While considering issue No. (iii) Hon'ble Full Bench perceived certain situations and made following observations:

“It is a case where by reason of sheer neglect of a functionary of the State Government a payment that is undeserved and wholly uncalled for is made to the employee.

We cannot for obvious, reasons , exhaustively enumerate situations where such payments are received and can be lawfully recovered. All that we propose to point out is that while generality of the cases would fall in category (i) and (ii) some freak cases like the one in category (iii) that we have been able to conceive may need to be dealt with independently depending upon whether the employee can be attributed the knowledge that the payment was undeserved and whether the duty to verify the factual position and refund the amount when the same came to his could be read into his duty as an employee of the State or its instrumentalities The reference is' answered accordingly. These petitions shall now be placed before the appropriate bench for disposal in the light of what we have said above.” .

Registrar memo No. Admn. IV. AU. 10/205-
325 dated 6.1.2010

CHAPTER XXVII

PREPARATION OF PHOTOSTATE COPY OF SERVICE BOOKS

As per orders of the Vice-Chancellor, a photostat copy of the Service Book, duly attested by the DDO, of every employee of the University, should be kept by the concerned DDO. Photostat copy of the Service Book should be up-dated in the month of April every year. In case of misplacement of Service Book of any employee, immediate steps can be taken to reconstruct the new Service Book. Of course, this step will not in any way, condone the lapse on the part of the defaulting official who should be dealt with severely as per disciplinary rules for the loss of important official record.

(Registrar, PAU's Memo No. Admn.IV.
AU/1995/ 215-340, dated 2-1-1996)

CHAPTER XXVIII

MODEL QUALIFICATIONS FOR THE POSTS OF TEACHERS

The Academic Council at its 253rd meeting held on 24-6-1999 approved the following model qualifications for the posts of teachers.

1. PROFESSORS AND EQUIVALENTS

- i) An eminent scholar activity engaged in teaching/research/extension with published work of high quality and having Ph.D. degree in the relevant subject with good academic record.
- ii) Ten years' experience in teaching/research/extension education in the relevant area out of which atleast three years should be as Associate Professor or equivalent.
(The period spend in obtaining Ph.D. degree will not be counted as research experience).
- iii) Matric level certificate of Punjabi language, (If not, the candidate is required to pass the same within one year of appointment).

2. ASSOCIATE PROFESSOR AND EQUIVALENT

- i) Ph.D. degree in the relevant subject with good academic record.
- ii) Five years' experience in teaching/research/extension education in the relevant area.
(The period spent in obtaining Ph.D. degree will not be counted as research experience).
- iii) Substantial contributions to research and scholarship as evidenced by the quality of papers published in professional journals of repute, and/or adoption of results of research, innovations in teaching/ extension education.
- iv) Matric level certificate of Punjabi language. (If not, the candidate is required to pass within one year of appointment).

3. ASSISTANT PROFESSOR AND EQUIVALENT (EXCEPT FOR POSTS ON SPORTS, LIBRARY AND LANGUAGES SIDE)

- i) Graduate atleast with second division in the relevant discipline.
- ii) Master's degree in the relevant subject with minimum OCPA of 6.50/10.00 or 65% marks.
- iii) Matric level certificate of Punjabi language. (If not, the candidate is required to pass within one year of appointment).
- iv) Must have qualified National Eligibility Test conducted by ASRB/UGC/CSIR.

NOTE : The condition of having qualified National Eligibility Test at Sr. No. (iv) will be relaxable in case of candidate possessing Ph.D. degree.

Further the Academic Council in its 284th meeting held on 30-7-2003 revised the model qualifications for the post of Assistant Professor level teachers, as under :

- i) Graduate at least with second class in the relevant discipline.
- ii) Master's degree in the relevant subject with minimum OCPA of 6.50/10.00 or 65% marks.
- iii) Matric level certificate of Punjabi language. (If not, the candidate is required to pass within one year of appointment).

Note : 1. Candidates having Master's degree in the relevant subject(s) who have not qualified the National Eligibility Test (NET) conducted by the UGC/ASRB/CSIR will have to pass the (NET) examination in the first available opportunity after appointment, failing which his/her services shall be terminated. This condition will not be applicable to the candidates having Ph.D. degree in the relevant subject(s).

Note : 2. A candidate who may not possess Master's degree in the relevant discipline but possesses Ph.D. degree in the discipline required at Master's level shall be eligible for the post. Such a candidate must have obtained OCPA of 6.50/10.00 or 65% marks at Master's level in the allied field.

(Registrar, PAU's Memo No. Admn.V. AU/1999/ 13605- 715, dated 1-7-1999)

The Academic Council at its 254th meeting held on 24-8-1999 approved the following modifications in the model qualifications for Assistant Professor level posts :

Assistant Professor and equivalent (except for the posts on Sports, Library and Languages side).

The note under these qualifications be substituted as under and numbered as :

Note : 1. The candidates having Ph.D. in the relevant discipline required at Master's level shall be exempted from the condition at Sr. No. (iv) of having qualified the National Eligibility Test.

Note : 2. A candidate who may not possess Master's degree in the relevant discipline but possesses Ph.D. degree in the discipline required at Master's level shall be eligible for the post. Such a candidate must have obtained OCPA of 6.50/10.00 or 65% marks at Master's level in the allied field.

(Registrar, PAU's Memo No. Admn.V. AU/1999/ 20261-370, dated 27-9-1999)

The Academic Council at its 255th meeting held on 21-10-1999 decide to add the following note under the model qualifications for the post of Associate Professor and equivalent in the College of Agricultural Engineering.

Note : The candidate of Ph.D. at Sr. No. (i) will be relaxable in the case of candidates with eight years' experience in teaching/research/extension education who have obtained OCPA of 6.50/10.00 or 65% marks in Master's degree in Engineering with specialization in the relevant field with good academic record.

(Registrar, PAU's Memo No. Admn.I.V. AU/1999/ 23391-500, dated 18-11-1999)

The Academic Council at its 268th meeting held on 11-7-2001 approved the substitution of Sr. No. (ii) of the model qualifications for the post of Professor and equivalent/Associate Professor and equivalent as under :

Professor and equivalent :

i) "Ten years" experience in teaching/research/extension education in the relevant area out of which atleast 3 years should be as Associate Professor or equivalent and the remaining as Assistant Professor/ equivalent.

Associate Professor and equivalent :

ii) "Five years" experience in teaching/research/extension education in the relevant area at the level of Assistant Professor or equivalent.

The condition regarding non-counting of period spent for obtaining Ph.D. as research experience will remain applicable.

(Registrar, PAU's Memo No. Admn.I.V. AU/2001/ 19772-901, dated 3-8-2001)

The Board of Management at its 197th meeting held on 8-11-2001 decided to impose the condition of Punjabi language for all teaching posts in Extension Education as under :

"Most have passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi which may be specified by the PAU from time to time".

(Registrar, PAU's Memo No. Admn.I.V. AU/2001/M-898/30408-57, dated 26-11-2001)

6. RESTORATION OF THE PRE-AUDIT SYSTEM IN THE PAU

The Board of Management at its 224th meeting held on 29-3-2006 decided that Pre-Audit system in the PAU which was existing before its decision taken in its 205th (special) meeting held on 6-5-2002, be reintroduced w.e.f. 1-4-2006. The Board also accepted the recommendations of the committee consisting of the Secretary to Government of Punjab, Department of Finance, Director, Treasury and Accounts. Government of Punjab, Additional Secretary (Agriculture), Government of Punjab and Comptroller, PAU constituted by in its 222nd meeting held on 25-10-2005. These recommendations, as given below, will be effective from 1-4-2006 :

- a) The salary bills of the PAU employees for two months including the month of April will be pre-audited. The change in pay will be pre-audited 100%. Similarly, telephone bills and electricity bill will also be pre-audited for two months in the year.
- b) Advances out of GPF/CPF to the employees will not be pre-audited. However, final payments of GPF/CPF accounts of employees will be pre-audited.
- c) Items like remuneration and TA/DA to the External Examiners/Experts/Scientists will be pre-audited for four months in a year i.e. one month in a quarter including the month of April and March.
- d) Scholarships/stipends paid to the students will be pre-audited for two months in a year including the month of April. However, variations will be pre-audited 100%.
- e) Dearness Allowance to the employees will be post audited for two months in a year in which it is enhanced.
- f) The securities deposited by the students will not be pre-audited.
- g) There will be 100% pre-audited for the other items of expenditure.

However, the items which are not to be pre-audited by the Local Audit will continue to be passed by the Internal Audit.

(Comptroller, PAU's Notification No. CAU.B.I.2006/5223, dated 31-30-2006)

The Academic Council at its 272nd meeting held on 10-1-2002 approved the addition of Note 3 under the existing model qualifications for Assistant Professor level posts already approved by it on 24-6-1999 and 24-8-1999 as under:

Note : 3 "The candidates, who have appeared in the NET before the last date for submission of applications, are eligible to apply and they will be allowed to appear in the interview only if they produce a certificate of having qualified the NET on the date of interview".

(Registrar, PAU's Memo No. Admn.I.V. AU/2002/ 2543-2652, dated 28-1-2002)

The Academic council at its 274th meeting held on 1-4-2002 decided that the condition regarding knowledge of Punjabi language for posts in Extension Education circulated by the Registrar, PAU vide Memo No. Admn. I.AU.2001/ 30438-57, dated 26-11-2001, be made applicable in respect of Assistant Professor level posts only. The posts of Associate Professor/equivalent and above, the candidates, not having the required certificates, is to pass the same within one year of appointment.

(Registrar, PAU's Memo No. Admn.I. AU/ 2002/M-898-IV/9850-9904, dated 6-5-2002)

REQUIREMENT OF NET FOR REQUIREMENT TO ASSTT. PROFESSOR LEVEL POSTS

The Academic Council in its 300th meeting held on 5-9-2006 approved the qualification for recruitment of Assistant Professor level posts as under :

- i) Graduate atleast with second division in the relevant discipline.
- ii) Master's degree in the relevant subject with minimum OCPA of 6.50/10.00 or 65% marks.

- iii) Matric level certificate of Punjabi language, if not the candidate is required to pass the same within one year of appointment.
- iv) Must have qualified National Eligibility test conducted by ASRB/UGC/SCIR.

(Registrar, PAU's Memo No. Admn.I. AU/2006/M-1176/V-II/17353-452, dated 12-9-2006)

EXEMPTION FROM NET QUALIFICATION FOR REQUIREMENT TO THE ASSTT. PROFESSOR LEVEL POSTS IN THE DISCIPLINES OF MECH.ENGG., COMPUTER SCIENCE & ELECT.ENGG. AND CIVIL ENGG.

The Academic Council in its 315th meeting held on 27.5.2009 decided as under:

“The Academic Council considered this item and noted that at present NET examination is not being conducted by any agency for the disciplines of Mech.Engg., Computer Science Elect. Engg. and Civil Engg. The council, therefore, allowed not to consider the qualification of NET for recruitment to the Asstt. Professor level posts in these disciplines till the NET examination is conducted by any agency in these disciplines.”

Further the Academic Council in its 317th meeting held on 16.9.2009 approved as under:

“The Academic Council considered this item and decided that decision taken by it in its 315th meeting held on 27.5.2009 vide item No. C-12 be adhered to. However, the orders to be issued in *r/o* the fresh Asstt. Professor level teachers in the discipline of Mech.Engg., Computer Science & Elect.Engg. and Civil Engg. be made subject to the condition that in case later on it is found that National Eligibility Test is being conducted in these disciplines, they will have to clear the same. “

The Academic Council in its 317th meeting held on 16.9.2009 vide item No. C-2 also decided as under:

“The Academic Council considered this item and decided that qualification/condition for passing of NET at the time of interview be considered instead of last date of receipt of applications for recruitment to the Asstt. Professor level posts.”

Registrar memo No. Admn.1 . AU. 09/ M-1176/17339-458 dated 22.9.09

The Academic Council at its 319th meeting held on 29.3.2010 while confirming the proceedings of the 318th meeting held on 23.12.09 decided to amend Note-2 of item No. A- 10 as under:

“The selected candidates will have to pass the National Eligibility Test in the discipline of Computer Science in case it is conducted by ASRB/UGC/CSIR within a period of two years from the date of his/her appointment .”

The Council further decided that this decision will also be applicable in the case of selected candidates in the disciplines of Civil Engg., Elect.Engg.& Mech.Engg.”

Registrar memo No. Admn.1. AU. 10/M-1176/6042-6161 dated 16.4.10

CHAPTER XXIX

GUIDELINES FOR PROTECTING THE WOMEN EMPLOYEES/GIRL STUDENTS FROM SEXUAL HARASSMENT

The Vice-Chancellor, PAU approved the following guidelines as required by the Hon'ble Supreme Court of India in order to protect the women employees as well as the girl students of the PAU from sexual harassment and assurance guarantee of gender equality and right to work with human dignity and to avoid their abuse at work place/ respective teaching departments as well as in other offices/working places in PAU. All concerned will ensure that these guidelines are adhered to and strictly implemented.

1. Instructions should include guarantee of gender equality and right to work with human dignity. It should be equally applicable to the girl students.
2. Any sexual harassment of working women or girl students by the officials/teaching staff of the PAU will tantamount to violation of right of gender equality and right to live and liberty.
3. Any violation would entail the victims to claim compassion and the guilty person will be liable to disciplinary action under the PAU rules and regulations.
4. All the functions of the PAU particularly the teaching/research and extension staff of the faculty will ensure that the women working under them as well as the students studying in their faculty should be able to live/study security without any threat of sexual harassment of their ABUSE. In this regard, a congenial atmosphere of paramount consideration is required and it must be created and maintained at all cost.
5. Girl students joining the faculty come with confidence and they consider their teachers as their God-fathers and protectors. This confidence should not be allowed to be shaken and all efforts must be made to maintain it and to maintain the honour, dignity and reputation of the PAU. Any disregard in this respect will be highly depreciated and appropriate action will be taken in the event of receipt of a complaint from any girl students/ employees.
6. The members of the faculty belong to a honourable /respectable profession and they have a status in the society. The girl students under them should be considered like their children and it must be ensured that at no cost any act which amounts to sexual harassment to the students should be allowed to be committed.
7. That no obscene pamphlets/publication should be permitted to be pasted or distributed within the Campus of PAU as well as outstations. The security officer and security-staff as well as the teachers of the faculty must ensure that no obscene gestures are made to the girl students/employees either at the work place or in the class or Laboratory or at any other such workplace. Any action should be brought to the notice of immediate authority forthwith for appropriate action.
8. In the case of postgraduate students all efforts should be made by the guides/internal examiner to see that a girl student, if required preferably should not be called alone to his office. All steps should be taken to ensure that a third person is present to avoid any untoward incident/occurrence of false complaint. This will protect the hon'ble dignity of the teaching faculty and other officers.
9. All the PAU Officers/members of teaching faculty/officials must ensure that there is no unwelcome sexually determined behaviour including physical contact and advances and that there is no demand or request for sexual favours. Any such incident coming to the notice of the Vice-Chancellor will be viewed seriously and strict action will be taken against the guilty person.
10. All the Officers of the PAU/members of the teaching faculty and other employees must ensure that they don't indulge in sexually coloured remarks or indulging/showing pornographic or in any other unwelcome physical/ sexual verbal or non-verbal conduct of sexual nature.

11. It must be ensured that the women employees of the PAU/the girl students of the faculty do not have any reasonable apprehensions that in relation to their employment or study they will face any humiliation or will face any health and safety problem in the case any instance comes to the notice then adverse consequence might be initiated and action would be taken against the guilty. Accordingly, all Heads of Departments/Registrar/Comptroller/Deans and directors and other Officers of the University will take all preventive steps to avoid such occurrences.
12. No women employee or a girl student will be called at the work place beyond the office hours without the prior permission of the competent authority.
13. All the efforts should be made to the effect that there is no nasty environment towards women at work place and no women employee should have reasonable ground to believe that she is at disadvantage in connection with her employment. This will be equally applicable in the case of undergraduate girl students and postgraduate girl students who work under their respective guides. This is necessary in order to protect the individual honour as well as the honour of the premier University.
14. No women employee or girl student will be victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment, if any, will have the option to see transfer of the perpetrator or their own transfer.
15. In case a victim is to file a complaint, the complaint should be made to the immediate officer who will hold preliminary enquiry and forward the same to the complaint Committee already constituted to deal with such cases. It must be ensured that the complaint of the victim should not be with-held beyond a period of 7 days at any level because the delay will cause injustice to the complainant. The Committee will maintain proper record of the proceedings and it will submit report to the competent authority as expeditiously as possible to ensure timely action.

(Registrar, PAU's Memo No. Admn.IV.
AU/2002/M-1258/V-II/22313-432, dated 25-
9-2002)

CHAPTER XXX

IMPROVEMENT OF WORKING CONDITION AND ENVIRONMENT OF RESEARCH, TEACHING AND EXTENSION EDUCATION OPROGRAMMES

The Vice-Chancellor, PAU, Ludhiana vide hi U.O. No. VC : 85/1445-1520, dated 6-4-1985, issued the following guidelines on the departmental committees :

I) NUMBER OF COMMITTEES :

The large departments may have the following two committees

1. Administrative-cum-Budget Committee
2. Academic Committee.

The smaller departments (with upto 10 faculty members) may have a single committee consisting of all the faculty members to deal with the Administrative, Budget and Academic Affairs.

The larger departments which have sizeable research and extension education programmes, may set up more than one Academic Committee to separately deal with resident instruction, research and extension education matters.

Each committee may form its own sub-committee to deal with specific matters like stores, farm-facilities, laboratory facilities etc.

The committee should be constituted in a manner that, as far as possible, the faculty of every level (Professor, Associate Professor and Assistant Professor), each area of activities (teaching, research and extension education) each major discipline of the department as well as staff posted at sub-stations are represented. The members from each cadre and field of activity may be drawn on seniority basis by rotation.

The teaching Incharge of each programme unit should be member of the Administrative-cum-Budget Committee.

Faculty members belonging to disciplines of other departments should also get representation in the Academic Committee of their parent departments.

Each committee may normally consist of 5-10 members.

Composition of the committees proposed by the Head of the Department should be ratified in a meeting of the entire faculty to ensure that the committees have been formed in accordance with the above norms and guidelines. Additional members may be co-opted through a committee decision as per the special needs.

Head of the Department will act as Chairman of the Administrative-cum-Budget Committee. The Head may also be associated with other committees as a member. Rest of the committees may choose their own Chairman/ Convener. A faculty member holding position higher than that of Professor may not act as Chairman of a Departmental Committee.

The tenure of each committee will be two years.

FUNCTIONS OF THE COMMITTEES :

The following list of functions suggested for different committees is by no means complete. Each department may like to spell out a motre detailed list of the functions to be performed by each committee :

1. Administrative Committee

- A) Laying down the norms, guidelines and procedures for :
 - a) Recommending qualifications for various posts;
 - b) Filling up of staff vacancies;

- c) Upgrading of the posts;
 - d) Deputations on assignments within and outside the country;
 - e) Deputing faculty members for higher studies;
 - f) Transfer of the staff;
 - g) Permissions to attend seminars, conferences, workshops etc;
 - h) Grant of long leave;
 - i) Recommending incentive increments etc. These guidelines must, of course, be in keeping with the rules and regulations of the University.
- B) Considering individual cases of upgrading of posts and laying down qualifications for each post.
- C) Allocation of both technical and supporting staff for different sections.
- D) Allocation of funds to various units/sub-units from various schemes, including contribution to core budget. Whereas the scope of some of the schemes clearly falls under a single section or discipline of the department, there are others in which the scope extends to cover, or more disciplines. The funds provided under such schemes have to be accordingly distributed among the concerned units. On the other hand, there are certain common facilities in every department in which the funds from different schemes or units have to be pooled. This exercise must be done at the beginning of the fiscal year when the budget position becomes known and again when revised budget allocations are made at the time of the excess and surrender statements. The core budget may be prepared by Head of the Department.

2. ACADEMIC COMMITTEE(S)

A) Teaching

- a) Reviewing and modifying the existing courses/teaching programmes and proposing new courses and programmes;
- b) Determining admission capacity in the electives and the postgraduate programmes;
- c) Allotment of postgraduate students;
- d) Allocation of courses among the teachers;
- e) Improvement of teaching facilities;
- f) Assigning responsibility for compiling the annual progress and other reports pertaining to teaching;
- g) Identifying teachers to deal with the student matters;
- h) Other policy matters relating to resident instructions.

B) Research :

- a) Periodic review of the research programmes;
- b) Considering new research proposals;
- c) Assigning responsibilities for compiling progress reports of the departments.

C) Extension Education :

Formulation and review of the extension education programmes and assigning responsibility for compiling the progress reports.

It is suggested that teachers may be identified each for teaching, research and extension education to serve as coordinators for day-to-days work in their respective fields.

v) Functioning of the committees :

1. All the committees must meet once during each Semester. Dates of the meetings should be decided and notified well in advance. Additional meetings may be convened when necessary.
2. In case the requisite number of meetings are not held, Head of the Department/Dean of the College/Director concerned may look into the matter.

3. A report about functioning the committees must be submitted by each department at the end of each year. The report may also be presented in a joint faculty meeting of the department. A proforma may, be designed for preparing the report.
4. Normally, only members of the committee should attend the meetings. Other teachers, however, may be invited to offer their views on specific issues concerning their interests and responsibilities.
5. The members who do not attend three meetings without valid reasons may be dropped from the committees through a committee decision.
6. In case Head of the Department disagrees with some recommendation of the committee, he may refer it back for reconsideration of the committee within about 10 days. If even in the second meeting the committee reiterates its earlier recommendations, Head of the Department normally agree to the recommendations. If, however, the Head still disagrees with the committee's recommendations, he may record the reasons in writing before taking action.

CHAPTER XXXI

INTRODUCTION OF PENSION SCHEME

It has been introduced w.e.f. 1-1-1986.

(Comptroller, PAU, Ludhiana's No. CAU.C.III/AU.91/ 6084, dated 25-6-1991)

The following forms are to be filled-up and submitted by the retiree/heirs/deceased employee :

1. PEN-8 and PTN-7 (In case he/she intends to get part of pension commuted)
2. PEN-1 (Part-1 only) and PEN-9 is to be filled up by the D.D.O.

Particulars to be submitted by the claimant of family pension on PEN Form 11-12.

(Comptroller, PAU, Ludhiana's No. CAU.Pen.I/AU.92/ 10205-10350, dated 8-9-1992)

DISAPPEARING OF EMPLOYEES

Rule V. 17(b)

1. If any university employee disappears while in service, first of all pay, leave encashment and GPF payments are to be made to the member of the family nominated by him.
2. After the expiry of one year, other pensionary benefits i.e. family pension /DCRG etc. are to be given after fulfilling the following conditions :
 - i) FIR is to be lodged in respect of concerned disappeared employee by the concerned family member and final report of concerned nearby Police Station be added that inspite of efforts, the disappeared employee is not traceable.
 - ii) An indemnity bond from the dependent member/nominee may be taken that if the disappeared employee is traced or in any such case, payments regarding pay etc. claimed by him/her (disappeared employee) then all pensionary benefits given earlier will be adjusted.
3. Before submitting the pension case, the Head of the Department will ensure that all the dues pending against the disappeared employee have been recovered.
4. For family pension and gratuity, the family of concerned employee, after the expiry of one year, will submit an application to concerned Head of Deptt./D.D.O. in the prescribed form.

(Comptroller, PAU, Ludhiana's No. CAU.Pen.I.92/ 11293, dated 2-9-1994)

DATE OF DISAPPEARANCE

This will be the date on which F.I.R. is lodged with the police.

(Punjab Govt. No. 3/44/90-2.F.P. 3/3354, dated 19-4-1996)

The Check list indicating specific action to be taken by the Employee/ Retiree/Legal Heir of deceased employee/ DDO.

(Comptroller, PAU, Ludhiana's No. CAU.Pen.IV.95/ 5117-5267, dated 3-5-1995)

SERVICE VERIFICATION FOR PENSION

Before draw of Annual Increment of the employee, the service verification for the preceding year be done in variably.

(Comptroller, PAU, Ludhiana's No. CAU.Pen.IV.96/ 4490-4635, dated 3-5-1996)

RELEASE OF RETIREMENT BENEFITS

The Vice-Chancellor has passed the following orders for the release of retirement benefits :

1. The case of pension should be completed one year before retirement of the employee and short comings, if any, be intimated six months before retirement.
2. The case complete in all aspects duly checked with check proforma be sent to the Comptroller office three months before the retirement date, so that the P.P.O. is issued and other payments are made to the employees on the last working day.

(Comptroller, PAU, Ludhiana's No. CAU.Pen.IV.99/ 2880-3028, dated 31-5-1999)

PAYMENT OF PENSION ON PROVISIONAL BASIS

If, however, in any isolated case, there is apprehension of undue delay in sanctioning of pension then provisional pension may be sanctioned as per provisions laid down in the rules and procedure for sanction and disbursement of pension.

(Comptroller, PAU, Ludhianas No. CAU.Pen.IV.98/ 12266-415, dated 29-7-1998)

REVISED RATES OF PENSION

1. The Minimum rate of pension/family pension shall be 1310/- p.m.
2. Full pension shall be calculated @ 50% of the average emoluments and would be available on qualifying service is less than 33 years, in case the qualifying service is less than 33 years, the pension shall first be computed at the rate of 505 of the average emoluments and then it will be proportionately reduced.

If the pension so computed falls short of Rs. 1310/-, the same will be raised to Rs. 1310/-.

RATE OF RETIREMENT-CUM-DEATH GRATUITY

The maximum limit of gratuity has been raised to Rs.10,00,000/-. In case of death of employees in harness, the gratuity shall be as under :

Less than one year service	2 times of emoluments
One year or more but less than Five years	6 times of emoluments
Five years or more but less than 12 years	12 times of emoluments

The employees of university (teachers and non-teachers) with a 10 years service may exercise options a fresh for switching over from CPF to Pension three years before retirement provided all university contributions with interest is deposited in the Pension Corpus Fund. The family of the employees who die while in service 3 years before retirement may opt the benefit of Pension Rules instead of CPF Rules.

(Comptroller, PAU, Ludhiana's No. CAU.Pen.I.98/ 4157-4305, dated 26-3-1998)

LEAVE TRAVEL CONCESSION TO PENSIONERS

It has been decided that in case where husband and wife are both pensioners the concession will be allowed only to one of them who may be entitled for higher amount.

(Comptroller, PAU, Ludhiana's No.
CAU.Pen.I.95/ 3376-3785, dated 3-4-1995)

The pensioners are to be given benefit of travel concession equivalent to one month basic pension w.e.f.1-1-1989.

(Registrar, PAU, Ludhiana's No.
Admn.IV.91/4016-4135, dated 11-3-1991)

FINAL PAYMENT OF CPF/GPF

Deductions vouchers of last three months are to be added with the final GPF/CPF case.

(Comptroller, PAU, Ludhiana's No.
CAU.Pen.I.97/ 18397, dated 3-12-1997)

AVERAGE EMOLUMENTS

The emoluments drawn during the preceding 10 months from the date of retirement are to be calculated and divided by 10 in order to determine the average salary.

(Comptroller, PAU, Ludhiana's No.
CAU.Pen.I./3203, dated 28-4-1992)

COMMUTATION OF PENSION

Employees retiring on or after 11-1-1996 will be permitted to Commute pension equivalent to 40% of his basic pension. The commuted portion pension shall be eligible for restoration after 15 years from the actual date of commutation.

(Pb. Govt. No. 1/7/98-1FP/III/8830, dated
21-7-1998)

SURVIVING CERTIFICATE FOR THE RETIREES

The retirees who got CPF for drawing fixed medical allowance are to give a proof of their survival and sign a form for drawl and depositing of their fixed medical allowance in their bank account in the moth of April every year.

(Comptroller, PAU, Ludhiana's No.
CAU.Pen.I./9086- 9235, dated 28-9-1998)

FURNISHING OF LIFE CERTIFICATE BY PENSIONERS

All the pensioners are required to furnish a life certificate once a year in the month of April in the prescribed proforma.

(CAU.Pen.IV.1996/138-278, dated 3-1-1996)

PROFORMA FOR FINAL PAYMENT OF GPF/CPF

(Comptroller, PAU, Ludhiana's No.
CAU.Pen.6.2K/ 8052-8202, dated 28-9-2000)

1. OPTION FOR PENSION

The Board of Management in its 173rd meeting held on 20.2.1998 vide item No.B-4 decided that the employees of the University (teachers and non-teaching employees) with 10 years service may exercise options afresh for switching over from CPF to Pension three years before retirement provided all University contribution with interest is deposited in the Pension Corpus Fund. The family of the employees who die while in service 3 years before retirement, may opt for the benefit of Pension Rules instead of CPF Rules.

No.CAU.Pen.1.98/4156 dated 26.3.1998

2. NON REFUNDABLE ADVANCE OUT OF GPF/CPF FOR PURCHASE OF COMPUTER

As per decision of Board of Management taken its 197th meeting held on 8.11.2001 the University employees having-10 years-service-may-be granted non-refundable advance up to Rs.60,000/-or the actual price of the computer, whichever is less, for the purchase of computer.

No.CAU.Pen.01 /9917 dt 26.11.2001

3. ADVANCES OUT OF CPF/GPF

The Board of Management in its 198th meeting held on 25.3.2002 vide item No.B-8 approved the amendments of clause 10.3 and 11.3 (Part-B-GPF) and 10.3 and 11.3(i) (Part-C-CPF) of the Statutes regarding Pension and Provident Funds, as under :-

Refundable advances (Part B-GPF)

Clause	Existing provision	Amended provision
10.3	An advance may be granted to purchase a car/motor-cycle. Scooter/ moped provided that the subscriber has subscribed to the Fund for not less than 5 years subject to the conditions that :-	No change
(i)	Advance for the purchase of car shall be admissible to subscriber drawing basic pay not less than Rs.3000/- p.m. and it shall be limited to 20 months salary or the balance at the credit of the subscriber in his GPF A/c or the actual price of the car, whichever is less.	Advance for the purchase of car shall be admissible to subscriber drawing basic pay not less than Rs.9200/- p.m. and it shall be limited to 12 months' salary or the balance at the credit of the subscriber in his GPF A/c or the actual price of the car, whichever is less.
(ii)	Advance for the purchase of motor-cycle/scooter shall be admissible to the subscriber drawing pay not less than Rs 1200/- p.m. and it shall be limited to 10 months' salary or the actual price of the conveyance, whichever is less.	Advance for the purchase of motor-cycle/scooter shall be admissible to the subscriber drawing pay not less than Rs 4000/- p.m. and it shall be limited to 10 months' salary or the actual price of the conveyance, whichever is less.
(iii)	Advance for the purchase of moped shall be admissible to the subscriber drawing pay not less than Rs.1200/- p.m. and it shall be limited to 6 months' salary or the actual price of the conveyance, whichever is less.	Advance for the purchase of moped shall be admissible to the subscriber drawing pay not less than Rs 4000/- p.m. and it shall be limited to 6 months' salary or the actual price of the conveyance, whichever is less.

Non-refundable Advance

11.3(i)	A subscriber with a basic pay not less than Rs. 3000/- p.m .. who has put in 15_years service may be granted a non-refundable advance from GPF for purchase of car. The limit of the advance is not to exceed 20 months' salary of the subscriber or balance at the credit of the subscriber in his GPF account or actual price of the car, whichever is less.	A subscriber with a basic pay not less than Rs. 9200/- p.m .. who has put in 15_years service may be granted a non-refundable advance from GPF for purchase of car. The limit of the advance is not to exceed 20 months' salary of the subscriber or balance at the credit of the subscriber in his GPF account or actual price of the car, whichever is less.
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PART C - CPF

Refundable Advances

10.3	An advance may be granted to purchase a car/motor-cycle. Scooter/ moped provided that the subscriber has subscribed to the Fund for not less than 5 years subject to the conditions that :-	No change
(i)	Advance for the purchase of car shall be admissible to subscriber drawing basic pay not less than Rs.3000/- p.m. and it shall be limited to 20 months salary or the amount of subscription and interest thereon or the cost of car, whichever is less.	Advance for the purchase of car shall be admissible to subscriber drawing basic pay not less than Rs.9200/- p.m. and it shall be limited to 20 months salary or the amount of subscription and interest thereon or the cost of car, whichever is less.
(ii)	Advance for the purchase of motor-cycle/scooter shall be admissible to the subscriber drawing basic pay not less than Rs.1200/- p.m. and it shall be limited to 10 months' salary or the actual price of the conveyance, whichever is less.	Advance for the purchase of motor-cycle/scooter shall be admissible to the subscriber drawing pay not less than Rs.4000/- p.m. and it shall be limited to 10 months' salary or the actual price of the conveyance, whichever is less.
(iii)	Advance for the purchase of moped shall be admissible to the subscriber drawing pay not less than Rs.1200/- p.m. and it shall be limited to 6 months' salary or the actual price of the conveyance, whichever is less.	Advance for the purchase of moped shall be admissible to the subscriber drawing basic pay not less than Rs.4000/- p.m. and it shall be limited to 6 months' salary or the actual price of the conveyance, whichever is less.

Non-Refundable Advance

11.3	A subscriber with basic pay not less than Rs.3000/- p.m. who has put in 15 years' service may be granted a non-refundable advance from CPF for purchase of car. The amount of advance is not to exceed Rs.1,20,000/- or 20 months' salary of the subscriber or balance credit of the subscriber as his own share in his CPF account or actual price of the car whichever is less.	A subscriber with basic pay not less than Rs.9200/- p.m. who has put in 15 years' service may be granted a non-refundable advance from CPF for purchase of car. The amount of advance is not to exceed 20 months' salary of the subscriber or balance credit of the subscriber as his own share in his CPF account or actual price of the car whichever is less.
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The Punjab Government has revised pensionary benefits for its pensioners/family pensioners w.e.f. 1.1.2006. Accordingly, the Vice Chancellor, PAU has also revised pensionary benefits for pensioners/family pensioners of Punjab Agricultural University w.e.f.1.1.2006. The detail of revised rules/instructions on this account received from the State Government and circulated in this University from time to time is as under :-

1. DELETION OF CLAUSE 3.9 OF PENSION STATUTES AND PENSION RULE III 3.

The Board of Management in its 255th meeting held on 29.5.2012 has decided to delete clause 3.9 of Pension Statutes and Pension Rule 111.3.

No.CAU.Pen.4.2012/2947 dated 29.6.2012.

2. GRATUITY LIMIT REVISED.

The Vice Chancellor, PAU has raised maximum limit of gratuity from Rs.3.5 lac to Rs.10.00 lac in terms of Punjab Govt vide letter NO.3/23/09-FPPC/879 dated 17.8.2009.

No.CAU.Pen.4.2012 /757 dated 8.3.2010.

3. FAMILY PENSION

The Vice Chancellor, PAU has revised rates of family pension in terms of Punjab Govt vide letter No.3/23/09-FPPC/1413 dated 23.12.2011 that the rate of family pension in respect of employees who die in harness, during the first fifteen years from the date of death or till the Government employee would have attained the age of sixty five had he survived, whichever period is less, shall be as follow :-

Pay in the Revised Pay Structure	Rate of Enhanced Family Pension per mensem
Pay upto RS.1 0,000	60% of pay
Pay above RS.1 0,000	50% of pay subject to minimum of Rs. 6000

The rate of family pension in respect of employees who die in harness, after first fifteen years from the date of his death or til the Government employee would have attained the age of sixty five years had he survived, whichever period is less, shall be.as follows :-

Pay in the Revised Pay Structure	Rate of Enhanced Family Pension per mensem
Pay upto Rs.10,000	40% of pay
Pay above Rs.10,000	30% of pay subject to minimum of Rs.4000

These enhanced rates mentioned in para 2 above shall not apply in those cases where the period of ten years for payment of enhanced family pension, in terms or para 2 of the letter under reference, stood completed before the first day of December, 2011 and the family was receiving family pension at the rates mentioned in para 3 thereof.

No.CAU.Pen.4.2012/651-766 dated 3.2.2012.

4. REVISED COMMUTATION TABLE

The Vice Chancellor, PAU has approved revised Table for Commutation of Pension in terms of Punjab Govt. vide letter No.3/23/09-FPPC/879 dated 17.8.2009 as below:-

Age Next	Commutation value expressed As number of Year's purchase	Age next birthday	Commutation value expressed as number of year's purchase	Age next birthday	Commutation value expressed as number of year's purchase
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		

No. CAU.Pen.4.2010/757 dated 5.3.2010

Rates of Old Age Allowance have been revised by the Punjab Govt. Punjab Govt vide letter No.3/23/09-FPPC/1402 dated 22.12.2011 but for circulating in the PAU the case is yet under consideration.

5. OLD AGE ALLOWANCE

Age of pensioner/family pensioner	Additional quantum of pension/family pension
From 65 years to less than 70 years	5 per cent of revised basic pension/family pension
From 70 years to less than 75 years	10 per cent of revised basic pension/family pension
From 75 years to less than 80 years	15 per cent of revised basic pension/family pension
From 80 years to less than 85 years	25 per cent of revised basic pension/family pension
From 85 years to less than 90 years	35 per cent of revised basic pension/family pension
From 90 years to less than 95 years	45 per cent of revised basic pension/family pension
From 95 years to less than 100 years	55 per cent of revised basic pension/family pension
100 years or more	100 per cent of revised basic pension/family pension

6. RATES OF EX-GRATIA GRANT REVISED.

The Vice-Chancellor, PAU has revised rates of Ex-Gratia Grant for University employees in terms of Punjab Govt vide letter No.3/19/10/FPPC/1251 dated 13.10.2010 that:

(a) Where death occurs in harness or the employee is permanently disabled and rendered unfit for further service, the ex-gratia payment shall be made at the rate of RS.1,00,000/- (Rs.one lac only) on a uniform basis.

(b) Where death occurs in harness due to causes attributable to service i.e. for reasons which are directly or substantially connected with the performance of official duties and clearly relatable to performance of such duties,

the payment of ex-gratia shall be equal to 34 times the revised basic pay of the employees on the date of his/her death with a minimum of RS.2.00 lacs and maximum of Rs.4.00 lacs.

(c) If death occurs in performance of duty such as dealing with riots, terrorist attack or enemy action, ex-gratia shall be paid @ RS.10.00 lacs on a uniform basis.”

No.CAU.Pen.4.2011/61-185 dated
5.1.2011.

7. RULES REGARDING TAVEL CONCESSION TO THE PENSIONERS

The Vice Chancellor has allowed the facility of Travel Concession to the family pensioners has also been given in terms of Punjab Govt vide letter No.1/4/2000 FPPC/1219 dated 19.10.2011

No.CAU.Pen.4.2012/807 dated 15.2.2012.

8. ELIGIBILITY OF UNMARRIED/DIVORCED/WIDOWED DAUGHTER FOR GRANT-OF-FAMILY PENSION.- .

The Vice Chancellor, PAU has granted revised rules regarding eligibility of unmarried/divorced/widowed daughter for grant of family pension in terms of Punjab Govt vide letter No.1/4/2000 FPPC/1219 dated 19.10.2011 as under:-

The unmarried daughters beyond 25 years of age shall also be eligible for family pension at par with the widowed/divorced/disabled daughters subject to other conditions fulfilled.

No.CAU.Pen.4.2012/807 dated 15.2.2012.

9. MILITARY SERVICE DURING EMERGENCY PERIOD TOWARDS PENSIONARY BENEFITS.

The Vice Chancellor has approved the insertion of rule 8-C(i) after rule 8-B of Punjab Recruitment of Ex-servicemen Rule, 1982 in terms of Punjab Govt vide letter No.15/16/20092 as under :-

8-C(i) Increment and pension - Short Service Commissioned Officers who joined Government Service shall be granted advance increments equal to the number of completed years of service rendered by them in Armed Forces on basic pay at the time of entry into Government service. They shall also be entitled to counting of military service rendered by them in armed forces for the purpose of Pension in Government Civil Service. The period, if any, between the date of release from military service and the date of appointment to civil service or post under the Government shall also count towards pension.

(ii) Gratuity - The gratuity drawn by- Short Service Commissioned Officer in the armed forces shall be adjusted against the gratuity that becomes due for total service rendered in army and civil services.

These benefits shall be available to. all the persons who were appointed in Government Service against reserved vacancies and were in service as on 1st December, 2011 or are appointed thereafter:

Provided that these benefits shall be admissible for pay fixation on notional basis with effect from 1st January, 2012 and arrears on account of pay shall not be paid.”

Registrar, PAU's No.Admn.E-4/AU/12/
8366-8485 dated
29.5.2012.

10. TOTAL QUALIFYING SERVICE FOR PENSION REVISED FROM 33 TO 25 YEARS.

In terms of Punjab Govt vide letter No.3/23/09-3FPPC1358 dated 15.12.2011 the Vice Chancellor, PAU has approved that employees of this University having service of 25 years are eligible for full pension i.e. 50% of basic pay.

No.CAU.Pen.4.2012/1497-1617 dated
19.3.2012.

11. CLARIFICATION REGARDING NEW RESTRUCTURED DEFINED CONTRIBUTORY PENSION SCHEME.

In terms of Punjab Govt. letter No. 6/10/2008FPPC/970 dt 17.8.10 the Vice Chancellor Punjab Agricultural

University Issued revised clarifications that an employee of State Govt who was covered under old Pension Scheme on or before 31.12.2003, resign on technical basis and joins in any other deptt of Punjab Govt., he will also be covered under Old Pension Scheme.

An employee of State/Central Govt who was working under Central/State Scheme on or before 31.12.2003, resign on technical basis and joins in any other deptt of State/Central Govt. on or after 1.1.2004, he will be eligible to get benefit under Old Pension Scheme. If employee was covered under CPF scheme and joins on or after 1.1.2004 he will not be eligible for old pension scheme benefits.

No.CAU. Pen.VI /2010/ 6182-6302 dt
12.10.2010.

12. IMPLEMENTATION OF NEW RESTRUCTURED DEFINED CONTRIBUTORY PENSION SCHEME IN PUNJAB AGRICULTURAL UNIVERSITY, LUDHIANA.

The Board of Management has taken decision in its 233rd meeting held on 07.01.2008 vide item No. B-1 in terms of Punjab Govt Notification No.3/72/2003- 3FPPC/7280 dated 12.12.2006 regarding implementation of New Restructured Defined Contributory Pension Scheme in PAU on the pattern of Punjab Government, for all employees who have joined service on or after 01-01-2004. Further instructions on the pattern of State Government have also been issued.

No.CAU .PenA.08/1533 dated 25.3.2008
and No.CAU.PenA.09/2691 dated
14.5.2009

13. CLARIFICATION REGARDING NEW RESTRUCTURED DEFINED CONTRIBUTORY PENSION SCHEME.

In terms of Punjab Govt. letter No. 6/22/09-6FPPC/942 dt 3.8.10 the Vice Chancellor Punjab Agricultural University issued revised clarifications that an employee of Central/State Govt. joins on deputation in Punjab Govt. Department his 10% matching share will be paid by the Punjab Govt. Head of Deptt concerned will submit the claim to the Principal Accounts Officer, New Pension Scheme for every month and said amount will be paid by the Principal Accounts Officer, New Pension Scheme through bank draft every month-to concerned State/Centre.

An employee of Punjab Govt. joins on deputation in Central/any other State Govt. His 10% matching share will be paid by that State to the Principal Accounts Officer, New Pension Scheme Punjab Govt. for every month through bank draft in favour of Deputy Director, New Pension Scheme, every month. Information regarding Basic Pay, PRAN No. and DA and matching share of employee is to be sent in the proforma as contained in Punjab Govt. letter.

No.CAU. Pen.V1.6804-6934 dt.
15.10.2010.

PROFORMA GIVING PARTICULARS FOR 90% & FINAL PAYMENT OF CPF/GPF

- 1. Name and designation of the employee _____
- 2. CPF/GPF Account Number _____
- 3. Date of retirement/death _____
- 4. Month in which the last CPF/GPF deduction was made i.e. the month in which the last payment on account of pay or arrear etc. was drawn _____
- 5. a) Name of the nominee (in case of death of the employee) _____
- b) If there is no nomination and application is on behalf of legal heir(s), the legal heir certificate may be attached _____
- 6. a) Service book page number where entry regarding No Due Certificate is made and got verified from audit _____
- b) Service book and CPF pass book may be attached with the case _____
- 7. a) Recovery, if any, due against the employee may be clearly mentioned in the service book and got verified from audit _____
- b) Name and number of the scheme to which the recovery is to be credited _____
- 8. a) Whether any audit para/requisition is outstanding on the work of the employee concerned _____
- b) Whether any enquiry or court case is going on or is being contemplated against the employee _____
- 9. Complete present postal address of the employee/his/her nominee/legal Heir(s) _____

Head of Department

CHAPTER XXXII

FINANCIAL BENEFITS TO THE FAMILIES OF THE DECEASED EMPLOYEES

I) ADHOC EX-GRATIA GRANT

Ex-gratia grant is admissible vide Rule 2.7 Punjab Civil Services Rules Vol. II to members of family of an employee who die in harness shall be paid at the rate of Rs. 50,000/- on a uniform basis. It has also been decided that the employees who while in service are disable and rendered unfit for further service shall also be given ex-gratia grant at the rate of Rs. 50,000/- on a uniform basis.

- | | | |
|--------------------------------------|---|---------------------------------|
| i) Widow/Husband as the case may be. |) | |
| ii) Sons/daughters |) | If they are unemployed and were |
| iii) Mother |) | entirely dependent on the |
| iv) Brothers/Sisters |) | deceased employee as Certified |

by the Deputy Commissioner.

(Comptroller, PAU, Ludhiana's Endst. No.
CAU. PenA. 98/12867-13016, dated 13-
8-1998)

II) IMMEDIATE RELIEF

In case of an employee who was in receipt of emoluments not exceeding Rs. 1600/- per month, his/ her widow/ husband as the case may be, will be eligible for relief in the shape of an advance limited to three months' pay (including personal and special pay) or Rs. 1600/- whichever is less provided an undertaking is given by the legal authorized heir that the advance may be adjusted against the arrears of pay and allowances/leave salary/DCRG/ Provident Fund or any other payment due to the deceased employee and becoming payable to the family. The advance should be adjusted as soon as possible but should not be delayed beyond six months from the date of the sanction of the advance.

The advance out of Ex-gratia grant is admissible only to the widow/husband and not any other member of the family.

III) FREE MEDICAL AID

The family of the deceased employees is allowed free medical treatment from the PAU Hospital for one year on the condition that available medicines in the PAU Hospital can be provided but no reimbursement will be allowed.

IV) ACCOMMODATION

If the deceased employee was in possession of University accommodation, his/her family will be allowed to retain the same accommodation for one year after his/her death. The rate of rent will be the same as was applicable at the time of his/her death. In other cases, the house rent allowance admissible to the deceased employee will continue to be given to the family of the employee for one year after his/her death.

V) FREE EDUCATION FACILITIES

Free educational facilities to the unmarried children of the deceased employee subject to the condition that this benefit will be allowed up-to Degree course (including Professional Course) provided the children get admission on merit and pass the examination held from time to time. The benefit will be admissible from the date of the death of the employee to such children who are actually dependent upon their guardian.

VI) EMPLOYEE WELFARE FUND

Any University employee who is a subscriber to the CPF/GPF scheme of the University, if dies/incurs physical

disability/renders him unfit for University service, whether on duty or on leave, with or without leave salary, his family/the subscriber will be eligible for financial assistance amounting to Rs. 3000/- irrespective of the status of the employee.

An adhoc payment of Rs. 1000/- as immediate relief adjustable in total amount of Rs. 3000/- will be paid by the Comptroller's office to the sole heir of the deceased on the recommendations of the D.D.O.

ENHANCEMENT IN THE FINANCIAL ASSISTANCE OUT OF THE EMPLOYEES WELFARE FUND

The Board of Management enhanced the limit of financial assistance to the deceased/permanent disability (as declared by the Competent Medical Authority) to Rs. 6000/-.

The adhoc payment of RS.2000/- as immediate relief to be paid to the nominee of the deceased as immediate relief on the receipt of information regarding death/permanent disability of the employee which shall be adjustable in the total amount of financial assistance of Rs. 6000/-.

(Comptroller, PAU, Ludhiana's Endst. No. CAU. C.IV 92/1292, dated 13-2-1992)

VII) ENCASHMENT OF LEAVE

The cash equivalent to leave salary up-to 180 days shall be payable to the family (provided the leave was due) of the deceased employee who has opted for the old leave rules. Further cash/leave accumulated to leave salary up-to 300 days shall be payable to the family of the deceased employee who has opted for the new leave rules subject to the conditions that the maximum number of leaves accumulated by the employee is restricted to 450 days.

VIII) DEATH GRATUITY

As per rule 6.16(8) (I) of CSR Vol. 11 death gratuity is admissible to the family of the deceased employee having more than 5 years' service on the date of death which will be at the rate of 1/4th of the emoluments for each completed half yearly service, subject to a minimum of 12 times of the emoluments but not exceeding Rs. 30,000/-. This benefit will be admissible to the family member of the permanent employee. In the case of temporary employees, death gratuity will be admissible as under:

- a) On completion of one year's service but before completion of three years' service, a gratuity equal to one month's pay;
- b) After completion of three years' service but before completion of five years' service, a gratuity equal to two months' pay;
- c) On completion of five years' service but less than ten years' service, a gratuity equal to three months' pay or amount of terminal gratuity mentioned in Clause (1) of rule 6.16-C of CSR Vol.II;
- d) After completion of more than 10 years' service, a gratuity @ one month's pay for each completed year of service subject to maximum of Rs. 12,000/- or 12 months pay, whichever is less.

IX) TEACHERS WELFARE FUND

Family of a teacher who dies while in service and who was a member of the 'Teachers Welfare Fund' is entitled to the payment of Rs. 10,000/- from the Fund and immediate relief of Rs. 1000/- is also permissible subject to its adjustment in total amount of financial assistance payable from the Fund .

(Comptroller, PAU, Ludhiana's No. CAU. C.IV 80/(f-13)/3370:3470; dated 28-3-1980)

X) INCREASE IN THE MAXIMUM AMOUNT OF DEATH-CUM-RETIREMENT GRATUITY

The maximum limit increased to Rs. 50,000/- and the ceiling of emoluments raised from Rs. 2500/- to Rs. 4000/- as per letter No. 17/4/85-6FR/8720, dated 1-7-1985 from the Department of Finance (Finance Regulations), Chandigarh. This is applicable in respect of those who becomes eligible on or after 31-3-1985.

(Comptroller, PAU's Endst. No. CAU. C.111.85/ f 13/9176-9336, dated 27-7-1985)

CHAPTER XXXIII

LEAVE TRAVEL CONCESSION

NOTIFICATION

The Punjab Agricultural University on the pattern of the Punjab Government as contained in their letter No. 6/10/89/6GE/3299, dated 9-3-1989 issued by the Under Secretary Personnel, Government of Punjab, Department of Personnel and Administrative Reforms (General Establishment Branch), Chandigarh allowed the Leave Travel Concession to the Officers/Teachers and other employees for visiting home town/any place w.e.f. 9-3-1989 in India on the following conditions:

1. Leave Travel Concession for Journey to any place in India during the year 1989 (extended to the year 1990) or for the home town once during 1989 unless it has already been availed during regular leave as contained in Chapter-LV of the PAU Calendar 1986 for the block year 1988-89.

EXTENSION OF LTC BLOCK 1986-89

The block to travel any place in India extended up to 31-12-1990 was further extended up to 30-6-1991 and also extended up to 31-12-1991.

(Notification No. 6/10/28-6PP-3/228-78, dated 18 December, 1990 and Comptroller, PAU, Ludhiana Endst. No. CAU. P.(1)/91/233-400, dated 10-1-1991, No. 6/10/88-6PP-3/7705, dated 28-5-1991 and Comptroller's No. 4487-4637, dated 22-6-1991)

2. Leave Travel Concession to journey to any place in India in every block of 4 years (the first block being 1990 to 1993). In case this facility is not availed during a certain block of four years, it can be carried forward to the first year of the subsequent block of four years with the permission of the Head of the Department/Controlling Officer. Leave Travel Concession for travelling to a home town in every block of two calendar years commencing from 1990, first block being of years 1990 and 1991. In case LTC for travel to any place in India is availed by an employee, the said employee shall be entitled to avail LTC only once to travel to his home town in block of four years.
3. The reimbursement of actual fare will be allowed for entire distance covered both ways without any restriction
4. The reimbursement of expenditure is restricted to the journey performed by rail or by regular bus service of the State Transport Department/State Transport Undertakings/State Tourism Department or Corporation either of the Punjab State or any other State.

ADMISSIBILITY OF CONCESSION

The concession is admissible for journeys performed by the employees during regular leave or casual leave, as the case may be, irrespective the duration of leave.

DEFINITION OF FAMILY FOR L.T.C.

The definition of family under the scheme will be same as has been accepted for the purposes of Traveling Allowance for journeys on transfer.

MODE OF JOURNEY

The concession will not be admissible for travel by Air or Air Conditioned 1st Class rail. Officers entitled to travel on tour/transfer by Air or Air Conditioned 1st Class rail will be entitled to claim only 1st Class railway fare.

ROUTE OF JOURNEY

The LTC beneficiaries can claim only for the shortest route between the place of embarking for journey and the destination. The reimbursement of fare will be regulated as laid down by Government of India.

PERMISSION TO AVAIL THE CONCESSION

The prior permission of the Head of the Department/Controlling Officer shall have to be made in the prescribed form (Annexure A attached with the notification) before the commencement of the journey.

COMPLETION OF JOURNEY

After the completion of journey, an employee shall furnish certificate and an affidavit in the prescribed forms as Annexure Band C respectively along with his claim for reimbursement.

APPLICABILITY OF THE INSTRUCTIONS OF THE GOVERNMENT OF INDIA

The instructions of the Government of India and adopted by the Government of Punjab from time to time will be applicable *mutatis mutandis* to the University employees.

MAINTENANCE OF ACCOUNT OF EXPENDITURE ON L.T.C.

All the Heads of the Departments/Controlling Officers are required to maintain the account of grant of any Leave Travel Concession to visit any place in India to the employees working under them and send this information by 30th April every year to the Comptroller with regard to the preceding financial year.

DATE OF COMMENCEMENT OF THE L.T.C.

The date of commencement of this benefit to the university employees is 9-3-1989 i.e. the date from which the same has been adopted by the State Government.

(Notification No. Comptroller PAU, Ludhiana's Endst. No. CAU. P.I/89/7347-7497, dated 8-11- 1989)

ON ACCOUNT OF UN-USED RAILWAY TICKETS-REFUND OF CANCELLATION AND RESERVATION CHARGES

The amount of cancellation and reservation charges is reimbursed to Government Employee in respect of self and members of his family by the Department/office concerned, if the official rail journey was cancelled solely due to official reasons and the claim is duly supported by a certificate from his Controlling Officer in this regard. The amount of cancellation and reservation charges shall be reimbursed to the Government employee in T.A. bill form and debited to the same head to which his travelling allowance is chargeable.

(Notification No. 3/14/88-2FP/251, dated 27th March, 19'90 and Comptroller's Endst. No. CAU. P.I. 90/ 365'3-3803, dated 21-5-1990)

DEBITING OF LEAVE TRAVEL CONCESSION

The expenditure on the leave travel concession shall be met under primary unit "Salary of Staff" in the budget estimate.

(Notification No. CAU-B(IV)-90/10384-515, dated 21-5-1990)

GRANT of LTC/AGE LIMIT OF DEPENDENTS

The definition of the family for the purpose of LTC is same as has been accepted for the purpose of TA for transfer irrespective of limit of age of any member of the family.

(Comptroller, PAU, Ludhiana's Endst. No. CAU. P.I/90/8706-8866, dated 14-11-1990)

PROHIBITION OF TRAVELLING BY CHARTERED BUSES

The LTC facility is limited by regular State Buses or by railway only. Availing of LTC facility by chartered buses belonging to State Tourism and other Corporation or otherwise is prohibited.

(Punjab Govt. Notification No. 6/10/88-6PP-1111 17821, dated 11 th October, 1990 and Comptroller, PAU, Ludhiana's Endst. No. CAU, P.1.90/8965-9125, dated 23-11-1990)

PUNISHMENT FOR FALSE/FRAUDULENT CLAIM OF LTC

All the employees found guilty of false/fraudulent of LTC claim are liable to be dismissed from the service as provided under Punishment and Appeal Rules, 1970.

(Punjab Govt. Notification No. 6/10/88-6PP-3/ 943, dated 16th January, 1991 and Registrar, PAU, Ludhiana's Endst. No. Admn. IV.AU.91/ 4016-4135, dated 11-3-1991)

PRODUCTION OF BUS/RAILWAY TICKETS

All the LTC claims need to be supported with the bus/railway ticket. Except that LTC bills prior to 19-3-1991 can be admitted on certificate furnished by the Head of the Department as under:

"The journey performed by the claimant by purchasing 1st/2nd class railway tickets or bus tickets as mentioned in the LTC claim is verified".

(Comptroller, PAU, Ludhiana's Endst. No. CAU, C.I/91/2091-2281, dated 19-3-1991 and Memo No. 5383-5543, dated 18-9-1991)

CLAIM OF LTC IN RESPECT OF PENSIONERS

The Pensioners are not considered dependents. Thus, the Controlling Officer/Head of the Department shall procure a certificate from the claimants that none of his dependents is a pensioner to avoid double claim as the pensioners had already been allowed LTC. Any employee found guilty of double claim is to be punished under punishment and appeals rules, 1970.

(Punjab Govt. Notification No. 6/10/88-6PP-3 6073, dated 23rd April, '1991 and Comptroller, PAU, Ludhiana's Endst. No. CAU.P.I.AU.91 5551-5711, dated 19-9-1991)

EXTENSION OF LTC CONCESSION IN RESPECT OF BLOCK YEAR 1990-93

The LTC concession was extended up to 30th June, 1995, if not availed up to 31st December, 1994

(Punjab Govt. Notification No. 6/1/95:-.6PP-III/6534, dated 31st March, 1995 and Comptroller, PAU, Ludhiana's Endst. No. CAU.P.1.95/4844-5000, dated 8-5-1995)

BLOCK OF COMMENCEMENT AND COMPLETION OF JOURNEY-CLARIFICATION

The journey shall be considered to have been commenced and completed in a block of commencement, irrespective of the fact that the journey terminates in the next block.

(Punjab Govt. Notification No. 6/20/95-6PP-3/ 25855, dated 8-12-1995 and Comptroller, PAU, Ludhiana's Endst. No. CAU.P.1.96/1902-2052, dated 7-3-1996)

AVAILING OF LTC BY EMPLOYEE AND FAMILY MEMBERS FOR DIFFERENT DESTINATIONS

The employees and their dependents can avail the LTC facility on different dates and to different places. ‘.

(Punjab Govt. Notification No. 6/32/95-6-PP-3/5938, dated 16-4-1996 and Comptroller, PAU, Ludhiana's Endst. No. CAU.P.1.96/4577-4726, dated 24-5-1996 and No. 205-404, dated 8-1-1997)

ENTITLEMENT OF LEAVE TRAVEL CONCESSION - TRAVEL BY SHATABADI EXPRESS

- a) The employees drawing basic pay between 1400 to 3000 are entitled to travel by AC Chair Car.
- b) The employees drawing basic pay 5000 and above are entitled to travel by executive class.

(Punjab Govt. Notification No. 6/32/95-6-PP-31 5938, dated 16-4-1996 and Comptroller, PAU, Ludhiana's Endst. No. 4577-4726, dated 24-5- 1996)

EX-POST FACTO APPROVAL FOR LTC

The Competent Authority can allow ex-post facto approval for availing LTC, if the claimant has preferred his request for availing the facility 15 days prior to the commencement of the journey.

(Punjab Govt. Notification No. 6/13/97-6-PP-31 10841, dated 28 May, 1997 and Comptroller, PAU, Ludhiana's Endst. No. CAU.P.1.97/5342- 5491, dated 12-8-1997)

EXTENSION FOR AVAILING LTC FOR THE BLOCK YEAR 1994-97

The employees were allowed to avail the LTC facility for the block year 1994-97 up-to 31-12-1998.

(Comptroller, PAU, Ludhiana's Endst No. CAU.P.1.98/563-713, dated 23":1-1998)

ADVANCE FOR RESERVATION TO AVAIL THE LTC

The employee can be sanctioned advance for availing LTC for self or members of his family up-to 65 days before the commencement of the journey for arranging railway booking etc.

(Punjab Govt. Notification No. 6/8/89-NP.P.31 8653, dated 30-6-1998 and Comptroller, PAU, Ludhiana's Endst. No. 5760-5909, dated 24-7- 1998)

DEFINITION OF FAMILY-RE-DEFINED

Family means wife or husband of the employee (as the case may be living with the employee) and two living children or 2 adopted children who are living with the employee and are fully dependent upon him/her and who does not have personal income more than Rs. 1500/- per month. Mother, Father, step- mother, unmarried sisters, brothers and married daughter, which are divorced, deserted or living separate from their spouse and are fully dependent upon the concerned employee. This also includes widow sisters who are fully dependent upon the employee provided her father is not living or himself dependent upon the employee concerned. The above is also subject to the following foot note:

Note 1: The condition of two living children of the employee is not applicable to existing children an birth of the new child after first child within a one year.

Note 2: For the purpose of these definitions of the family/rules only one wife is included.

(Comptroller, PAU, Ludhiana's No. CAU.P.1.98/ 6951-7100, dated 25-8-1998)

ENTITLEMENT OF EMPLOYEES TO LTC

The minimum of the pay scale of the employee starting from:

PAY SCALE

Rs. 18,400/- and above
Rs. 12,000/- and above up to Rs. 18,400/-
Rs. 6,400/- and above up to Rs. 12,000/-
Rs. 3,050/- and above up to Rs. 6,400/-
Minimum of Rs. 3,050/-

ENTITLEMENT

By Air or 1st Class AC
By train 1st Class AC
By AC-II Tier Sleeper
By 1st Class/AC-III Tier Sleeper
Sleeper Class
(Comptroller, PAU, Ludhiana's Endst. No.
CAU.P.1.98/6951-71 00, dated 25-8-1998)

BY AIR/BY TRAIN

Rs. 18,400 and above
Rs. 16,400/- and above up to Rs. 18,400/-
Rs. 8,000/- and above up to Rs. 16,400/-

Rs. 4,100/- and above or min. Rs. 8,000/-
Minimum of Rs. 4,100/-

By air or 1st Class Rail
1st Class AC
2nd Class-II Tier Sleeper / AC-III
Tier Sleeper
-do-
2nd Class

TRAVEL BY RAJDHANI EXPRESS

Rs. 16,400/- and above
Rs. 8,000/- and above or min. of Rs. 16,400/-
Rs. 4,100/- and above or min. Rs. 8,000/-

AC 1st Class
2nd Class AC, II Tier Sleeper
Chair Car

TRAVEL BY SHATABADI EXPRESS

Rs. 16,400/- and above
Rs. 4,100/- and above or min. of Rs. 16,400/-

Executive Class
Chair Car

TRAVEL BY STEAMER

Rs 8,000/- and above
Rs. 6,500/- and above or min. of Rs. 8,000/-
Rs. 4,100/- and above but min. of Rs. 6,500/-
Minimum of Rs. 4,100/-

Upper Class
1st Class/A Cabin Class
3rd Class
Lower Class

TRAVEL BY MAINLAND

Rs. 8,000/- and above
Rs. 6,500/- and above or min. of Rs. 8,000/-
Rs. 4,100/- and above but min. of Rs. 6,500/-
Minimum of Rs. 4,100/-

Delux Class
1st A, Cabin Class
2nd Class/B Cabin Class
All Classes

TRAVEL BY AC TAXI

Rs. 18,000/- and above

Rs. 8,000/- and above or min. of Rs. 18,400/-

Rs. 6500/- and above or min. of Rs. 8,000/-

Rs. 4,100/- and above but min. of Rs. 6,500/-

Minimum of Rs. 4,100/-

By AC Public Bus or AC Taxi

By AC Public Bus

By Public Bus

By Govt. Bus

By Bus

(Comptroller, PAU, Ludhiana's Endst. No. CAU. P. 1.2000/8746-8886, dated 14-12-2000)

ABOLITION OF LIMIT OF DISTANCE FOR AVAILING HOME TOWN LTC

The condition of 160/400 k.m. distance for availing the home town LTC was abolished w.e.f. 9-9- 1998.

(Punjab Govt. Notification No. 6/43/98-6P.P 3/ 11868, dated 9-9-1998 and Comptroller, PAU, Ludhiana's Endst. No. 9441-9590, dated 15- 10-1998)

CHAPTER XXXIV

DRAWL AND ADJUSTMENT OF TEMPORARY ADVANCES

The drawl of temporary advances shall be allowed only under the following conditions:

1. Temporary advances for release of consignments should not be drawn unless orders for the supply have been placed; intimation regarding the dispatch of material by the supplier is received by the Department.
2. Advances for functions shall not be drawn more than 7-10 days before the function.
3. Advances should not be drawn for petty purchases as these purchases should be made out of permanent advance.
4. Before drawing advances, Drawing and Disbursing Officer should satisfy himself that the advance is absolutely essential and-unavoidable and required for payment to a third party immediately and cannot otherwise be arranged by completing the normal requirements of processing the bills or the terms and conditions regarding the supply warrant so.
5. Official to whom advances are given be required to submit its account within a fortnight positively failing which their pay for the month following the month in which advance is drawn be with-held.
6. Unspent balance of the advance should not be utilized for making other petty purchases but refunded within a week of the utilization of-the advance.
7. Advance for payment of subscription for journals etc. may be-adjusted finally when the receipt of the amount is acknowledged by. the supplier and the first issue of the journal is received. Receipt of remaining journals be watched through a reference prescribed in CAU-P-VI-67/8053-8142, dated 2-9-1967.
8. All the advances should be got adjusted within a month of their drawl.

(Comptroller, PAU, Ludhiana's Endst. No.
CAU:'P.VI.69/7996-97, dated 28-7-1969)

LOSS OF VOUCHERS OF TEMPORARY ADVANCE

It is the responsibility of the concerned employee to take proper care for the safety of vouchers and documents and in case of loss, cases thereof for taking disciplinary action may be taken after conducting an enquiry of all cases of loss of documents and responsibility fixed individually on the employee.

However, in general cases, where the duplicate bills and receipt cannot be obtained from service/ supplier/firm, disbursement certificate should be given by next superior officer than the Head of the Section/Department for being admitted in the audit.

(Comptroller, PAU, Ludhiana's Endst. No.
CAU/A-1/ (66)/9844-933, dated 8-10-1966)

ACCOUNTABILITY FOR ADJUSTMENT OF ADVANCES - WRITING OF CR'S

The vice-Chancellor has taken serious view of the non-adjustment of advances besides large number of audit objection/paras/requisition etc., Head of the Department has been directed to look into the matter personally and initiate suitable disciplinary action against the concerned official/Supervisor if they are found not serious or negligent or careless towards the adjustment of advances and settlement of audit objections/paras/requisitions. As per orders of the Vice-Chancellor conveyed by Comptroller Memo No. CAU.A.1.89/3778-3938, dated 30-11-1989 and

further it was while sending confidential report of the official/supervisory staff the information in respect of pending advances, audit paras/requisitions/provisional payments be supplied along with the confidential report of each individual.

(Comptroller, PAU, Ludhiana's Endst. No. CAU.A.1V.90/873-1023 dated 19-2-1990)

DRAWL AND ADJUSTMENT OF TEMPORARY ADVANCES

It has been decided by the Vice-Chancellor that before according concurrence for the drawl of next advance the Accounts Branch of the Comptroller should examine the cases of un-adjusted advances pertaining to the particular department and drawl of fresh advance without the adjustment of previous advance(s) may be discouraged.

(Comptroller, PAU, Ludhiana's Endst. No. CAU/A.IV/ 2001/2526-2675, dated 19-4-2001)

DRAWL OF ADVANCE IN THE NAME OF THE INDIVIDUAL TEACHER/EMPLOYEE

Taking a serious view of the non-adjustment of large number of temporary advances and to bring accountability and transparency, the Vice-Chancellor has ordered that an advance should be drawn in the name of an individual teacher/employee w.e.f. 1-4-2003 who will personally be responsible to render the accounts and its adjustment within three months positively.

(Comptroller, PAU, Ludhiana's Endst. No. CAU/A-IV/ 2003/2277-2427, dated 8-4-2003)

CHAPTER XXXV

PURCHASE PROCEDURE, INSPECTION OF MATERIALS AND SCALE FOR ISSUE OF FURNITURE ETC.

I-PURCHASES

1. RATE CONTRACT ITEMS:

The Accounts Officer, SPO will call rates for the following items after obtaining the recommendations of the Expert Committee, place the matter before the Central Purchase Committee for approval. The rate contract so concluded and approved will be circulated among all the Departments/Offices to purchase the chemicals/materials at the approved rates, terms and conditions:

- i) Chemicals
- ii) Agro-chemicals such as Insecticides, Pesticides, Weedicides, Fungicides, Herbicides etc.
- iii) Glassware and Glass Apparatus
- iv) Plasticware and Plastic Apparatus
- v) Micro slides and Micro cover glasses
- vi) Filter Paper
- vii) Hiring of tentage material
- viii) Printing and block making.

The instructions contained in the rate contract and discount offered shall be kept in view while placing the order. The rate contract will remain valid from 1st October to 30th September each year.

The complete catalogue/price lists of the firms shall not be accepted but the rate contracts will be finalized item-wise. As far as possible, the rate contract will be entered into with the manufacturers preferably with companies of national and multinational standings. The time period for the supply of material will be specified in the rate contract. Any violation thereof will invite penal action. If the firm fails to supply the material within the stipulated period, it may be procured through the Committee to be constituted as per provisions of the Purchase Procedure.

2. CENTRALIZED ITEMS

The Store Purchase Organization will procure and stock the following items for supplying to various Offices/Departments of the University:

- i) Stationery articles, including printing forms/registers and other material used in office such as type paper, duplicating paper, photo-stat paper, computer paper, white printing paper, ledger paper, cover paper, coloured card board for the preparation of Kucha file covers, Pucca file covers, Envelopes, Receipt registers, Despatch Registers, Stencil and Noting sheets etc.
- ii) Electric bulbs, fluorescent tubes with accessories, electric plugs/switches, electric fans (including exhaust fans), electric wire etc.
- iii) Locks duly engraved with name of the University.
- iv) Liveries.
- v) Tyres, tubes and batteries.
- vi) POL.

- vii) Crockery items such as Tea Sets, Lemon Sets, Glass Tumblers, Jugs, Service Trays etc.
- viii) Brief Cases.

The Store Purchase Organization will call the rates of other items and get the rates approved from the appropriate committee. The non-availability certificate given by the Central Store for centralized items duly countersigned by the Superintendent of that office will be considered as "NOC" for the purchase of these items at departmental level. The petty items of stationery other than centralized items and items on rate contract up to Rs. 2000/- once in a month at the most may be procured at departmental level without obtaining NOC from Store Purchase Organization.

3. PURCHASE OF ITEMS ON RATE CONTRACT WITH CONTROLLER OF STORES, PUNJAB AND/OR DGS & D.

Where the rate contracts have been approved by these Departments/Agencies, the SPO may effect the purchase on those rates.

4. FOR ITEMS NEITHER CENTRALIZED NOR ON RATE CONTRACT

No NOC is required to be obtained from AO (SPO) for these items. These items will be purchased according to the following procedure and overall responsibility shall lie with the concerned University Officer/Head of the Department/Director/Associate Director Regional Station/KVK/Director (Seeds)/Director (Farm). Where it is not possible to obtain quotations, the Purchase Committee would record a certificate that the purchase has been made on the lowest rates which are reasonable. The Committee shall also record reasons for not collecting the quotations:

(A) For purchase of items up to Rs. 30000/-

- a) Purchases for University Officers/Heads of Departments/Directors/ Associate Directors, Regional Stations/KVK/Director (Seeds) and Director (Farms)

i) For Purchase of Items up to Rs. 2000/-

One teacher/A-group employee without quotations at the lowest market rates.

ii) Two member Purchase Committee to effect purchase from Rs. 2001/- to Rs. 10000/-

Officer of the University/Head of the Department/Director/ Associate Director or his nominee not below the rank of Associate Professor and one teacher/A-group employee nominated by him.

iii) Three member Purchase Committee to effect purchase from Rs. 10001/- to Rs. 30000/-

Officer of the University/Head of the Department/Director/Associate Director or his nominee not below the rank of Associate Professor and two nominees, teacher not below the rank of Assistant Professor/ A-group employee nominated by him.

b) For Estate Organization (Except Engineering Unit)

- i) Up to Rs. 5000/- by Estate Officer-cum-Chief Engineer/XEN or his nominee not below the rank of SDE.
- ii) From Rs. 5001/- to Rs. 10000/- by a Committee of two members - one should be SDE and the other JE, nominated by Estate Officer-cum-Chief Engineer/Executive Engineer.
- iii) From Rs. 10001/- to 30000/- through a Committee of three members comprising of SDE, JE and one Expert in the relevant field, nominated by the Estate Officer-cum-Chief Engineer.

c) For Chief Medical Officer and In-charge PAU Hospital

- i) Up to Rs. 2000/- by the Chief Medical Officer or his nominee out of Senior-most Pharmacist/Radiographer/Laboratory Technician without quotations at the lowest market rates.
- ii) From Rs. 2001/- to Rs. 10000/- by a Committee of two members out of which one should be a nominee of Chief Medical Officer not below the rank of Medical Officer/Assistant Professor level from the Department of Biochemistry & Chemistry, College of Basic Sciences & Humanities, PAU and out of senior-most Pharmacist/Radiographer/Laboratory Technician as the case may be with the quotations.

- iii) From Rs. 10001/- to Rs. 30000/- through a Committee of three members comprising of Chief Medical Officer or his representative not below the rank of Medical Officer/Assistant Professor from the Department of Biochemistry & Chemistry, College of Basic Sciences & Humanities, Nominee of the Comptroller, PAU not below the rank of Supdt AO (SPO) and Nominee of CMO not below the rank of Senior-most Pharmacist/Radiographer/Lab. Technician.

d) For University Administration and SPO Suspense Purchase

- i) Up to Rs. 5000/- by AO (SPO) or his representative not below the rank of Supdt/ASO(P).
- ii) From Rs. 5001/- to Rs. 10000/- by a Committee of two members - one should be Supdt. ASO (P) and the other Expert in the relevant field, constituted by th AO (SPO).
- iii) From Rs. 10001/- to Rs. 30000/- through a Committee of three members comprising of Supdt. AO (SPO), one nominee not below the rank of Supdt. Nominated by the concerned Indenting Officer and one Expert in the relevant field, constituted by AO (SPO).

(B) PURCHASE OF ITEMS FROM RS. 30001/- TO RS. 50000/-

i) For the Departments:

The Committee will be comprising of concerned controlling officer or his nominee not below the rank of Professor (Convener), concerned Head of the Department or his representative not the below the rank of Associate Professor and the third member will be nominee of the Comptroller, not below the rank of Supdt.

This committee will also make purchases of feed, fodder and animals.

ii) For Constituent Colleges :

The Committee will consist of Dean of the College concerned or his nominee not below the rank of Professor (Convener), Senior-most Head of the Department of the College or his nominee not below the rank of Associate Professor and one nominee of the Comptroller not below the rank of Supdt.

iii) For Directorate of Research:

The Committee will consist of Director of Research or his nominee not below the rank of Professor (Convener). The other members will be Director (Seeds)/Director (Farms) or his nominee not below the rank of Associate Professor and one nominee of the Comptroller not below the rank of Supdt.

iv) For Directorate of Extension Education, ADC (CCL&C) and University Press:

The Committee will consist of Director of Extension Education or his nominee not below the rank of Professor (Convener). The other members will be Additional Direcfor of Communication (CCL&C) or his nominee not below the rank of Associate Professor and one nominee of the Comptroller not below the rank of Supdt.

v) For Dean, Postgraduate Studies:

The Committee will consist of Dean, Postgraduate Studies or his nominee not below the rank of Professor (Convener), one Expert Member not below the rank of Associate Professor nominated by the Dean, PGS and one nominee of the Comptroller not below the rank of Supdt.

vi) For Directorate of Students' Welfare

The Committee will consist of Director Students' Welfare or his nominee not below the rank of Professor (Convener), one Expert Member not below the rank of Associate Professor nominated by the DSW and one nominee of the Comptroller not below the rank of Supdt.

vii) For University Library

The Committee will consist of University Librarian or his nominee not below the rank of Professor (Convener), Additional Director of Communication (CCL&C) or his nominee not below the rank of Associate Professor and one nominee of the Comptroller not below the rank of Supdt.

viii) For Regional Stations/KVKs :

The Committee will consist of Controlling Officer concerned or his nominee not below the rank of Professor (Convener), Director/Associate Director or his nominee not below the rank of Associate Professor and one nominee of the Comptroller not below the rank of Supdt.

ix) For Estate Organization :

The Committee will consist of Estate Officer-cum-Chief Engineer or his nominee not below the rank of Executive Engineer (Convener), Dean, College of Agricultural Engineering or his nominee not below the rank of Associate Professor and one nominee of the Comptroller not below the rank of Supdt.

x) For University Admn. ISuspense Account:

The Committee will consist of Comptroller or his nominee not below the rank of SupdUASO (P) (Convener), Indenting Officer or his nominee 'A' Group employee and one Expert member not below the rank of Associate Professor nominated by the Indenting Officer.

xi) For PAU Hospital:

The Committee will consist of Chief Medical Officer or his representative not below the rank of Medical Officer/ Assistant Professor of Pharmacology (Convener), nominee of the Comptroller not below the rank of AAO, one nominee of Controlling Officer not below the rank of Supdt. and AO (SPO) of his representative not below the rank of SupdUASO(P).

The purchase of the required medicines and other material for PAU Hospital shall be made by the Chief Medical Officer, In-charge, from the manufacturers/authorized dealers at the rates, terms and conditions as per Hospital price list. The Chief Medical Officer will be the Convener of the above said Committee and the same shall be convened and conveyed by him at his level to effect the purchase from local/outside market as per purchase procedure. However, in order to meet urgent requirements of medicines, material and oxygen etc., the purchase shall be made by the CMO at his level out of the permanent advance of Rs. 4000/- available with him to the extent of financial powers of DDO delegated to him.

C. PURCHASE OF ITEMS ABOVE RS. 50000/-

The purchase of items above Rs. 50000/- shall be made by the Purchase Committee mentioned at "8" above with the approval of the Central Purchase Committee consisting of the following:

- Dean, Postgraduate Studies
- Director of Research
- Director of Extension Education
- Dean, College of Agriculture
- Dean, College of Agricultural Engineering
- Dean, College of Basic Sciences and Humanities
- Dean, College of Home Science
- Comptroller
- Accounts Officer (SPO) - Member Secretary

The Senior-most Dean/Director will be the Chairman of the Central Purchase Committee

Five members will form quorum of the Central Purchase Committee.

Note: 1. The Central Purchase Committee may invite Director Students' Welfare whenever a case relating to the purchase in respect of Directorate is put up to CPC.

2. AO/AAO (Insp.) shall represent Comptroller in Purchase Committee in cases exceeding Rs. 50000/-.

(D) IMPORT OF SCIENTIFIC EQUIPMENTS/INSTRUMENTS/CHEMICALS/SPARES ETC.

The proposal for the import of scientific equipment/instruments/ chemicals/spares etc. shall be submitted to the Technical Committee for import. The Technical Committee will consist of the following:

- | | | |
|----|--|----------|
| 1. | Addl. Director of Research/Coordinator of Research concerned | Convener |
| 2. | Head of the Indenting Department | Member |
| 3. | Scheme In charge concerned | Member |
| 4. | In charge, Instrumentation Cell for equipment/Instrument and Spares/Head, Deptt. of Biochem. & Chemistry for chemicals and other consumables | Member |

The purchase of the items of Import as per recommendations of the Technical Committee shall be made as per the provisions of Purchase Procedure.

(E) PURCHASE OF FERTILIZERS

For the purchase of fertilizers and Farm yard Manure, the concerned HOD/Directors of Farms/DDOs should make all out timely efforts to purchase the fertilizers on B-component rates from the Markfed. However, if after due notice, the supply of fertilizers is not made by the Markfed, the concerned officer should make the purchase from the Govt. agencies at the rates fixed by them for the institution like PAU. Only as a last resort, after exploring the above source of supply, the purchase of fertilizers should be made from the local market of the amount not exceeding Rs. 50000/- in the manner laid down hereunder:

- i) The purchase not exceeding Rs. 2000/- shall be made by the authorized one teacher/A-group employee on the certificate of lowest rates without quotations.
- (ii) The purchase from Rs. 2001/- to Rs. 10000/- shall be made by a Committee consisting of a nominee not below the rank of Associate Professor and one Teacher/A-Group employee nominated by the Officer of the University/Head of the Department/Director of Regional Stations/KVKs. Where the purchase has been made without quotations, the committee will record a certificate that the purchase has been made on the lowest rates and record reason for not collecting quotations.
- iii) The purchase from Rs. 10001/- to Rs. 30000/- shall be made by a committee consisting of a nominee not below the rank of Associate Professor and two nominees, teacher not below the rank of Assistant Professor/A-Group employee nominated by the Officer of the university/Head of the Department/Director of Regional Station/KVK. In case, where the number of teachers is less, the Director of Research/Director of Extension Education will nominate his nominee on the committee. The committee will make the purchase after obtaining quotations.
- iv) The purchase from Rs. 30001/- to Rs. 50000/- shall be made by a Committee consisting of one nominee (not below the rank of Professor) Controlling Officer concerned, one nominee of Officer of the University/Head of the Department/Director of Regional Station/KVK and one Expert Member not below the rank of Associate professor nominated by the Dean of the College of relevant field.
- v) Farm Yard Manure will be purchased by the indenters concerned directly as per above procedure.

II-REPAIRS

A) MOTOR VEHICLES, FARM IMPLEMENTS/FURNITURE AND MACHINERY CONCERNING

DEPARTMENTS/RESEARCH STATIONS/KVKS

- a) Repair up to Rs. 5000/- may be got done by one teacher not below the rank of Assistant Professor/A-Group employee nominated by Incharge Vehicle Pool/Officer of the University/Director/Associate Director concerned and Chief Medical Officer Incharge, PAU Hospital at his level at the lowest market rates without quotations.
- b) Repair costing Rs. 5001 to Rs. 10000/- may be got done through a committee consisting of a nominee not below the rank of Associate Professor and one teacher not below the rank of Assistant Professor/A-group employee to be nominated by the Incharge Vehicle Pool/Officer of the University/ Director/Associate Director concerned and Chief Medical Officer Incharge, PAU Hospital at his level.

- c) Repair costing above Rs. 10000/- may be got done through a committee of three members consisting of one nominee not below the rank of Associate Professor and other nominee not below the rank of Assistant Professor/A-Group employee nominated by Head of Department/Officer of the University, Incharge of Vehicle Pool, Chief Medical Officer, Incharge, PAU Hospital and Workshop superintendent or his nominee.

For Out Stations

Repair costing above Rs. 10,000/- may be got done through following committee of three members:

1. Director/Associate Director concerned.
2. Nominee of concerned Director/Associate Director not below the rank of Assistant Professor.
3. Assistant Professor of Agricultural Engineering or equivalent in the field of Farm Power & Machinery posted at the concerned station or at nearby regional station/KVK.

Note: Where the number of teachers at the outstations is less, the member(s) not below the rank of Assistant Professor will be nominated by the Director of Research or Director of Extension Education as the case may be.

B) INSTRUMENTS/EQUIPMENT AND ELECTRIC PUMPS ETC.

The repair of instruments, laboratory equipments etc. may be got done as under after obtaining NOC from Incharge, Instrumentation Cell, College of Agricultural Engineering who will also intimate the approximate amount:

- a) Repair of instruments and equipments etc. up to Rs. 5000/- may be got done by one teacher not below the rank of Assistant Professor/A-Group employee nominated by the Head of Department/Officer of the University/ Director/Associate Director concerned, Chief Medical Officer Incharge, PAU Hospital at his level at the lowest market rates without quotations.
- b) Repair of instruments and equipments etc. from Rs. 5001/- to Rs. 10000/- may be got done through a committee consisting of a nominee not below the rank of Associate Professor and one teacher not below the rank of Assistant Professor/A-Group employee to be nominated by the Head of the Department/Officer of the University/ Director/Associate Director concerned, Chief Medical Officer, Incharge, PAU Hospital at his level.
- c) Repair of instruments/equipments etc. from above Rs. 10000/- may be got done by a committee of three members consisting of one nominee not below the rank of associate Professor and other nominee not below the rank of Assistant Professor/A-Group employee nominated by Head of Department/Officer of the University/ Director/Associate Director concerned, Chief Medical Officer, Incharge, PAU Hospital and Incharge, Instrumentation Cell. Where the number of teachers at the station is less, the member(s) will be nominated by the Director of Research or the Director of Extension Education as the case may be.

C) REPAIR RELATING TO UNIVERSITY ADMINISTRATION

The repair cases relating to the university Administration Scheme shall be undertaken after obtaining NOC from the Workshop Supdt. (for motor vehicles) and Incharge, Instrumentation Cell, COAE (for equipment and instruments etc.) in the following manner:

- a) Repairs up to a cost of Rs. 5000/- may be got done by one teacher/A-Group employee nominated by the Officer of the University concerned at his level at the lowest market rates without quotations.
- b) Repair costing to Rs. 5001/- to Rs. 10000/- may be got done through a committee consisting of a nominee not below the rank of Assistant Professor/A-Group employee to be nominated by Officer of the University concerned, Incharge Instrumentation Cell or Workshop Superintendent or his nominee, as the case may be and a nominee not below the rank of SupdUASO (P) nominated by the Accounts Officer (SPO).
- c) Repair exceeding Rs. 10000/- may be got done by a committee of three members consisting of one nominee not below the rank of Assistant Accounts Officer nominated by Officer of the University concerned, Incharge, Instrumentation Cell or Workshop Supdt. or his nominee. as the case may be and a nominee not below the rank of SupdUASO (P) nominated by the AO (SPO). Notwithstanding the above, it should be ensured that the purchases of spares and/or repairs are got done from the authorized dealer. Where there is no authorized dealer, the purchase of spares and/or repairs; may be got done at the lowest market rates on the basis of certificate in this regard.

Annual Maintenance Contract

Annual Maintenance Contract with the authorized dealers for costly and sophisticated equipment may be concluded at departmental level. Inspection charges for equipment not under AMC may be finalized and sanctioned at the departmental level by the competent authority for taking up repair/maintenance/ AMC.

For repair up to Rs. 1000/- or 5% of the cost of equipment/instrument/ machinery etc., whichever is less in a year, NOC from the Instrumentation Cell is not required.

No quotation will be required in case the repair/purchase of parts for repair is to be undertaken from the authorized dealer/their authorized workshop.

The repair of motor vehicles, farm implements and machinery except Cars/Buses etc. may be got done by the Director (Farm) and Departments of College of Agricultural Engineering at their own level without obtaining No Objection Certificate from the Workshop Superintendent. However, for others, the repair of motor vehicles, farm implements and machinery will be done in the University Workshop. In case, the Workshop Superintendent is not in a position to carry out repairs, these could be got done in the manner stated above after NOC has been issued by the Workshop Superintendent. However: for repairs at outstations, NOC from the Workshop Superintendent or the incharge, Instrumentation Cell' will not be required.

III-GENERAL GUIDELINES

- i) All purchases in respect of grants received from ICAR and other foreign agencies other than NATP will be made in accordance with the Purchase Procedure.
- ii) All gifts offered by Indian as well as foreign firms/other agencies to the University will be accepted with the prior permission of the Vice-Chancellor.
- iii) Approval of the Equipment Purchase Committee will be required for the purchase of equipment costing above Rs. 50000/-. This approval will not be required if the equipment has been specifically sanctioned by the Financing Agency.
- iv) The Central Purchase Committee may constitute a sub-committee keeping in view the nature of purchase and the time factor. The purchase should be made only by the members/authorized nominees. Such Committees may be revalidated by the Account Officer (SPO) for a further period of one month beyond which no further extension will be allowed.
- v) For the purchase of items where rate contract has not been concluded and if the purchase of a particular item has been approved by the concerned committee or Central Purchase Committee and the same is required by another department/office, repeat order may be placed by the Indenter/ Accounts Officer (SPO) without obtaining approval for the same again.
- vi) The quality and quantity of any material purchased by the Committee/Sub-Committee concerned shall be ensured by the Indenting Officer who shall take care of the quality and quantity aspect of the purchase. The responsibility shall primarily lie on him as provided in Rule 15.4 of the Punjab Financial Rules Vol. 11. The DDO concerned shall nominate some responsible persons and may also include technical experts, if considered necessary, to ascertain the correctness of the quantity and quality of the material purchased.
For all the items purchased directly by the Store Purchase Organization for Central Stores, the Accounts Officer, Store Purchase Organization shall take care of all these aspects.
The inspection for purchases exceeding Rs. 10000/- may be carried out by the Committee consisting of Estate Officer-cum-Chief Engineer or his nominee not below the rank of SDE/AAO, Technical Expert in the line and Accounts Officer (SPO) Of his nominee not below the rank of Supdt./ASO(P).
The inspection for purchases below Rs. 10000/- will be carried out by two members - one nominee of the Account Officer (SPO) and other Technical Expert in the line.
- vii) The Purchase Committee should ensure that good quality material is purchased from the reputed firm at the most competitive rates.
- viii) Where purchase is effected against the sample approved by the Purchase Committee, the material supplied by the firm against the order be inspected by the Purchase Committee constituted for this purpose to ensure that the material supplied conforms to the quality/specification of the sample approved.

- ix) The purchase from the Govt. Deptt./Semi Govt. Departments/ Govt. Undertakings, sole manufacturer, whole-sale suppliers and other similar agencies may be made without calling/collecting quotations from other source. The rates called for/collected from such agencies either through post or a constituted committee should be sufficient to effect the purchase.
- x) Where purchase costing more than Rs. 2000/- is made without quotation or with less than three quotations, a certificate about reasonableness of rates will be given by the Purchase Committee concerned.
- xi) The firms from whom the pesticides are to be purchased, shall be asked to provide the .material for which the expiry period is minimum 6 months from the date of supply.
- xii) After effecting the purchase, the material shall be physically verified by the Committee constituted for the purpose and handed over to the Store-keeper concerned along with the bill for making stock entries in the relevant stock registers.
- xiii) The service unit of PAU such as University Press, University Workshop, Maintenance Unit and Instrumentation Cell shall issue No Objection Certificate without a rider within a reasonable time of assessing/testing the equipment and issue the same within 10 working days from the receipt such request. In case, no response is received within the stipulated period, the NOC will be presumed to have been granted and the work shall be got done by the indenting department from the local market as per prescribed procedure.
- xiv) The Committee members may not compulsory visit the market by using the University vehicle and may collect/ call quotations from local market by other ways.
- xv) Where "A" Group employee is no on the strength of the concerned Department/Office, the senior- most "8" or "C" employee be included in the Purchase Committee.
- xvi) In the event if any case is noticed at a later stage where the relevant provisions of the Purchase Procedure are not followed, the matter will be settled by the concerned Controlling Officer at his own level.

In case of any breach of terms & conditions of rate contract concluded by the University, the matter will be referred to the Vice-Chancellor for consideration and final decision. Further in case of any clarification regarding purchase/repair rules, the decision of the Vice-Chancellor will be final.

FIXATION OF SCALE OF FURNITURE FOR ISSUE TO VARIOUS CATEGORIES

The Vice-Chancellor has approved the norms for the supply of furniture for officers, teachers and other employees of the University.

(No. SAUV/1999/5685-5785, dated 23-7-1999)

CHAPTER XXXVI

FIXING OF RATES FOR HIRING OF COMBINES, TRACTOR TRANSPLANTING OF PADDY, PICKING OF COTTON, HIRING CONTRACTORS/LABOURS ETC.

The Vice-Chancellor has fixed the rates for various agricultural operations at the research/experimental/ other farms of the University and hiring of combines, tractors, transplanting of paddy; picking of cotton; and hiring of contractors/labours etc. is as under:

- a) When the area is up-to 25 acres and the expenditure is within the financial and administrative powers of the respective Director/In-charge, the committee component to fix rates for various agricultural operations shall comprise of :
 1. Director/In-charge/Manager of the Farm/KVK.
 2. Senior-most Scientist or Senior-most *staff* member in the *office* in case there is no scientist.
- b) In case (i) the expenses are higher than the financial and administrative powers delegated to the Director/In-charge etc. of the Farm even though the area is less than 25 acres, or (ii) the area is 25 to 50 acres, there should be three members committee as under:
 1. Director/In-charge/Manager of the Farm/KVK.
 2. Assoc. Director of Research, RRS or his representative/Assoc. Director (Training) KVK or his representative.
 3. Senior-most Scientist or Senior-most *staff* member in the *office* in case there is no scientist.

In case there is no Research Station and no KVK, then District. Extension Specialist (Senior-most) or his rep. may be taken on the committee except of University Seed Farm, Naraingarh and Cotton Research Sub-station, Goniana (Muktsar). These committees shall comprise of :

University Seed Farm, Naraingarh :

1. Director, University Seed Farm, Naraingarh.
2. Senior-most Scientist or Senior-most *staff* member in the *office* in case there is no: other Class 11 official
3. Assoc. Director (Training) KVK, Patiala or his representative.

Cotton Research Sub-Station, Goniana (Muktsar) :

1. In-charge of the Farm.
 2. Senior-most *staff* member in the *office* in case there is no other class II official at the Station.
 3. Director, Regional Fruit Research Station, Abohar or his representative
- c) For the area above 50 acres. The Committee to fix rates for various agricultural operations shall comprise of:
1. Director of Research/Director of Extension Education or his representative.
 2. Comptroller or his representative
 3. Farm/KVK Director or his representative.

Comptroller, PAU, Ludhiana's No. CAU.
Insp.(1)/96/237-387 dated 2.1.96)

CHAPTER XXXVII

INTERNAL AUDIT

1. Audit of CPF/GPF Advance cases

The Vice-Chancellor approved the payments of CPF/GPF advances by the Comptroller without the audit from the Deputy Controller (UA) or his nominee by adopting the following procedure:

1. On concurrence of the advance the bill shall be prepared and given to the dealing Assistants for issuance of cheque.
2. After issuance of the cheque the voucher shall be given to the dealing hand for getting the same checked from audit.

The advances so paid will be put-up to Audit Check immediately after the payment.

(Comptroller, PAU, Ludhiana's No. CAU. 96/400 dated 8.2.1996)

2. Audit of bills by the Internal Audit

The University adopted the procedure of issuing cheques without audit of salary bills, telephone bills and electricity bills duly signed by the Drawing & Disbursing Officer after due verification by the Comptroller or the person authorized by him.

However the entries in the service-book/E.C.R. regarding fixation of salary at the time of fresh appointment, annual increments, promotion, revision of pay scale and increase in the D.A. will continue to be verified in the service-book/E.C.R. by the Audit.

(Comptroller, PAU, Ludhiana's Notification No. CAU. AO.(P)/1734 Dated 12th February, 1999)

3. Issuance of grant utilization certificate

The Grant utilization Certificate for the grant in aid received from various financing agencies viz ICAR, UGC, CSIR etc. can be got issued from the chartered Accountant in respect of the funds released by these agencies with their prior permission.

(Comptroller, PAU, Ludhiana's Notification No. CAU. AO.(P)-99/5366-5500 Dated 16th March, 1999)

4. Post Audit

The post audit of the items mentioned at Sr. No. 1, however shall continue to be done by the representatives of the Examiner, Local fund Accounts, Punjab, Chandigarh.

It was further decided that instead of post audit of all the pre-audited bills, the post-audit of the bills for the month of January every year shall be conducted by the Local Audit.

(Comptroller, PAU, Ludhiana's Notification No. CAU.(J.I)-03/86-236 dated 13.1.2003)

5. Introduction of internal audit

The Audit system of the bills of expenditure in the University by the Examiner, Local Fund Accounts or a person

authorized by him has been discontinued and audit by the Internal Audit Section of the Comptroller office has been introduced w.e.f. 5.6.2003.

The Examiner, Local Fund Accounts or the person authorized by him, however, will conduct the concurrent audit for the payments passed by the Internal Audit.

(Comptroller, PAU, Ludhiana's Notification
No. CAU.AO(P)-03/9158 dated 3rd June,
2003)

The Board of Management in its 205th meeting (special) held on 6-5-2003 excluded the work from the purview of the concurrent audit relating to the following items:

1. Remuneration bills of experts prepared by the DDOs and routed by the Registrar, PAU to the office of the Comptroller.
2. Leave encashment bills.
3. Contingent bills and arrears of pay bills

However, there will be a post-audit for the above items.

(Comptroller, PAU, Ludhiana's Notification
No. CAU-AAO(P)-04/5766-5913 dated 22-
7-2004)

CHAPTER XXXVIII

LOSS OF CYCLES AND CONDEMNATION COMMITTEES

LOSS OF CYCLES

The loss of cycles issued to the Peon or other employees of the university and the cases were reported untraceable. It was, therefore, decided by the University to recover the cost of bicycle if lost according to the following scale:

- | | |
|--|-----------------|
| 1. In case of loss of cycle within 2 years of its purchase | Full Cost |
| 2. In case of loss of cycle within period exceeding 2 years and upto 3 years | 75% of the cost |
| In case of loss of cycle within a period of 3-5 years | 50% of the cost |
| In case of loss of cycle after 5 years | 40% of the cost |

The Drawing & Disbursing Officer directed to bring these instructions to the notice of all categories who had been issued bicycle.

(Comptroller, PAU, Ludhiana letter No. CAU (8-1)-64/13678 Dated 20.6.1964)

PROVIDING OPPORTUNITY OF THE EMPLOYEE

The Vice Chancellor ordered that the custodian of the cycle may be given full opportunity to explain his position as regards in rules. The quantum of recovery will however, remain the same.

(Comptroller, PAU, Ludhiana's No. CAU.Insp(1)/ 82/4340-4455 dated 6th October, 1982)

SAFETY OF PORTABLE OFFICE/LAB. EQUIPMENT & MATERIAL

The portable office/laboratory equipments are issued to various employees/teachers of the university for their official use. In order to safe vouch the interest of the institution; the following instructions were issued by the Deputy Estate officer for taking precautionary measures to avoid the thefts/loss of portable equipment/material:

1. Portable office/lab. equipments including typewriters, calculating machines etc. should be kept securely by the official using such equipments.
2. The proper security/indemnity bonds as decided by the Comptroller from time to time be got deposited/ furnished from the Store keeper/employees concerned handling such office/lab. equipment so as to make them conscientious.
3. Similar instructions are required to be observed by research workers who work in the laboratories during office/ odd hours and also during holidays to ensure proper upkeep to costly equipment including minor portable instruments. Arrangements should be made by the official handling with such equipment.
4. Superintendents/Head Clerks and Assistants Incharge of the office and Incharge of laboratories would be responsible to ensure that the windows are properly bolted and doors are locked after office hours. Such officials should further ensure that the electric connections/water and gas connections are switched off while closing the rooms. In the event of failure to do so the official at fault would be liable for disciplinary action as it might lead to security problem.
5. It may also be made clear to the officials/Research workers that in case they are to leave the rooms during office/odd hours even for a short time they should either make arrangements for safe custody of the costly equipment or lock the room where such costly equipment/instrument is lying.

6. When-ever any Electrician/Plumber or some other labourer approaches office/lab. for some repair/ replacement, the official Incharge of office/lab. should invariably check the identity of such person by asking identity card and in case of any doubt/suspect, undersigned may be informed.
7. The keys of the rooms/labs. should only be kept by the authorized official and in no case be delivered to any unscrupulous elements.

(Estate Officer, PAU's No. 7080-7179
dated 9.7.1976)

CONDEMNATION COMMITTEES

Effecting of recovery on account of shortage of store articles

The Comptroller has issued instructions on the advice of legal Advisor of the University that recovery at the market price instead of cost price of the stores found short can be made and there is no legal bar in doing that for effecting the recovery on account of shortage of store articles found at the time of physical verification.

(Comptroller, PAU, Ludhiana's No.
CAU.Insp.(2)- 85/2852-2982 Dated
31.8.85)

CONDEMNATION COMMITTEE FOR THE UNIVERSITY VEHICLES AND DISPOSAL THEREOF

The Vice Chancellor has constituted the Condemnation Committee for the auction/disposal of university vehicles consisting of the following:

- | | |
|---|----------|
| 1. Dean, College of Agril. Engg. or his nominee i.e.
Coordinator of Research/Head of the Deptt. of his College | Chairman |
| 2. Director of Extn. Educaiton or his nominee i.e. Addl. Director
Extn./Assoc. Director Extn. | Member |
| 3. Comptroller of his nominee not below the rank of AAO | Member |
| 4. Workshop Supdt. | Member |
| 5. AO (SPO) or his representative not below the rank of ASO (P) | Member |
| 6. Officer on Special Duty/Incharge Vehicle Pool | Member |

CONDEMNATION OF OLD VEHICLE

The Vice-Chancellor has decided that no new vehicle may be purchased unless the condemned and disposed off vehicle has been banned.

(Comptroller, PAU, Ludhiana's No. CAU.
Insp. (1)98/8861-62 dt. 11.11.98)

CONDEMNATION OF OLD USED TYRES & TUBES

The Condemnation Committee for the old tyres and tubes for the Ludhiana Campus is to be made by the Committee consisting of the following:

1. Head, Deptt. of Mechanical Engineering who is the Drawing & Disbursing officer of the University workshop is authorized to condemn the tyres, tubes and batteries up-to Rs. 5000/- for one vehicle including tractors on the recommendations of the Workshop superintendent, PAU Workshop, Ludhiana.
2. If the book value of the condemned tyres, tubes and batteries exceeds Rs. 5,000/- the Director of Research (Controlling Officer of the PAU Workshop) is authorized to condemn these articles on the recommendations of the Workshop Supdt. of PAU Workshop and Head, Deptt. of Mechanical Engineering.

(Comptroller, PAU, Ludhiana's No. CAU.
(Insp.(1)/2001/2259-2400 dt. 11.4.2001)

OUTSTATIONS

a) For Research Farm

- i) Director of the Farm

- ii) Sr. Most one teacher/nominated by the Director of the KVK of the district, otherwise a member may be nominated by the DES of the Distt. concerned.
- iii) A rep. of the Head, Deptt. of Mech. Engg. not below the rank of Asstt. Prof.

b) For KVK/DES

- i) Directors/Sr. Most DES concerned
- ii) A member to be nominated by the Director of the Farm in the Distt.
- iii) A rep. of the, Head, Deptt. of Mec."l Engg. not below the rank of Asstt. Prof .

c) For College of Home Science, Kaoni and RRS, Ballowal Saunkheri

- i) Dean/Director Concerned.
- ii) Sr. Most teacher at the Station.
- iii) A rep. of Head, Deptt. of Mech. Engg. not below the rank of Asstt. Prof.

(Comptroller, PAU, Ludhiana's No. CAU.Insp.(1)/ 98/8029-8100 dated 12.10.1998)

DEPRECIATION/CONDEMNATION AND AUCTION COMMITTEE FOR UNSERVICEABLE AND SURPLUS MATERIAL OF VARIOUS OFFICES/DEPARTMENTS OF THE UNIVERSITY

1. Dean/Director concerned or his Representative not below the rank of Assistant Professor/Assistant Accounts Officer.
2. Head of Department or Director Regional Station or his Representative not below the rank of Assistant Professor/Superintendent.
3. Comptroller or his Representative not below the rank of Superintendent.
4. One Technical member not below the rank or Assistant Professor to be nominated by the Dean/ Director concerned keeping in view the nature of material to be condemned/auctioned.

An illustration of the same is given as under:

- i) For Electric/Electronic material/Laboratory Equipment Incharge Instrumentation Cell or his representative not below the rank of Assistant Professor.
- ii) For Farm Equipment/Agricultural Machinery Head Department of Farm & Machinery or his Not below the rank of Assistant Professor.

(Comptroller, PAU, Ludhiana's No. CAU.Insp.(1)/ 2002/1353-1503 dated 21.02.02)

In the case of the material to be condemned/auctioned in respect of the following offices, the concerned Officers may constitute the condemnation as well as depreciation and auction committee at their own level on the above pattern :

1. Estate Officer-cum-Chief Engineer
2. Registrar
3. Comptroller
4. Director Student's Welfare
5. University Librarian

The cases pertaining to the office of Secretary to the Vice-Chancellor may be referred to the Comptroller for nomination of committee members.

While referring the cases to the Instrumentation Cell for repair/condemnation, the complete details of accessories, Sr. No. model and make of the equipment/apparatus as entered in the stock register form AU-10/8 is to be given with ledger reference for proper works.

(Comptroller, PAU, Ludhiana's No. CAU. Insp.(ASO)/95/8801-8950 dated 12.9.95)

CHAPTER XXXIX

THEFT OF STORE ARTICLES

As ordered by the Vice-Chancellor, the following remedial measures are to be followed in case of theft of store articles:

1. In the windows of the rooms in which costly equipment is lying, strong grills should be fitted.
2. The keys of the lock should not be with more than two persons, one with the Messenger Boy who opens and locks the room .and the other with the user of equipment.
3. Report of theft should be lodged with the Estate Officer-Cum-Chief Engineer with copies to the Comptroller and the Secretary to Vice-Chancellor on the same day when the theft is detected. If it happens to be a holiday, then the report must be submitted at the earliest on the next working day .
4. Department Enquiry Committee should also be constituted on the same day so far as possible but within two days at the latest which should submit its report. within two weeks.
5. The Estate Officer-Cum-Chief Engineer should lodge the -FIR with the Police within two days from the date of receipt of report of theft and should remain in touch with the Police during the course of investigation. Fortnightly progress report should be submitted by the Estate Officer-Cum-Chief Engineer, to the Comptroller and. Secretary to Vice-Chancellor.
6. Action against the officials indicated in the report, should be initiated within a week from the date of enquiry report.
7. The file regarding disciplinary action against the indicated person should not be held up by any dealing official/ Officer for more than 3 working days.
8. Action for writing off the material, if the police submits the untraced report, should be initiated within 3 days form the date of receipt of untraced report.

(Comptroller, PAU's Memo No. CAU.Insp.(3)/ 2003/6573-6703 dated 3-9-2003)

CHAPTER XL

CHECKING OF LOG BOOKS AND USE OF THE UNIVERSITY VEHICLES

To ensure the proper maintenance of the log books of the University vehicles and to avoid audit objection the Controlling Officer of the vehicles has been advised by the Vice-Chancellor to exercise after check and laid-down the following guidelines for the same:

- i) All columns in the log book be filled neatly and properly and cuttings, if any, authenticated by the Controlling officer immediately after the close of each journey.
- ii) Average fuel consumption certificate from the Workshop superintendent be invariably obtained for checking the fuel consumption every month.
- iii) The average fuel consumption is worked out at the close of the month and compared with the average consumption certificate furnished by the Workshop Superintendent. Excess Consumption, if any, be pointed out to the Driver concerned for being justified or recovered.
- iv) All the entries of the journeys performed are authenticated by the officer using the vehicle and then countersigned by the 'Controlling Officer.
- v) The cost of private journeys may be realized immediately for deposit in the current account of the PAU. Such journeys need be allowed only with the sanction of the competent authority.
- vi) Mileage shown is not excessive than the actual distance.

Comptroller, PAU, Ludhiana's
No.CAU.Insp(2)/ 84/1023-1150 Dt.
23.4.1984)

INSURANCE OF VEHICLES

As per instructions issued by the Comptroller, it has been decided that vehicles be got insured under the Liability Policy (Liability to third party) instead of package police (Loss or damage to the vehicles insured).

(Comptroller, PAU, Ludhiana's
No.CAU.Insp.(1)/ 03/2658-2808 Dated
16.4.03)

SAFE CUSTODY OF LOG BOOKS

Reports for the loss of closed/operating log-books came to the notice of the Vice-Chancellor. He has desired that special attention is required to be given by the Officers of the University/Deans/Directors/ Head of the Departments and Officer Incharge of the vehicle for the special custody of, the log books of the University vehicles. He also desired that a special verification of the record relating to log books may be conducted and in case any log book is missing/lost, the case alongwith the detailed reasons for the lost one and action taken or contemplated against the defaulting official may be intimated to the office of the Comptroller forthwith for further necessary action.

Further when ever the audit officer requests for the production of the log books, the same may be produced.

(Comptroller, PAU, Ludhiana's
No.CAU.Insp.(2)/ 90/10939-11099 dated
19.11.90)

CHAPTER XLI
PREPARATION OF MEDICAL IDENTITY CARD - IF BOTH HUSBAND
AND WIFE ARE EMPLOYEES

Both are to prepare separate medical identity card and the family of the employees is to be included in the identity card of husband.

(Director Students' Welfare U.O.No. 2909
dated 30.4.1971)

REIMBURSEMENT FOR ADJUSTMENT AND REPLACEMENT OF ARTIFICIAL APPLIANCES IN THE DISEASES LIKE POLIO

The reimbursement of cost of boot (shoe) prescribed in the case of patient should only be allowed after 3 years, for a maximum limit of three times in life.

(Secretary to Govt. of Punjab, Health and
family welfare Notification No.
Pb.Govt.5(5)-11/HBI-79/ 85 dated 2nd April,
1979)

TIME BARRED CLAIM

All medical reimbursement claims are required to be preferred within six months from the date of completion of treatment.

(Comptroller, PAU, Ludhiana's No.
CAU.P.I.79/1452-1532 dated 23rd April,
1979)

DEFINITION OF FAMILY

In case both husband and wife are working in the Government and any organization financed by the Government, one of them has to give an option as to who would claim reimbursement in respect of their dependents. It is also clarified that in the case of Government employees whose spouses are working in Private Undertaking and they are getting fixed medical allowance, there would be no bar on the spouse working in the Government Organization getting the medical reimbursement in respect of their dependents.

(Comptroller, PAU, Ludhiana's No. CAU.P.1
(F- 2)80/933-1034 dated 18.2.80).

TREATMENT OF MATERNITY LEAVE

The maternity leave will not be treated as duty for the purpose of calculating of earned leave of Government employees.

(Comptroller, PAU, Ludhiana's No.
CAU.C.III.80/ Misc.84/1528-1634 dated
19.2.80)

REIMBURSEMENT OF MEDICAL EXPENSES TO RE-EMPLOYED GOVERNMENT PENSIONERS

Before entertaining the claim, it is to be certified by the re-employed employee that he/she has not claimed and will not claim any medical benefit or reimbursement from his private employer.

(Comptroller, PAU, Ludhiana's No.
CAU.P.I.(F-2)/81/3316-3415 dated 8.7.81)

MEDICAL FACILITIES FOR ANTENATAL OR POSTNATAL CARE OF THE DELIVERY OF THE 3rd CHILD-REIMBURSEMENT OF CHARGES THEREOF

No antenatal or postnatal care would be given in the Hospital for delivery purposes, nor medicines provided, nor recoupment would be allowed for the third child.

(Comptroller, PAU, Ludhiana's Memo No.CAU.P- 1/83/3311-3436 dated 8.9.1983)

PUNJAB SERVICES (MEDICAL ATTENDANCE) RULES, 1940-REIMBURSEMENT OF MEDICAL EXPENSES OF HOMEOPATHIC MEDICINES TO PUNJAB GOVERNMENT EMPLOYEES/ PENSIONERS

The employees and pensioners are eligible for claiming the reimbursement of Homeopathic medicines.

(Comptroller, PAU, Ludhiana's Endst.No. CAU.II/ 83/3337-3462 dated 8.9.83)

GRANT OF FREE MEDICAL TREATMENT TO PUNJAB GOVT. PENSIONERS AND THEIR WIFE/ HUSBAND

The widow/widower will be entitled to indoor facilities according to the status of their husband/wives at the time of their retirement.

(Comptroller, PAU, Ludhiana's Endst. No. CAUAI.83/5116-5210 dated 8.11.83)

REIMBURSEMENT OF MEDICAL CHARGES INCURRED FOR VARIOUS ORTHOPAEDIC AND PROSTHETIC

The medical reimbursement charges incurred for the purchase of various orthopaedic and prosthetic appliances are to be made to employees and pensioners if these are prescribed by the authorized medical attendant and purchased from the following artificial limb Manufacturing Centres:

1. Nevadac Prosthetic Centre, Daulat Singh Wala.
2. Orthopaedic Workshop of Govt. Medical College, Patiala.

(Comptroller, PAU, Ludhiana's Endst. No. CAU.P.1.84/6668-6818 dated 25.10.84)

REIMBURSEMENT OF DENTAL CHARGES

Rs. 500/- once in a life time on account of fixing of Denture charges are to be reimbursed.

The spouse of Punjab Government employees working in the Institution other than Government but not allowed free medical facilities/treatment/reimbursement expenses by the employing institution, whose income from all sources does not exceed Rs. 250/- now (Rs. 500 p.m.) and who ordinarily resides with him/her, on an undertaking in the form of an affidavit to the effect that his wife/husband is not claiming reimbursement from the institution she/he is service in and that according to the terms and conditions of the appointment, she/he is not entitled to free medical facilities.

(Registrar PAU, Ludhiana's Memo No. Acad. I.AU.84/41568-677 dated 13.12.1984)

REIMBURSEMENT OF THE COST OF HEART PACE MAKER

The cost of Heart Pace maker and that on the replacement of its pulse generator is to be reimbursed as such, provided it is prescribed by and purchased through PGI/AIIMS.

(Comptroller, PAU, Ludhiana's No. CAU.P.I.87/ 1299-1499 Dated 12.3.87)

TIME SCHEDULE FOR MAKING REIMBURSEMENT OF PENSIONERS

The medical claims are to be obtained in the first week of every month and the payment to be made during second week of next month.

(Letter No. 13/232/90-5DPWP-1/6093 dated 19.7.1990 from Deputy Secretary, Govt. of Punjab, Directorate of Pensions and Welfare of Pensioners, S.CO. No. 192-93, Sector 17- C, Chandigarh)

Further to this, the cost of tests, X-Rays is not to be incorporated while enforcing the ceiling of Rs. 1200/-

(Comptroller, PAU, Ludhiana's No. CAU.P.1.92/ 1655-1715 dated 9.4.92)

TREATMENT FROM RECOGNIZED NON-GOVERNMENT HOSPITALS

The employees/pensioners can claim the reimbursement of tests conducted at these hospitals for some special diseases.

(Comptroller, PAU, Ludhiana's No. CAU. P.1.92/ 3018-3160 dated 4.7.1992)

The employees of PAU who retired on superannuation on or after 8.6.1982 shall be entitled to get medical facilities (including reimbursement) from P.A.U. hospital or civil Hospital/Dispensaries as are admissible from time to time.

(Comptroller, PAU, Ludhiana's No. CAU. P.I. AU. 92/3352-3500 dated 13.7.92)

THE ENTITLEMENT OF PENSIONERS FOR PRIVATE ROOM AT PGI

The entitlement of pensioner to private room shall be according to his status at the time of retirement.

(Comptroller, PAU, Ludhiana's No. CAU.P.1.95/ 5372-5512 dated 22.5.95)

CURBING OF MIS-USE OF MEDICAL FACILITIES

Affidavit is to be submitted by employee for availing medical facilities in respect of major dependent children-that he/she is still unmarried and not employed anywhere. His income from all sources does not exceed Rs. 500/- p.m.

(Registrar, PAU, Ludhiana's No. Acad. III.AU.95/ 29793-881 dated 1.8.95)

TREATMENT OF AIIMS

The medical committee of the University will continue to recommend treatment of a particular disease at AIIMS with the approval of Vice-Chancellor.

(Comptroller, PAU, Ludhiana's CAU.P.1.95/ 7714- 21 dated 9.11.95)

PAYMENT OF MEDICAL ALLOWANCES TO NON-PENSIONERS

D.D.O. is to make the payment to the retirees who are not governed by pension rules.

(Comptroller, PAU, Ludhiana's No. CAU.P.1.95/ 13241-13250 dated 19.12.95)

LIST OF CHRONIC DISEASES HEARING AID

Rs. 500/- are allowed for hearing aid.

(Comptroller, PAU, Ludhiana's No. CAU.P.1.96/ 4126-4276 dated 24.5.96)

OUT DOOR REIMBURSEMENT LIMIT

The limit for out door reimbursement in a year Rs. 1200/-

(Comptroller, PAU, Ludhiana's
No.CAU.P.I.96/ 4217-4426 dated 24.5.96)

RULES FOR THE GRANT OF MEDICAL ADVANCE IN RESPECT OF INDOOR TREATMENT

The following is criteria:

- | | | |
|------|------------------|--|
| i) | Grade C employee | When the estimated cost exceeds Rs. 2500/- |
| ii) | Grade B employee | When the estimated cost exceeds Rs. 5000/- |
| iii) | Grade A employee | When the cost exceeds Rs. 10,001/- |
- Advance will be restricted to 80% of cost
 - Power to sanction advance
- | | | |
|------|-------------------|-------------------------------|
| i) | Up-to Rs. 15,000 | Head of Department |
| ii) | Up-to Rs. 40,000 | Concerned Controlling Officer |
| iii) | Up-to any limited | Comptroller |
- The estimated bill has to be got authenticated from the Medical Attendant of the approved hospital and university medical officer.
 - Request is to be made on the prescribed performa

(Comptroller, PAU, Ludhiana's No. CAU.
P.1.97/ 6523-6673 dated 9.9.1997)

ENTITLEMENT FOR WARDS

Basic Pay up-to Rs. 10,500/-	General Ward
Basic Pay from 10501/- and above	Private Wards

(Comptroller, PAU, Ludhiana's No.
CAU.P.1.99/ 12248-12398 dated 17.9.99)

REIMBURSEMENT FOR THE TREATMENT TAKEN IN FOREIGN COUNTRY

To avail treatment in foreign country, the permission of State Medical Board is necessary.

- No reimbursement if the journey is at own cost.
- In case of illness during Govt. trip, the employee is to obtain Health Insurance Coverage, the expenditure of which is to be incorporated in T.A., D.A. except this no reimbursement.

(Comptroller, PAU, Ludhiana's No.
CAU.P.I./2000/4787-4987 dated 3.7.2000)

Reimbursement of Medical claims of PAU employees for treatment taken without prior permission of Medical Officer or treatment taken from the medical officer from the hospital not recognized by PAU.

Such cases are to be decided by the medical officer.

(Comptroller, PAU, Ludhiana's No.
CAU.P.1.2000/ 5579-5728 dated 9.8.2000)

RATES OF KNEE COMPONENT REPLACEMENT AND HIP JOINT IMPLANT

- | | |
|---------------------------------------|--------------|
| - Knee component replacement per knee | Rs. 50,000/- |
| - Hip joint implant | Rs. 35,000/- |

The above rates are inclusive of all other charges.

(Comptroller, PAU, Ludhiana's No. CAU.
P.1./ 2000/7666-7816 dated 31.10.2000)

C.M.C. Hospital, Ludhiana is to provide medical facilities for PAU employees at the P.G.\. rates.

(Comptroller, PAU, Ludhiana's No. CAU.P.1.2002/ 1454-1604 dated 22.2.2002)

CHECKING OF MEDICAL BILLS

1. The D.D.O./Controlling officers are to ensure that medical bills are checked minutely as per rate list of P.G.I.
2. Page No. of medical reimbursement is to be given against the medical test/operation.
3. In case of any difficulty, the help of office of Comptroller can be sought.

(Comptroller, PAU, Ludhiana's No. CAU. P.1.2002/5017 -5167 dated 18.6.2002)

REIMBURSEMENT OF MEDICAL EXPENSES FOR OUT DOOR TREATMENT FOR CHRONIC DISEASES - CHRONIC PATIENT CERTIFICATE THEREOF

The University Medical Officer or Medical Officer authorized are to issue Chronic Disease Certificates for a period of one year in the first instance. In future, after the expiry of one year, the patient will have to get himself/herself re-examined and get the certificate issued for one year if required.

(Comptroller, PAU, Ludhiana's No. CAU. P.I.2002/8746-8815 Dated 14.11.2002)

75% Advance for outdoor treatment of complicated chronic diseases on Punjab Govt. pattern for university employees and pensioners.

(Comptroller, PAU, Ludhiana's No. CAU. P.I.2002/9066-9266 dated 27.11.2002)

- Proforma for Chronic Disease Certificate
- No reimbursement to chronic patient is to be made if the expenditure incurred is less than Rs. 6,000/- per annum
- If the amount of reimbursement exceeds Rs. 6,000/- excess reimbursement is to be made to out-door patients.

(Comptroller, PAU, Ludhiana's No. CAU.P.1.2000/ 9049-9199 dated 18.12.2002)

INSTRUCTIONS FOR THE TREATMENT OF ALL THE EMPLOYEES/PENSIONERS AND ELIGIBLE DEPENDENTS FOR CLAIMS OF REIMBURSEMENT

1. For the treatment of all the PAU Employees/pensioners and their eligible dependents residing at Ludhiana.
 - a) It is mandatory to get their cases referred to the recognized hospitals from the Medical Officer, PAU except cases of emergent nature.
 - b) In cases of emergency, Sr./Chief Medical Officer be informed on the next working day.
2. The employees/retirees posted or residing at other places than Ludhiana may get their treatment.
 - a) At Govt. Hospitals, Govt. Medical Colleges, All India Institute of Medical Sciences, New Delhi and Post Graduate Institute of Medical Sciences, Chandigarh subject to the provisions in Para 6 below.
 - b) If required facilities are not available at the Institutions referred in para 2a above the treatment can be taken from other approved hospitals with written consent/reference of the concerned Government Hospital/Civil Surgeon/ Govt. Medical College at his/her place of residence failing which such medical reimbursement bills will not be entertained.
3. For the cases of treatment during visits of the employees/retirees/dependents at other places that the places of posting or place of declared residence:

- a) The reimbursement of expenditure on treatment at Govt. Hospital, Govt. Medical College, All India Institute of Medical Sciences, New.Delhi and Post Graduate Institute of Medical Sciences, Chandigarh may be allowed subject to the provisions in para 6 below.
- b) If required facilities are not available at the institutions referred in para 3a above the treatment can be taken from other approved hospitals with written consent/reference of the local Govt. Hospital/Civil Surgeon/Govt. Medical College at the place of treatment failing which such medical reimbursement bills will not be entertained.
4. The reimbursement bills of the cases in accordance with para 1 a, 2a and 3a may be scrutinized at D.D.O.'s level and payments of the eligible cases made as per rules.
5. a) The cases in accordance with para 1 b, 2b and 3b above be referred to medical committee, PAU after verifying all the facts by the OOO ensuring that the requisite documents, information, fulfilling the conditions/ instructions issued from time to time are furnished.
- b) If the treatment is taken by the employee/retiree at his/her own will at a hospital other than the one advised/ referred by the medical officer of the institutions authorized above in para 1 b. 2b and 3b, the reimbursement will not be permissible.
6. Reimbursement of the expenditure in all cases will be limited to the level of expenditure as per rates fixed by the Punjab Govt. and where these are not fixed at the rates fixed by the P.G.I., Chandigarh/ OMC&H, Ludhiana for a similar treatment package or actual expenditure whichever is less.
7. **Treatment abroad:** The cases for treatment abroad shall be referred to the Medical Board already constituted as per notification issued by the Comptroller, PAU vide Endst. No. CAUP.1.89/314 7 -3293 dated 5.5.1989.
8. Reimbursement of expenses incurred on disposable items used during treatment as an **in patient:** The reimbursement of expenses incurred on disposable items connected with in patient treatment of any ailment is allowed. However, the cases already decided will not be re-opened.
9. **Reimbursement of medical expenses for out patient treatment for chronic diseases:** The University medical officers are authorized to issue the chronic disease certificates for a period of one year only in the first instance. In future, after the expiry of one year the patient will have to get himself/herself re-examined from the Medical Officer of the University and get the certificate issued for one year, if required.

LIST OF RECOGNIZED HOSPITALS

REIMBURSEMENT IS TO BE MADE AT P.G.IIA.I.I.M.S., NEW DELHI FOR ALL HOSPITALS

1. Nevadek Prosthetic Centre, Daulatisinghwala, Near Chandigarh (For Artificial Limb etc.)
(Comptroller, PAU, Ludhiana's No. CAU.P.1.76/ 1852-1932 dated 19.6.76)
2. Gobind Balabh Pant Hospital, New Delhi
(Comptroller, PAU, Ludhiana's No. CAU.PF-2/80/706-805 dated 4.2.80)
3. Guru Teg Bahadur Sahib Charitable/Hospital, Ludhiana
(Comptroller, PAU, Ludhiana's No. CAU.P.1/85/ 1456-1581 dated 6.4.85)
4. Kalawati Saran Children Hospital, New Delhi
(Comptroller, PAU, Ludhiana's No. CAU.P.1.87/4371-4521 dated 31.8.1987)
5. Nihal Singh Pahwa Charitable Hospital, Industrial Area-B, Ludhiana
(Registrar, PAU, Ludhiana's No. Admn.IVAU.90/ 8509-8634 dated 30.4.90)
6. Medi Scan, Diagnostic Hospital, 94 Gurdev Nagar, Ludhiana/Unique Scan & Sonic 47-A-L, Model Town, Deep Hospital, Ludhiana.
(Registrar, PAU, Ludhiana's No. Admn.IVAU.91/ M-330/952-1077 dated 14.1.91)
7. Dr. B.L. Kapoor Memorial Hospital, Ludhiana
(Registrar, PAU, Ludhiana's No. Acad.IV.93/1446-1565 dated 27.1.93)
8. C.M.C. Ludhiana
(Comptroller, PAU, Ludhiana's No. CAU.P.1.93/701-820 dated 15.2.93)
9. Ludhiana laproscopic and General Surgical, 508 Model Town, Ludhiana
(Registrar, PAU, Ludhiana's No. Acad.93/ 4723- 4842 dated 30.3.93)
10. Delta Heart Centre Pvt. Ltd., Sarabha Nagar, Ludhiana
(Registrar, PAU, Ludhiana's No. Admn.IVAU.93/17477-597 dated 2.12.93)
11. Jyoti Kendra Charitable Hospital, Chhoti Haibowal
For Eye Patient only
(Registrar, PAU No. Admn.IV.AU.94/ 17831-940 dated 17.8.94)
12. Sigma Diagnostics Ltd., XX 3297, Near Aarti Cinema, Gurdev Nagar, Ludhiana.
(Registrar, PAU No. Admn.IV.AU .94/ 17831-940 dated 17.8.94)
13. C.M.C. Dental College, Ludhiana
(Registrar, PAU No. Admn.IVAU.95/16159-284 dated 19.9.95)

14. Soin Diagnostic Centre, 320-R, Model Town, Ludhiana
For availing X-Rays, Ultra Sound and Scanning)
(Registrar, PAU No. Admn.IVAU.98/4511-4740 dated 18.3.98)
15. Aarti Eye Hospital, Laser Eye Centre, 57-E, Tagore Nagar, Ludhiana
(Registrar, PAU No. Admn.IVAU.98/7734-7864 dated 4.5.98)
16. Gurdev Hospital, Adjoining Agar Nagar, Ferozpur Road, Ludhiana
-10/20% concession will be available to PAU Patients admitted in General and Private Wards respectively.
(Registrar No. Admn.IV.AU .99/9870-10010 dated 17.5.99)
17. Arora Neuro Centre, Ludhiana
-10% concession will be available to PAU patients.
(Registrar No. Admn.IV.AU.99/9870-1 001 0 dated 17.5.99)
18. Satluz Hospital, 12-C, Sarabha Nagar, Ludhiana
-20% discount.
(Registrar, PAU No. Admn.IVAU.99/15158-15288 dated 20.7.99)
19. Apollo Imaging and Diagnostics Pvt. Ltd. SCF-4, Udham Singh Nagar Market, Ludhiana
-10% discount.
(Registrar, PAU No. Admn.IVAU.2K/3119-249 dated 24.3.2000)
20. Shri Krishna (C) Hospital, Model Town, Ludhiana

Ludhiana Kidney Hospital Ltd.
(Registrar, PAU No. Admn.IV.fIU.2K/9845-9976 dated 21.7.2000)
21. Deep Hospital Complex 481, Model Town, Ludhiana
- 10% discount to the patient admitted in general ward.
- 15% discount for private wards.
(Registrar, PAU No. Admn.iVAU.2K/2650-2770 dated 13.3.2000)
22. Hero DMC Heart Institute, Ludhiana
- For availing facilities for ceremony angiography, renal angic, peripheral angiography, angioplasty (PTCA) with stint implantation balloon valvuloplasty, pace-maker implantation etc.
(Registrar, PAU, Ludhiana's No. Admn. IV AU.2001/21556-706 dated 10.8.2001)
23. D.M.C. Ludhiana
-15% concession on total medical bills (excluding investigation charges) is to be given to those patients who are referred for admission by PAU Doctors.
(Comptroller, PAU No. CAU. PI.2001 /9925-1 0068 dated 31.12.2001)

24. Dhami Eye Care Hospital

- 15% discount on O.P.D.
- 25% discount on Indoor treatment.

(Registrar, PAU, Ludhiana's No. Admn. IV. AU .2002/fv1-339/17325-444 dated 25.7.2002)

25. Fortis Heart Institute Sector 62, Phase-VIII Mohali

- 20% discount on all O.P.D., Consultation, Lab. Investigation, patient health check up.

(Registrar, PAU No. Admn.IVAU.2002/M-339/ 2412-2540 dated 28.1.2002)

26. Bhagwan Ram Charitable Hospital (BRC Hospital) Daresi Road, Ludhiana

(Registrar, PAU No. Adm:I.IV.AU.2002/3391 28439-558 dated 12.12.2002)

The following Hospitals have been recommended as referral hospitals for availing medical facilities for retirees/ employees of PAU/outstations, subject to the condition that the reimbursement shall be made at the rates prevailing in the PGI, Chandigarh/AI1 India Institute of Medical Sciences, New Delhi.

1. Guru Nanak Mission Hospital, Dhahan Kaleran (Nawan Shahar)
2. Nagpal Superspeciality Hospital Nova Heart Institute and Research Centre, Bathinda.
3. Dhillon Hospital, Ajit Road, Bathinda.
4. Principal Raj Kumar Memorial Modern Hospital, Hoshiarpur.

(Registrar, PAU's Endst. No. Admn. IV. AU. 2004/ 15878-988 dated 3-9-2004).

LIST OF CHRONIC DISEASES

I. CARDIO VASCULAR SYSTEM

- i) Hypertension
- ii) Rheumatic Heart Disease and its Sequelae such as MS, MR, AS, AR Pb. etc.
- iii) Valvular diseases of the Heart due to any aetiology.
- iv) Ischaemic Heart Disease
- v) Ch. Congenital Heart Failure
- vi) Ch. Cor. Pulmonale
- vii) Con-genital Heart Disease
- viii) All Kinds of Arrhythmias

II. RESPIRATORY SYSTEM

- i) Bronchial asthma
- ii) Nasobronchial Allergy
- iii) Pneumoconiosis
- iv) Pulmonary tuberculosis and Tuberculosis of any organ of body.
- v) Post Lobectomy/Post pleumoectomy cases.
- vi) Ch. Emphysema
- vii) Ch. Obstructive Air Way Diseases.
- viii) Ch. Respiratory failure.
- ix) Pulmonary Arterial Hypertension
- x) Bronchiectasis
- xi) Lung Abscess
- xii) Empyema

III. GENTIO-URINARY SYSTEM

- i) Nephrotic Syndrome
- ii) Urinary Lithiasis
- iii) Ch. Renal Failure
- iv) Ch. Nephritis
- v) Ch. Inter-stitial Cystitis
- vi) Ch. Pyelonephritis.
- vii) Dysfunctional uterine Bleeding
- viii) Endometritis

IV. GASTRO INTESTINAL SYSTEM

- i) Peptic ulcer
- ii) Mal-absorption Syndrome
- iii) Ch. Ulcerative Colitis
- iv) Ch. Pancreatitis
- v) Haemorrhoids (Piles)
- vi) Irritable Colon. (ulcerative colitis)

V. HEPATO-BILIARY SYSTEM

- i) Cirrhosis of Liver
- ii) Ch. Active Hepatitis

- iii) Ch. Chole-cystitis/Choletithiasis
- iv) Portal hypertension
- v) Alcoholic Hepatitis

VI. ENDOCRINE DISEASES AND ITS COMPLICATIONS

- i) Diabetes mellitus
- ii) Hyperthyroidism
- iii) Hypothyroidism
- iv) Diseases of pituitary Gland
- v) Addison's disease
- vi) Cushing syndrome
- vii) Sterility

VII. DISORDERS OF BONES, JOINTS AND CONNECTIVE TISSUE

- i) Rheumatoid Arthritis
- ii) Ankylosing Spondylitis
- iii) Osteo Arthritis
- iv) Chronic Gout.
- v) Osteoporosis
- vi) Cervical & Lumbar Spondylosis
- vii) Ch. Osteomyelitis.
- viii) Collagen Disease

VIII. NERVOUS SYSTEM

- i) Degenerative disease of the nervous system (to be clearly diagnosed and specified) by the A.M.A
- ii) Demyelinating diseases (to be specified by the A.M.A.)
- iii) Epilepsy
- iv) Post CVA Syndromes (Sequelae of CVA to be specified by the AMA)
- v) Post Meningitis/Encephalitis disorders.
- vi) Cerebral Palsy.
- vii) Cerebro Vasular Disease and the sequelae.
- viii) Post Encephalitic Sequelae
- ix) Intra Cranial Space occupying Lesions.
- x) Peripheral Neuritis
- xi) Space occupying lesions of brain & meningitis of all types

IX. DISEASE OF MUSCLE-SKELETON SYSTEM..

- i) Muscular dystrophies.
- ii) Motor Neuron Disease.
- iii) Myasthenia gravis.
- iv) Periodic muscular paralysis

X. MENTAL DISEASES

- i) Manic Depressive Psychosis.
- ii) Schizophrenia
- iii) Mental Retardation.
- iv) Psychosis.

XI. CHRONIC SKIN DISEASES

- i) Chronic Eczema.
- ii) Lichen Planus.
- iii) Erythema multiformis
- iv) Vitiligo
- v) Melanosis
- vi) Psoriasis
- vii) Pemphigus vulgaris

XII. DISEASE OF ENT

- i) Chronic S.O.M.
- ii) Meniers syndrome

XIII. DISEASE OF EYE

- i) Ch. Glaucoma
- ii) Ch. Uvitis
- iii) Retina Detachment

XIV. DENTAL DISEASES

- i) Ch. Destructive Periodontitis.
- ii) Traumatic Gingivitis Due to occlusal Traume

XV. MELIGNACIES OF ALL TYPES

XVI. HAEMOPOTIC SYSTEM

- i) Haemolytic Anaemic
- ii) Aplastic Anaemic
- iii) Leukaemias
- iv) Bleeding disorders

XVII. METABOLIC DISORDERS

- i) Congenital Disorders of Metabolism

XVIII. MISC.

- i) Rabid dog/animal bite.
- ii) Contact of Hydrophobia
- iii) Mental Depression

ENHANCEMENT IN THE FINANCIAL ASSISTANT OUT OF EMPLOYEES WELFARE FUND

Enhanced the grant as circulated vide No. CAU.C.IV.75/2735 dated 26.3.1975

The Board of Management enhanced the limit of financial assistance to the deceased/permanent disability (as declared by the Competent Medical Authority) to Rs. 6000/-.

The adhoc payment of Rs. 2000/- as immediate relief to be paid to the nominee of the deceased as immediate relief 0,1 the receipt of information regarding death/permanent disability of the employee which shall be adjustable

in the total amount of financial assistance of Rs. 6000/-.

(Comptroller, PAU, Ludhiana's No.
CAU.CIV.92/ 1292 dated 13-2-92)

BENEFITS ON THE DEATH OF EMPLOYEES

The Board of Management granted the following benefits to the family of the university employees who die while in service w.e.f. 1.11.1970 :

1. Adhoc Ex-gratia grant minimum of Rs. 5000/- and maximum of Rs. 50,000/- was to be given to family of the deceased employees equivalent to 10 times of emoluments which he was receiving immediately before his death will be payable to the members of the deceased employee in the following orders:
 - i) Widow/Husband
 - ii) Dependent sons/daughters
 - iii) Dependent mother
 - iv) Dependent brothers/sisters

The financial limit 'or payment of maximum of Ex-gratia grant has been enhanced to Rs. 50,000/-.

2. Free Medical aid

Free Medical aid will be given to the family on the same basis as to pensioners except that facility will also be extended to minor children of the deceased employee. Provided that the medical treatment as allowed to pensioners in the Punjab Government will mean free medical treatment indoor and outdoor including X-rays, laboratory and other such examinations at the University hospital according to the status enjoyed by the deceased at the time of his death. The free supply of such medicines as are available/ supplied at the University Hospital. However, the cost of medicines which are required to be purchased direct from the market for the treatment of outdoor as well as indoor will be borne by the family of the deceased and no reimbursement is to be made.

3. Accommodation

In case where the deceased employee was in possession of University accommodation his family will be allowed to retain the same accommodation for one year- after his death, the rate of rent being the same as was applicable to him at the time of his death. In other cases, the house rent allowance admissible to the deceased employee, will continue to be given to the family for one year after his death

4. Free Education Facilities

Free education facilities to the unmarried children of the deceased subject to following conditions :

- a) The benefit of free education shall be allowed up to Degree course (including professional courses), provided the children get admission in the said course on merit and pass the examination held from time to time.
- b) Tuition free at the rate as admissible in Government/University Institutions only shall be reimbursed.
- c) The benefit will be admissible from the date of death of the University employee concerned to his children who are actually dependent upon their guardian

(Comptroller, PAU, Ludhiana's No.
CAU.B.(1) 71/9612-P dated 23.10.1971)

EMPLOYEES WELFARE SCHEME

The Board of Management approved the implementation of employee Welfare Scheme for non-teaching employees by deduction @ Rs. 200/- per annum out of the subscription made to the GPF as well as CPF subject to the following conditions:

- a) The amount so realized is to be paid to the four employees who die while in service @ Rs 50/- per member employee be paid to the legal heir of the deceased university employee irrespective the status in the event of his/her death while in service.
- b) The above grant is also payable to the University non-teaching employees in case his/her disability as declared by the Competent Authority.

c) The adhoc payment of Rs. 5000/- will be paid on receipt of information regarding death of the university employee.

(Comptroller, PAU, Ludhiana's No. CAU. Pen. 6.99/1171 dated 22.2.99)

Amendment in the Employees Welfare Scheme

Deduction @ Rs. 501 per death out of CPF/GPF account of each member employee be made towards Employees Welfare Fund Scheme for non-teaching employees (instead of Rs. 200/- per annum from the interest of the CPF

(Comptroller, PAU, Ludhiana's No. CAU.CV03/ 8494-8644 dated 11-8-2003).

ENHANCEMENT IN THE EXISTING CEILINGS ON CERTAIN REIMBURSABLE ITEMS/ TREATMENT

As per approval accorded by the Hon'ble Governor of Punjab the existing ceilings of Implantation of Intra-Ocular Lens. Fixing of Dentures, Hearing Aid, Spectacles and increase in the limits of income of spouse (husband/ wife) and other eligible dependents of Govt. employee have been enhanced as under:

Sr. No.	Item/Treatments	Existing rates/limits	Revised rates/limits	Remarks
1.	Intra-Ocular Lens (One in life time for each eye)	Rs. 800/-	Rs. 6500/- or actual expenditure whichever	Once in life time for each eye
2.	Dentures : Partial denture 1-4 teeth 5-10 teeth Exceeding 10 teeth Half denture Full denture For actual cost whichever is less	Rs. 75/- Rs. 150/- Rs. 275/- Rs. 350/- Rs. 700/-	Rs. 225/- Rs. 450/- Rs. 825/- Rs. 1050/- Rs. 2100/-	The facility of fixation of dentures is also allowed second time in life after a span of 10 years
3.	Hearing Aid with ordinary Battery Digital Hearing Aid	Rs. 500/- Nil	Rs. 1500/- Rs. 2500/-	- -
4.	Spectacles for Pensioners only (Only in every 5 years)	Rs. 125/-	Rs. 400/- After 10 years will be allowed second time (one in life time)	This facility is also extended to serving Govt. employees of 40 years of age and above

This limit will be applicable from the date of issue of the letter i.e. 20.5.2004.

(Letter No. 12/7.97-5 HBV/8841 dated 20.5.2004 of Govt. of India, Deptt. of Health and Family Welfare (Health V Branch and Comptroller, PAU's Endst. No. CAU.P.I.2004/5075-5225 dated 30-6-2004)

REIMBURSEMENT OF MEDICAL EXPENSES INCURRED BY THE PUNJAB GOVT. EMPLOYEES PENSIONERS ON THE TREATMENT OF COMPLICATED CHRONIC DISEASES AS OUTDOOR PATIENTS

- i) The Department of Health and Family Welfare (Health-V Branch) Govt. of Punjab, Chandigarh decided to add the following nine diseases to the list of Complicated Chronic Diseases:
1. Intractable/Resistant Epilepsy
 2. Chronic Glaucoma
 3. Ulcerative Colitis
 4. Brain Stroke
 5. Obstructive Sleep Apnea Syndrome
 6. Hypertension
 7. Hypothyroidism
 8. Secondary Adrenal Insufficiency: and
 9. Diabetes Mellitus Type-2
- ii) The instructions dated 1-9-2000 that no reimbursement will be allowed if the expenditure on the treatment of Complicated Chronic Diseases does not exceed RS.6000/- per annum have been withdrawn.

(Letter NO.12/77/2000-5HBV/13137 dated 21-1-2004 of the Deptt. of Health and Family Welfare (Health-V Branch) Govt. of India, Chandigarh and circulated by the Comptroller, PAU vide Endst.No.CAU.P.1.2004/8351-8500 dated 21-9-2004)

REIMBURSEMENT OF MEDICAL EXPENSES INCURRED ON TOTAL KNEE REPLACEMENT OF PUNJAB GOVT. EMPLOYEES/PENSIONERS AND THEIR ELIGIBLE DEPENDENTS- REVISION OF RATE THEREOF

The Department of Health and Family Welfare (Health-V Branch) Govt. of Punjab Chandigarh has decided that for the total Knee Joint replacement (Single Knee Component) be made up to Rs 58000/- plus RS.5000/- as cost of Bone Cement. In addition, the admissible expenses on accommodation charges, ICU/CCU charges, Monitoring charges, Operation Charges, cost of drugs consumables and disposal surgical sundaries, Physiotherapy, Investigations and Laboratory Test charges will also be reimbursed at AIIMS, New Delhi rates both for Government and Private Hospitals. However, charges on inadmissible items like admission charges, diet, air condition charges, telephone T.V. charges, operation theatre charges, anaesthesia charges, cost of cosmetic items, toiletry, tonics etc. will not be reimbursed.

This decision will be applicable with effect from 20-09-2004.

(Letter NO.12/23/2003-SHBV /13195 dated 22-7-2004 of Deptt. of Health & Family Welfare, Health- V Branch) Govt. of Punjab, Chandigarh and circulated by the Comptroller, PAU vide Endst. No. CAU. P.1.2004/8200-8350 dated 21-9-2004).

The Govt. has decided that the actual cost of Knee Implant as prescribed by Operating surgeon shall be reimbursed so that the aged persons may get quality implants. In addition, the admissible expenses on accommodation charges ICU/CCU charges, consumables and disposable, surgical sundaries, Physiotherapy, Investigation and Laboratory test charges etc. also be reimbursed at AIIMS, New Delhi rates both for Govt. and Private Hospitals. However, charges on inadmissible items like admission charges, diet, air condition charges, telephone T.V charges,

Operation Theatre charges, anaesthesia charges, cost of cosmetic items, toiletry, tonics etc. will not be reimbursed.

This decision will be applicable with effect from 1-4-2004.

(Letter No.12/23/03-5HD 5/3879 dated 1-3-2005 from the Deptt. of Health & Family Welfare, (Health-5 Branch) Govt. of Punjab, Chandigarh).

The Punjab Govt. has decided to allow reimbursement for follow up outdoor treatment taken from all such hospitals/institutions whether Government or private from where indoor treatment has been taken by Govt Employees/pensioners at AIIMS/Govt rates for treatment of complicated diseases.

In addition to the outdoor treatment taken from PGI/AIIMS and the three State Medical Colleges for Complicated Chronic diseases, the reimbursement of outdoor treatment from Government Medical Colleges and Hospital, Sector-32, Chandigarh, General Hospital, Sector-16, Chandigarh, Christian Medical College/ Hospital, Ludhiana, Dayanand Medical College/Hospital, Ludhiana (being teaching institutions) and all district level Civil Hospitals in the State shall be admissible based on the complicated chronic Diseases Certificate already issued.

The medical bills/claims of the patient/claimant shall be verified by the Head of the Institution/Hospital from where the outdoor treatment has been taken

This decision will be applicable from 1-4-2004.

(Letter No.12/23/03-5HB5/3883 dated 1-3-2005 from the Department of Health & Family Welfare, (Health-5 Branch), Government of Punjab, Chandigarh circulated by the Comptroller, PAU's Endst. No.CAU.P.I.2005/ 3096-3246 dated 1-4-2005).

REIMBURSEMENT OF MEDICAL EXPENSES

The Punjab Govt. has decided to issue a list of Complicated Chronic Diseases, enclosed as Annexure 'A' in which the reimbursement of expenses incurred on Out-door treatment including pre-indoor and post-indoor treatment shall be allowed to the extent indicated below and subject to the following conditions:

- i) No reimbursement will be allowed if the expenditure on out-door treatment in the case of an employee/ pensioner or any dependent member(s) of his family suffering from any Complicated chronic disease mentioned in Annexure "A", does not exceed Rs.6000/- (Rupees six thousand) per annum. Full reimbursement will be allowed for expenses incurred in excess of Rs.6000/- to employees/pensioners provided the amount of reimbursement will be correspondingly reduced. If any aid is claimed/received from any other source including Medical Insurance/ Accident Insurance etc.
- ii) The first certificate that the employee/pensioner or any dependent member(s) of his family is suffering from any of the Complicated Chronic Disease, will be obtained from any State Government Medical College, Postgraduate Education and Research (PGI) Chandigarh and All India Institute of Medical Sciences (AIIMS), New Delhi The patient will have to present himself/herself for fresh check up after one year or a shorter period as the Medical Authority may require.
- iii) The reimbursement shall be subject to the verification of the rates and justification of the expenditure incurred as per existing rules.
- iv) Fixed Medical Allowance will continue to be payable as a separate Element.
- v) Complicated Chronic Diseases Certificate will be issued by the authorized College/Institute in the prescribed Format as per Annexure "B".

ANNEXURE-A

LIST OF COMPLICATED CHRONIC DISEASES IN WHICH O. P. D. TREATMENT ARE PRE-INDOOR AND POST-INDOOR TREATMENT WILL BE REIMBURSEABLE

1. Chronic Renal failure
2. Cancer/Malignancies of different organs.
3. Heart Failure and Cardiomyopathy (Myocardial Infarction) and Angina pectoris.
4. Thalassemias
5. Degenerative Disorders of Nervous system and other organs
6. Organ Transplants
7. Congenital Disorders
8. Cirrhosis
9. Crohn's Disease
10. Immunological disorders leading to disability (including AIDS)
11. Chronic Respiratory Failure
12. Chronic Pelvic Infection
13. Spinal Injuries
14. Insulin Dependent diabetes mellitus
15. Hemophilia

ANNEXURE-B

**PUNJAB AGRICULTURAL UNIVERSITY COMPLICATED
CHRONIC DISEASE CERTIFICATE**

No. of Certificate.....

Date of Issue :.....

Validity of (From.....)

2. Passport size photographs

Certificate (To.....)

Certified that Dr./Mr./Mrs./Miss.....Son/Daughter/Wife

of S/Sh.....age.....working in/

retired from the office/Department of.....as and resident of house No.

.....Distt.....has been examined in the University

Hospital by Dr.(s).....today on.....

He/she is suffering from.....and this disease has been declared as

Complicated Chronic Disease by Punjab Government vide Annexure-A of their letter No.12/69/98-5HBV/21329 dated 1-11-2000.

P.P.O No.....(in case of retiree)

Signature of the patient examined.....

The patient shall present himself/herself on.....

Name(s) Signature(s) of Doctor(s)
with seal

Chapter-XLII

PAYMENT OF HONORARIUM OF THE PRINCIPAL INVESTIGATORS AND CO-PRINCIPAL INVESTIGATORS

The Board of Management in its 231st meeting held on 24.7.07 decided to revise the payment of honorarium of the Principal Investigators and Co-Principal Investigators as under:

1. In the projects where project incentive is not provided by the funding agency, the project incentive to Principal Investigators/ Co Principal Investigators/ other Scientists in a project should be 50% of the institutional charges for a particular year .The maximum project incentive to be given to Principal Investigators/ Co-Principal Investigators/ other Scientists from one project should be Rs.3000/-p.m. and from all projects should not exceed Rs. 4000/- p.m. The payment of project incentive to the Principal Investigators/ Co-Principal Investigators/ other Scientists will be given in the ratio of 2:1 :1. In case of more Co-Principal Investigators/ other Scientists, the same will be extended to 2:1:1:1:1:.
2. Where the funding agency has specifically provided honorarium to Principal Investigators/ Co-Principal Investigators/ other Scientists, in such projects the project incentive should not exceed 7.5% of the total budget grant of the project. The payment of project incentive of the Principal Investigators/ Co-Principal Investigators/ other Scientists will be made as proposed in the project. However, the maximum project incentive to Principal Investigators/ Co-Principal Investigators/ other Scientists will not exceed maximum of RS.3000/- p.m. from one project and Rs 4000/-p.m. from all schemes/projects.

Comptroller's endst. No.CAU- 8(1)07/6666-6679 dated 6.8.07

The Board of Management in its 235th meeting held on 22.7.08 decided to give honorarium to the students as under:

“The Board of Management accepted the recommendations of the Finance Committee and recommended to give an honorarium of RS.100/- per credit hour per week to M.Sc and Ph.D. students of PAU who will be associated with teaching w.e.f. third semester of their study in case of self supporting programmes. The services of M.Sc. students will be utilised for teaching of under graduate courses and that of Ph.D. students for undergraduate and master's programmes.”

Comptroller's endst. No.CAU- B(1)08/13033-13049 dated 1.8.08

CHAPTER XLIII

UNDERTAKING OF CIVIL WORKS IN THE UNIVERSITY

The Vice-Chancellor approved the following revised procedure for undertaking the Civil Works in the University:

1. Petty work of the cost of Rs.1 lac for Civil Works and Public Health and Rs. 20,000/- for electrical work may be undertaken by the Deans/Directors/other Officers of the University/Heads of Departments and Directors of outstations through the following committee duly approved by the concerned Deans/Directors/Officers/Heads of the Departments/Directors of outstations as per financial powers delegated to them:

COMMITTEE TO BE CONSTITUTED AT THE LEVEL OF DIRECTORS AT OUTSTATIONS:

- a) Director of the Station.
- b) Director of Research/Director of Extension Education, as the case may be, or his representative not below the rank of Associate Professor.
- c) Comptroller or his representative not below the rank of Supdt.
- d) Representative of Engineering Unit not below the rank of Senior-most Junior Engineer/Assistant Engineer.

COMMITTEE TO BE CONSTITUTED AT THE LEVEL OF HEAD OF DEPARTMENT.

- a) Head of the Department concerned.
- b) Dean or his representative not below the rank of Associate Professor
- c) Comptroller or his representative not below the rank of Supdt.
- d) Representative of Engineering Unit not below the rank of Senior-most Junior Engineer/Assistant Engineer.

COMMITTEE TO BE CONSTITUTED AT THE LEVEL OF DEAN/DIRECTOR/OFFICER OF THE UNIVERSITY

- a) Dean/Director, as the case may be, or his representative not below the rank of Professor.
In case the committee 'is to be constituted by the Officers of the University then not below the rank of A.O. or equivalent.
- b) Comptroller or his representative not below the rank of Supdt.
- c) Representative of Engineering Unit not below the rank of Senior-most Junior Engineer/Assistant Engineer.
In case the committee is to be constituted by the Comptroller himself then the representative of A.O. (SPO) will be substituted in place of the representative of the Comptroller.

(Comptroller, PAU's Memo. No. CAU. Inso
(1)/2001/4428-518 dated 24-7-2001

CHAPTER XLIV

UTILIZATION OF VEHICLES

The Vice-Chancellor passed the following orders for the utilization of vehicles:

1. No vehicle should be allotted to any teacher/non-teaching employee below the rank of Assistant Professor/ AAO for official purpose.
If any survey is to be conducted or data is to be collected, then the Research Fellows deputed for this purpose, may obtain approval of the concerned Dean/Director through the Head of the Department for the use of vehicle.
2. If some bulky document is to be carried and the allotment of a vehicle to a Assistant Professor/ AAO is essential, the approval of the Vice-Chancellor may be obtained.
3. In case only some documents are to be delivered to an Advocate or to some Govt. functionary, the journey may be undertaken by public transport i.e. by train or bus.
4. Whenever the visits of the officials to a particular station is for the same purpose and the tours of the said employees may be coordinated and only one vehicle may be allotted.
5. Whenever journey is to be undertaken for visit to any station outside the Punjab, even if the journey is to be undertaken to Chandigarh, the approval of the Vice-Chancellor, may be obtained.

(ADR(Engg.)'s Memo.No. ADRE/2002/
16563- 687 dated 18-4-2002)

CHAPTER XLV

RATES OF COST OF APPLICATION FORMS ALONGWITH APPLICATION FEE

The Vice Chancellor has revised the rates of cost of application forms alongwith application fee for various posts as under :

Sr. No.	Category of forms	Cost of form (Rs.)	Prescribed fee to be remitted alongwith application form (Rs.)	Total amount to be paid by the candidate upto the submission of application forms (Rs.)
1.	IA form for University Officers and Professor & equivalent	300.00	800.00	1100.00
2.	IA form for Assoc. Professor & equivalent	300.00	600.00	900.00
3.	IA form for Asstt. Professor & equivalent	300.00	500.00	800.00
4.	IA form for 'A' grade posts for non-teaching	300.00	500.00	800.00
5.	IB form for technical posts	200.00	300.00	500.00
6.	IC form for ministerial posts	100.00	200.00	300.00
7.	ID form for class-IV posts	100.00	–	100.00

Comptroller's endst. No. CAU-B(1)09/
14706-14830
dated 22.9.09

CHAPTER XLVI

CONSULTANCY SERVICE RULES AND PROCEDURE

The Board of Management at its 173rd meeting held on 20-2-98 approved the Introduction of Consultancy Services in the PAU, Rules and procedure of which are given below viz-a-viz certain amendments approved in its 220th meeting held on 30-6-2005:

1. TITLE

These Rules and Procedure may be called the "Consultancy Service Rules and Procedure.

2. OBJECTIVES OF CONSULTANCY PROJECT

To promote interaction between the university and industrial/ commercial/ Govt. agencies for design, development and transfer of technology with a view to make available the specialized facilities and expertise of the University and its faculty/staff members for the industrial development of the nation and to provide an opportunity to the faculty/staff members to enrich their knowledge and experience in solving professional problems.

3. SCOPE OF CONSULTANCY PROJECT

The Consultancy Project may be undertaken by the University in the following areas:

- a) Investigational and developmental testing using standard test procedures;
- b) Non-standard developmental testing with special procedures to simulate service conditions, testing etc.
- c) On site investigations and tests involving structural integrity testing, design-vetting, trouble-shooting of material, product or equipment-failures and environmental hygiene investigations;
- d) Testing of equipment apparatus, or complete plants;
- e) Design of machines, devices or projects;
- f) Development of new improved materials, products or processes;
- g) Analysis of records of performance of operating or newly completed projects; and
- h) Other services including technical and feasibility surveys, preparing an industrial development project, technology transfer, health and safety at work, training, state of art etc.

The following categories of work will not be treated as Consultancy Project and the full payment received for such work may be retained by the person(s) doing the work (no share need to be paid to the University).

- a) Special lectures delivered in or outside the University.
- b) Royalty from publication of books.
- c) Attendance of Selection Committees/Expert Committees/Board of Studies or Examinations meetings, etc.
- d) Consultancy Project undertaken during periods of Extra Ordinary Leave without pay, with prior permission of the concerned authority.
- e) Honorarium from contribution of articles in magazines and newspapers.

5. ACCEPTANCE OF CONSULTANCY PROJECT:

The activities of the Consultancy Services will be coordinated by the Consultancy Centre which may be headed by a Director. One of the Professors/Deans/Directors may be nominated by the Vice-Chancellor to hold the additional charge of the director of the Consultancy Centre.

5.1 General:

- a) Normally, Consultancy Project may be undertaken by the consultant(s) in respect of field of his/her specialization after the Consultancy Centre enters into an agreement with the client, without detriment to the teaching, research and other work requirements of the Consultant.
- b) Attempts may be made to associate research scholars, post-graduate and undergraduate students (of Final and Pre-final year classes) in Consultancy Project - to "the extent as would not hamper their basic work.
- c) The remuneration fee to be charged by the consultant in a financial year shall be 45% of the total consultancy and in no case the total amount shall exceed RS.24000/- per year on consideration of all the consultancy projects handled by the consultant during the year. In case of technical staff in no case the total amount shall exceed RS.60001/- per year. The balance amount will go to the University share.
- d) A consultant shall render faithfully professional services to the client.
- e) A consultant shall not ordinarily be permitted to be away from the University for undertaking Consultancy Project for more than 30 days in a year and he will be treated on duty for this period.
- f) The consultant shall not accept any trade commissions, discounts, allowances or other indirect profit in connection with any work, he performs.
- g) The terms and conditions applicable to clients for availing consultancy services are as given in Appendix-I.
- h) All the costs related to travelling of the consultant(s) to the site shall be borne by the client.

5.2 Procedure

- a) A Consultancy Project may originate where respective client contacts the Director, Consultancy Services or the Vice-Chancellor, Deans/Directors/Officers of the University/Heads of a Department or a faculty/*staff* member. The person who is contacted by a client will refer the proposal to the Director of the Centre who will identify the Departments that are considered capable of undertaking the work. If the proposal is referred to a Head of the Department, he shall place the proposal before the Departmental Administrative Committee, which in consultation with the faculty concerned shall recommend for nomination to the Head, an individual Consultant, or a group of Consultants with a Consultant-in-Charge who may undertake the work.
- b) The Head of the Department shall inform the Director Consultancy services who will obtain formal approval of the Vice-Chancellor. The Director Consultancy Service shall indicate to the Client, the acceptance or otherwise of the consultancy project where the work can be accepted, he shall convey to the client the extent of involvement of the University. The routine testing which does not require the service of a consultant will be carried out by the concerned department at rates fixed by the University ..

6. ESTIMATION OF CONSULTANCY FEE

The format for the estimation of Consultancy fee is given in Appendix-II. This consultancy fee must be carefully estimated based on correct appraisal of the estimated expenditure under the different heads as given below:

A) REMUNERATION:

Professional Consultancy Fee:

The Consultant shall set time charges based on man-hours, man-days or man-months of time expended for the various members of the staff involved. The time rate may be taken as about three times the hourly or daily salary of the faculty/staff member involved. Higher rates may be charged for expert advice and other work involving an extremely high level of knowledge and professional skill.

The Professional consultancy fee for consultancy may be calculated on a per-day basis as follows:

- i) 5 to 6 times the gross salary of faculty/staff per day.
- ii) Remuneration to technical and supporting staff of the Department directly involved in the work:
- iii) Remuneration to students, if involved.
- iv) The following charges for landscaping consultancy be levied:

a) Residences	Area (Sq.Yds.)	Charges in (Rs.)	
		Pvt.	Govt.
	Up to 500	5000	1000
	500-1000	7000	2000
	1000-2000	10000	5000
	above 2000	10000	6000
• RS.500/- per 100 Sq. yards extra.			
b) Schools/colleges/factories and other establishments	Up to 1 acre	5000	1000
	1.5 acres	10000	1200
	6-10 acres	15000	1500
	Above 10 acres	15000	2000
• Rs.1 000/- per acre extra.			
c) Hotels/clubs/resorts	1-3 acres	20000	2500
	3-5 acres	30000	5000
	above 5 acres	*30000	6000
• Rs. 5000/- per acre extra.			

Terms and conditions for Landscape Advisory Service

- Landscape consultancy will be provided as an extension service of the University.
- Site plan will be submitted by the beneficiary in the department.
- Landscape planning will be done by the department and the landscape plan execution or maintenance thereof shall be the responsibility of the beneficiary.
- All the payments for landscape consultancy shall be deposited in advance to the department of Floriculture and Landscaping in the Scheme Establishment of Landscaping Nursery RF-3.
- The traveling allowance will be paid by the beneficiary in case of site visit.
- Additional honorarium of RS.500/- per visit per person in case of site visit will be paid by the beneficiary.

v) Consultancy charges for commercial entrepreneurs in floriculture:

- The consultancy charges @ Rs 1 000/- per visit shall be levied for the proposai in Ilonculture for a private grower(s)
 - Rural farmers with land holding of 5 acres shall be offered free consultancy in floriculture
- Consultancy charges for participation of faculty and staff members of the University in radio/TV talks as well as in other cultural programmes/events held outside the University.
 - No faculty /staff members be allowed to participate in such events until and unless he/she is deputed/ sponsored by the University for the purpose with express approval of the competent authority even during his/her leave period. However, in case where time to seek prior approval at the disposal of any faculty/staff member for participation in any event is short, post facto approval may be granted considering the merits of the case. The staff member accepting the assignment directly without the approval of the competent authority shall be liable for disciplinary action.
 - The request from the concerned agency/organization is required to be made to the concerned Controlling Officer well in advance clearly indicating the time of participation, nature of job, terms and conditions finalized for hiring the services of the University experts/officials and the payment of remuneration/service charges proposed to be paid alongwith copy of agreement, if any.
 - No blanket permission be granted for participation in such events. The request for participation be made by the concerned agency/organization afresh for each individual item/assignment, which may be considered for granting permission only in case- the services of the concerned faculty/staff members are not required in the University in connection with some urgent/important assignment during the relevant period.

- d) The faculty/staff members participating in these events be made liable to deposit the amount of remuneration/ service charges/royalty/profit, etc. as the case may be received/earned from such programmes/event in the University account as per statutory provisions regarding acceptance of examination work outside the University, as per under noted details:

Amount of remuneration for each Participation/event	Teacher/staff's share	University's share
For the first Rs. 25000/-	Whole amount	Nil
From Rs. 2500 to Rs. 5000/-	Rs. 2500/- plus 50% of the amount exceeding Rs. 2500/- and upto Rs. 5000/-	50% of the amount exceeding Rs. 2500/-
From Rs. 5000/- and above	Rs. 2500/- plus 50% of the amount exceeding Rs. 2500/- upto Rs. 5000/-	50% amount exceeding Rs. 2500/- upto Rs. 5000/- plus whole amount exceeding Rs. 5000/-

- e) These rules will not apply for TV/Radio programmes/Lectures or any other event, duly approved by the competent authority in accordance with the mandate of the University. However, they have to contribute the University share as specified in the statutes in the event of receiving any remuneration/ service charges/royalty/profit etc.

The Consultancy charges with respect to landscaping, floriculture and participation in Radio/TV talks as well as other cultural.proqramrnes/events held outside the. university will be paid as per rule 5.1 (iii) general.

b) Cost of Equipment and Materials:

- i) Cost of equipment/expenditure/expendable spares/accessories to be purchased specifically for the Consultancy Project plus 5%for purchase expenses, where the same are not supplied by the Client at the place of work.
- ii) Cost of consumable materials that Will be consumed from the Department.
- iii) Cost of consumable materials that will be brought from outside source specifically for the Consultancy Project plus 10% where the same are not supplied by the Client at the place of work.
- iv) Cost of utilization of costly, specialized equipment in the University.

c) Computer Charges:

These may be based on the charges for software development and hardware utilization, either at the University or outside.

d) Other Expenses:

- i) As per condition number 7 of the terms & conditions applicable to clients for availing Consultancy Services as given in Appendix-I.
- ii) Cost of secretarial services and preparation of reports: This may include the charges for typing, drafting, blueprinting, duplication and binding of the reports of the results of the Consultancy Project..
- iii) Miscellaneous costs: The~e may be taken as 5% of the total estimated expenditure, to meet unforeseen expenses in the. operation of the Consultancy assignment.

e) Overhead charges:

The overhead charges will be 10% of the gross consultancy fee.

7. Approval of Consultancy Project:

The Director, Consultancy Service will obtain the approval of the Vice-Chancellor on the recommendations of the following committee before entering into agreement with the client for taking up the Consultancy Project: .

1. The project shall be considered by the screening committee having the following members:
 - i) Additional Director of Research(Agri.)/Coordinator of Research of the College concerned/Additional Director of Extension Education. Convener
 - ii) Administrative and Technical Head(s) of the Depts. Member
 - iii) Consultant(s) Member
2. The recommendations of the above committee shall be considered by the following committee:
 - i) Director of Research Convener
 - ii) Director Consultancy Services Member
 - iii) Director of Extension Education Member
 - iv) Comptroller, PAU, Ludhiana. Member
 - v) Concerned Dean Member
 - vi) Registrar {For consultancy services other than research and development}. Member

Then the Director, Consultancy Services will inform the client about the acceptance (Form B) of the University for taking up the Consultancy. In response to the letter from the Director Consultancy Services, Client shall communicate, in writing to him, accepting the stated terms & conditions.

- i) The Client may enter into a formal Consultancy Contract with the University, spelling out specific terms & conditions mutually agreed to earlier. Such an agreement shall be signed on behalf of the University by the Director Consultancy Services.
- ii) The Client shall be required to make an advance payment of 50% of the Consultancy fee to the University before the consultancy project is initiated, and 50% before the submission of the draft report.

8. Conduct Consultancy Project;

- i) The Consultancy Project shall normally become operative With effect from the date on which the advance payment of 50% of the Consultancy fee is remitted by the Client to the University
- ii) The conduct of the Consultancy Project shall be the sole responsibility of the Consultant-in-Charge/Consultant. He shall initiate, organize, develop, coordinate and complete the Consultancy Project
- iii) The Consultant-In-charge/Consultant shall periodically provide reports on the progress of the work to the Client as may be desired by the Client with copies to the Director, Consultancy Service. In case the information in the report is considered classified by the Client/Consultant, a note to this effect shall be filed with the Head of the Department and the Director, Consultancy Service. The reports shall be made available as soon as they are declassified, or written permission from the Client is obtained.

9. Maintenance of Records :

- a) Copies of all reports submitted to the Client shall be filed in the Department in which the Consultancy Project has been undertaken as well as in the Consultancy Centre.
- b) The Director of Consultancy Service shall maintain a bound register containing the following Information :
 - i) Consultancy Approval Number
 - ii) Title, nature and type of Consultancy Project
 - iii) Name of the client.
 - iv) Terms of payment; and
 - v) Name of the Consultant-in-Charge/Consultant.
 This record shall also-be maintained in the concerned Department.
- c) The record of expenditure incurred in the Consultancy Project by way of costs of equipment/endable spares/accessories and consumable stores, T.A and DA., Computer charges, payment to external experts, staff on special employment, charges tor using external facilities, expenses for fabrication outside the University etc.,

shall be maintained by the Consultant-In Charge/Consultant with attached details of expenditure and supporting vouchers, receipts and documents and the Department after scrutiny of the same, will be sent to the Director, Consultancy Centre.

- d) Unconsumed equipment/expendable spares/accessories and materials, after the termination of the Consultancy Project, shall become the property of the University and shall be entered in the University ledger

10. Contract Amendment

- i) If during the execution of the Consultancy Contract, conditions arise that require a change in the scope of the Consultancy Project in the schedule, in the Consultancy Fee or in respect of the Consultant-In-Charge/Consultant, the Consultant-In-Charge/Consultant shall seek an appropriate amendment or modification of the contract, and obtain from the Client a formal document or a letter of agreement to this effect.
- ii) In case of Consultant-In-Charge, nominated by the Departments- Administrative Committee after accepting the Consultancy Project is unable to execute the same due to unavoidable circumstances, he shall Inform the same, in writing, to the Head of Department. The Head of the Department shall in consultation with the Departmental Administrative Committee, nominate another Consultant-in- Charge, and then inform the Client of the change with a copy to the Director Consultancy Service. If it is not possible to entrust the Consultancy Project to another consultant, the department head may inform the Director Consultancy Services who may terminate the contract by written inform on to the Client with a copy to the Head of concerned department
- iii) In case additional expenses which could not be foreseen while estimating the Consultancy fee. be incurred by the time the Consultancy Project is completed the Consultant-in Charge/Consultant shall obtain the approval, in writing of the client to modify the original consultancy fee charge in consultation with the concerned Head of the Department and Director Consultancy Service

11. Termination of the Consultancy Project

- i) The Consultant-in-Charge/Consultant shall ensure that the Consultancy contract is executed on time, and that the result of the investigation are communicated to the Client.
- ii) In case, after the completion of a Consultancy Project, the work is to be continued further, fresh proposal shall have to be made by the client and accepted by the University.
- iii) No data results, reports, inventions etc. shall be published or disclosed, either directly or indirectly, by the Consultant-in-Charge/Consultant to any other party, either during or after the termination of the Consultancy Project, without obtaining the prior written permission of the Client.

12. Distribution of Consultancy Earnings:

- i) The Consultant-in-Charge/Consultant will submit to the Director, Consultancy Services, the "Proposal for Distribution of consultancy Earnings as given in Appendix-IV in triplicate alongwith the details of expenditures and supporting vouchers, receipts and documents, where necessary.

In case of more than one consultant in a project-their share of distribution of consultancy fee will be determined by the committee which approved the project.

The payment of share of Consultancy fee to technical/supporting staff will also be determined by the Committee.

- ii) The Professional Consultancy Fee shall be shared as follows after meeting the expenses (Appendix-IV):

Consultant(s)	45%
Technical/Supporting staff	5%
University	50%

(The payment will be made as per Rule 5.1 (iii) General)

- iii) Remuneration to technical/supporting staff, and students (if involved) shall be disbursed by the Director, Consultancy Services to the persons concerned.
- iv) Charges for using computational hardware facilities inside the University shall be credited to the operating grant of the Computer Centre/concerned department. Charges for computational software development by the

faculty/staff members of the University (including the computer Centre), shall be disbursed to the person(s) concerned, by the director consultancy Services.

13. Patents:

Patents rights for any discovery or inventions originating from the Consultancy Project shall be negotiated with the Client for each individual case and approved by the Academic Council of the University.

14. Consultancy Revolving Fund (CRF)

The whole amount received from the Client as Consultancy Fee shall be credited to the Consultancy Revolving Fund. This fund will be utilized to meet all expenses in connection with providing consultancy Service and to meet the development priorities to be decided by the Vice-Chancellor.

15. Administrative and Financial Powers:

The Director of Consultancy Service Centre will exercise all administrative and financial powers to the extent exercisable by the Deans and Directors of the University.'

16. Recruitment of Staff:

When necessary, staff may be recruited and employed for the execution of Consultancy Project on purely temporary basis either on daily paid basis or on a consolidated pay with the approval of the Director Consultancy Services.

17. The share of the University out of the Consultancy Fee will be deposited-In the Revolving Fund to be operated by the Comptroller. A Revolving Fund Scheme as part 'D' of the Revolving Fund entitled "Strengthening facilities in Colleges and Hostels etc." will be started. The funds in this part of Revolving Fund will be utilized for the development works of the University with the approval of the Vice-Chancellor.

18. Amendment of Rules:

The Vice-Chancellor will be competent authority to amend/relax any rule and to issue any clarification connected thereto.

(Comptroller, PAU's No.CAU-B(I)-98/7480-7630 dated 28-3-98)

CHAPTER XLVII

LEVY OF SERVICE TAX ON CONSULTATION CHARGES

It has been brought to the notice of the University by Legal Advisor that from enactment of the finance bill 2006, the rate of service tax on the consultancy project has been increased from 10.2% to 12%. Therefore, it may be ensured that service tax at the revised rate of 12% is included in all the bills of consultancy and after realizing from the concerned agency, the same is deposited immediately with the Centre Excise Department and information to this effect alongwith relevant documents for having the amount of tax deposited is sent to this office for filing service tax return.

CAU Insp.(I)/06/ 3140-3289 dated 20.4.06

The Board of Management in its 231st meeting held on 24.7.07 approved the substitution of rule 5.1 (iii) of the Consultancy Rules in PAU as under:

“The remuneration to be received by the consultant(s) and technical staff in a financial year shall be 45% and 5% respectively of the total consultancy. In no case the total amount shall exceed RS.1.00 lac per year on consideration of all the consultancy projects handled by the consultant during the year. In case of technical staff, in no case the total amount shall exceed Rs.25,000/- per year. The balance amount will go to the University share . If the total amount of remuneration fee exceeds these prescribed limits, approval of the board will be required.”

Comptroller's endst. No.CAU- B(1)07/
6368-6497
dated 3.8.07

APPENDIX-I

TERMS AND CONDITIONS APPLICABLE TO CLIENTS FOR AVAILING CONSULTANCY SERVICES

The Punjab Agricultural University, Ludhiana (hereinafter referred to as the University) offers, through its faculty/staff of different departments, limited consultancy services for utilization by clients who may be individuals, governmental agencies and autonomous undertakings and industrial, commercial and development organizations. The terms and conditions given hereunder form the only basis for the acceptance of such Consultancy Project by the University.

TERMS AND CONDITIONS

- 1) The University shall undertake Consultancy Project only on the written request of the Client, which may be sent to a faculty/staff member of the University, the Head of a Department/the Director of Consultancy services. All Consultancy Project shall be carried out at the discretion of the University.
- 2) The Consultancy Project shall be specific assignment to be spelt out in clear terms' against the payment of a lump sum fee (Consultancy fee).
- 3) In case the proposal of a Client is acceptable to the University, an estimate of the Consultancy Fee payable and the expected time of completion of the work shall be indicated to the Client. Such indication shall not have any legal binding or consequence.
- 4) A Consultancy Project shall be deemed to have been accepted by the University only after it has confirmed its acceptance in writing and received an acknowledgement thereto in writing by the Client.
- 5) A Consultancy proposal accepted by the University should clearly specify the scope and extent of involvement of the University and the Client (if necessary), the schedule of completion of the work, the type and frequency of reports to be submitted and the Consultancy Fee charged. Commission or errors, omissions, typographical or printing mistakes, if any, shall not be binding on the University.
- 6) The Client may enter into a Contract which may be prepared either on legal or as a simple letter contract which shall be signed by the Consultant-in-Charge/Consultant Head of the Department and Director of Consultancy services laying down specific terms and conditions mutually agreed to earlier.
- 7) The Client shall be required to make an advance payment of 50 per cent of the Consultancy Fee before the Project is initiated on the assignment through a Bank Draft payable 'c the Comptroller, Punjab Agricultural University after obtaining the Approval Number from the Consultancy Centre. The remaining 50 per cent of the fee, shall be payable before submission of the draft report
- 8) In the case of continuing long term Consultancy Project the mode of payment of the Consultancy Fee at definite performance stages shall be specified by mutual agreement between the University and the Client.
- 9) After the Consultancy Project is initiated at the University, the Client may directly communicate with the Consultant-in-Charge/Consultant till the completion of the work.
- 10) The Client shall furnish all pertinent information, data, plans, records, specifications and drawings which may be of assistance to the Consultants.
- 11) The Client may be required to make available to the University equipment, accessories, components, materials etc. as may be necessary and indicated from time to time, at the Client's own expense and risk He may render assistance, when required, for procuring equipment, spares and accessories from abroad, when necessary.
- 12) The Client shall afford all facilities and cooperation that may be necessary for any work required to be undertaken at the Client's premises.

- 13) The Client shall accept the Consultant as a Professional Advisor and extend to him the respect and confidence warranted in such a relationship.
- 14) The Client should inform the Consultant as early and as accurately as possible of any changes which may affect the Consultancy Project.
- 15) The Client shall not have any right or entitlement to witness the Consultancy Project under execution at the University, either directly by himself or indirectly by his agent(s). The Client may, however, nominate an Officer who may act as a Coordinator on behalf of the Client. All expenses incurred in connection with the travel and accommodation of the Officer shall be borne by the Client.
- 16) The University shall not be legally bound to disclose to the Client the break-up of the estimated fee indicated for a Consultancy Project.
- 17) The Client shall bear all expenditure on travel boarding and lodging of the Consultant(s) according to terms that may be mutually settled between the Client and the Director of Consultancy Services. The travel expenses borne by the Client need not be related to the University rates applicable to a person of the status of the faculty/staff member concerned. Alternatively, in lieu of daily allowance, an out-station fee of RS.150/- per day of absence from the University with free hospitality shall be paid by the Client. The travel expenses shall be directly payable to the faculty staff member by the Client, or an estimated amount may be included along with the other charges for this purpose.
- 18) The University and its staff shall not be responsible for any damage that may be caused to the property/plant/materials etc. of the Client during the execution of the Consultancy Project.
- 19) The University disowns any liability whatsoever on account of failure of the Consultancy Project to achieve the desired results.
- 20) The University reserves the right to suitably amend or modify the original Consultancy Contract when, during the execution of the contract unforeseen conditions arise that require a change in the scope of the Consultancy Project in the schedule, in the Consultancy Fee charged to the Client, or in respect of the Consultant-in-Charge/Consultant.
- 21) The Client shall be responsible for the collection of loaned equipment, spares and, accessories, etc., placed at the disposal of the Consultant-in-Charge/Consultant within a period of one month of the completion of the Consultancy Project. The collection of such material by the client or its agent from the University premises shall be subject to the University administrative rules in force, The agent shall produce necessary letter of authority from the Client for the collection of such material from the University. Equipment, expendable spares, accessories, materials etc. purchased from the Consultancy Fee shall be the property of the University.
- 22) In case, for any reason(s) which should be clearly specified, a Consultancy Contract requires to be terminated, the client shall give 30 days notice to the Consultant-in-Charge/Consultant, with a copy to the Director, Consultancy Services. All expenses incurred and commitments made before the notice of termination shall be payable by the Client,
- 23) In case, after the completion of a Consultancy Project the work is to be continued further, fresh proposal shall have to be made by the client and accepted by University.
- 24) All data, results, reports, inventions etc from the Consultancy Project shall be made available to the Client, and shall not be published or disclosed directly or indirectly, by the University or its staff to any other party, either during the contract period or thereafter, without the prior written permission of the Client.
- 25) Patent rights for any discovery or invention originating from the Consultancy Project shall be negotiated with the client for each individual case and approved by the Academic Council of the University.
- 26) Any dispute or difference arising out of the Consultancy Project shall be mutually resolved between the parties. Failing to settle such a dispute by negotiations, it shall be referred to the Vice-Chancellor, whose decision shall be final.

APPENDIX -II

APPROVAL FOR CONSULTANCY PROJECT

(To be sent to the Director Consultancy Services, in triplicate alongwith the original request from the client)

1. Title of consultancy Project:
2. Name of the Client:
3. Name of Consultant- ill Chargel Consultant:
4. Nature of Consultancy Project (Please submit as an Annexure)
5. Type of client

Govt. Agency/Autonomous Agency/
Industry/Commerce/Developmental
Organization/Individual.
6. Total Consultancy Fee Charged
7. Probable dates of commencement and completion of the :
8. Name(s) of other Consultancy(s): if any, with designation(s)
9. Whether the necessary expertise and : Interdepartmental/Intradepartmental*
facilities available are
10. If Interdepartmental, name(s): of the Department(s)
- 11 . Whether the approval of the Departmental Yes/No
Administrative Committee has been obtained?
- 12* Strike out that which is not applicable.

Head of Department

Consultant-In-Charge

Director Consultancy Services

Vice-Chancellor

APPENDIX -III

ESTIMATION OF CONSULTANCY FEE

(To be sent to the Director Consultancy Services (in duplicate))

Date:.....

1.	Title of Consultancy Project	
2.	Name of the Client	
3.	Remuneration	
3.1	Professional Consultancy Fee	:
3.2	Remuneration to technical/supporting Staff directly involved	:
3.3	Remuneration to external expert(s)/ staff, if involved.	:
3.4	Remuneration to students, if involved	:
<hr/>		
	Total Remuneration	
<hr/>		
4.	Cost of equipment & Materials	:
4.1	Equipment/spares/accessories To be purchased.	:
4.2	Consumable materials from Deptt. stocks.	:
4.3	Consumable materials bought from outside.	:
4.4	Utilization of costly equipment.	:
5.	Computational charges	:
6.	Other expenses	:
6.1	Travel expenses	:
6.2	Cost of secretarial services And Preparation of reports.	:
6.3	Misceilaneous costs	:
7.	Total estimated expenditure (4+5+6)	:
8.	Gross Consultancy Project	:

Head of Department

Consultant- In-Charge/
Consultant.

Director Consultancy Services.

APPENDIX -IV

PROPOSAL FOR DISTRIBUTION OF CONSULTANCY EARNINGS

(To be submitted to the Director Consultancy Services in triplicate)

Date:.....

- | | | |
|----|--|---|
| 1. | Title of Consultancy Project | : |
| 2. | Name of the Client | : |
| 3. | Consultancy Approval No. & Date | : |
| 4. | Receipt No. & Date and Gross Consultancy Fee received. | : |
| 5. | Less Bank Commission, if any | : |

Distribution (B)

- | | | |
|-----|---|---|
| 7. | Costs related to and chargeable Consultancy Project | : |
| 7.1 | Cost of equipment & Material | : |
| 7.2 | Computational charges | : |
| 7.3 | Direct labour cost | : |
| 7.4 | Cost of student employment
(If any) | : |
| 7.5 | Travel expenses | : |
| 7.6 | Cost of secretarial services/
preparation of reports | : |
| 7.7 | Miscellaneous costs | : |

Total Cost©

- | | | |
|-----|--|---|
| 8. | Net Amount available for distribution between Consultant(s) Technical Supporting staff and University (D): (D+B-C) | : |
| 9. | Consultant(s) share (45% of D) | : |
| 10. | Technical/Supporting Staff (10% of D) | : |
| 11. | University share (45% of D) | : |

Head of Department

Consultant-in-Charge
Consultant

To

Director Consultancy services.

CHAPTER XLVIII
T.D.S. on certain cases

M/s Devinder Pal Singh & Co., Chartered Accountants who are the Legal Advisors of the University for income tax matters has informed that as advised earlier, T.D.S. is to be deducted on the payment made to certain persons. The rates of T.D.S. are as under :

	Period before 1.10.2009	Period after 1.10.2009
1. Salaries (Sec. 192 A)	Total tax after considering deduction u/s 80C	Total tax after considering deduction u/s 80 C
2. Interest (Sec. 194A)	10%+3% Edu. Cess if payment of interest is more than Rs. 5000/- (i.e. 2.06%)	10% if payment of interest is more than Rs. 5000/-
3. Payment to contractors (Sec. 194C)	2%+3% Edu. Cess i.e. 2.06% if single payment exceeds Rs. 20,000/- or total payment during the year exceeds Rs. 50,000/- (in case of advertisement TDS is to be deducted at 1%+3% edu. Cess i.e. 1.03%)	1% if the payment is made to individual or HUF 2% if the payment is to be made to persons other than individual of HUF. TDS is to be deducted only if single payment exceeds Rs. 20,000/- or total payment during the year exceeds Rs. 50,000/-
4. Commission/brokerage (Sec. 194H)	10%+3% Edu. Cess i.e. 10.30% if payment exceeds Rs. 2500/-	10% if payment exceeds Rs. 2500/-
5. Rent (property) (Sec. 194-I)	15%+3% Edu. Cess if the payment is made to individual, HUF 20%+3% Edu cess if the payment is made to persons other than individual, HUF. The TDS is to be deducted only if the payment exceeds Rs. 1,20,000/-	10% if the payment exceeds Rs. 1,20,000/- during the year.
6. Rent (Machinery) (Sec 194-I)	10%+3% i.e. 10.3% if the payment exceeds Rs. 1,20,000/- during the year	2% if the payment exceeds Rs. 1,20,000/- during the year
7. Professional charges (Sec 194-J)	10%+3% i.e. 10.3% if the payment exceeds Rs. 20,000/-	10% if the payment exceeds Rs. 20,000/-

Comptroller's endst. No. CAU.P.IV/09/
1588-1708 dated 4.3.2010

CHAPTER XLIX

Canvassing of non official or other influence by Govt.employees - strict observance of

The Govt.of Punjab, Deptt.of Personnel has re-iterated its earlier instructions issued from time to time that canvassing of non official or other influence by them upon the superior authorities including Hon'ble Chief Minister and Minister in furtherance of their service interests involves breach of rules and those officers/ officials who violate these instructions/ provisions of rules are liable to be proceeded against for disciplinary action under the Punjab Civil Services (Punishment and Appeal Rules,1970). The Hon'ble Chief Minister has taken a serious view of the breach of these instructions/ provisions of the rules and has made clear that any laxity in this behalf would not be tolerated and strict disciplinary action would be taken against the defaulters.

(Registrar endst. No.Admn.IV AU.07/
5311-5420 dated 11.4.07

ADMINISTRATIVE MANUAL



**PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA
2013**

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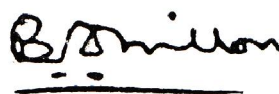
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FOREWORD

The Administrative Manual of the Punjab Agricultural University (PAU) embodies administrative instructions issued by various authorities/officers of the University. These instructions are mandatory for the officers, faculty and non-teaching employees of the University to adhere to.

Since PAU is a state Agricultural University, it follows the rules and regulations of Punjab Government as incorporated in the PAU publications such as Act and Statutes, Calendar and Pension and Provident Funds & Pension Rules. There are many other instructions issued by the University authorities from time to time for the smooth functioning of the administrative system. These instructions are included in the Administrative Manual, the first edition of which was brought out in 2007. Since many new administrative instructions have been issued after 2007, the manual has been revised.

I hope this second edition of the manual will be highly useful to the officers, faculty and non-teaching employees of the University in improving their day-to-day work efficiency, and in observing the instructions meticulously. I appreciate the hard efforts put in by my colleagues from Registrar's office in updating this manual.



(BALDEV SINGH DHILLON)
Vice-Chancellor
Punjab Agricultural University Ludhiana

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