

ACT AND STATUTES

(As amended up to date)



**PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA**

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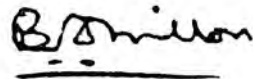
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FOREWORD

The Punjab Agricultural University Act, passed by the State Legislature, received the approval of the Government of Punjab on 13th October, 1961 leading to the establishment of the University in 1962. On the reorganization of the State of Punjab, an Ordinance was promulgated to provide for the establishment of two independent Universities for two States, namely Punjab and Haryana. This Ordinance was subsequently replaced by an Act of Parliament namely 'The Haryana and Punjab Agricultural Universities Act, 1970'.

The last edition of 'PAU Act & Statutes' was published in December 2007. The present edition brings up-to-date all the amendments made in the Statutes till November, 2012. This is the most important book for the guidance of the officers, faculty members and ministerial staff in their day-to-day working. I hope that this edition will prove highly useful for all.



(Baldev Singh Dhillon)

Vice-Chancellor

Punjab Agricultural University Ludhiana

CHAPTER 1

THE HARYANA AND PUNJAB AGRICULTURAL UNIVERSITIES ACT, 1970 Arrangement of Sections

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THE HARYANA AND PUNJAB AGRICULTURAL UNIVERSITIES ACT, 1970

No. 16 OF 1970

This Act of Parliament received the assent of the President on the 2nd April, 1970.

AN ACT

To provide for the establishment of two independent Agricultural Universities in place of the Punjab Agricultural University constituted by the Punjab Agricultural University Act, 1961, and for matters consequential on, or connected with the establishment of those independent Agricultural Universities.

Whereas, for the development of Agriculture in the States of Haryana and Punjab, it is expedient to provide for the establishment of two independent Agricultural Universities in place of the Punjab Agricultural University constituted by the Punjab Agricultural University Act, 1961 ;

AND WHEREAS, the legislatures of the States of Haryana and Punjab have passed resolutions in terms of clause (1) of article 252 of the constitution relation to the above-mentioned matter and matters ancillary thereto in so far as such matters are matters enumerated in List II in the Seventh Schedule to the Constitution;

BE it enacted by Parliament in the Twenty-first Year of the Republic of India as follows :-

CHAPTER I

PRELIMINARY

1. (1) This Act may be called the Haryana and Punjab Agricultural Universities (Punjab Amendment) Act, 2005.

(2) It shall be deemed to have come into force on the 29th July, 2005.

Short title and commencement

Definitions

2. In this Act, and in all Statutes made thereunder unless the context otherwise requires :-

(a) "Academic Council" means, in relation to a corresponding University, the Academic Council of that University.

(b) "agriculture" includes the basic and applied science of soil and water management, crop and home sciences and the betterment of rural people;

(c) "appropriate Government" means :-

(i) in relation to the Haryana Agricultural University, the Government of the State of Haryana;

(ii) in relation to the Punjab Agricultural University, the Government of the State of Punjab;

(d) "Board", in relation to a corresponding University, means the Board of Management of that University;

(e) "college" means a constituent college of a corresponding University;

(f) "corresponding University" means :-

(i) in relation to the territories to which the function of the Haryana Agricultural University extend, that University;

(ii) in relation to the territories to which the functions of the Punjab Agricultural University extend, that University;

(g) "existing University" means the Punjab Agricultural University constituted by section 3 of the Punjab Agricultural University Act, 1961;*

(h) "library" means a library established or maintained by a corresponding University;

(i) "prescribed" means prescribed by the Statutes of a corresponding University;

(j) "Statutes" and "Regulations" means, respectively, the Statutes and Regulations made by a corresponding University under this Act;

*Punjab Act 32 of 1961

(k) "transferred territories" means the territories added to the Union territory of Himachal Pradesh by sub-section (1) of section 5 of the Punjab Reorganisation Act, 1966;*

(i) "Vice-Chancellor" means the Vice-Chancellor of a corresponding University.

CHAPTER II

ESTABLISHMENT OF CORRESPONDING UNIVERSITIES

3. As from the commencement of this Act, the existing University shall stand dissolved and there shall be established in its place two independent Agricultural Universities, to be known respectively as the Haryana Agricultural University and the Punjab Agricultural University.

4. (1) Each of the Agricultural Universities mentioned in section 3 shall be a body corporate having perpetual succession and a common seal with power to acquire, hold and dispose of property, and to contract, and may, by its name, sue and be sued.

2. Each body corporate referred to in sub-section (1) shall consist of the Chancellor and the Vice-Chancellor of that University, the members of the Board, the Academic Council and all persons, who may hereafter become or be appointed as such officers or members, so long as they continue to hold such office or membership.

5. (1) The Haryana Agricultural University shall function within the territories of the State of Haryana and the Punjab Agricultural University shall function within such other territories to which the functions of the existing University extended immediately before the commencement of this Act.

Provided that on the establishment of a University in the Union territory of Himachal Pradesh, the Punjab Agricultural University shall cease to function in the transferred territories.

(2) Until a University is established in the Union territory of Himachal Pradesh, the Agricultural

*31 of 1966

Dissolution of the existing University and establishment of Haryana and Punjab Agricultural Universities

Incorporation

Territorial limits

College at Palampur in the transferred territories shall notwithstanding the dissolution of the existing University, continue to be a college of the Punjab Agricultural University and shall cease to be such college on the establishment of a University in those territories.

(3) On the establishment of a University in the Union territory of Himachal Pradesh, the assets and liabilities of the Punjab Agricultural University, pertaining to the Agricultural College at Palampur, all research training and extension centres, and any other property of the Punjab Agricultural University located in the said Union territory, shall stand transferred to, and shall vest in, such University.

Headquarters

6. (1) The headquarters of the Haryana Agricultural University shall be at Hissar, and the headquarters of the Punjab Agricultural University shall be at Ludhiana, or at such other place as the appropriate Government may direct.

(2) Each corresponding University shall establish an office at the place at which the seat of the appropriate Government is located.

Objects of a corresponding University

7. Each corresponding University shall be deemed to be established and incorporated for the following objects, namely :-

(a) making provision for imparting education in different branches of study, particularly agriculture, agricultural engineering, home sciences and other allied sciences;

(b) furthering the advancement of learning and prosecution of research, particularly in agriculture and other allied sciences;

(c) undertaking the extension of such sciences to the rural people of the territories within which the University is required by this Act to function;

(d) such other purpose as the appropriate Government may, by notification in the Official Gazette, direct.

Admission to a corresponding University

8. (1) Each corresponding University shall, subject to the provisions of this Act and the Statutes, be open to all persons :

Provided that nothing herein shall require any such University to admit to any course of study a number of students larger than the prescribed number.

(2) The appropriate Government may direct the corresponding University to reserve in any college seats for women, Scheduled Castes, Scheduled Tribes or such educationally backward classes of citizens as may be specified by that Government in this behalf and where such direction has been given, the corresponding University shall make the reservations accordingly :

Provided that no such person shall be entitled to be admitted to a corresponding University unless he meets the standards laid down by the corresponding University.

9. Each corresponding University shall have the following powers, namely :-

Powers of a corresponding University

(a) to provide for graduate and post-graduate instructions in agriculture, agricultural engineering, home sciences and other allied sciences and in such other branches of learning as the University may deem fit;

(b) to make provision for instructions in applied fields, research and the dissemination of the findings of research and technical information through an extension education programme;

(c) to institute degrees, diplomas and other academic distinctions;

(d) to hold examinations and to grant and confer degrees, diplomas and other academic distinctions to and on persons who shall have :-

- (i) pursued a prescribed course of study; or
- (ii) carried out research in the university, or in an institution recognised in this behalf by the University, under the prescribed conditions;

(e) to confer honorary degrees or other distinctions in the prescribed manner and under the prescribed conditions :

(f) to provide lectures and instructions for field workers, village leaders and other persons not enrolled as regular students of the University and to grant certificates to them when deemed desirable;

(g) to co-operate with other Universities and authorities in such manner and for such purposes as the University may determine;

(h) to institute teaching, research and extension education posts required by the University and to appoint persons to such posts;

(i) to create administrative, ministerial and other posts and to make appointments thereto;

(j) to institute and award fellowships, scholarships and prizes in accordance with the Statutes;

(k) to institute and maintain residential accommodation for students of the University;

(l) to supervise and control the residential accommodation and to regulate the discipline of the students of the University and to make arrangements for promoting their health and welfare;

(m) to institute and receive such fees and other charges as may be prescribed; and

(n) to do all such acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University.

Visitations

10. (1) The Chancellor of a corresponding University may cause an inspection to be made by such person as he may direct, of the corresponding University, its buildings, laboratories, and equipment and of any institution maintained by that University, and may cause an inquiry to be made in respect of any matter connected with the administration and the finances of that University.

(2) The Chancellor of a corresponding University shall, in every case, give notice to the University of his intention to cause an inspection or inquiry to be made, and, on receipt of such notice, that University shall be entitled to appoint a representative who shall have the right to be present, and heard, at such inspection or inquiry.

(3) The Chancellor of a corresponding University may address the Board of the University with reference to the result of such inspection or inquiry with such advice as he may offer regarding the action to be taken.

(4) The Board shall communicate to the Chancellor such action as it proposes to take or has taken as the result of such inspection or inquiry.

(5) If the Board does not, within a reasonable time, take action to the satisfaction of the Chancellor, he may, after considering any explanation furnished or representation made by the Board, issue such direction as he may deem fit, and the Board shall comply with such directions.

CHAPTER III

MANAGEMENT OF A CORRESPONDING UNIVERSITY

11. The following shall be the authorities and officers of each corresponding University, namely :-

- (a) Authorities of a corresponding University -
- (i) Board;
 - (ii) Academic Council;
 - (iii) Board of Studies; and
 - (iv) Such other authorities as may be declared by the Statutes to be authorities of the University.
- (b) Officers of the corresponding University -
- (i) Chancellor;
 - (ii) Vice-Chancellor;
 - (iii) Dean of Post-graduate Studies;
 - (iv) Deans of the Colleges;
 - (v) Director of Research;
 - (vi) Director of Agricultural Extension Education;
 - (vii) Director of Students' Welfare;
 - (viii) Registrar;
 - (ix) Comptroller;
 - (x) Estate Officer;
 - (xi) Librarian; and
 - (xii) Such other persons in the service of the University as may be declared by the Statutes to be officers of the University.

Authorities and officers of a corresponding University

Chancellor

12. (1) The Governor of the State of Haryana shall be the Chancellor of the Haryana Agricultural University and the Governor of the State of Punjab shall be the Chancellor of the Punjab Agricultural University.

(2) The Chancellor of a corresponding University shall, by virtue of his office, be the Head of that University and shall, when present, preside at a convocation of that University.

(3) The Chancellor of a corresponding University shall have such other powers as are specified in this Act or as may be prescribed.

Constitution, powers and duties of the Board of a corresponding University

13. (1) The appropriate Government shall, within a period of one year from the commencement of this Act, establish a Board for the management of the corresponding University.

(2) The Board of the Haryana Agricultural University shall consist of :-

- (a) the Vice-Chancellor;
- (b) the Chief Secretary to the Government of the State of Haryana;
- (c) the Secretaries to the Government of the State of Haryana in the Departments of :-
 - (i) Agriculture;
 - (ii) Finance; and
 - (iii) Community Development;
- (d) persons, not being officials, appointed by the Government of the State of Haryana from amongst the following categories of persons, namely :-

(i) one from amongst persons who are, in the opinion of that Government, eminent agricultural scientists with a background of agricultural research of education;

(ii) two from amongst persons who are, in the opinion of that Government, progressive farmers or live-stock breeders having experience of, an interest in, scientific farming and live-stock improvement;

(iii) one from amongst persons who are, in the opinion of that Government, distinguished industrialists,

businessmen, manufacturers or live-stock breeders, associated with agricultural development; and

(iv) one from amongst women who are, in the opinion of that Government, outstanding social workers preferably with a background of rural advancement.

(3) The Board of the Punjab Agricultural University shall consist of :-

(a) the Vice-chancellor;

(b) the Chief Secretary to the Government of the State of Punjab;

(c) the secretaries to the Government of the State of Punjab in the Departments of -

(i) Agriculture; and

(ii) Finance;

(d) the Director of Agriculture, Punjab;

(e) One nominee of the Indian Council of Agricultural Research;

(f) two nominees of the Government of the Union territory of Himachal Pradesh;

(g) persons, not being officials, appointed by the Government of the State of Punjab from amongst the following categories of persons, namely :-

(i) two from amongst persons who are, in the opinion of that Government, eminent agricultural scientists with a background of agricultural research or education;

(ii) two from amongst persons who are, in the opinion of that Government, progressive farmers having experience of, and interest in, scientific farming;

(iii) one from amongst persons who are, in the opinion of that Government, distinguished industrialists, businessmen, associated with agricultural development; and

(iv) one from amongst women who are, in the opinion of that Government, outstanding social workers preferably with a background of rural advancement.

(4) The Board of the Haryana Agricultural University shall associate with its meeting the following persons as technical advisers, but the persons so associated shall not be entitled to vote at any such meeting :

(a) the Director of Agriculture, Haryana;

(b) the Director of Animal Husbandry, Haryana; and

(c) two officers appointed by the Board of that University from amongst the Deans or Directors of that University.

(5) The term of office of the members of the Board, other than the official members, shall be three years :

Provided that two members of the Board, not being official members, shall retire at the end of each year.

(6) The members of the Board, other than the official members, shall determine, by lots, the member who shall retire at the end of each year.

(7) A member of the Board may resign his office by a notice in writing, addressed to the Chancellor of the corresponding University.

(8) If, for any reason, a vacancy occurs in the office of a member of the Board, the appropriate Government may fill the vacancy by appointing another person thereto in accordance with the provisions of this section.

(9) No act or proceeding of the Board shall be invalid merely on the ground of the existence of any vacancy in, or defect in the constitution of, such Board.

(10) Four members of the Board, in the case of the Haryana Agricultural University, and five members of the Board, in the case of the Punjab Agricultural University, shall be a quorum for meeting of the Board;

Provided that if a meeting of the Board is adjourned for want of a quorum, no quorum shall be necessary at the next meeting for the transaction of the same business.

(11) The Chancellor shall be the Honorary Chairman of the Board and the Vice-Chancellor, the Working Chairman.

(12) The members of the Board shall not be entitled to receive any remuneration for the performance of their functions under this Act except such daily and travelling allowances as may be prescribed :

Provided that nothing herein shall affect the emoluments or other conditions of service of the Vice-Chancellor.

(13) On the commencement of this Act, the members of the Board of Management of the existing University shall be deemed to have vacated their offices as such.

14. The powers and duties of the Board shall be as follows :-

**Power and
Duties of the
Board**

(a) to approve the budget submitted by the Vice-Chancellor;

(b) to hold and control the property and funds of the University and issue any general directive on behalf of the University;

(c) to accept or transfer any property on behalf of the University;

(d) to administer funds placed at the disposal of the University for specific purposes;

(e) to invest moneys belonging to the University;

(f) to appoint the officers, teachers and other employees of the University in the prescribed manner;

(g) to direct the form and use of the common seal of the University;

(h) to appoint such committees as it may deem necessary for its proper functioning;

(i) to borrow money for capital improvements and make suitable arrangements for its repayment;

(j) to appoint the Vice-chancellor subject to the provisions of section 15;

(k) to meet at such times and as often as the Board may deem necessary :

Provided that regular meetings of the Board shall be held at least once in every two months;

(l) to regulate and determine all matters concerning the University in accordance with this Act and the Statutes, and to exercise such powers and to discharge such duties as may be conferred on or imposed upon the Board by this Act or the Statutes.

**The Vice-
Chancellor**

15. (1) The Vice-Chancellor shall be a whole-time officer of the corresponding University and shall be appointed by the Board in the prescribed manner :

Provided that where the members of the Board are not unanimous with regard to the selection of the person proposed to be appointed as the Vice-Chancellor, the appointment shall be made by the Chancellor of the concerned corresponding University :

Provided further that the first Vice-Chancellor of the Haryana Agricultural University shall be appointed by the Government of the State of Haryana :

Provided also that the person holding office immediately before the commencement of this Act as the Vice-Chancellor of the existing University shall be deemed to be the first Vice-Chancellor of the Punjab Agricultural University and shall hold such office for the unexpired portion of his term of office as the Vice-Chancellor of the existing University.

(2) The term of office of the Vice-Chancellor shall be four years and he shall be eligible for reappointment.

(3) The emoluments and other conditions of service of the Vice-Chancellor shall be such as may be prescribed and shall not be varied to his disadvantage after his appointment.

(4) When a vacancy occurs, or is likely to occur, in the office of the Vice-Chancellor by reason of leave taken by the holder of such office or any cause other than the expiry of the term of office, the Registrar shall report the fact forthwith to the Board, and such vacancy shall be filled in accordance with the provisions of sub-section (1).

(5) Until the vacancy is filled under sub-section (4) or until such time as the Board designates an acting Vice-Chancellor, the senior-most Dean, in the case of the Haryana Agricultural University, or the Registrar, in the case of the Punjab Agricultural University, as the case may be, shall carry on the current duties of the office of the Vice-Chancellor.

(6) The Vice-Chancellor may relinquish office by resignation in writing addressed to the Board and ordinarily delivered to the Secretary of the Board at least two months prior to the date on which the Vice-Chancellor wishes to be relieved.

16. (1) The Vice-Chancellor shall be the principal executive and academic officer of the corresponding University and the Chairman of the Academic Council and shall, in the absence of the Chancellor, preside at a convocation of the corresponding University and shall confer degrees on persons entitled to receive them.

Power and duties of the Vice-Chancellor

(2) The Vice-Chancellor shall exercise control over the affairs of the corresponding University and shall be responsible for the due maintenance of discipline at that University.

(3) The Vice-Chancellor shall convene meetings of the Academic Council unless he temporarily delegates this power to some other officer of the corresponding University.

(4) Without prejudice to the powers conferred by this act on the appropriate Government, the Vice-Chancellor shall ensure the faithful observance of the provisions of this Act and the Statutes and he shall exercise all such powers as may be necessary in that behalf.

(5) The Vice-Chancellor shall be responsible for the presentation of the budget and the statement of accounts to the Board.

(6) In any emergency, which, in the opinion of the Vice-Chancellor, requires immediate action to be taken, he shall take such action as he deems necessary and shall, at the earliest opportunity, report the action taken to the officer, authority or other body for confirmation who or which in the ordinary course

would have dealt with the matter, but nothing in this sub-section shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorised and provided for in the budget.

(7) Where any action by the Vice-Chancellor under sub-section (6) affects any person in the service of the corresponding University to his disadvantage, such action shall not be taken unless the person concerned has been given a reasonable opportunity of being heard, and the person against whom any action is proposed to be taken may prefer an appeal to the Board within thirty days of the date on which the action proposed to be taken against him is communicated to him.

(8) Subject as aforesaid, the Vice-Chancellor shall give effect to the orders of the Board regarding the appointment, suspension and dismissal of officers, teachers and other employees of the corresponding University.

(9) The Vice-Chancellor shall be responsible for the close co-ordination and integration of teaching, research and extension education.

(10) The Vice-Chancellor shall exercise such other powers as may be prescribed.

(11) The salary and allowances payable to the officers, teachers and other employees of the corresponding University shall be determined by the Vice-Chancellor with the approval of the Board.

The Registrar

17. (1) The Registrar of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor of that University with the approval of the Board.

(2) The Registrar of a corresponding University shall receive such remuneration and other emoluments as may be prescribed and shall not, during the tenure of his office, accept any remuneration or emolument other than the prescribed remuneration or emolument.

(3) The powers and duties of the Registrar of a corresponding University shall be as follows :-

(a) to be responsible for the custody of the records and the common seal of the University;

(b) to be the *ex officio* Secretary to the Academic Council and to the Board and to place before such Council and Board all such information as may be necessary for the transaction of business of the Council or the Board, as the case may be;

(c) to receive applications for admission into the university;

(d) to keep a permanent record of all syllabi, curricula and informations connected therewith;

(e) to make arrangements for the conduct of such examinations as may be prescribed and to be responsible for the due execution of all processes connected therewith;

(f) to perform such other duties as may be prescribed or required, from time to time, by the Vice-Chancellor.

18. (1) The Comptroller of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor of that University with the approval of the Board. **Comptroller**

(2) The Comptroller shall manage the property and investments of the corresponding University and advise it in regard to its financial policy.

(3) The Comptroller shall be responsible to the Vice-Chancellor for all accounting matters of the corresponding University including the preparation and presentation of its Budget and statement of accounts.

(4) The Comptroller shall receive such remuneration as may be prescribed and shall not, during the tenure of his office, receive any remuneration or other emolument other than the prescribed remuneration.

(5) The Comptroller shall - .

(a) ensure that expenditure, not authorised in the budget, is not incurred by the corresponding University except by way of investment, and

(b) disallow any expenditure not warranted by the terms of any Statute or for which provision is required to be made by the Statutes but has not been so made.

(6) All moneys belonging to the corresponding University shall be kept in a Scheduled Bank approved by the Board.

The Estate Officer

19. The Estate Officer of a corresponding University, who shall be appointed by the Vice-Chancellor with the approval of the Board, shall be responsible for the custody, maintenance and management of all the buildings, lawns, gardens and other properties of the University.

Director of Students' Welfare

20. (1) The Director of Students' Welfare of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor with the approval of the Board.

(2) The Director of Students' Welfare shall have the following duties, namely :-

(a) to make arrangements for the housing of students;

(b) to direct a programme of student-counselling;

(c) to arrange for the employment of students in accordance with the plans approved by the Vice-Chancellor;

(d) to supervise the extra-curricular activities of students;

(e) to assist in the placement of graduates of the University; and

(f) to organise and maintain contact with the Alumni Association of the University.

Deans of Colleges

21. (1) Each college shall have a Dean who shall be a whole-time officer and shall be appointed by the Vice-Chancellor with the approval of the Board.

(2) The Dean shall be responsible to the Vice-Chancellor for all matters concerning his college.

(3) The Dean shall be responsible for the organisation and the conduct of resident instruction of the Departments of the college.

The Librarian

22. (1) The Librarian of a corresponding University shall be appointed by the Vice-Chancellor with the approval of the Board and shall be incharge of the library.

(2) The Librarian shall be responsible to the Vice-Chancellor for all matters concerning the library.

23. (1) The Academic Council shall be in charge of the academic affairs of the University and shall, subject to the provisions of this Act and the Statutes, superintend, direct and control, and be responsible for the maintenance of standards of instruction, education and examinations and other matters connected with the obtaining of degrees and shall exercise such other powers and perform such other duties as may be prescribed.

Academic Council

(2) Without prejudice to the generality of the foregoing power, the Academic Council shall have power -

(a) to advise the Vice-Chancellor on all academic matters, including the control and management of the libraries ;

(b) to co-opt at its meetings such heads of Departments as it may consider necessary;

(c) to make recommendations to the Vice-Chancellor for the institution of the Professorship, Associate Professorships, Assistant Professorship and teacherships and other teaching posts and in regard to the duties and emoluments thereof;

(d) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching, research and extension;

(e) to make regulations regarding the admission of students to the University;

(f) to make regulations regarding examinations conducted by the University and the conditions on which students shall be admitted to such examinations;

(g) to make regulations relating to courses of study leading to degrees, diplomas and certificates;

(h) to make recommendations regarding post-graduate teaching, research and extension;

(i) to make recommendations regarding the qualifications to be prescribed for teachers in the University;

(j) to exercise such other powers and perform such other duties as may be conferred or imposed on it by or under the provisions of this Act.

(3) The Academic Council shall consist of :-

(a) the Vice-Chancellor;

(b) the Deans of the colleges of the University;

(c) the Dean of Post-Graduate Studies;

(d) the Director of Extension Education;

(e) the Director of Research;

(f) the Head of one Department from each college, to be selected by the respective college.

(4) The term of office of the members specified in clause (f) of sub-section (3) shall be two years.

CHAPTER IV

COLLEGES

The Colleges

24. (1) The following colleges shall be constituent colleges of the Haryana Agricultural University, namely :-

(a) the College of Agriculture at Hissar;

(b) the College of Veterinary Medicine at Hissar;

(c) the College of Animal Sciences at Hissar;

(d) the College of Basic Sciences and the Humanities and such other colleges as may be established by the University after the commencement of this Act; and

(e) such Central Government institutions of agricultural research, technical and extension education in the State of Haryana as may be desired to be integrated as colleges of the Haryana Agricultural University.

(2) The following colleges shall be the constituent colleges of the Punjab Agricultural University, namely -

(a) the College of Agriculture at Ludhiana;

(b) the College of Agricultural Engineering at Ludhiana;

(c) the College of Basic Sciences and the Humanities at Ludhiana;

(d) the College of Home Science at Ludhiana;

(e) until a University is established in the Union territory of Himachal Pradesh, the Agricultural College at Palampur;

(f) such other colleges as may be established by the University after the commencement of this Act; and

(g) such Central Government institutions of agricultural research, technical and extension education in the State of Punjab as may be desired to be integrated as colleges of the Punjab Agricultural University.

(3) (a) There shall be a Board of Studies for each college of a corresponding University and where there is more than one college in a branch of learning, there may be one Board of Studies for all the colleges in that branch of learning.

(b) The Deans of various colleges shall be the Chairman of the respective Boards of Studies and the Heads of Departments of the colleges shall be members thereof.

(c) Where there is a Board of Studies for more than one college in a branch of learning, the Deans shall act as Chairmen of the Board of Studies by rotation according to seniority for a period of one year each.

(d) The Vice-Chancellor may nominate to the Board of Studies such other teachers of related subjects or sciences from the same or other colleges, as he may deem fit.

(e) The duties of such Boards of Studies shall be to prescribe syllabi so as to ensure integrated and well-balanced courses of study.

(4) Every college shall comprise such Departments as may be prescribed and each Department shall be assigned such subjects of study as the Academic Council may deem fit.

(5) There shall be a Head of each Department who shall be responsible to the Dean, for resident instruction, to the Director of Research, for research, and to Director of Extension Education, for extension education.

(6) The Head of each Department shall be selected by the Vice-Chancellor and appointed by him with the approval of the Board.

(7) The duties, powers and functions of the Heads of Departments shall be such as may be prescribed.

Experiment Stations for Research

25. (1) Subject to the provisions of this Act and the Statutes, Experiment Stations shall be established under each corresponding University, which shall be responsible for research, both fundamental and applied, and research activities shall be concentrated as far as possible at the Central Research Stations and other Regional Research and Testing Stations in the different agro-climatic zones of the State.

(2) There shall be a Director of Research in each corresponding University, who shall be responsible to the Vice-Chancellor and who shall be appointed by the Vice-Chancellor in consultation with the Deans and with the approval of the Board.

(3) The Director of Research shall be a whole time officer trained in Agriculture and shall initiate, guide and co-ordinate the research programmes of the corresponding University and its outlying sub-stations.

Agricultural Extension Education

26. (1) In relation to the territories to which the functions of a corresponding University extend, such University shall be responsible for :-

(a) the agricultural extension functions which are primarily educational in nature; and

(b) Imparting training to the future Extension Officers for the national Extension Blocks and instructors for the Extension Training Centres.

(2) All Extension Specialists, in relation to any subject-matter, shall be the members of the staff of their respective subject-matter sections in each corresponding University and work in close co-ordination with the Departments of Agriculture, Development and Co-operatives.

(3) The Director of Extension Education shall be a whole-time officer technically trained in agriculture and shall be appointed by the Vice-Chancellor in consultation with the Deans and with the approval of the Board.

(4) The Director of Extension Education shall be responsible to the Vice-Chancellor and shall develop programmes for assisting farmers and housewives in applying results of scientific investigations to the solution of their problems.

CHAPTER V

SERVICES

27. The age of retirement and other conditions of service of every officer, teacher or other employee of a corresponding University shall be such as may be prescribed.

Retirement and other conditions of services

28. Each corresponding University shall constitute gratuity and provident fund for the benefit of its officers, teachers and other employees in such manner, and subject to such conditions, as may be prescribed.

Provident Fund

29. Subject to the provisions of this Act, the members of the technical staff of a corresponding University shall be selected by the Head of the Department in consultation with the members of the Department concerned, recommended by the Dean or the Director of Research or the Director of Extension Education, as the case may be, and appointed by the Vice-Chancellor with the approval of the Board.

Appointment of salaried officers

30. The Vice-Chancellor may, until such times as the authorities of the corresponding University are duly constituted, temporarily appoint any such officer of that University as such University is authorised by this Act to appoint.

Temporary arrangements

CHAPTER VI

STATUTES AND REGULATIONS

Statutes

31. Subject to the provisions of this Act, the Statutes of a corresponding University may provide for any matter and shall, in particular provide for the following :

(a) the constitution, powers and duties of the authorities of the University;

(b) the election, appointment and continuance in office of the members of the authorities of the University and of the officers, teachers and other employees of the University including the filling up of vacancies and all other matters relating to these authorities and officers, teachers and other employees for which it may be necessary or desirable to provide;

(c) the designation, the manner of appointment, the powers and the duties of the officers of the University;

(d) the classification and the manner of appointment of teachers;

(e) the constitution of gratuity or provident fund or both for the benefit of officers, teachers and other employees of the University;

(f) the institution of degrees and diplomas;

(g) the conferment of honorary degrees;

(h) the establishment, amalgamation, sub-division and the abolition of Departments;

(i) the establishment, and the abolition of hostels maintained by the University;

(j) the institution of fellowships, scholarships, medals and prizes;

(k) the maintenance of a register of graduates;

(l) the admission of students to the University and their enrolment and continuance as such;

(m) the courses of study to be laid down for degrees and diplomas of the University;

(n) the conditions under which students shall be admitted to the degree, diploma or other courses and the manner in which the examinations are to be held and the eligibility for the award of degrees and diplomas;

(o) the conditions of residence of the students of the University and the levy of fees for residence in hostels maintained by the University;

(p) the recognition and supervision of hostels not maintained by the University;

(q) the number, qualifications, emoluments and other conditions of service of officers, teachers and other employees of the University and the preparation and the maintenance of record of their services and activities;

(r) the fees which may be charged by the University;

(s) the remuneration and allowances, including travelling and daily allowances, to be paid to persons employed on the business of University;

(t) the conditions for the award of fellowships, scholarships, medals and prizes, stipends and fee concessions;

(u) all other matters which by this Act are to be or may be provided for by the Statutes.

32. (1) The Statutes made by the Existing University under section 30 of the Punjab Agricultural University Act, 1961* and in force immediately before the commencement of this Act shall, in so far as they are not inconsistent with the provisions of this Act, and subject to such adaptations and modifications as may be notified by the appropriate Government, be the first Statutes of a corresponding University.

(2) The Board may, from time to time, make new or additional Statutes and may amend or repeal the statutes in the manner hereinafter provided in this section.

Statutes how made

(3) The Academic Council may propose to the Board the draft of Statutes and such draft shall be considered by the Board at its next meeting.

Provided that the Academic Council shall not propose the draft of any Statutes or any amendment of a Statute affecting the statutes, powers or constitution of any authority of the University until such authority has been given an opportunity to express its opinion upon the proposal, and any opinion so expressed shall be considered by the Board.

(4) The Board may consider any such draft as is referred to in sub-section (3) and pass the proposed statute or reject or return it to the Academic Council, for re-consideration, either in whole or in part, together with any amendment which it may suggest.

(5) (a) Any member of the Board may propose to the Board the draft of any Statute and the Board may either accept or reject the proposal if it relates to a matter not falling within the purview of the Academic Council.

(b) In case such a draft relates to a matter within the purview of the Academic Council, the Board shall refer it for consideration to the Academic Council which may either report to the Board that it does not approve the proposal, which, then, shall be deemed to have been rejected by the Board or submit the draft to the Board in such form as the Academic Council may approve, and the provisions of this section shall apply in the case of the draft submitted by any member of the Board as they apply in the case of a draft presented to the Board by the Academic Council.

Regulations

(1) Any authority of a corresponding University may make Regulations consistent with this Act and the Statutes for -

(a) laying down the procedure to be observed at its meetings and the number of members required to form a quorum;

(b) providing for all matters which by this Act and the Statutes are to be provided for by the Regulations; and

*Punjab Act 32 of 1961

(c) providing for any other matter solely concerning the authority and not provided for by this Act and the Statutes.

(2) Every authority of the corresponding University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meetings and of the business to be transacted at meetings and for keeping of records of the proceedings of the meetings.

(3) The Academic Council may, subject to the provision of the Statutes, make Regulations providing for courses of study, system of examinations and degrees and diplomas of a corresponding University after receiving drafts of the same from the Board of Studies concerned.

(4) The Academic Council may not alter a draft received from the Board of Studies, but may reject or return it to the Board of Studies for further consideration together with the suggestions of the Academic Council.

(5) The Board may direct the amendment, in such a manner as it may specify, of any Regulation made under this section or the annulment of any Regulation made under sub-section (1).

(6) Notwithstanding anything contained in this section, the Regulations made by the existing University under section 31 of the Punjab Agricultural University Act, 1961 and in force immediately before the commencement of this Act shall, in so far as they are not inconsistent with the provisions of this Act and subject to such adaptations and modifications as may be notified by the appropriate Government, be the first regulations of each corresponding University.

**Punjab Act
32 of 1961**

CHAPTER VII

ACCOUNTS AND AUDIT

34. (1) Each corresponding University shall have a general fund to which shall be credited :-

**Accounts
and audit**

(a) income from fees, endowments and grants and from properties of the University including Hostels, Experiment Stations and Farms;

(b) contributions and grants which may be made by the appropriate Government on such conditions which it may impose; and

(c) other contributions, grants, donations and benefactions.

(2) Each corresponding University shall constitute a Finance Committee consisting of :-

(a) the Vice-Chancellor;

(b) the Comptroller;

(c) a member chosen by the Board from amongst the official members;

(d) a member chosen by the Board from amongst the non-official members.

(3) The powers and duties of the Finance Committee of a corresponding University shall be as follows :-

(a) to examine the annual accounts of the University and to advise the Board thereon;

(b) to examine the annual budget estimates and to advise the Board thereon;

(c) to review the financial position of the University from time to time;

(d) to make recommendations to the University on all matters relating to the finances of the University;

(e) to make recommendations to the Board on all proposals involving expenditure for which no provision has been made in the budget or which involves expenditure in excess of the amount provided in the budget.

(4) The accounts and the balance-sheet shall be submitted by the Vice-Chancellor through the Board to the appropriate Government which shall cause them to be audited by the Examiner, Local Fund Accounts.

(5) The accounts, when audited, shall be printed and copies thereof together with audit report, shall be submitted by the Vice-Chancellor to the Board, which shall forward them to the appropriate Government with

such comments as it may deem fit and that Government shall cause a copy of the audited accounts together with its comments thereon to be laid before the State Legislature.

CHAPTER VIII

MISCELLANEOUS

35. On the commencement of this Act, the assets and liabilities of the existing University shall stand transferred to, and shall vest in, the Haryana Agricultural University and the Punjab Agricultural University and shall be apportioned between such Universities in accordance with the following principles, namely :-

Division of assets and liabilities

(a) (i) any asset of the existing University which is, immediately before the commencement of this Act, in the State of Haryana, and every right to such property, shall stand transferred to, and shall vest in, the Haryana Agricultural University;

(ii) every other asset and every right thereto shall stand transferred to, and shall vest in, the Punjab Agricultural University;

(b) (i) every liability of the existing University which is relatable to any unit or asset in the State of Haryana shall, if subsisting immediately before the commencement of this Act, be the liability of Haryana Agricultural University;

(ii) every other liability of the existing University, if subsisting on such commencement, shall be the liability of the Punjab Agricultural University;

(c) the cash balances (whether in the form of cash, bank or security deposits) and reserve funds held by the existing University, immediately before the commencement of this Act, shall, after deducting all the liabilities of the existing University up to such commencement, be apportioned between the Haryana Agricultural University and the Punjab Agricultural University in the ratio of 40 : 60;

(d) every contract made by the existing University before the commencement of this Act shall, if subsisting at such commencement, be deemed to have been made.

(i) in the case of a contract which is relatable to any asset or unit of the existing University in the State of Haryana, by the Haryana Agricultural University.

(ii) in any other case, by the Punjab Agricultural University;

(e) every share, debenture, bond and other investment made by the existing University shall be valued on the basis of average market value thereof during one year immediately before the commencement of this Act, and the value so determined shall be apportioned between the Haryana Agricultural University and the Punjab Agricultural University in the ratio of 40 : 60;

(f) every borrowing made by the existing University before the commencement of this Act shall, if the liability is subsisting on such commencement, be repaid together with the interest due thereon by the Haryana Agricultural University and the Punjab Agricultural University in the ratio of 40 : 60;

(g) the Provident Fund and accruals thereto of every officer or other employee of the existing University shall stand transferred to the corresponding University in which he has been posted on the date of the commencement of this Act.

Explanation : For the purposes of this section, "asset" shall be deemed to include all property movable and immovable, rights, powers, authorities and privileges, and all other rights and interests arising out of such property as were immediately before the commencement of this Act in the ownership, possession, power or control of the existing University and all books of accounts, registers, records and all other documents of whatever nature relating thereto and shall also be deemed to include all obligations of whatever kind then subsisting of the existing University.

36. If at the commencement of this Act, any suit, appeal or other proceeding of whatever nature is pending by or against the existing University, the same shall not abate, be discontinued or be in any way prejudicially affected by reason of the dissolution of the existing University, but the suit, appeal or other proceeding may be continued, prosecuted or enforced by or against-

(a) the Haryana Agricultural University, if it relates to any property or unit of the existing University in the State of Haryana, and

(b) in any other case, the Punjab Agricultural University.

37. (1) Save as otherwise provided in section 13, all officers and other employees of the existing University holding office as such immediately before the commencement of this Act, shall, on such commencement, become the officers or other employees of the corresponding university and such officers or other employees shall be divided between those Universities in accordance with the following principles, namely :-

(a) those officers or other employees of the existing University who are holding office in, or in connection with, any property or unit of the existing University in the State of Haryana shall become the officers or other employee of the Haryana Agricultural University.

(b) every other officer or other employee of the existing University, shall become the officer or other employee of the Punjab Agricultural University.

(2) Every officer or other employee of the existing University shall, on and from the commencement of this act, hold his office or service in the corresponding University on the same terms and conditions and with the same rights to pension, provident fund, gratuity and other matters as would have been admissible to him if the existing University had not been dissolved, and continue to do so unless and until his employment in the corresponding University is duly terminated or

Legal proceedings

Transfer of employees

until his remuneration and terms or conditions of service are duly altered by the corresponding University.

(3) For the persons who, immediately before the commencement of this Act, were the trustees for pension, provident, gratuity or other like fund, constituted for the officers or other employees of the existing University, there shall be substituted as trustees such persons as the appropriate Government may, be general or special order, specify.

(4) Notwithstanding anything contained in the Industrial Disputes Act, 1947*, or any other law for the time being in force, the transfer of the services of any officer or other employee from the existing University to a corresponding University shall not entitle such officer or other employee to any compensation, whether under this Act or under any other law for the time being in force, and no such claim shall be entertained by any court, tribunal or other authority.

Membership of corresponding University bodies

38. (1) All casual vacancies among the members (other than *ex officio* members) of any authority or body of each corresponding University shall be filled, as soon as possible, by the person or body who or which appointed or nominated the member, whose place became vacant, and the person appointed or nominated to a casual vacancy shall be a member of such authority or body for the remaining period of the term for which the person whose place he fills, would have been a member.

(2) A person, who is a member of any authority of a corresponding University as a representative of another body, whether of that University or not, shall retain his seat on that authority so long as he continues to be a member of the body by which he was appointed or nominated and thereafter till his successor is duly appointed or elected.

(3) No act or proceeding of any authority or body of a corresponding University shall be invalid by reason merely of the existence of any vacancy or defect in the constitution of such authority or body.

*14 of 1947

(4) If any question arises whether any person has been duly appointed as, or is entitled to be, a member of any authority of a corresponding University subordinate to the Board or whether any decision of the corresponding University is in accordance with this Act and the Statutes, the question shall be referred to the appropriate Government whose decision thereon shall be final.

39. (1) The Annual Report of a corresponding University shall be prepared under the directions of the Vice-Chancellor and submitted to the Board at least one month before the annual meeting at which it is to be considered.

Annual Report

(2) The Board shall, after consideration of the Annual Report, forward a copy thereof to the appropriate Government.

(3) On receipt of a copy of the Annual Report referred to in sub-section (1), the appropriate Government shall cause a copy of such Report, together with its comments thereon, to be laid before the State Legislature.

(4) Notwithstanding the dissolution of the existing University, the Annual Report of the existing University for the year 1969-70, shall be prepared under the directions of the Vice-Chancellor of the Punjab Agricultural University and the Board of that University shall, after consideration of the Annual Report, forward a copy thereof to the appropriate Government.

40. Any reference to the existing University in any law, other than this Act, or in any contract or other instrument shall be construed :-

Construction of references to existing University in any document, etc.

(a) if such reference relates to any asset or property of the existing University in the State of Haryana, as a reference to the Haryana Agricultural University; and

(b) in any other case, as a reference to the Punjab Agricultural University.

41. Any obligation incurred, before the commencement of this Act, by the existing University to confer any degree or other academic distinction on, or to issue any diploma or other certificate, to any

Obligations to be discharged by the Punjab Agricultural University

person or to grant any copy of any degree, diploma, certificate, marks-sheet or other document to any person shall, on such commencement, be the obligation of the Punjab Agricultural University.

Proportion of cost to be borne by the Government of Himachal Pradesh

42. In consideration of the maintenance, by the Punjab Agricultural University, of a campus at Palampur, the Government of the Union Territory of Himachal Pradesh shall bear a portion of the cost of the Punjab Agricultural University and the quantum of such cost shall be determined by the Central Government having regard to the benefit derived by that Union territory.

Settlement of unresolved dispute

43. If any dispute arises by reason of the dissolution of the existing University, such dispute shall be resolved in the first instance by the Vice-Chancellors of the corresponding Universities and in the event of the failure of such Vice-Chancellors to arrive at an agreed solution with regard to any such dispute, the matter shall be referred to the Secretary to the Government of India in the Ministry dealing with Agriculture and the decision thereon of such Secretary shall be final.

(2) If, on the establishment of a University in the Union territory of Himachal Pradesh, any dispute arises with regard to the transfer of assets or liabilities pertaining to the Agriculture College at Palampur or the research, training and extension centre, or property, of the Punjab Agricultural University located in the said Union territory or with regard to the transfer of the officers or other employees of such College or centres to the University established in the Union territory of Himachal Pradesh, such dispute shall be resolved in the first instance by the Vice-Chancellor of the Punjab Agricultural University and the Chief Secretary to the Government of the Union territory of Himachal Pradesh and in the event of their failure to arrive at an agreed solution with regard to any such dispute, the matter shall be referred to the Secretary to the Government of India in the Ministry dealing with Agriculture and the decision thereon of such Secretary shall be final.

Power to remove difficulties

44. If any difficulty arises in giving effect to the provisions of this Act, the President may, by order, do anything, not inconsistent with such provisions, which

appears to him to be necessary or expedient for the purpose of removing the difficulty;

Provided that no such power shall be exercised after the expiry of the period of two years from the commencement of this Act.

45. (1) The Punjab Agricultural University Act, 1961*, is hereby repealed. **Repeals and saving**

(2) The provisions of the General Clauses Act, 1897**, shall apply to the repeal of the said Act as if the said Act were a Central Act.

(3) The Haryana and Punjab Agricultural Universities Ordinance, 1970***, is hereby repealed.

(4) Notwithstanding such repeal, anything done or any action taken under the said Ordinance shall be deemed to have been done or taken under the corresponding provisions of this Act.

N.D.P. Namboodiripad

Joint Sect. to the Govt. of India

*Punjab Act 32 of 1961 **10 of 1897 ***1 of 1970

CHAPTER II

STATUTES REGARDING THE POWERS AND DUTIES OF THE AUTHORITIES OF THE UNIVERSITY

Powers & Duties of the Board of Management

1. (1) The Board shall exercise all the powers and perform all the duties conferred on it by the Act and shall also have the powers :-

- (a) to declare by statute other colleges as constituent colleges of the University under Clauses (g) of Section 24 (2) of the Act; and
- (b) to declare by statute Central Government Institutions of Agricultural Research, Technical and Extension Education in the Punjab desiring to be integrated as constituent colleges of the University under clause (h) of Section 24 (2) of the Act.

(2) The Board shall publish an annual report containing:-

- (a) a review of the progress made in different spheres of activities of the University;
- (b) the amounts of receipts and disbursements and the purpose for which they were made;
- (c) the number of professors, officers, teachers and other employees and position and remuneration of each, the number of students in the several sections and classes and the course of instruction pursued in each; and
- (d) an estimate of the expenses for the next following year.

(3) The Board shall submit to the State Government legislative proposals which it considers necessary for the betterment and promotion of Agriculture based on the results of research conducted in the University.

(4) All questions to be considered in a meeting of the Board shall be decided by a majority of votes of the members present. The Chairman of the Board shall

be entitled to vote on any question and, if the votes be equally divided he shall have a second or casting vote.

ACADEMIC COUNCIL

2. (1) The Vice-Chancellor shall appoint the senior most Head of Department on the recommendation of the Dean of the College as a member of the Academic Council, under clause (f) of sub-section (3) of Section 23 of the Act.

The appointment shall be for two years. On the expiry of this term, another Head of Department shall be appointed on the recommendation of the Dean of the College as member of the Academic Council and every subsequent vacancy shall be filled in by rotation, in the same manner.

The Vice-Chancellor shall also have the power to co-opt such Heads of Departments, as may be considered necessary, for any particular meeting of the Academic Council under sub-section (2) (b) of Section 23 of the Act.

(2) All questions to be considered in a meeting of the Academic Council shall be decided by a majority of votes of the members present. The co-opted member shall not have the right to vote.

The Chairman of the Academic Council shall be entitled to vote on any question and, if the votes be equally divided, he shall have a second or casting vote.

3. The Academic Council shall exercise all the powers and perform all the duties conferred on it by the Act and shall also have power :-

- (a) to recommend candidates for diplomas, degrees and certificates to be conferred by the University;
- (b) to recognize the examinations of the recognized Universities, equivalent to the corresponding examinations of the Punjab Agricultural University;
- (c) to propose to the Board of Management the institution of fellowships, scholarships, stipends, medals, etc. to be awarded to the students of various constituent colleges of the University;
- (d) to make proposals for consideration of the Board, regarding distribution of new grants by the State Government to the Colleges for the

Manner of selection of a member of the Academic Council under clause (f) of sub-section (3) of Section 23 of the Act

Powers & Duties of the Academic Council

development of higher teaching, research and extension education, whenever the University is consulted by the Government on such matters.

- (e) to approve or reject any subject proposed for the thesis by a candidate for the Degree of Doctor of Philosophy in various disciplines of Agriculture, Veterinary Medicine, Animal Science, Agricultural Engineering, Home Science and other allied sciences;
- (f) to promote research within the University and to require reports on such research from the persons employed thereon;
- (g) to advise the Board on proposals of new expenditure on University teaching, research and extension education;
- (h) to recommend to the Board the making of grants to Departments or Colleges which contribute to University teaching and research;
- (i) to make regulations regarding the holding of convocation; and
- (j) to make regulations for maintenance of discipline and the regulation of conduct of the students in the colleges and hostels of the University.

4. The Academic Council shall constitute the following Committees :-

(i) A Committee on Students' Welfare with the Director of Students' Welfare as ex-officio Chairman. This Committee shall include all the Deans and the Estate Officer. One representative from amongst the teachers shall also be nominated as a member of this Committee by the Vice-Chancellor. The Committee shall advise the Vice-Chancellor regarding :-

- (1) the allocation of funds other than Amalgamated Fund for various students welfare activities;
- (2) the formulation of rules to regulate the conduct of students;
- (3) the formulation of procedure for taking punitive action against a student on charges of indiscipline or misconduct;

Constitution of Committees

(4) all matters relating to the welfare of students.

(ii) There shall be a Research Council consisting of the following members :

- i) Vice-Chancellor-Chairperson
- ii) Director of Agriculture/Horticulture/Chief Conservator of Soils, Punjab, Principal Conservator of Forests, Punjab.
- iii) Director of Extension Education, Dean, Postgraduate Studies
- iv) All Deans of the constituent colleges
- v) All Additional Directors of Research
- vi) One progressive farmer to be nominated by the Vice-Chancellor
- vii) Three Scientists to be nominated by the Vice-Chancellor.
- viii) Director of Research-Member Secretary

Registrar and Comptroller shall be the non-member invitees.

Functions of Research Council

The Research Council shall consider and make recommendations in respect of :

- i) Research programmes and projects undertaken or to be undertaken by the various University scientists in the field of Agriculture and allied Sciences and their prioritization, monitoring and evaluation.
- ii) Physical, fiscal and administrative facilities required for implementing research projects.
- iii) Orienting research to meet farmers and other stake holders needs.
- iv) Public Private partnership in research.
- v) Any other matter pertaining to research programmes, which may be referred to by the Vice-Chancellor or the Board or any other authority of the University.

(iii) There shall be an Extension Council consisting of the following members :-

- i) Vice-Chancellor-Chairperson
- ii) Directors of Agriculture/Horticulture/Animal Husbandry/Fisheries and Chief Conservator of Soils, Punjab, Principal Conservator of Forests, Punjab (depending upon mandate and programmes of the University) of the Government.
- iii) Director of Research, Dean, Postgraduate Studies and Additional Director of Extension Education and Associate Directors of all KVKs
- iv) All Deans of the constituent colleges.
- v) All Additional Directors of Research
- vi) Two eminent persons in the field of Extension Education from outside nominated by the Vice-Chancellor.
- vii) Two progressive farmers to be nominated by the Vice-Chancellor
- viii) Vice-Chancellor may co-opt up to two members from related organizations.
- ix) Director of Extension Education - Member Secretary. Registrar and Comptroller shall be the non-member invitees.

Functions of the Extension Council/ Extension Education Council

The Extension Council shall consider and make recommendations in respect of :-

- i) Extension Education Programmes and Projects of the University
- ii) Coordination of Extension Education Activities
- iii) Development of Farmers' Education, Training and Advisory Services.
- iv) Monitoring and evaluation of the Extension Education Programmes and Projects of the University.
- v) Any other matter referred to it by the Vice-Chancellor, Board or any other authority of the University.
- vi) The tenure of non-official members of Research council as well as Extension Council will be two years.

BOARD OF STUDIES

5. (1) The Board of studies shall be constituted in accordance with sub-section (3) of Section 24 of the Act provided that when there is more than one Dean on the Board, the Dean, PGS will preside in the absence of the Dean of the College (Chairman). In the absence of the Deans, the members present shall elect a Chairman from amongst the Heads of Departments.

Constitution of Board of Studies

(2) All questions to be considered in a meeting of the Board of Studies shall be decided by a majority of votes of the members present. The Chairman of the Board shall be entitled to vote and if the votes be equally divided he shall have a second or casting vote.

(3) At the meeting of a Board of Studies five members shall form a quorum.

6. The Board of Studies shall exercise all the powers and perform all the duties conferred on it by the Haryana and Punjab Agricultural Universities Act, 1970. It will be the duty of such Board to :-

Powers & Duties of the Board of Studies

- (i) propose to the Academic Council, courses of study for the various programmes or instructions offered on different faculties of the University;
- (ii) propose to the Academic Council, the curricula of the University and advise the Council in regard to all questions referred to it regarding the syllabi for various undergraduate and postgraduate programmes; and
- (iii) review from time to time standards of teaching and evaluation of students and guide student's scholastic programme in the faculty concerned and propose new rules or changes in the existing rules to the Academic Council.

CHAPTER III

STATUTES REGARDING THE DESIGNATION, THE MANNER OF APPOINTMENT, POWERS AND DUTIES OF THE OFFICERS OF THE UNIVERSITY

Manner of appointment of officers of the University

1. All appointments of the officers of the University shall be made strictly on the basis of merit.

Appointment of Vice-Chancellor

2. The following procedure shall be adopted for the appointment of Vice-Chancellor :-

- (a) The Board may either take up the matter on its own or elect a screening committee of three persons. The committee shall select its own chairman. The committee may advertise and/or obtain suggestions from such other persons, institutions and agencies as it may deem fit.
- (b) On receipt of applications and/or suggestions mentioned in Clause (a) above, the Committee shall prepare a list of names of candidates for scrutiny. On the basis of this list, the Committee shall recommend at least three names to the Board in order of preference unless the number of eligible candidates is less than three.
- (c) The Board may ask the Committee to consider additional prospects or engage in further deliberations.
- (d) When a list has finally been accepted, the Board may arrange for informal or formal interviews with one or more of the prospective appointees and make the final selection as provided in sub-section (1) of section 15 of the Act.
- (e) Where the Board fails to appoint the Vice-Chancellor in the manner prescribed in section 15 of the Act within 2 months of the receipt of intimation of the vacancy, the matter shall be reported to the Chancellor to enable him to make the appointment.

3 (1) (a) The posts of Deans of the Colleges, Dean, Postgraduate Studies, Director of Research, Director of Extension Education shall be on whole time basis for a tenure of four years. A person selected shall not be eligible for appointment for more than two terms. The appointment of Dean/Director can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded and a new Dean/Director shall be appointed according to the procedure prescribed in the Statutes.

(b) A person appointed as Dean/Director shall draw special allowance of Rs. 1000/- p.m. and rent free accommodation.

(c) A person appointed as Dean/Director may relinquish the position at any time during his/her tenure by giving one month's notice to the Vice-Chancellor.

3 (2) The following procedure shall be adopted for the appointment of Deans of the Colleges, Dean, Postgraduate Studies, Director of Research, Director of Extension Education and other similar posts on teaching/research/extension side which may be declared officers of the University under Section 11(b) (xii) of the Act;

(a) The Vice-Chancellor shall have the post advertised with such qualifications as may be prescribed by the competent authority.

(b) After advertising the post and receiving the applications, the Vice-Chancellor shall appoint a Selection Committee to make recommendations.

(c) The Selection Committee shall consist of the following :

- (i) Vice-Chancellor - Chairman
- (ii) At least three other persons from outside the University nominated by the Vice-Chancellor - Members

(No Officer from the University shall be nominated as member of the Selection Committee)

Appointment of Deans, Director of Research, Director of Extension Education

(d) The Chairman of the Committee shall scrutinize all the applications and prepare a list of candidates who shall be either called for interview or considered in absentia. He may also include in such a list names of any person/persons who have not applied.

(e) After interviewing the candidates or considering them in absentia, as the case may be, the Committee shall recommend as far as possible three persons in order of preference.

(f) The Vice-Chancellor shall then submit a single recommendation for consideration of the Board of Management. However, the Board of Management may also approve the panel recommended for appointment which shall be valid for a period of six months from the date of interview.

(g) The Board shall either accept the recommendation or in case the Board does not accept the recommendation, the Vice-Chancellor shall, in due course, present another recommendation.

Appointment of Director Students' Welfare

3 (3) (a) The post of Director Students' Welfare shall be on whole time basis for a tenure of four years. A person selected will not be eligible for appointment for more than two terms. In case the incumbent proceeds on leave/deputation for one year or more, he/she shall stand reverted to his/her original post and the new incumbent will be appointed in accordance with the procedure laid down under Clause 3.4. Further, the appointment of Director Students' Welfare can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded and a new Director Students' Welfare shall be appointed according to the procedure prescribed in the Statutes.

(b) A person appointed as Director Students' Welfare shall draw special allowance of Rs.1000/- p.m. and rent free accommodation.

(c) A person appointed as Director Students' Welfare may relinquish the position at any time during his/her tenure by giving one month's notice to the Vice-Chancellor.

3 (4) The procedure for the appointment of Director Students' Welfare shall be as under :-

(i) The Director Students' Welfare shall be selected out of the Professors of the University.

(ii) The Selection Committee shall consist of the following :

(i) Vice-Chancellor ... Chairman

(ii) At least three other persons from outside the University nominated by the Vice-Chancellor - Members (No Officer from the University shall be nominated as member of the Selection Committee)

(iii) The Selection Committee shall examine the academic capability, educational contributions and administrative ability of Professors in the University including the existing/previous Director Students' Welfare eligible on the date preceding six months of expiry of the tenure of the present Director Students' Welfare or the date on which the position falls vacant and recommend the name of the most suitable person for appointment as Director Students' Welfare. The selection will be made on merit. The Vice-Chancellor shall then submit the recommendations of the Selection Committee for consideration of the Board of Management.

The word 'Professor' wherever occurring in these Statutes includes persons conducting teaching/research/extension and having status and pay scale equivalent to that of Professor.

4. "The procedure prescribed in Clause 3 (2) of the Statutes, shall also be followed in making appointments of the Registrar, the Comptroller, the Librarian, the Estate Officer, the Senior Architect and other similar posts on non-teaching side which may be declared 'Officers' of the University under section 11(b) (xii) of the Act.

Provided that all the posts will be tenurial and filled for a term of four years or till the date of retirement on

Appointment of the Registrar, the Comptroller, the Librarian, the Senior Architect and other similar officer level posts on non-teaching side

superannuation of whichever is earlier, in the first instance. The person appointed to the respective post may, after the expiry of his original term, be reappointed by the Vice-Chancellor with the approval of the Board of Management. The person so reappointed shall be considered to be in continuous service from the date of his appointment for the first term.

Provided further that so long as the post of Registrar is filled on deputation from IAS/PCS cadre, the terms of employment will be such as are settled with the State Government.

5. (1) The Dean of the College shall be directly responsible to the Vice-Chancellor for the administration of the Resident Teaching Programme and for the development, evaluation and improvement of curricula and teaching procedures designed to develop in the students, professional competence, character and quality leadership.

(2) In the absence of a Dean on earned leave etc., the Vice-Chancellor may give the charge of the post of Dean to a suitable official as is being done in the case of other officers.

(3) The Dean of a College shall have the following powers and duties :-

- (i) He shall be responsible for the organisation and conduct of teaching in the Departments comprising the College and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned.
- (ii) He shall be responsible for the due observance of the Statutes and Rules relating to the College.
- (iii) He shall preside over the meetings of the Board of Studies of the College.
- (iv) He shall formulate and present policies to the Board of Studies of the College for its considerations, without prejudice to the right

Powers & Duties of the Deans of Colleges

of any member to present any matter to the respective Board of Studies.

- (v) He shall submit reports to the Vice-Chancellor on the work of the College regarding resident instructions.
- (vi) He shall be responsible to the Vice-Chancellor for the use of the buildings and rooms of the College and for the equipment of the College.
- (vii) He shall serve as the medium of communication for all official business of the College with other authorities of the University, the students and the public.
- (viii) He shall normally represent the College in conferences and where necessary, he may designate representatives from amongst the staff of the College for specific conferences on resident instructions.
- (ix) He shall prepare the budget of the College.
- (x) He shall exercise, in consultation with the Heads of Departments, administrative control over the teaching loads of the members of faculty and work with the Directors of Research/Extension Education on work load assignments of joint teaching research or teaching extension personnel.
- (xi) He shall be responsible to the Vice-Chancellor for maintaining discipline, law and order in the College and for the discharge of his duties, he may award suitable punishment e.g. fine/ rustication/expulsion etc., to students for acts of indiscipline and misdemeanour.

Notwithstanding anything contained in the Statute the Vice-Chancellor within six months of the date of the order of penalty may, on his own motion or otherwise, call for the records of any enquiry and may :-

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or

- (c) remand the case to the Dean or to any other authority directing to make such further enquiry as it may consider proper in the circumstances of the case; or

- (d) pass such other orders as he may deem fit :

Provided that no order imposing or enhancing any penalty shall be made by the reviewing authority unless the student (s) concerned has/have been given a reasonable opportunity of making a representation against the penalty proposed.

Powers & Duties of Director of Research

6. (1) The Director of Research shall coordinate all research in the University in co-operation with the Deans. While his dealings would be mainly with the staff concerned with research in Departments of Colleges, he shall be directly responsible to the Vice-Chancellor for the initiation, guidance and coordination of the research programme of the University and its outlying stations.

(2) All research programmes shall be conducted within the appropriate Departments by members of the staff and graduate students of the Department.

(3) The Director of Research shall have the following powers and duties :-

- (i) He shall be responsible for initiation, organisation and conduct of research programmes of the University and for that purpose, shall pass such orders as may be necessary in consultation with the Heads of the Departments concerned.
- (ii) He shall exercise broad administrative control over :
 - (i) research staff, (ii) research funds allotted for the purpose, and (iii) all physical properties, facilities and materials assigned by the University for the pursuit of the research programme.
- (iii) He shall prepare in consultation with the Heads of Departments the budgetary needs of research of different Departments of the University.

- (iv) He shall be the principal liaison officer for dealing with aid-granting agencies, such as I.C.A.R., Commodity Committees or private institutions.
- (v) He shall formulate and present policies to the Research Advisory Committee for its consideration.
- (vi) He shall cause to be published regularly research bulletins, circulars, articles in scientific journals and popular magazines and press releases which summarize practical research findings on important problems.
- (vii) In formulating research policies and programmes of the University, he shall work in close consultation with the Deans and the Director of Extension Education.
- (viii) He shall assume leadership in development and maintenance of research productivity of a high level by :
 - (a) promotion of self-improvement on the part of research personnel;
 - (b) stimulation of a wholesome, aggressive *esprit de corps*; and
 - (c) development of an attitude in the minds of the staff as to the worthiness and self-satisfaction (humble pride) of a life vocation of service in the field of agricultural research.
- (ix) He may represent the University in conferences regarding research.

7. (1) The Director of Extension Education shall plan and execute all extension education programmes and activities in co-operation with the Deans and the Director of Research.

(2) The Director of Extension Education shall supervise and control the field activities of the extension subject-matter specialists who shall otherwise hold academic rank and be members of the staff of the departments.

**Powers &
Duties of
Director of
Extension
Education**

(3) The Director of Extension Education shall have full access to the Vice-Chancellor and shall be directly responsible to him for effecting close collaboration and coordination of the extension education activities of the University with those of the Departments of Agriculture, Development, Co-operation and Animal Husbandry of the State Government.

(4) The Director of Extension Education shall have the following powers and duties :-

- (i) He shall be responsible for initiation, organisation and conduct of extension educational programmes of the University and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned.
- (ii) He shall exercise broad administrative control over :-
 - (a) Extension Education staff.
 - (b) Extension Education funds allotted for this purpose; and
 - (c) All physical properties, facilities and materials assigned by the University for the pursuit of extension programmes.
- (iii) He shall assess, in consultation with Heads of Departments, the budgetary needs of extension education of different Departments of the University.
- (iv) He shall be the principal liaison officer for dealing with such agencies as the Departments of Agriculture, Animal Husbandry, Co-operation, Development and Panchayats of the Government in the matter of extension education.
- (v) He shall formulate and present extension educational programme of the Extension Advisory Committee, for its consideration.
- (vi) He shall guide and supervise the working of the Information Section dealing with publications, audio-visual aids, radio, press and other materials directed to the successful

implementation of the extension educational programmes.

- (vii) In formulating the extension policies and programmes of the University, he shall work in close consultation with the Deans of Colleges and Director of Research.
- (viii) He shall assume leadership in the development and maintenance of effective and productive extension educational programmes :-
 - (a) promotion of self-improvement on the part of extension personnel; and
 - (b) inculcation in them of a missionary spirit for dedicated service to the farmers of the State.
- (ix) He may represent the University in conferences regarding extension education.

8. The Director of Students' Welfare shall be directly responsible to the Vice-Chancellor and shall have the following duties :-

- (a) to make arrangements for the housing and messing of students;
- (b) to direct a programme of student counselling;
- (c) to arrange for the part-time employment of students in accordance with the plan approved by the Vice-Chancellor;
- (d) to assist in the placement of graduates of the University;
- (e) to obtain travel facilities for holidays, study tours of students;
- (f) to communicate with the guardians of students concerning the welfare of the students;
- (g) to exercise general control and supervision over the physical education programme and other co-curricular activities of the students;
- (h) to perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time.

9. In exercise of his duties under Section 17 of the Act, the Registrar shall :-

- (a) issue notices and maintain the minutes of all

**Powers &
Duties of
Director of
Students'
Welfare**

**Powers &
Duties of the
Registrar**

meetings of the Academic Council and the Board of Management and of Committees appointed by them;

- (b) conduct the official correspondence of the Academic Council and the Board;
- (c) be responsible for admission of students to the University including the supervision of the entrance examination, if any;
- (d) be responsible for registration of students of the University;
- (e) be responsible for maintaining a register of all degrees/diplomas conferred by the University;
- (f) be responsible for maintaining all students' records;
- (g) obtain the grades of the students from the instructors and issue trimester/semester reports and transcripts;
- (h) deleted;
- (i) deleted; and
- (j) perform such other duties and functions as are assigned to him by the Vice-Chancellor.

10. He shall be responsible to the Vice-Chancellor to ensure :-

- (a) that expenditure, not authorised in the budget, is not incurred without appropriate sanction;
- (b) that all moneys belonging to the University are kept in a scheduled bank approved by the Board of Management;
- (c) that all the accounts of the University are properly kept, adjusted and audited;
- (d) that the budget of the University is prepared and submitted to the Vice-Chancellor and that the financial sanctions are obtained in time;
- (e) that income and fees due to the University are collected and that salaries and other amounts due to the staff and others paid promptly;
- (f) that notices are issued and the minutes of all meetings of the Finance Committee are

**Powers &
Duties of
the
Comptroller**

maintained to conduct the official correspondence of the Finance Committee;

- (g) that development plans are prepared;
- (h) that dealings with the Government, with the authority responsible for the auditing of the accounts of the University, Commodity Committees and other aid-granting agencies regarding financial and accounts matters, are on correct lines.

11. The Estate Officer shall work under the control and supervision of the Vice-Chancellor and in the exercise of his responsibilities, under Section 19 of the Act, shall be responsible for the following :-

Powers & Duties of the Estate Officer

- (a) maintenance of the University buildings, fencing, lands, other than the land comprising the agricultural farms;
- (b) maintenance of fire protection services;
- (c) preparation of the maintenance budget of the University;
- (d) maintenance of accounts relating to the maintenance work in his charge on prescribed forms;
- (e) maintenance of an up-to-date record of all the immovable properties of the University including lands and buildings in co-operation with the Heads of Departments;
- (f) procurement/disposal of immovable property of the University.

12. The Chief Engineer shall work under the control and supervision of the Vice-Chancellor and shall be responsible for the following :-

Powers & Duties of the Chief Engineer

- (a) construction and maintenance of utility services;
- (b) maintenance of architectural and constructional services of the University;
- (c) all University construction;
- (d) preparation of the annual construction budget of the University and a periodical report showing the progress of works under construction;

(e) maintenance of accounts relating to the works in his charge on prescribed forms.

(Powers of the Chief Engineer have been vested with the Estate Officer. Notification No. 265, dt. 12-11-98).

Powers & Duties of the Librarian

13. The Librarian shall work under the control and supervision of the Vice-Chancellor and, in exercise of his responsibilities under section 22 of the Act, shall be responsible for the maintenance of all libraries of the University and for the organization of their services. The University Librarian shall have the following powers and duties :-

- (a) He shall have general overall supervision of the University Library, and Library personnel and departments; libraries or collections;
- (b) he shall prepare the Library budget for the University Library including Department collections;
- (c) deleted;
- (d) he shall have the responsibility of receiving and accessioning all library materials;
- (e) he shall have the responsibility of initiating the purchase requisitions for all library materials;
- (f) he shall have the responsibility of renewing in time subscriptions to journals;
- (g) he shall prepare a library newsletter at monthly intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff;
- (h) he shall initiate, participate and co-operate in programme designed to stimulate and encourage the use of the library by students and staff;
- (i) he shall arrange library hours which will permit maximum library use by both students and faculty; and

- (j) he shall arrange for departments and selected research Sub-stations, small collections of volumes and journals that are in almost constant use by the staff and postgraduate students as references.

14. (1) The Dean of Postgraduate Studies shall be directly responsible to the Vice-Chancellor for the administration of all resident teaching programme at the Postgraduate level in the University and for the development, evaluation, improvement of curricula and teaching methods designed to develop in the students professional competence, character and quality of leadership.

**Powers &
Duties of
the Dean
Postgraduate
Studies**

(2) The Dean, Postgraduate Studies shall have the following powers and duties :-

- (i) He shall be responsible for the organisation and conduct of postgraduate teaching in all the constituent colleges of the Punjab Agricultural University and for that purpose, shall pass such orders as may be necessary in consultation with the Deans of the constituent colleges and the Directors of Research and Extension Education where such consultation is considered necessary.
- (ii) He shall in collaboration with the Director of Research, be responsible for the coordination of research of the postgraduate students and its integration with the general research programme of the University.
- (iii) He shall preside over the meetings of the postgraduate committee.
- (iv) He shall formulate and present policies to the postgraduate committee for its consideration without prejudice to the right of any member to present any matter to the postgraduate committee.
- (v) He shall forward the recommendations of the postgraduate committee, to the Vice-Chancellor or the Academic Council as the case may be.
- (vi) He shall maintain record of the postgraduate students in the Punjab Agricultural University and also supervise their progress.

- (vii) He shall be responsible for the maintenance of proper standards of postgraduate instructions.
- (viii) He shall, in consultation with the Heads of Departments, exercise control over the teaching load of the members of the postgraduate faculty.
- (ix) He shall provide, in consultation with the Heads of Departments, guidance and leadership in the development of periodic evaluation of effective curricula within each subject-matter and integration of said curricula into appropriate instruction programme designed to prepare students for effective careers in research, teaching and extension.
- (x) He shall be a member of the Advisory Committee for Resident Instruction, Research Advisory Committee and Extension Education Advisory Committee.
- (xi) He shall prepare budget for the postgraduate programme of the University which shall be incorporated in the budget of the constituent colleges by the concerned Deans.
- (xii) He shall perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time for effective co-ordination of postgraduate teaching in the University.

CHAPTER IVSTATUTES REGARDING THE CLASSIFICATION,
THE MANNER OF APPOINTMENTS, POWERS AND
DUTIES OF THE TEACHERS OF THE UNIVERSITY

1. In these Statutes, unless the context otherwise requires :- **Definition**

- (a) 'Act' means the Haryana and Punjab Agricultural Universities act, 1970 and amended from time to time.
- (b) Teacher means a person appointed or recognised by the University for the purpose of imparting instructions or conducting and guiding research or extension programmes and includes a person declared to be a teacher.
- (c) Words and expression not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.

2. The teachers shall include the following :- **Classification of teachers**

- (i) Professors-cum-Heads of Departments
- (ii) Professors
- (iii) Joint Librarian/Deputy Librarian/Asstt. Librarian
- (iv) Associate Professors
- (v) Assistant Professors
- (vi) Persons conducting and guiding research
- (vii) Persons conducting and guiding extension
- (viii) Sports Assistant (Redesignated as Asstt. Director Physical Education by the Acad. Council-213 meeting held on 24-11-93).
- (ix) Any other employee of the University declared as 'teacher' by the Vice-Chancellor on the recommendations of the Academic Council.

3. All appointments of teachers of the University under these statutes shall be made by the Vice-Chancellor, strictly on merit. **Manner of appointment**

**Appointment of Additional Director of Research/
Additional Director of Extension Education****4.1 (a)**

- (i) The posts of Additional Directors of Research/ Additional Directors of Extension Education shall be on whole time basis for a tenure of four years. A person selected shall not be eligible for appointment for more than two terms. The appointment of Additional Director of Research/ Additional Director of Extension Education can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded and a new Additional Director of Research/Additional Director of Extension Education shall be appointed according to the procedure prescribed in the Statutes.
- (ii) A person appointed as Additional Director of Research/ Additional Director of Extension Education shall draw special allowance of Rs. 800/- per month.
- (iii) A person appointed as Additional Director of Research/ Additional Director of Extension Education may relinquish the position at any time during his/her tenure by giving one month's notice to the Vice-Chancellor.

4.1 (b) The procedure for appointment of Additional Director of Research/Additional Director of Extension Education shall be as under :

- (i) The Vice-Chancellor shall have the post advertised with such qualifications as may be prescribed by the competent authority.
- (ii) After advertising the post and receiving the applications, the Vice-Chancellor shall appoint a Selection Committee to make recommendations.
- (iii) The selection committee shall consist of the following
 - (i) Vice-Chancellor Chairman
 - (ii) At least three other persons from outside the University nominated by the Vice-Chancellor Members

(No officer from the University shall be nominated as member of the Selection Committee)

- (iv) The Chairman of the committee shall scrutinize all the applications and prepare a list of candidates who shall be either called for interview or considered in absentia. He may also include in such a list names of any person/persons who have not applied.
- (v) After interviewing the candidates or considering them in absentia, as the case may be, the Committee shall recommend as far as possible three persons in order of preference.
- (vi) The Vice-Chancellor shall then submit a single recommendation for the consideration of the Board of Management. However, the Board of Management may also approve the panel recommended for appointment which shall be valid for a period of six months from the date of interview.
- (vii) The Board shall either accept the recommendation or in case the Board does not accept the recommendation, the Vice-Chancellor shall, in due course, present another recommendation.

Note : The word 'Professor' wherever occurring in these Statutes includes persons conducting teaching/research/extension and having status and pay scale equivalent to that of professor.

4.1 (c) Notwithstanding anything contained in clause 8 of the Statutes regarding Number, Qualifications, Emoluments and other conditions of Service of Officers and other employees of the University, not being Teachers and the Preparation and the Maintenance of Record of their service and Activities (Part A) (applicable to teachers also vide Clause 9 of the Part B of the corresponding Statutes for teachers) the seniority of Additional Directors of Research/Additional Director of Extension Education shall be determined according to their seniority on the post of professor and equivalent.

4 (2) The procedure for appointment of Heads of Departments shall be as under :

- (i) A Head of Department shall be selected out of the Professors in the concerned discipline of that department as well as Professors of the same discipline working in the University.
- (ii) In the departments in which one or more Professors

**Appointment
of Heads of
Departments**

are available in addition to the Head of the Department, the post of the Head of the Department shall be a tenure post. In a department in which there is only one Professor in the concerned discipline, that Professor shall act as Head of Department.

- (iii) In a department in which post of Head of the Department is a tenure post as per provision of sub-clause (ii) above, the term of appointment of Head of Department shall be four years. A Professor will not be eligible for appointment as Head of Department for more than one term, provided that relaxation up to one year may be given if the incumbent is due to retire during that period. In case the Head of Department proceeds on leave/deputation for one year or more, he shall stand reverted to his original post of Professor and new Head of Department shall be appointed as per procedure in these Statutes. Further, the appointment of Head of Department can also be terminated by the Board on the recommendation of the Vice-Chancellor even before completion of his tenure for reasons to be recorded and new Head of Department appointed as per prescribed procedure.

Provided further that if there is only single eligible Professor level teacher in a particular discipline or where there are more than one Professor level teachers, only a single eligible Professor submits his/her bio-data, the Vice-Chancellor may approve his/her appointment as Head of the Department on behalf of the Board of Management. However, if in the opinion of the Vice-Chancellor, the candidate concerned is not suitable for appointment as Head of the Department, the recommendations of the Vice-Chancellor will be placed before the Board of Management for considerations.

Further if all Professors in a Department have worked as Head of Department for one term, the position will be notified and the persons selected will be authorised to act as Head of the Department till further orders :

- (iv) The Selection Committee for selection of the Head of Department in the departments covered in sub-clause (iii) above shall consist of the following :
 - (a) Vice-Chancellor (preferably) or any Chairman other person nominated by him
 - (b) One representative of the Indian Council of Agricultural Research to be nominated by the Vice-Chancellor
 - (c) Dean of the College
 - (d) Director of Research

Member
Member
Member

- (e) Director of Extension Education Member
 (f) Dean, Postgraduate Studies Member
- (v) “The Selection Committee shall examine the research and educational contribution, academic capability and administrative ability of Professors in the department eligible on the date preceding six months of expiry of the tenure of the present Head of Department or the date on which the position falls vacant and recommend the name of the most suitable person for appointment as Head of Department and other appointments likewise will be made by interviewing the candidates on seniority cum merit basis.”
- (vi) The Selection Committee shall make its recommendation to the Vice-Chancellor, who shall put it up to the Board of Management with his comments, if any, for decision.
- (vii) A teacher who has attained the age of superannuation shall not be eligible for appointment as Head of Department.
- (viii) A teacher appointed as Head of Department may relinquish this position at any time during his tenure by giving one month’s notice to the Vice-Chancellor.
- (ix) All Professors to whom powers of Heads of Departments have been delegated by the Vice-Chancellor shall be deemed to have been appointed on regular basis in accordance with these Statutes from the date on which they started exercising such powers.

Note : The word ‘Professor’ wherever occurring in these Statutes includes persons conducting research/extension and having status and pay scale equivalent to that of ‘Professor’.

4.2(A) “Notwithstanding anything contained in these Statutes, the post of Director (Seeds) shall be tenurial post for a term of four years and shall be filled up from amongst Professor and equivalent working in the disciplines of Plant Breeding, Vegetable Crops, Agronomy, Plant Pathology/Entomology (with experience on seed production/

Appointment of Director (Seeds)

seed technology) in the University. The provisions regarding appointment of Heads of Departments contained in Clause 4.2 of the Statutes *ibid* as well as provisions in Clause 7 of these Statutes shall apply *mutatis mutandis* to the post of Director (Seeds). He will exercise administrative and financial powers of Head of Department or as may be delegated by the Vice-Chancellor”.

Appointment of Director School of Energy Studies for Agriculture

4.2(B) “Notwithstanding anything contained in these Statutes, the post of Director, School of Energy Studies for Agriculture shall be tenurial post for a term of four years and shall be filled up from amongst Professors and equivalent working in Engineering disciplines in the College of Agricultural Engineering, Punjab Agricultural University who had made significant teaching/research/extension contributions in the area of “Energy in Agriculture”. The contribution should be within the broad framework of objective of the School of Energy supported by the projects/programmes carried, courses taught, labs developed and number of publications in the journals of repute. The provisions regarding appointment of Heads of Departments contained in Clause 4(2) of the Statutes *ibid* as well as provisions in Clause 7 of these Statutes shall apply *mutatis mutandis* to the post of Director, School of Energy Studies for Agriculture. He/She will exercise administrative and financial powers of Head of Department as may be delegated by the Vice-Chancellor”.

Appointment of Professors, Assoc. Professors and other teachers of equivalent ranks

4.3 The procedure for the appointment of Professors, Associate professors and other teachers of equivalent rank shall be as under :

- (i) The Vice-Chancellor shall have the post advertised with such qualifications as may be laid down by him on the recommendations of the Academic Council.
- (ii) After advertising the post and receiving the applications, the Vice-Chancellor shall appoint a Selection Committee to make recommendations.
- (iii) The Selection Committee shall have the following composition :
- | | |
|---------------------|----------|
| (i) Vice-Chancellor | Chairman |
| (ii) Academician | Members |
- to be nominated by the Chancellor

- (iii) Three outside experts in the concerned subject/field out of the list approved by the Board of Management on the recommendations of the Vice-Chancellor.
- (iv) Dean/Director concerned
- (v) Head of the Department concerned.
- (At least four members including two outside experts must constitute the quorum).
- (iv) The Chairman of the Selection Committee or his nominee shall scrutinize all the applications and prepare a list of the candidates who shall be either called for interview or considered in absentia. The reprints of three major publications of the candidates called for interview/to be considered in absentia (to be furnished by the candidate along with the application) shall be got assessed from the same three external experts who are to be invited as members of the Selection Committee. The Assessment Report will be placed before the Selection Committee.
- (v) The Selection Committee shall evaluate the qualifications, experience, report of the outside experts regarding major publications etc. of the candidates. However, weightage of interview shall not exceed 15% of the total marks.
- (vi) After interviewing the candidates or considering them in absentia, as the case may be, the committee shall recommend, as far as possible, at least three persons in order of preference.
- (vii) In the case of appointment of Professors and Associate Professors and other teachers of equivalent rank, the Vice-Chancellor shall, on receipt of recommendation of the Selection Committee, consider the same for acceptance. Where the Vice-Chancellor decides to accept the recommendation of the Selection Committee, he will on behalf of the Board of Management, approve the appointment. The panel recommended by the Selection Committee shall be valid for a period of six months from the date of interview.

Provided that if there is any representation against such appointment, addressed to the Vice-Chancellor or when there is lack of unanimity in the meeting of the Selection Committee, only then the matter will be placed before the Board.

Appointment of Joint Director (Sports & Cultural Activities)

4.4 Notwithstanding anything contained in these Statutes, the appointment of Joint Director (Sports & Cultural Activities), who shall be entrusted with the duties pertaining to Physical Education and Cultural Activities under the overall administrative control of the Director Students' Welfare, shall be made through promotion from amongst Deputy Directors Physical Education. The case for promotion shall be referred to the Selection Committee consisting of the following :

- | | |
|---|----------|
| 1. Director Students' Welfare | Chairman |
| 2. Dean, Postgraduate Studies | Member |
| 3. Two other persons to be nominated by the Vice-Chancellor | Member |

The Seniority-cum-merit of the candidates shall be kept in view by the Selection Committee/appointing authority.

Provided that if suitable person is not available for promotion, the post may be filled up by direct recruitment from the open market as per procedure prescribed under Clause 4.3 above.

Appointment of Assistant Professor and other teachers of equivalent ranks

5. Appointment of Assistant Professors and other teachers of equivalent rank

- (i) The Vice-Chancellor shall have the post advertised with such qualifications as may be laid down by him on the recommendations of the Academic Council.
- (ii) After advertising the post and receiving the applications, the Vice-Chancellor shall appoint a Selection Committee to make recommendations.
- (iii) The Selection Committee shall have the following composition :
- | | |
|----------------------------|----------|
| (i) Vice-Chancellor | Chairman |
| (ii) Three outside experts | Members |
- in the concerned subject to

- be invited from the list approved by the Board of Management on the recommendations of the Vice-Chancellor
- (iii) Dean/Director or Head of the Department concerned
- (iv) An academician to be nominated by the Chancellor.
- (At least four members including two outside experts must constitute the quorum).
- (iv) "The Chairman of the Selection Committee or his nominee shall scrutinize all the applications and prepare a list of the candidates who shall be either called for interview or considered in absentia. The Vice Chancellor may determine the number of eligible candidates to be called for interview in case more than 10 candidates have applied for a particular post. However, the number of candidates to be called for interview, when there are more than 10 applicants, should not be less than 10. The Selection Committee shall evaluate the qualifications, experience, publications etc. of the candidates. However, weightage of interview shall not exceed 15% of total marks."
- (v) After interviewing the candidates or considering them in absentia, as the case may be, the Committee shall recommend as far as possible, at least three persons in order of preference.
- (vi) The Vice-Chancellor will, on receipt of recommendations of the Selection Committee, consider the same for acceptance. Where the Vice-Chancellor decides to accept the recommendations of the Selection Committee, he will, on behalf of the Board of Management, approve the appointment. The panel recommended by the Selection Committee shall be valid for a period of six months from the date of interview.
- The Board also decided that the Selection Committee for the posts of Deputy Librarian and Assistant Librarian/ Deputy Directors and Assistant Director of Physical Education shall be the same as that of Associate Professor and Assistant Professor respectively except that the concerned expert in Physical Education or Library Science, as the case may be, shall be associated with the Selection Committee.

Responsibilities, Powers & Duties of Additional Director of Research

6. The Additional Director of Research shall officially and functionally work under the control of the Director of Research and shall perform the following duties :-
- (a) He shall monitor and review the progress of different research schemes and provide coordination among the researchers in the College.
- (b) He shall scrutinize new research projects and review of synopsis of research projects of the postgraduate programme of the college.
- (c) He shall be Member-Secretary of the College Project Review Committee where the Dean of the College concerned is the Chairman.
- (d) He shall work in close co-operation with the Dean of the College concerned and the Dean of the College will be associated with the finalisation of his Annual Progress and Assessment Reports.
- (e) He shall compile materials for the Annual Research Report at the College level.
- (f) He shall perform such other duties as entrusted to him by the Director of Research from time to time.

Responsibilities, Powers & Duties of the Additional Director of Extension Education

- 6(A) "The Additional Director of Extension Education shall officially and functionally work under the control of Director of Extension Education and shall perform the following duties :
- (a) He shall monitor and review the progress of different extension schemes/projects and provide coordination among the extension personnel in his sphere of duty.
- (b) He shall scrutinize new extension projects in his sphere of duty.
- (c) He shall compile materials for the Annual Extension Reports regarding his sphere of duty.
- (d) He shall perform such other duties as entrusted to him by the Director of Extension Education from time to time.

Duties, Responsibilities & Powers of the Heads of Departments

7. The Head of the Department shall be responsible for resident teaching to the Dean of the College, for research to the Director of Research, for extension education to the Director of Extension

Education and for Post-Graduate Teaching to the Dean, Post-Graduate Studies of the University.

He shall have the following powers and duties :

- (i) He shall be responsible for the organisation and conduct of resident teaching; research and extension education of his Department and for that purpose shall pass such orders as may be necessary in consultation with the Deans/Directors.
- (ii) He shall tender advice to the Deans and Directors on all matters pertaining to his field in respect of teaching, research and extension.
- (iii) He shall submit to the Deans/Directors concerned the budgetary needs of his Department.
- (iv) He shall recommend to the appropriate Dean/Director, the work load of each member of the staff with respect to teaching, research and/or extension education.
- (v) He shall assume responsibility for all University properties and facilities assigned to his Department.
- (vi) He shall recommend to the Deans and Directors, proposals for making improvement in the working of his Department.

CHAPTER IV-A

STATUTES REGARDING APPOINTMENT OF
TEACHERS BY PROMOTION BASED ON MERIT

**Abolished w.e.f. 03-03-99 as per notification No.
Acad.I.AU.2001/300 Dt. 1-3-2001.**

CHAPTER IV-B**STATUTES REGARDING CAREER ADVANCEMENT OF TEACHERS**

1. These Statutes shall apply to Assistant Professor/ equivalent for the grant of senior/selection grade and promotion to the post of Associate Professors/ equivalent, with effect from 1-1-1986.
2. **Career Advancement**
 - (i) The career advancement of a teacher will be made on his own post without addition to the number of faculty positions on the basis of assessment/screening of his performance through the prescribed procedure.
 - (ii) A teacher will be allowed career advancement only if he is found suitable by the assessment/ screening committee.
 - (iii) A teacher, who has not been found suitable for career advancement after assessment/ screening, shall be entitled to offer himself for re-assessment/screening after a lapse of 2 years from the date of eligibility of last assessment/screening.
 - (iv) There will be no higher or lower limit on the number of percentage of teachers allowed career advancement.
3. The career advancement of Assistant Professor/ equivalent as Assistant Professor (senior scale)/ selection grade and promotion as Associate Professor/ equivalent will be made by the Vice-Chancellor in the manner prescribed hereinafter.
4. When a teacher, who is allowed career advancement, leaves the University, the vacancy thus arisen shall be filled up at the original level position occupied by the teacher before career advancement in the manner prescribed in the Statutes regarding the Classification, Manner of Appointment and Powers and Duties of Teachers of the University.

Eligibility for Career Advancement

5. (i) An Assistant Professor and equivalent will be placed in the senior scale Rs. 3,000-5,000 if he/ she has :
 - (a) Completed 8 years of service after regular appointment. Provided that candidates who at the time of their recruitment as Assistant Professor/ equivalent possess Ph.D./M.Phil. degree will be given benefit of three/one years service for placement in senior scale. The Assistant Professors/equivalent who acquire Ph.D./M.Phil. degrees subsequently will also be eligible for similar benefit.
 - (b) Participated in two refresher courses/summer institutes, each of approximately four weeks duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by University Grants Commission/Indian Council of Agricultural Research and

(The condition at (b) above will not be operative till necessary provision in this behalf are adopted by this University).
 - (c) Consistently satisfactory performance appraisal reports.
 - (ii) An Assistant Professor/equivalent in the senior scale will be eligible for promotion to the post of Assoc.Prof./equivalent if he/she has :
 - (a) completed 8 years of service in the senior scale, provided that this requirement will be relaxed if the total service of the teacher is not less than 13 years.
 - (b) Obtained a Ph.D. degree.
 - (c) Made some mark in the areas of scholarship and research as evidenced by self-assessment reports, quality of publications, contributions to educational innovation, design of new courses and curricula etc. (This will not apply to teachers working on Library/Sports side).

- (d) Participated in two refresher courses/summer institute each of approximately 4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified after placement in the senior scale.

(The condition at (d) above will not be operative till necessary provisions in this behalf are adopted by the University) and

- (e) Made significant contributions to the development of Library/Physical Education as evidenced by self-assessment reports, physical activities etc. as the case may be.

(This requirement is applicable to the teachers working on Library/Sports side only).

- (f) Consistently good performance appraisal reports.

Note : The term 'service' used in these Statutes shall mean service rendered as Assistant Professor/ equivalent in the Punjab Agricultural University after regular appointment.

Provided that eligibility service for placement in senior/selection grade/promotion shall be counted as under :

- (i) A teacher possessing Ph.D./M.Sc.degree must have rendered at least two years/four years service respectively in the Punjab Agricultural University and the remaining on equivalent or higher post or grade in other University/Institution of higher learning subject to the satisfaction of the Vice-Chancellor.
- (ii) The period of adhoc service against a leave/ deputation/lien vacancy of one year or more followed by regular appointment shall be taken into account provided the adhoc appointment is made by adopting prescribed procedure of selection for regular appointments.
- (iii) The period spent on extraordinary leave for non-academic purposes shall not be taken into account.

- (iv) The period spent on outside academic assignment and/or post-doctoral fellowship/scholarship/training etc. within the country or abroad on equivalent or higher post/grade subject to a maximum of four years will be counted.

- (v) deleted

- (vi) The period of leave for doing Ph. D. or higher studies will be counted as service.

- (vii) The service rendered by a teacher as Lecturer/ equivalent in the scale of Rs. 700-1300 and Rs. 700-1600 w.e.f. 01-01-1973 shall be counted.

- (viii) If a teacher fails to submit his Annual Progress and Assessment Report in a particular year by the due date, that year will not be counted as service for the purpose of determining eligibility for grant of senior/ selection grade and/or promotion.

6. The Assistant Professors/equivalent in the senior scale who do not have Ph. D. degree and who do not meet the scholarship and research and research standards of an Associate Professor but have completed 16 years service and fulfil the other criteria mentioned in Clause 5(ii) above and have a good record in teaching/research/extension will be placed in the selection grade of Rs. 3700-5700 subject to the recommendations of the Assessment Committee. They will be designated as Assistant Professor/equivalent in the selection grade. They can offer themselves for a fresh assessment after obtaining Ph.D. and fulfilling other requirements for promotion as Associate Professor/equivalent and if found suitable will be given the designation of Associate Professor/equivalent.

7. Procedure :

Every teacher who fulfils the criteria regarding eligibility for placement in senior/selection grade or promotion will furnish information regarding his bio-data and service in the PAU in the prescribed proforma as per Annexure of Chapter IV-A of the Statutes to the Head of the Department two months before the date of eligibility. In case the teacher fails to submit his bio-data within the stipulated period, his/her eligibility date for placement in the

senior/selection grade or promotion shall be deferred for the corresponding period. On the receipt of complete biodata of the teacher, the Head of the Department, after certifying the correctness of the particulars in the proforma, shall forward the same within two weeks to the Dean/Director concerned. The Dean/Director concerned, after certifying the correctness of the particulars of the teacher, shall send the case along with the panel of experts, where required, to the Registrar within two weeks thereafter. The Registrar will place the information received from the Dean/Director concerned, preferably within two months, before the Assessment Committee comprising of Dean of the College, Director of Research or Director of Extension Education, Dean, Postgraduate Studies and Head of the Department to consider the suitability of the teacher for placement in senior scale. However, for selection grade or promotion, the Assessment Committee will include one outside expert member nominated by the Vice-Chancellor, in addition to the above committee.

8. (i) The Committee will adopt the following criteria for assessment of the teachers.
- (a) Professional performance in relation to the duties and tasks assigned. The emphasis will be on the contributions and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he was recruited.
 - (b) Spirit of co-operation and team work.
 - (c) Organisational abilities/attributes.
 - (d) Personal/behavioural abilities/attributes.
- (ii) The Assessment Committee will take into consideration the following factors while making its recommendations :
- (a) Material furnished in the assessment proforma submitted by the teacher concerned.
 - (b) Teaching/Research/Extension work done by the teacher.

- (c) Confidential Character Rolls/Annual Progress and Assessment Reports of the teacher concerned.
- (d) Personal discussions with the teacher concerned except for placement in senior scale.
- (e) Any other additional information the Assessment Committee may like to call for from the teacher.

On receipt of the recommendations of the Assessment Committee, the Vice-Chancellor will consider the same for acceptance. He may, however, if he considers it necessary, refer the recommendations back to the Committee for reconsideration. Where, the Vice-Chancellor decides to accept the recommendations of the Assessment Committee, he will, on behalf of the Board of Management, approve the placement in the senior scale/selection grade/promotion by upgrading the post presently held by the concerned teacher. Where, however, the Vice-Chancellor differs with the recommendations of the Assessment Committee, he shall place the same along with his comments before the Board of Management for approval of his proposal or otherwise.

CHAPTER IV-C**STATUTES REGARDING CAREER ADVANCEMENT OF TEACHERS
W.E.F. 27-7-1998**

The Board of Management at its 191st meeting held on 19-12-2000 decided to adopt the scheme of "Career Advancement of Teachers" formulated by the ICAR for State Agricultural Universities (Annexure-I) circulated vide their letters No. 21(10)-99/Per.IV dated 19-7-2000 and 6-12-2000 in toto w.e.f. 27-7-1998. The Board also authorised the Vice-Chancellor to notify necessary amendments/clarifications on the scheme made by the ICAR from time to time.

Further, the Board of Management at its 194th and 195th meetings held on 28-5-2001 and 30-7-2001 respectively approved the procedure (Annexure-II) for the proper implementation of this scheme.

ANNEXURE - I**SCHEME FOR CAREER ADVANCEMENT OF TEACHERS
EFFECTIVE FROM 27-7-1998****(1) Career Advancement**

(a) Minimum length of service for eligibility to move into the grade of Lecturer (Sr. Scale)/Asstt. Prof. (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil, and six years for others as Assistant Professor/Lecturer and for eligibility to move into the Grade of Assistant Professor (Selection Grade)/Lecturer (Selection Grade)/Associate Professor/Reader, the minimum length of service as Lecturer (Sr. Scale)/Assistant Professor (Senior Scale) shall be uniformly five years.

(b) For movement into grades of Associate Professor/Reader and above, the minimum eligibility criteria would be Ph.D. Those teachers without Ph.D. can go upto the level of Assistant Professor (Selection Grade)/Lecturer (Selection Grade).

(c) An Associate Professor/Reader with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.

(d) The Selection Committees for Career Advancement shall be the same as those for direct recruitment for each category.

(e) The existing scheme of Career Advancement for non-academic staff namely Asstt. Director of Physical Education/Asstt. Registrar, Asstt. Librarian would continue.

2.0 Eligibility Criteria**(2.1) Lecturer (Senior Scale)/Asstt. Professor (Sr. Scale)**

A Lecturer/Asstt. Professor will be eligible for placement in a senior scale through a procedure of selection, if he/she has :

(i) Completed 6 years of service after regular appointment with relaxation of one year and two years respectively, for those with M.Phil and Ph.D.

(ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission/ICAR. (Those with Ph.D. degree would be exempted from one refresher course).

(iii) Consistently satisfactory performance appraisal reports.

(2.2) Lecturer (Selection Grade)

Lecturers/Asstt. Professors in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria given above for the post of Reader /Associate Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader/Associate Professor. They will be designated as Lecturers/Asstt. Professors in the Selection Grade. They would offer themselves for fresh assessment after obtaining Ph.D. and or fulfilling other requirements for promotion as Reader/Associate Professor if found suitable, could be given the designation of Reader/Associate Professor.

(2.3) Reader/Associate Professor (Promotion)

A Lecturer/Assistant Professor in the Senior Scale will be eligible for promotion to the post of Reader/Associate Professor, if he/she has :

- (i) Completed 5 years of service in the Senior Scale;
- (ii) Obtained a Ph.D. degree or has equivalent published work;
- (iii) Made some mark in the areas of scholarship and research as evidenced e.g. self-assessment, reports of referees, quality of publications, contribution in educational innovation, design of new courses and curricula and extension activities;
- (iv) After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuous education programmes of comparable quality as may be specified or approved by the University Grants Commission/ICAR; and
- (v) Possesses consistently good performance appraisal reports.

(2.4) Promotion to the post of Reader/Associate Professor will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the concerned University or other similar Committees set up by the appointing authorities.

2.5 Professor (Promotion)

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Reader/Associate Professor to that of Professor after 8 years of service as Reader/Associate Professor.

The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader/Associate Professor to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the selection committee with some of the following :

- (a) Self-appraisal reports (required).
- (b) Research contribution / books / articles published.
- (c) Any other academic contributions.

The best three written contributions of the teacher (as defined by him/her) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

- (d) Seminars/Conferences attended.

(e) Contribution to teaching/academic environment/institutional corporate life.

- (f) Extension and field outreach activities.

The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer (Senior Scale)/Asstt. Professor (Sr. Scale) to Lecturer (Selection Grade)/Asstt. Professor (Selection Grade). **Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2002.**

The requirement for completing these courses would be as follows:

- (i) For Lecturer/Asstt. Professor to Lecturer (Senior Scale)/Asstt. Professor (Sr. Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.

(ii) Two refresher courses for Lecturer (Senior Scale)/Asstt. Professor (Sr. Scale) to Lecturer (Selection Grade)/Asstt. Professor (Selection Grade).

(iii) The senior teachers like Readers/Associate Professors/Lecturers (Selection Grade)/Asstt. Professors (Selection Grade) and Professor may opt to attend two Seminars/Conference in their subject area and present paper as one aspect of their promotion/selection to higher level or attend refresher course to be offered by ASCs for this level.

(2.6) If the number of years required in a feeder cadre are less than those stipulated in notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

This situation is likely to arise as in the earlier scheme, the number of years required in feeder cadre were much more than those envisaged under this notification.

3.0 Counting of Past Service

Previous service, without any break as a Lecturer or equivalent, in a university, college, national laboratory, or other scientific organisation, e.g. CSIR, ICAR, UGC, DRDO, ICSSR, ICHRI and as a UGC Research Scientist, should be counted for placement of lecturer in Senior Scale/Selection Grade provided that :-

(i) The post was in an equivalent grade/scale of pay as the post of a Lecturer.

(ii) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer.

(iii) The candidates who apply for direct recruitment should apply through proper channel.

(iv) The concerned Lecturers possessed the minimum qualifications prescribed by the UGC.

(v) The post was filled in accordance with the prescribed selection procedure as laid down by the University /State Government/Central Government/Institution's regulation;

(vi) The appointment was not adhoc or in a leave vacancy of less than one year duration. Ad-hoc service of more than one year duration can be counted provided

(a) the ad-hoc service was of more than one year duration.

(b) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and

(c) the incumbent was selected to the regular post in continuation to the ad-hoc service, without any break.

4.0 Merit Promotion

Merit Promotion Scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, Professors who were governed by the old merit promotion scheme of 1987 would be eligible for full scale of professor w.e.f. 1-1-1996. The University can discuss in its academic body and decide inter-se-seniority between the merit promotees and direct recruits, based on the date of selection, and as per the existing/amended Acts and Statutes of the University.

5.0 Professor of Eminence

i) The proposal relating to Super time scale for Professor of Eminence will be taken up after the scheme in respect of UGC is finalised and implemented.

ii) Meritorious teachers who may not have M.Phil/Ph.D./M.Tech. but who have made outstanding contributions would be rewarded and recognised as per the scheme to be approved by MHRD/ICAR.

6.0 Redressal of Anomalies

Anomalies arising after implementation of this order/notification shall be brought to the notice of ICAR which will be considered in consultation with DOPT/Deptt. of Expr., Ministry of Finance.

**PROFORMA FOR CONSIDERING CASES UNDER THE CAREER
ADVANCEMENT SCHEME**

**ASSISTANT PROFESSOR AND EQUIVALENT TO ASSISTANT
PROFESSOR AND EQUIVALENT (SR. SCALE)**

1. Name : _____
2. Designation : _____
3. Discipline : _____
4. Deptt./Office : _____
5. Date of Birth : _____
6. Date from which M.Phil/Ph.D.
degree required : _____
7. Date of joining the PAU : _____
8. Date of joining the present Deptt. : _____
9. Date of joining in the present
post/grade (Rs. 8,000-13,500) : _____
10. (i) Date of completion of 6 years
service in the grade of
Rs. 8,000-13,500 (other than those
who are not having M.Phil/
Ph.D. degrees) : _____
- (ii) Date of completion of 5
years service in the grade of
Rs. 8,000-13,500 in case of
M.Phil Degree holders : _____
- (iii) Date of completion of 4 years
service in the grade of
Rs. 8,000-13,500 in case of
Ph.D.degree holders : _____
11. Details of work performance projectwise :
S.No. Targets set Targets achieved

12. Participation in Refresher Courses/Summer Institute :

S. No.	Title of the Course	Duration	Name of the organising Institution
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13. Awards/distinctions received, if any :

14. Publication/technology generated, if any :

15. Constraints experienced in meeting targets of research/teaching/
extension, if any :

Signature of the Scientist

Verified that the information furnished by the Scientist is correct.

Signature of the Head of the Deptt.

Countersigned

Dean/Director

**PROFORMA FOR CONSIDERING CASES UNDER THE CAREER
ADVANCEMENT SCHEME**

**ASSISTANT PROFESSOR & EQUIVALENT (SR. SCALE) TO ASSISTANT
PROFESSOR AND EQUIVALENT (SELECTION GRADE)**

1. Name : _____
2. Designation : _____
3. Discipline : _____
4. Deptt./Office : _____
5. Date of Birth : _____
6. Date of joining the PAU : _____
7. Date of joining the present Deptt. : _____
8. i. Date from which scale of Rs.8,000-13,500 is held : _____
- ii. Date from which scale of Rs.10,000-15,200 is held : _____
- iii. Date on which completed 5 years in grade of Asstt. Prof. (Sr. Scale Rs. 10,000-15,200) : _____
9. Areas in which the Scientist has made some mark including the specific achievements in Research/Teaching/Extension/Corporate Life :-
 - (a) Research
 - (b) Patents applied/obtained or implementable Technology generated
 - (c) Courses designed and taught
 - (d) Transfer of technology
 - (e) Projects/proposals processed
 - (f) Monitoring of Projects/Schemes/activities including utilisation of funds
 - (g) Corporate Life.
10. Published work during the assessment period

(i) Research Publications

S. No.	Name(s) of Authors in order (Sole/Sr./Co-author)	Title of the Paper (Vol. No. & Issue No.)	Name of the Journal
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(ii) Other Publications/Presentations in Conferences/Seminars

11. Participation in Refresher Courses/Summer Institute :

S.No.	Title of the Course	Duration	Name of the organising Institution
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12. Participation in Seminars/Symposia/Workshop/Conference etc.

S.No.	Name of the Seminars/Symposia/ Workshop/Conference	Name of the Organising Institution
-------	---	------------------------------------
13. Awards/distinctions received, if any :
14. Constraints experienced in meeting targets of research/teaching/extension/institute corporate life, if any :-

Signature of the Scientist

Verified that the information furnished by the Scientist is correct.

Signature of the Head of the Deptt.

Countersigned

Dean/Director

**PROFORMA FOR CONSIDERING CASES UNDER THE CAREER
ADVANCEMENT SCHEME**

**ASSISTANT PROFESSOR & EQUIVALENT (SR. SCALE) TO
ASSOCIATE PROFESSOR AND EQUIVALENT**

1. Name : _____
2. Designation : _____
3. Discipline : _____
4. Deptt./Office : _____
5. Date of Birth : _____
6. (i) Date from which Ph.D. degree acquired : _____
- (ii) Details of published work in case of those not holding Ph.D. degree : _____
7. Date of joining the PAU : _____
8. Date of joining the present Deptt. : _____
9. i. Date from which scale of Rs.8,000-13,500 is held : _____
- ii. Date from which scale of Rs.10,000-15,200 is held : _____
- iii. Date on which completed 5 years in grade of Asstt. Prof. (Sr. Scale Rs. 10,000-15,200) : _____
10. Areas in which the Scientist has made some mark including the specific achievements in research/teaching/extension :-
 - (a) Research
 - (b) Patents applied/obtained or implementable Technology generated
 - (c) Courses designed and taught
 - (d) Transfer of technology
 - (e) Projects/proposals processed
 - (f) Monitoring of Projects/Schemes/activities including utilisation of funds

11. Published work during the assessment period

(i) Research Publications

S. No.	Name(s) of Authors in order (Sole/Sr./Co-author)	Title of the Paper (Vol. No. & Issue No.)	Name of the Journal

(ii) Other Publications/Presentations in Conferences/Seminars

12. Participation in Refresher Courses/Summer Institute :

S.No.	Title of the Course	Duration	Name of the organising Institution

13. Participation in Seminars/Symposia/Workshop/Conference etc.

S.No.	Name of the Seminars/ Symposia/Workshop/ Conference	Name of the Organising Institution

14. Awards/distinctions received, if any :

15. Constraints experienced in meeting targets of research/teaching/extension, if any :-

Signature of the Scientist

Verified that the information furnished by the Scientist is correct.

Signature of the Head of the Deptt.

Countersigned

Dean/Director

**PROFORMA FOR CONSIDERING CASES UNDER THE CAREER
ADVANCEMENT SCHEME**

ASSOCIATE PROFESSOR & EQUIVALENT TO PROFESSOR & EQUIVALENT

1. Name : _____
2. Designation : _____
3. Discipline : _____
4. Deptt./Office : _____
5. Date of Birth : _____
6. Date from Ph.D. degree acquired : _____
7. Date of joining the PAU : _____
8. Date of joining the present Deptt. : _____
9. Date of joining the grade of Assoc. Prof. (Rs. 12,000-18,300) : _____
10. (i) Date from which scale of Rs.8,000-13,500 is held : _____
- ii. Date from which scale of Rs.10,000-15,200 is held : _____
- iii. Date from which scale of (Rs. 12,000-18,300) is held : _____
11. Specific achievements in Research/Teaching/Extension :-
 - (a) Research
 - (b) Patents applied/obtained or implementable Technology generated
 - (c) Courses designed and taught
 - (d) Transfer of technology
 - (e) Projects/proposals processed
 - (f) Monitoring of Projects/Schemes/activities including utilisation of funds
12. Published work during the assessment period
 - (i) Research Publications

S. No.	Name(s) of Authors in order (Sole/Sr./Co-author)	Title of the Paper (Vol. No. & Issue No.)	Name of the Journal

(ii) Other Publications/Presentations in Conferences/Seminars

13. Participation in Seminar/Symposia/Conference etc.

S.No.	Name of the Seminar/ Symposia/Workshop/ Conference	Organising Institution

14. Extension and field outreach activities

S.No.	Duties/Tasks assigned	Achievements

15. Books/bulletin/articles published

16. Indicate three best contributions made (research/teaching/extension/corporate life).

17. Awards/distinctions received, if any :

18. Participation in Refresher Courses/Summer Institutes, if any :-

19. Constraints expressed in meeting targets of research/teaching/extension/institute corporate life, if any :

Signature of the Scientist

Verified that the information furnished by the Scientist is correct.

Signature of the Head of the Deptt.

Countersigned

Dean/Director

ANNEXURE - II B

DECISIONS TAKEN BY THE BOARD OF MANAGEMENT
AT ITS 194TH
& 195TH MEETINGS HELD ON 28-5-2001 AND 30-7-
2001 RESPECTIVELY

- i) A teacher who has not been found suitable for career advancement after assessment, shall be entitled to offer himself for re-assessment after lapse of two years from the date of eligibility of last assessment.
- ii) Extraordinary leave availed of by a teacher for the purposes other than for higher academic pursuits and on medical grounds shall not be treated as qualifying service for the grant of any benefit.
- iii) The period spent on outside academic assignment on deputation within the country or abroad on equivalent or higher post/grade and the period spent on training subject to a maximum of four years will be counted.
- iv) An Assistant Professor acquiring Ph.D. degree during service may be placed in senior scale with minimum of four years service and promoted as Associate Professor from the date of acquiring Ph.D. with a minimum of nine years service as Assistant Professor/Assistant Professor (Sr. Scale).
- v) If a teacher fails to submit his annual progress and assessment report in a particular year by the due date, that year will not be counted as service for the purpose of determining eligibility for the grant of senior/selection grade and/or promotion.
- vi) On receipt of the recommendations of the Assessment Committee, the Vice-Chancellor will consider the same for acceptance. He may, however, if he considers it necessary, refer the recommendations back to the Committee for re-

consideration. Where the Vice-Chancellor decides to accept the recommendations of the Assessment Committee, he will, on behalf of the Board of Management approve the placement in the senior scale/selection grade and promotion by upgrading the post presently held by the concerned teacher. Where, however, the Vice-Chancellor differs with the recommendations of the Assessment Committee, he shall place the same alongwith his comments before the Board of Management for approval of his proposal or otherwise.

CHAPTER - V**STATUTES REGARDING THE APPOINTMENTS OF
EMPLOYEES OF THE UNIVERSITY OTHER THAN
OFFICERS AND TEACHERS**

1. *Classification* -(1) Employees of the University other than officers and teachers shall belong to either :-

(a) The University cadre; or

(b) the cadre of the University officers under whom the post is administratively placed.

2. Each cadre shall consist of :-

Group A : All the posts in the grade pay of Rs. 5000/- and above and all the posts existing in Group-A (irrespective of the monetary limits of grade pay) will remain in Group-A.

Group B : All the posts ranging between the grade pay of Rs. 3800-4999.

Group C : All the posts ranging between the grade pay of Rs. 1900-3799.

Group D : All the posts below the grade pay of Rs. 1900.

2. *Univeristy Cadre* (1) Employees borne on the University cadre may be required to serve in any office or institution under the University and shall in respect of their day-to-day work be under the administrative control of the head of the office or institution to which they are posted. Irrespective of the authority mentioned in Part I of the schedule, the Heads of the Departmets and University Officer Incharge of that office/institution shall be the competent authority to transfer them within the office/institution to inflict punishment of censure. Suspension, and recovery of charges and stoppage of increment. These Officers/Heads of Departments shall also be competent to issue certificates regarding completion of the probationary period or to extend the period of probation of such employees.

(2) The University cadre shall consist of such employees as are mentione in Part I of the Schedule.

3. *The Cadre of the University Officers under whom the post is administratively placed.*

(1) Employees borne on the cadre shall work under the administrative control of the concerned University

officer. All matters affecting their promotion, transfer and other conditions of service shall be determined by the concerned officer in accordance with the relevant Statute framed under the Act.

(2) This cadre shall consist of such employees as are mentioned in Part II of the schedule.

Note - For purposes of this Statute; pay shall include all allowances except local compensatory allowance and house rent.

4. *Appointments* : The appointments by promotion shall be made on the basis of seniority *-cum-*merit. The appointments by direct recruitment shall be made strictly on merit.

5. (1) (i) "The appointment of group 'A' employees excepting those mentioned in schedule Part-IV (a & b) shall be made by the Vice-Chancellor on behalf of the Board of Management. 75% of the posts shall be filled by promotion. If suitable persons are available subject to the requirement of passing the prescribed departmental examination/test, if any, for the post held by the employee concerned, and the rest by direct recruitment from the open market, the employees of the University being eligible for appointment."

In the case of group 'A' employees mentioned in schedule Part-IV (a), appointment shall be made by the Vice-Chancellor, 75% of the posts shall be filled by promotion, if suitable persons are available subject to the requirement of passing the prescribed departmental examination/test, if any, for the post held by the employee concerned, and the rest by direct recruitment from the open market, the employees of the University being eligible for appointment.

(ii) In case of group 'A' employees mentioned in schedule Part-IV (b), the appointment shall be made by the Vice-Chancellor by 100% promotion subject to the requirement of passing the prescribed departmental examination/test, if any, for the post held by the employee concerned.

Provided that an employee who has attained the age of 55 years and put in 30 years service in the PAU and is exempted from passing the departmental

examination/test prescribed for the post held by him/her will be considered for promotion but such employee can avail one promotion only after the age of 55 years.

(2) *Manner of appointment by promotion* - In the case of promotion to group 'A' posts against 75% quota, seniority and merit of the candidate concerned will be kept in view by the appointing authority in each case. The cases of promotion to group 'A' posts, shall be referred to the selection committee constituted for direct recruitment.

(3) *Manner of appointment by direct recruitment*- The following procedure shall be adopted for making appointment to group 'A' posts by direct recruitment.

(i) The Vice-Chancellor may have the post advertised with such qualifications as have been prescribed and/or invite suggestions and recommendations from such persons/institutions/agencies as he deems proper.

(ii) (a) After having advertised the post and received applications and/or after having obtained the suggestions or recommendations from appropriate persons, institutions and agencies, the Vice-Chancellor may appoint a selection committee to make recommendations and approve appointment in respect of group 'A' employees mentioned in Schedule Part-IV (a) and on behalf of the Board of Management in respect of other group 'A' employees. However, if there is any representation against appointment addressed to the Vice-Chancellor in respect of appointments made by him on behalf of Board of Management or when there is lack of unanimity in the meeting of a Selection Committee then the matter may be brought before the Board.

Provided the Vice-Chancellor may accept the recommendations of the Selection Committee for appointment by promotion of group 'A' employees (except those mentioned in Schedule Part-IV) on behalf of the Board of Management and approve their promotion. However, such cases may be brought before the Board for information.

(b) Ordinarily the selection committee will consist of the following :-

- (a) The Registrar;
- (b) The Comptroller;
- (c) The Dean, Post-graduate Studies;
- (d) Any other person or persons nominated by the Vice-Chancellor.

(iii) Where the Vice-Chancellor finds that it is not possible to appoint a committee as above, or where the nature of the post warrants it, he may constitute an ad-hoc selection committee.

(iv) The chairman of the committee with the help of a Screening Committee to be appointed by him shall scrutinize all the applications, suggestions and recommendations received and prepare a list of the candidates who shall be either called for interview or considered in absentia. He may also include in such a list person/persons who have not applied or have not been recommended by the persons, institutions and agencies to whom the matter had been referred.

(v) After interviewing the candidates or considering them in absentia, as the case may be, the committee shall recommend to the Vice-Chancellor, as far as possible, at least three persons in order of preference.

(vi) After receiving the recommendations of the selection committee, the Vice-Chancellor may, if he considers it necessary, request the committee to consider additional names or to review or reconsider its recommendations. He may also, if he considers it necessary, himself interview persons recommended by the committee and/or other whom he considers to be suitable.

(vii) The recommendations of the Selection Committee will be submitted to the Vice-Chancellor for approval. However, if there is any representation against appointment addressed to the Vice-Chancellor in respect of appointments made by him on behalf of the Board of Management or when there is lack of unanimity in the meeting of a Selection Committee then the matter may be brought before the Board.

6. (1) (a) The appointment of group 'B' employees excepting technical posts shall be made by the Vice-

Chancellor by 100% promotion subject to the requirement of passing the departmental test, if any, prescribed for the said post.

Provided that an employee who has attained the age of 55 years and put in 30 years service in the PAU and is exempted from passing the departmental examination/test prescribed for the post held by him/her will be considered for promotion, but such employee can avail one promotion only after the age of 55 years.

The appointment of group 'B' technical employees falling under G-I to G-II categories shall be made by the Vice-Chancellor by 100% promotion provided they possess prescribed qualifications for the post held under reconstituted lower group.

The appointment of group 'B' technical employees in G-III category excepting those mentioned in Schedule Part-V shall be made by 100% promotion from amongst the employees in G-IV category provided they possess prescribed qualifications for the post held under reconstituted lower group.

Provided that an employee who has attained the age of 55 years and put in 30 years service in the PAU and is exempted from passing the departmental examination/test prescribed for the post held by him/her will be considered for promotion but such employee can avail one promotion only after the age of 55 years.

Provided that if suitable persons are not available for promotion for the posts mentioned in sub-clause (a) above, the posts may be filled up by the direct recruitment from the open market for which the employees of the University shall also be eligible.

(2) The procedure for selection to group 'B' posts by direct appointment shall, as far as possible, be the same as prescribed above in the case of group 'A' employees.

(3) The cases of promotion shall be referred to the Selection Committee constituted in Schedule Part-III. Seniority-*cum*-merit of the concerned candidates shall be kept in view by the Selection Committee/appointing authority in each case.

Note : Where the lower post from which the promotion is to be made is provided in two or more Colleges/ Directorates or Offices, as the case may be, instead of formulating the seniority list of lower post for the purpose of promotion, the post to be filled shall be notified with the prescribed qualifications within the University and the Selection Committee shall consider the applications of the eligible and qualified applications on seniority-*cum*-merit basis.

6 (A) 1. The appointment of group 'D' employees with lowest pay scales and Group 'C' ministerial posts shall be made by the concerned Officers of the University by direct recruitment in the manner specified in Part-III of the Schedule.

The appointment of group 'C' employees in initial entry scales of pay with maximum ranging between Rs. 7000-9200 other than group 'C' technical employees shall be made by the Vice-Chancellor by 100% promotion subject to requirement of passing the prescribed departmental examination/test, if any, for the post held by the employee concerned.

The appointment of group 'C' technical employees falling in G-III category mentioned in Schedule Part-V shall be made by the Vice-Chancellor. 75% of the vacancies shall be filled up by promotion provided they possess prescribed qualifications for the post held under reconstituted lower group and 25% by direct recruitment from open market, the employees of the University being eligible for appointment.

2. The appointment of group 'C' employees (except group 'D' posts with lowest pay scales, ministerial posts, technical posts in 'G' IV category **and the posts of Mate (Sanitation) and Security Guard** shall be made by the concerned Officers of the University in the ratio of 75% by promotion and 25% by direct recruitment. **The post of Mate (Sanitation) and Security Guard will be filled up by 100% promotion from amongst the sweepers and chowkidars.**

3. The appointment of group 'C' technical employees falling in G-IV category shall be made by the Concerned Officers of the University/75% by promotion from

amongst the employees of the University who fulfil the qualifications prescribed for the posts, by circulating the same within the University in the manner specified under note below Clause 6 of the Statutes *ibid* and 25% by direct recruitment from open market, the employees of the University being eligible for appointment.

Provided that if suitable persons are not available for promotion against promotion quota, the post may be filled by direct recruitment from the open market for which the employees of the University shall also be eligible for appointment, in the manner specified in Part-III of the Schedule.

4. The cases of promotion shall be referred to the Selection Committee constituted in Schedule Part-III. Seniority-*cum*-merit of the concerned candidates shall be kept in view by the Selection Committee/appointing authority in each case.

(B) Notwithstanding anything contained in clause 6 & 6 (A) above, suitable persons for the posts of Secretary, Private Secretary & Gunman to Vice Chancellor shall be selected by the Vice Chancellor from amongst the employees of the University in such manner as the Vice-Chancellor decides. The persons selected shall be liable to reversion to their previous positions or to their parent cadres at the discretion of the Vice-Chancellor.

PART I

THE UNIVERSITY CADRE

1. Employees under the Vice-Chancellor -
 - (i) Secretary to Vice-Chancellor.
 - (ii) Private Secretary to Vice-Chancellor.
 - (iii) All other officers/employees provided in the budget but not included at Serial Nos. 2 to 6.
2. Employees under the Registrar :-
 - (i) Deputy Registrar.
 - (ii) Assistant Registrar.
 - (iii) Office Superintendent.
 - (iv) Ministerial posts.
 - (v) Daftaries, Messengers, Sweepers and Chowkidars in the University Administration scheme.
 - (vi) Press Manager and the staff under him.
 - (vii) Bus, Car, Jeep, Truck Drivers.
 - (viii) Medical Officers and other staff under them such as Dispensers, Compounders, Nurses etc.
3. Employees under the Comptroller :-
 - (i) Accounts Officer.
 - (ii) Assistant Accounts Officer.
 - (iii) Accounts Officer (Store Purchase Organisation) and his staff.
 - (iv) Any other post brought on the schedule under the orders of Vice-Chancellor.
4. Employees under the Estate Officer :-
 - (i) Deputy Estate Officer.
 - (ii) Assistant Estate Officer and the other watch and ward staff and sanitary staff under them including Chowkidars and Sweepers.
 - (iii) Security staff.
 - (iv) Telephone Operator.

- (v) Architects and Engineering staff under them.
 - (vi) Any other post brought on the schedule under the orders of the Vice-Chancellor.
5. Employees under the Librarian -
- (i) Deputy Librarian and other staff sanctioned in the various libraries in the Departments, Colleges and the University.
 - (ii) Any other post brought on the schedule under the orders of the Vice-Chancellor.
6. Employees under the Director of Students' Welfare.
- (i) The staff sanctioned in connection with :
 - (a) Arrangements for housing and messing of students;
 - (b) Programme of students counselling; and
 - (c) Physical Education Programme in the various constituent colleges of the University.
 - (ii) Any other post brought on the schedule under the orders of the Vice-Chancellor.

Part II

1. Employees under the Deans of the Constituent Colleges -
- (i) Group 'B', 'C' & 'D' employees provided in the budget sanctioned for the constituent colleges concerned but not included in Part I of the Schedule.
 - (ii) Any other post brought on the Schedule under the orders of the Vice-Chancellor.
2. Cadre of the Director of Research-
- (i) Group 'B', 'C' & 'D' employees provided in the budget sanctioned for the research schemes but not included in Part I of the Schedule and 1 above.

- (ii) Any other post brought on the Schedule under the orders of the Vice-Chancellor.
3. Cadre of the Director of Extension Education:-
- (i) Group 'B', 'C' & 'D' employees sanctioned in the budget under extension education schemes but not included in Part I of this Schedule and (1) and (2) above.
 - (ii) Any other post brought on the Schedule under the orders of the Vice-Chancellor.

PART III
(Selection Committee, etc. for Appointments of Group 'B', 'C' and 'D' employees)

Sr. No.	Designation of the post	Appointing authority	Constitution of selection committee	Mode of selection
1	2	3	4	5
1.	All Ministerial posts other than, Stenographers, Steno-typists, Clerks and Group 'B' & 'C' employees under the Registrar and Vice Chancellor.	Vice Chancellor	1. Registrar 2. Comptroller 3. Two other persons to be nominated by the Vice Chancellor	Procedure for selection shall be as prescribed in the Statutes for 'A' group employees.
2.	Clerks, Steno-typists, Typists	Registrar	1. Registrar 2. Two other persons to be nominated by the Vice-Chancellor	2 (a) The Registrar shall advertise the posts and arrange tests. For Clerks, a paper of 85 marks comprising Punjabi, English, Arithmetic of Matric Standard consisting of 20 marks of each paper and General Knowledge consisting of 25 marks shall be prescribed. The candidates will have to qualify the written test with atleast 60% marks in aggregate but minimum 40% marks in each subject. The candidate having passed the written test with the above aggregate shall be required to qualify the typewriting test in Punjabi with a speed of 30 w.p.m. either on computer or on manual or electronic typewriter. The merit list of candidates to be selected for appointment shall be prepared on the basis of aggregate marks

obtained by them in the written test and having passed the type test and the marks obtained in the interview for which 15 marks shall be allotted. In the case of typists, a test of type writing with a minimum speed of 40 w.p.m. shall be necessary. With regard to the Steno-typists, a competitive test in English shorthand consisting of a passage of 400 words at a speed of 80 w.p.m. to be transcribed at the speed of 15 w.p.m. and Punjabi shorthand test consisting of 200 words at a speed of 50 w.p.m. to be transcribed at the speed of 10 w.p.m. shall be held. However, 8% mistakes will be permissible. A merit list on the basis of above shall, thereafter, be prepared and interview held.”

2(b) Group 'D' employees whose scale of pay is less than Clerk will be considered for appointment as Clerk provided :

(i) They are Matriculate with Punjabi.

(ii) They have worked in the University for atleast five years and qualify the typewriting test in Punjabi with a speed of 30 w.p.m. before his appointment either on computer or on manual or electronic typewriter.

(iii) Their work and conduct is satisfactory.

NOTE : The vacancies shall be filled in the ratio of 75:25 i.e. 75% from open market and 25% from amongst the Group D employees.

3. Stenographers
- Vice Chancellor
1. Registrar
 2. Comptroller
 3. Two persons to be nominated by Vice Chancellor
- (a) The Committee shall prepare a list of candidates after advertising and including names of eligible candidates from amongst the existing employees of the University as well as their consulting other appropriate institutions and agencies for suggestions. The committee shall then arrange for competitive test in shorthand of the candidates with such requisite speed and in such manner as the Vice-Chancellor may lay down in this behalf.
- (b) The committee shall then arrange for competitive test in shorthand of the candidates with such requisite speed and in such manner as the Vice-Chancellor may lay down in this behalf.
- (c) On the basis of the merit list prepared as a result of the test, the committee shall hold an interview and submit their recommendations to the Vice-Chancellor.
- Proficiency test for Senior Scale Stenographers :*
The test will consist of a passage in English/Punjabi of 500 words dictated at a speed of 100 words per minute which the candidates will be required to transcribe at the rate of 20 w.p.m. Four per cent mistakes will be permissible.
- Proficiency test for Junior Scale Stenographers :*
The test will consist of a passage in English of 500 words dictated at a speed of 100 words per minute which the candidates will be required to transcribe at the rate of 20 words per minute. Eight per cent mistakes will be permissible.
4. 'B' Group posts under the Librarian
- Vice Chancellor
1. Librarian
 2. Two other persons to be nominated
- The procedure for selection shall be as prescribed in the Statutes for group 'A' employees so far as possible.

5. (i) 'D' group employees with lowest pay scales
- Librarian
- by the Vice-Chancellor.
1. Librarian
 2. Two other persons to be nominated by the Vice-Chancellor.
- (ii) 'C' group employees (in initial entry scale of pay with maximum ranging between Rs. 7000-9200 other than 'C' group technical employees.
- Vice Chancellor
1. Librarian
 2. Two other persons to be nominated by the Vice-Chancellor.
- (iii) 'C' group technical employees falling in G-III category in schedule Part-V
- Vice Chancellor
1. Librarian
 2. Two other persons to be nominated by the Vice-Chancellor.
- (iv) 'C' group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)
- Librarian
- (v) 'C' group technical employees falling in G-IV category.
- Librarian
- do-

6.	'B' Group posts under the Press Manager	Vice Chancellor	1. Registrar 2. Comptroller 3. Two other persons to be nominated by the Vice-Chancellor.	The procedure for selection shall be as prescribed in the Statutes for group 'A' employees so far as possible.
7.	(i) 'D' Group employees with lowest pay scales	Registrar	1. Registrar 2. Press Manager 3. Two other persons to be nominated by the Vice-Chancellor.	-do-
	(ii) 'C' group employees (in initial entry scale of pay with maximum ranging between Rs. 7000-9200 other than 'C' group technical employees.	Vice Chancellor	-do-	-do-
	(iii) 'C' group technical employees falling in G-III category in Schedule Part-V	Vice Chancellor	-do-	-do-
	(iv) 'C' group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)	Registrar	-do-	-do-
	(v) 'C' group technical employees falling in G-IV category.	Registrar	-do-	-do-

8.	(i) 'D' group employees with lowest pay scales	Registrar	1. Registrar 2. Comptroller 3. Any other Officer to be nominated by the Registrar.	-do-
	(ii) 'C' group employees (in initial entry scale of pay with maximum ranging between Rs. 7000-9200 other than 'C' group technical employees.	Vice Chancellor	1. Registrar 2. Comptroller 3. Any other Officer to be nominated by the Registrar.	-do-
	(iii) 'C' group technical employees falling in G-III category in Schedule Part-V	Vice Chancellor	-do-	-do-
	(iv) 'C' group employees (except with lowest pay scales and technical posts in G-IV category)	Registrar	-do-	-do-
	(v) 'C' group technical employees falling in G-IV category.	Registrar	-do-	-do-
9.	'B' Group employees under the Estate Officer	Vice Chancellor	1. Estate Officer 2. Dean/COAE&T 3. Any other officer nominated by the Vice Chancellor.	-do-

10. (i) 'D' Group employees with lowest pay scales	Estate Officer	1. Estate Officer 2. Dean/COAE&T 3. Any other officer nominated by the Vice-Chancellor.	-do-
(ii) 'C' group employees (in initial entry scale of pay with maximum ranging between Rs. 7000-9200 other than 'C' group technical employees.	Vice Chancellor	-do-	-do-
(iii) 'C' group technical employees falling in G-III category in Schedule Part-V.	Vice Chancellor	-do-	-do-
(iv) 'C' group employees (except with lowest pay scale, ministerial posts and technical posts in G-IV category)	Estate Officer	-do-	-do-
(v) 'C' group technical employees falling in G-IV category	Estate Officer	-do-	-do-
11. 'B' Group employees under the Director Students' Welfare	Vice Chancellor	1. Director Students' Welfare 2. Deputy Director Students' Welfare	-do-

12. (i) 'D' group employees with lowest pay scales	Director Students' Welfare	3. Any other officer nominated by the Vice Chancellor. (i) Director Students' Welfare (ii) Any two other officers/ employees nominated by the Director Students Welfare	-do-
(ii) 'C' group employees (in initial entry scale of pay with maximum ranging between Rs. 7000-9200 other than 'C' group technical employees.	Vice Chancellor	(i) Director Students' Welfare (ii) Any two other officers nominated by the Vice Chancellor	-do-
(iii) 'C' group technical employees falling in G-III category in Schedule Part-V	Vice Chancellor	-do-	-do-
(iv) 'C' group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)	Director Students' Welfare	-do-	-do-
(v) 'C' group technical employees falling in G-IV category	Director Students' Welfare	-do-	-do-

<p>13. 'B' group posts under the Comptroller (i) Other than store-keeper</p>	<p>Vice Chancellor</p>	<p>1. Comptroller 2. Registrar 3. Any other Officer nominated by the Vice-Chancellor.</p>	<p>The procedure for selection shall be as prescribed in the Statutes for grade 'A' employees so far as possible.</p>
<p>(ii) Store-keepers</p>	<p>Vice Chancellor</p>	<p>-do-</p>	<p>The post of Store-Keeper is in the line of promotion of Store cadre and is filled up by 100% amongst the Store-Khalasi/Store Mates working in the University. However, whenever it becomes necessary to fill up this post by direct recruitment from the open market, the procedure for selection shall be on the basis of written test, the syllabus of which shall be such as may be approved by the Vice-Chancellor from time to time. The candidates qualifying in the written test with atleast 50% marks shall be called for interview. The merit list of the candidates to be selected for appointment shall be prepared on the basis of aggregate marks obtained by them in the written test for which 80 marks shall be allotted and the marks obtained in interview for which 20 marks shall be allotted. The procedure for selection shall be as prescribed in these Statutes for group 'A' employees as far as possible or as approved by the Vice-Chancellor from time to time.</p>
<p>14. (i) 'D' group employees with lowest pay scales</p>	<p>Comptroller</p>	<p>1. Comptroller 2. Any other two officers nominated by the Comptroller</p>	<p>The procedure for selection shall be as prescribed in these Statutes for group 'A' employees as far as possible or as approved by the Vice-Chancellor from time to time.</p>

<p>(ii) 'C' group employees (in initial entry scale of pay with maximum ranging between Rs. 7000-9200 other than 'C' group technical employees.</p>	<p>Vice Chancellor</p>	<p>1. Comptroller 2. Any other two officers nominated by the Vice Chancellor</p>	<p>(A) 75% from open market : The procedure for selection shall be on the basis of written test, the syllabus for which shall be such as may be approved by the Vice-Chancellor from time to time. The candidates qualifying in the written test with atleast 50% marks shall be called for interview. The merit list of the candidates to be selected for appointment shall be prepared on the basis of aggregate marks obtained by them in the written test for which 80 marks shall be allotted and the marks obtained in the interview for which 20 marks shall be allotted.</p>
<p>(iii) 'C' group technical employees falling in G-III category in Schedule Part-V</p>	<p>Vice Chancellor</p>	<p>-do-</p>	<p>The merit list of the candidates to be selected for appointment shall be prepared on the basis of aggregate marks obtained by them in the written test for which 80 marks shall be allotted and the marks obtained in the interview for which 20 marks shall be allotted.</p>
<p>(iv) 'C' group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)</p>	<p>Comptroller</p>	<p>-do-</p>	<p>(B) 25% from amongst the group 'C' & 'D' employees : Group 'C' & 'D' employees whose scale of pay is identical to/less than that of Store Mate, will be considered for appointment as Store Mates provided :</p>
<p>(v) 'C' group technical employees falling in G-IV category</p>	<p>Comptroller</p>	<p>-do-</p>	<p>Mates provided : (i) They are Matriculates. (ii) They have worked in the University for atleast four years and qualify the General English & Punjabi test with atleast 40% marks. (iii) Their work and conduct is satisfactory. Note : The existing/future vacancies shall be filled in the ratio of 75:25 i.e. 75% from open market and 25% from amongst the group 'C' and 'D' employees.</p>
<p>15. 'B' group employees under the Deans</p>	<p>Vice Chancellor</p>	<p>1. Dean of the constituent</p>	<p>The procedure for selection shall be as prescribed</p>

<p>college concerned in these Statutes for group 'A' employees so far as possible.</p> <ol style="list-style-type: none"> 2. Dean, Postgraduate Studies 3. Director of Research 4. Director of Extension Education 5. Any other teacher nominated by the Vice-Chancellor 	<p>16. (i) 'D' group employees with lowest pay scales</p> <p style="text-align: center;">Dean</p>	<p>The procedure for selection shall be as prescribed in these Statutes for group 'A' employees so far so possible.</p> <p style="text-align: right;">-do-</p>
<p>(ii) 'C' group employees (in initial entry scale of pay with maximum ranging between Rs. 7000-9200 other than 'C' group technical employees.</p> <p style="text-align: center;">Vice Chancellor</p>	<p>(i) Dean 2. Head of the Deptt. in which the vacancy exists 3. Any other officer nominated by the Vice Chancellor</p> <p style="text-align: right;">-do-</p>	
<p>(iii) 'C' group technical employees falling in G-III category in Schedule Part-V</p> <p style="text-align: center;">Vice Chancellor</p>	<p>(i) Dean 2. Head of the Deptt. in which the vacancy exists 3. Any other officer nominated by the Vice Chancellor</p> <p style="text-align: right;">-do-</p>	

<p>(iv) 'C' group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)</p> <p style="text-align: center;">Dean</p>	<p>17. 'B' group employees under the Director of Research</p> <p style="text-align: center;">Vice-Chancellor</p>	<p>1. Director of Research 2. One Dean or Director nominated by the Vice-Chancellor 3. Dean, Post-graduate Studies 4. Head of the Deptt. under whom the vacancy exists</p> <p style="text-align: right;">-do-</p>
<p>(v) 'C' group technical employees falling in G-IV category</p> <p style="text-align: center;">Dean</p>	<p>18. (i) 'D' group employees with lowest pay scales</p> <p style="text-align: center;">Director of Research</p>	<p>(i) Director of Research/ Additional Director of Research (ii) Head of the Deptt. under whom the vacancy exists (iii) Any other Officer nominated by the Director of Research</p> <p style="text-align: right;">-do-</p>

(ii) 'C' group employees (in initial entry scale of pay with maximum ranging between Rs. 7000-9200 other than 'C' group technical employees.	Vice Chancellor	(i) Director of Research/ Additional Director of Research (ii) Head of the Deptt. under whom the vacancy exists (iii) Any other Officer nominated by the Vice-Chancellor	-do-
(iii) 'C' group technical employees falling in G-III category in Schedule Part-V	Vice Chancellor		-do-
(iv) 'C' group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)	Director of Research		-do-
(v) 'C' group technical employees falling in G-IV category	Director of Research		-do-
19. 'B' group employees under the Director of Extension Education	Vice Chancellor	1. Director of Extension Education 2. One Dean or Director nominated by the Vice-Chancellor 3. Dean, Postgraduate Studies 4. Head of the Deptt. under whom the vacancy exists.	-do-

20. (i) 'D' group employees with lowest pay scales	Director of Extension	1. Director of Extension Education 2. Head of Department under whom the vacancy exists. 3. Any other Officer nominated by the Director of Extension Education.	-do-
(ii) 'C' group employees (in initial entry scale of pay with maximum ranging between Rs. 7000-9200 other than 'C' group technical employees.	Vice Chancellor	1. Director of Extension Education 2. Head of Department under whom the vacancy exists. 3. Any other Officer nominated by the Vice Chancellor	-do-
(iii) 'C' group technical employees falling in G-III category in Schedule Part-V	Vice Chancellor		-do-
(iv) 'C' group employees (except with lowest pay scales, ministerial posts and technical posts in G-IV category)	Director of Extension		-do-
(v) 'C' group technical employees falling in G-IV category	Director of Extension		-do-

PART - IV

(a)

Sr. No. Name of the post

1. Assistant Accounts Officer.
2. Admn-cum-Accounts Officer.
3. Assistant Registrar.
4. Business Manager.
5. Art Executive-cum-Exhibition Officer.
6. Press Manager.
7. Officer on Special Duty.
8. Superintendent Girls' Hostel.
9. Welfare Officer.
10. Sub-Divisional Engineer.
11. Assistant Architect.
12. Workshop Superintendent.

(b)

1. Superintendent
2. Personal Assistant
3. Assistant Store Officer
4. Any other post of Group 'A' brought in the schedule under the orders of the Vice-Chancellor

PART - V

1. Agricultural Sub-Inspector
2. Horticultural Sub-Inspector
3. Horticultural Supervisor
4. Extension Demonstrator
5. Demonstrator
6. Investigator
7. Fieldman
8. Budder
9. Plant Observer.

PART - VI

1. - deleted -
2. Four posts of Investigators provided in the scheme entitled "Kandi Watershed and Area Development Project (Integrated Watershed Development Hills) (Evaluation Cell) Plan-56.

CHAPTER VI

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

PART-A

1. In this statute unless the context otherwise requires:-

Definitions

- (a) "Appointing authority" means the authority competent to make appointments to various categories of posts according to the Statutes made under clauses (c) and (d) of Section 31 of the Act;
- (b) Deleted;
- (c) "Duty" includes service as a probationer or apprentice provided that such service is followed by conformation without a break;
- (d) "Earned leave" means leave earned in respect of period spent on duty;
- (e) "Employees" for the purpose of this Statute means officers and other employees of the University not being teachers; and includes officers and other employees on foreign service with the University;
- (f) Deleted;
- (g) The term Group 'A', 'B', 'C' and 'D' used in this Statute shall carry the same meaning as assigned to them in the Statute relating to the appointment of employees of the University other than officers and teachers;
- (h) "Leave" includes earned leave, maternity leave, leave not due, half pay leave, commuted leave, leave preparatory to retirement, hospital leave and extraordinary leave but does not include casual leave;
- (i) "Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in any officiating capacity and including special pay or a personal pay, if any, but not other allowances;
- (j) "Service" means the whole period of continuous service including periods spent on leave; and
- (k) "Average pay" means the average monthly pay earned during the 10 complete months immediately preceding

**Age of entry/
Age of
retirement**

the month in which the event occurs which necessitates the calculation of average pay.

2. (a) A person whose age is less than 18 years may not ordinarily be appointed to any post in the University.
- (b) All employees of the University shall retire from its service on the afternoon of the last day of the month in which they attain the age of 60 years provided that nothing in this clause shall apply to Vice-Chancellor or to any technical or scientific personnel appointed for a specific period under a contract and provided further that Vice-Chancellor may re-employ any employee up to the age of 63 years. Even after that date, University may re-employ such persons on contract basis at the most for a period of two years.
- (c) Notwithstanding anything contained in sub-clause (b), employees of the Punjab Government who were taken by the University in its service and who were treated as on foreign service shall retire from service in accordance with the rules prescribed by the Punjab Government for the retirement of its employees provided that the University may re-employ any of such employees on its own terms and conditions.
- (d) (i) An employee of the University who has completed 20 years qualifying service, may retire from service voluntarily by giving notice of three months in writing to the Vice-Chancellor.
 Provided if an employee, while on leave, intends to seek voluntary retirement without resuming duties, he/she will be allowed to retire voluntarily from the date he/she proceeded on leave, if she/he had completed 20 years qualifying service on that date. In that case the leave already sanctioned to him/her would stand cancelled automatically and the amount of leave salary, if any, paid to him/her, would be recovered from him/her in addition to salary in lieu of three months notice.
- (ii) The notice of voluntary retirement given under (i) shall require acceptance by the Vice-Chancellor, who may generally give acceptance in all cases except those in which disciplinary proceedings are pending or contemplated against the employee concerned for the imposition of a major penalty.
- (iii) Where the Vice-Chancellor does not refuse to grant permission for retirement before the expiry of the period specified in the said notice, the retirement shall become

effective from the date of expiry of the said notice.

The employee who has elected to retire and has given the necessary notice to that effect to the appropriate authority, shall be pre-cluded from withdrawing his notice except with the specific approval of the Vice-Chancellor. Provided that the request for withdrawal shall be made before the intended date of his retirement.

- (iv) An employee who retires under sub-clause (d) (i) above shall be allowed gratuity by the Vice-Chancellor as admissible under the rules, in recognition of the service rendered by him. While granting gratuity to a University employee retiring voluntarily under these provisions, his qualifying service as on the date of intended retirement shall be increased by a period not exceeding five years, so however, that the total qualifying service of the employee as increased shall not in any case exceed 33 years or the period of qualifying service, which the employee would have completed had he retired on the date of his superannuation, whichever be less. Provided that gratuity of employee retiring under these provisions shall be based on the emoluments as per provisions of the Punjab Civil Service Rules, Vol. II and the increase in his qualifying service shall not entitle him to any notional fixation of pay for purpose of calculating gratuity.

Note : 1. A notice of less than three months may also be accepted by the Vice-Chancellor in deserving cases.

2. If an employee retires while he is on leave not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave shall be recovered as provided in rule 8.11(d) of the Punjab Civil Services Rules, Volume I, Part I.
3. In computing the notice period of three months' referred in sub-clause (d) (i), the date of service of notice and the date of its expiry shall be excluded.
- (e) "An employee who has been declared completely and permanently incapacitated for the discharge of duties due to physical or mental unfitness will, if he/she is on duty be invalidated and retired from the service from the date of his relief of his/her duties which should be arranged without delay on receipt of the medical certificate or if he/she is on leave at the time of submission of medical certificate, he/she shall be invalidated from service on the expiry of that leave or extension of leave. Such an employee will, however, be entitled to the service benefits as mentioned in Rule 11.2 of Chapter 2 (General Provisions relating to grant of Pension) of Statutes regarding Pension and Provident Fund and Pension Rules subject to production of medical certificate as provided in the Pension Statutes *ibid.*"
- (f) "The Vice-Chancellor shall, if he is of the opinion that it is in the University interest to do so, have the absolute right, by giving an employee prior notice in writing, to

retire that employee on the date on which he/she completes 25 years of qualifying service or attains 50 years of age or any date thereafter to be specified in the notice.

Provided that where at least three months' notice is not given or notice for a period less than three months' is given, the employee shall be entitled to claim a sum equivalent to the amount of his/her pay and allowances, at the same rates at which he/she was drawing them immediately before the date of retirement, for a period of three months or, as the case may be, for the period by which such notice falls short of three months."

Number of posts

3. The number of posts of employees of the University shall be such as may be determined by the Vice-Chancellor with the approval of the Board provided that nothing in this clause shall affect the inherent right of the University to make subsequent additions to or alterations in the strength of each class of posts whether permanently or temporarily.

Emoluments

4. (1) The grades of pay of employees of the University shall be such as may be determined by the Board on the recommendations of the Vice-Chancellor provided that nothing in this clause shall affect the inherent right of the University to revise the sanctioned emoluments of any post at any time without adversely affecting an employee of the University already holding such a post.
- (2) The appointing authority may sanction a higher start than the minimum of the grade on first appointment or advance increments if it deems fit.
- (3) An employee of the University may be permitted to accept remuneration/allowance for work done other than on the business of the University, on such terms and conditions as may be approved by the Vice-Chancellor.

Qualifications

5. (1) The Academic and other qualifications of officers and group 'A' employees of the University, excepting those mentioned in the Schedule Part IV of Chapter V, shall be such as may be laid down by the Vice-Chancellor with the approval of the Board provided that the Vice-Chancellor may with approval of the Board appoint a person not possessing the approved qualifications of an officer or group 'A' employee of the University.

The academic and other qualifications of group 'A' employees of the University shall be such as may be laid down by the Vice-Chancellor with the approval of Board of Management provided the Vice-Chancellor may appoint

a person not possessing approved qualifications for such employees.

- (2) The Academic and other qualifications of group 'B', 'C'; & 'D' employees of the University shall be such as may be laid down by the appointing authority with the approval of the Vice-Chancellor provided that the appointing authority may with the approval of the Vice-Chancellor, appoint a person not possessing the approved qualifications of group 'B', 'C' & 'D' employees of the University.

6. (1) All employees of the University shall on the first appointment to a post in the University be examined (unless exempted by competent authority or under the provisions of the Statute) by one of the Medical Officers of the University. In order to continue in the University service, the employee must be declared medically fit by the Medical Officer concerned. Before being examined by the Medical Officer, he shall be required to make a declaration in form I attached to this Statute. The Medical Officer of the University examining the employee shall furnish a certificate about the health of the employee in form II. The employees shall be examined by the Medical Officer of the University before their joining the service.

The Vice-Chancellor may exempt any employee from producing a certificate of fitness, The fees that different categories of the employees will be required to pay for getting themselves examined by the University Medical Officer, shall be as prescribed by the Vice-Chancellor.

In case of doubt, the Vice-Chancellor may constitute a panel of doctors to examine an employee for medical fitness. This may be done either on the receipt of the report of the Medical Officer or on an application made by the concerned employee.

- (2) Deleted
- (3) The standard of medical fitness shall be as may be prescribed by the Vice-Chancellor.
- (4) An employee of the University not found medically fit by the Medical Board or the Medical Officer or any other medical expert approved by the Vice-Chancellor for this purpose shall cease to be in the employment of the University. The Employee concerned shall have a right of appeal to an Appellate Medical Board to be constituted by the Vice-Chancellor for this purpose. All costs in connection with the re-examination of the employee

Medical certificate of fitness on first entry into the University Service

- concerned shall be borne by the employee himself unless he is declared fit by the Appellate Medical Board.
- (5) The following classes of employees shall be exempted from producing medical certificate of fitness :
- (i) --- deleted ---
 - (ii) Any employee appointed in a temporary vacancy for a period not exceeding six months; and
 - (iii) All employees on deputation with the University.
- (6) --- deleted ---
7. (1) Except, when otherwise provided in the Act or Statutes or in the special terms of an appointment on fixed tenure or contract or deputation which will be governed by the terms of that appointment or deputation, all employees of the University recruited by direct appointment shall remain on probation for a period of two years while those recruited otherwise shall remain on probation for one year which period may be extended or reduced by the Vice-Chancellor.
- The above provision shall also be applicable in the case of teachers.
- (2) The Head of Department or Controlling Officer of an employee shall send to the appointing authority, at least two months before the date of the expiry of the probationary period, a report about the work and conduct of the employee, appointed on probation, with a definite recommendation for his conformation in the service or otherwise.
- (3) If during the period of probation, the work and conduct of an employee is, in the opinion of the appointing authority, not satisfactory, it may dispense with his service if the appointment is by way of direct recruitment or he may be reverted to his former post if the appointment is by way of promotion, or extend the period of probation and pass such orders as would have been passed by it on the expiry of the first period of probation, provided that the total period of probation including extension, if any, shall not exceed three years.
- (4) On the satisfactory completion of the period of probation, the appointing authority shall issue a declaration in favour of the employee indicating the satisfactory completion of the period of probation. Such an employee may be confirmed on the availability of a substantive vacancy.
8. The seniority *inter se* of the employee shall be determined by the dates of their continuous appointment to the posts :

**Seniority of
Members of
the service**

Provided that in the case of employees appointed directly the order of merit determined by the selecting authority shall not be disturbed and persons appointed as a result of an earlier selection of the same post shall be senior to those appointed as a result of a subsequent selections :

Provided that the Seniority of the reserved, category persons and the general category person on promotion in the higher grade shall be governed by their panel position i.e. w.r.t. *inter se* seniority in the lower grade, as per instructions issued by the Punjab Govt. for its employees from time to time with the approval of the Vice-Chancellor.

Provided further that in the case of two or more employees appointed on the same date, their seniority shall be determined as follows :

- (a) an employee recruited by direct appointment shall be senior to a member recruited otherwise;
- (b) an employee recruited by promotion shall be senior to a person recruited by transfer;
- (c) in the case of employees recruited by promotion or transfer, seniority shall be determined according to the seniority of such employees in the appointments for which they were promoted or transferred; and
- (d) in the case of employees recruited by transfer from different cadres, their seniority shall be determined according to pay; preference being given to a member who was drawing higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by their length of service in those appointments; and if the length of such service is the same, an older member shall be senior to a younger member.

Explanation :- Service rendered by Government employees on foreign service with the University shall count for seniority provided such employees resign Government jobs and agree to be regularly absorbed in the service of the University.

- Note* - 1. This rule shall not apply to persons appointed on purely provisional basis.
2. In the case of employees whose period of probation is extended under clause 7 of these statutes, the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

- Provident Fund**
9. Employees of the University who are covered under the PAU Employees Pension Scheme shall subscribe to General Provident Fund and those who are not covered under the aforesaid scheme shall subscribe to the Contributory Provident Fund.
- Death-cum-Retirement Gratuity**
10. The Vice-Chancellor may sanction gratuity to the University employees as per provisions contained in the Statutes regarding Pension and Provident Funds. However, the cases of Death-cum-retirement Gratuity not covered in these Statutes shall be regulated in accordance with the rules framed by the State Govt. from time to time for its own employees. For any doubt or clarification, the decision of the Vice-Chancellor shall be final.
- Ex-Gratia Grants and other benefits**
11. If an employee of the University dies while in service, the family of the deceased shall be entitled to Ex-gratia grant and other benefits as per provisions in the Statutes regarding Pensions and Provident Funds. However, the cases of Ex-gratia grants and other benefits not covered in these Statutes shall be regulated in accordance with the rules framed by the State Govt. from time to time for its own employees with the approval of the Vice-Chancellor. The ex-gratia grant and other benefits shall be sanctioned by the Vice-Chancellor on the recommendations of the concerned officer under whom the employee was working at the time of death.
- Authorities empowered to impose penalties**
12. *Penalties* :- (i) The following penalties may, for good and sufficient reason, be imposed upon any employee of the University :-
- Minor penalties**
- Censure;
 - Withholding of his promotion;
 - Recovery from his pay of the whole or part of any pecuniary loss caused by him to the University by negligence or breach of orders;
 - Withholding of increments of pay without cumulative effect;
- Major penalties**
- Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the University employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay;

- Reduction to lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the University employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the University employee was reduced and his seniority and pay on such restoration to that grade, post or service;
- Compulsory retirement;
- Removal from service which shall not be a disqualification for future employment under the University.
- Dismissal from service which shall ordinarily be a disqualification for future employment under the University.
- Except where otherwise laid down in this Statute, the authority competent to appoint shall be competent to impose any kind of punishment including removal from office on grounds of misconduct, gross inefficiency, etc. In the event of any such order to punishment by the competent authority, the employee concerned shall have the right to appeal to the next higher authority whose decision shall be final.
- No penalty of dismissal, removal or reduction shall be imposed unless the employee has been given a reasonable opportunity of showing causes against the action proposed to be taken in regard to him.
- The grounds on which it is proposed to take action under clause 12 (c), (e), (f) and (g) shall be reduced to the form of a definite charge or charges which shall be communicated in writing to the employee concerned and he shall be required within reasonable time to state in writing to whether he admits the truth of all or any of the charges, what explanation or defence, if any, he has to offer and whether he desires to be heard in person. If he so desires or if the appointing authority so direct, an oral enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The person charged shall be entitled to cross-examine the witnesses, to have such witnesses called as he may wish, provided that the officer conducting the enquiry may for reasons to be recorded in writing refuse to call any witness. The proceedings shall contain sufficient record of the evidence and statement of the findings and the grounds thereof.

When it is proposed to take action under clause 12 (a), (b) and (d), no order shall be passed imposing a penalty on an employee unless he has been given an adequate opportunity of making any representation that he may desire to make, and such representation, has been taken into consideration :

Provided that this condition shall not apply in a case where an order based on facts has led to his conviction in a criminal court or an order has been passed superseding him for promotion to a higher post on the ground of his unfitness for that post on account of the existence of unsatisfactory record :

Provided further that the requirements of this rule may, for sufficient reasons to be recorded in writing, be waived where it is not practicable to observe them and where they can be waived without injustice to the employee concerned.

- (v) No employee who is called upon to produce his defence as to charges which form the subject of any enquiry against him, shall be allowed to engage counsel.
- (vi) After the enquiry against an employee has been completed and after the punishing authority has arrived at a provisional conclusion in regard to penalty to be imposed, the accused employee shall, if the penalty proposed in dismissal, removal or reduction in rank be supplied with a copy of the report of the enquiry authority and be called upon to show cause within reasonable time, not ordinarily exceeding one month, against the particular penalty proposed to be inflicted upon him. Any representation submitted by the accused in this behalf shall be taken into consideration before final orders are passed.
- (vii) In the case of an appeal against an order under clause 12 (i), the appellate authority shall consider:
 - (a) whether the facts on which the order was passed have been established;
 - (b) whether the fact established afford sufficient ground for taking action;
 - (c) whether the penalty is excessive, adequate or inadequate; and after such consideration shall pass such orders as it thinks proper.

Notwithstanding anything contained in the above Statutes, the Vice-Chancellor of the appellate authority within six months of the date of the order, either on his own motion

or otherwise, call for the records of any inquiry and review any order made under the Statutes and may :-

- (a) confirm modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by order, or impose any penalty where no penalty has been imposed; or
- (c) remit the case to the authority which made the order or to any other authority directing to make such further inquiry as it may consider proper in the circumstances of the case; or
- (d) pass such other orders as it may deem fit.

Provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the University employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified under sub-clause (i) e, f and g of Clause 12 or to enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be imposed except after an inquiry in the manner laid down in the Statutes and after giving a reasonable opportunity to the University employee concerned of showing cause against the penalty proposed.

- 13. (1) Notwithstanding the provisions of Clause 12 above, the competent authority may also place an employee under suspension under the following circumstances :
 - (a) where a disciplinary proceeding against him is contemplated or is pending, or
 - (b) where a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- (2) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to a leave salary and dearness allowance (if any), which an employee would have drawn if he had been on leave on half pay :

Provided that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the orders of suspension shall be competent to vary the amount of subsistence amount for any period subsequent to the period of the first twelve months as follows :-

 - (i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the

**Allowance
and leave
during
suspension**

- substance allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the employee.
- (ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing directly attributable to the employee.
- (3) No payment shall be made unless the employee furnishes a certificate that the employee is not engaged in any other employment, business, profession or vocation.
- (4) A suspended person shall not be entitled to any leave for the period of suspension.
- Pay on reinstatement after suspension, etc.**
14. When an employee who was suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment. In the case of his dismissal, payment of the allowance shall be made in accordance with the rules relating to Civil Servants of the Punjab State Government.
15. (1) An increment shall ordinarily be drawn as a matter of course but the competent authority may withhold increment if the conduct of employee has not been good or his work not found satisfactory. Where an efficiency bar has been prescribed in a time scale, the increment next above the efficiency bar shall not be given to an employee without the specific sanction of the administrative head i.e. the Officer/Head of the Deptt. under whom he/she is working.
- (2) The service rendered on a temporary post shall count for an increment, provided the post carries the same time-scale salary.
- (3) The service during the period of demotion, and the period spent on extraordinary leave shall not count for increment except when such leave is taken for higher studies, or on medical grounds. The service during the period of deputation/foreign service will count for an increment provided the foreign employer or the employee

himself pays contribution of pension/CPF, leave salary and death-cum-retirement gratuity as contained in Punjab CSR Volume-I, Part-I.

16. An employee shall devote his whole time to the service of the University and shall not, without express permission of the competent authority, engage directly in any trade or business whatsoever or any other work which in the opinion of the competent authority may interfere with the proper discharge of his duties.
17. The competent authority may allow an employee of the University to be on deputation to an outside agency on such terms and conditions as may be determined by the competent authority in consultation with the foreign employer. No employee of the University on deputation with an outside agency shall be allowed to retain a lien on his post for more than two years unless otherwise decided by the Vice-Chancellor.
- No employee of the University shall arrange/negotiate/accept, any remuneration in the form of honorarium, stipend or whatsoever from other sources before getting express permission in this regard from the competent authority.
18. An employee shall make a declaration of his age to the *appointing authority* at the time of his entry into service based on his Matriculation Certificate and in the case of non-Matriculates, such other documentary proof as may be acceptable to the authority upon which the age will be admitted. After the declaration of age and acceptance of the same by the authority it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.
19. (1) The service of an employee shall be liable to termination on any of the following grounds :
- Gross negligence in the discharge of duty;
 - Misconduct;
 - Insubordination or any breach of discipline;
 - Any act prejudicial to the University or its property;
 - Conviction in a Court of law for offence involving moral turpitude; and
 - Guilty of activity which is anti-secular and which tends to create communal disharmony.

Acceptance of work outside the University, patent right, remuneration for research work for outside authority etc.

Lien

Declaration of age

Resignation or Termination of services

- (2) If temporary employee, after the expiry of the period of agreement, wishes to resign from service, he shall give one month's notice in writing to University. If the employee fails to give such a notice, the University shall be entitled to recover one month's salary or salary for the period by which the notice falls short of one month from him in lieu of such notice, unless otherwise ordered by the Vice-Chancellor."

"Provided that if an employee while on leave resigns his post without returning to duty the resignation will be effective from the date he proceeded on leave and the leave salary, if any, paid to him will be recovered in addition to salary in lieu of the notice period as per rules." This will be applicable to the teachers also.

- (3) If the University decides to relieve an employee not confirmed in the service, one month's notice shall be given to him or in lieu of notice, he shall be paid one month's salary.
- (4) The University can terminate the services of a permanent employee at any time by giving him 3 calendar months notice or by paying him 3 months salary in lieu of notice,
- (5) A permanent employee shall be required to give three month's notice in case he desires to be relieved, or he shall pay to the University three month's salary in lieu of such notice, unless otherwise ordered by the Vice-Chancellor.
- (6) An employee, before leaving the University service, shall hand over the charge of post to a duly authorised employee and shall return to the University all books, apparatus, furniture, etc., issued to him for his personal use and shall pay in full, all the charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges, etc. If he fails to do so, the head of the institution or the office in which he is employed, shall recover the amount due from him, on account of the above items, from his last salary or from the University contributions to his Provident Fund.
7. An employee, who is in the occupation of residential accommodation of the University, shall be in the status of licensee and shall, on leaving the service of the University, vacate the residence allotted to him by the University.

Leave

20. (1) The authority competent to grant leave and hereinafter to be known as the competent authority shall be-

- (a) Chancellor in the case of Vice-Chancellor;
- (b) The Vice - Chancellor in the case of all Officers of the University;
- (c) The Deans of the constituent colleges and the Directors in the case of group 'A' employees working under their administrative control and all employees working direct under their control;
- (d) The Registrar, Comptroller, Estate Officer and the Librarian and other Officers in the case of employees borne on the University Cadre and working under their administrative control;
- (e) The Heads of Departments in the case of group 'B', 'C' and 'D' employees working under their administrative control;
- (f) Professor or equivalent or group 'A' employee(s) authorised by the Head of Department/Officer in the case of group 'C' and 'D' employees working in the Department/office:

Provided that the Vice-Chancellor at his discretion, for any special reason, may review the orders passed by the competent authority mentioned in sub-clause (c) to (f) above.

- (2) (a) "The earned leave admissible to an employee of the University shall be 1/11th of the period spent in the service of the University. Earned leave can be accumulated to any extent by the employees who have adopted the old leave rules but the maximum earned leave that may be given to such employees at a time shall not exceed 120 days if spent in India and 240 days if the entire leave so granted is spent outside India.

The earned leave can be accumulated upto 360 days effective from 20-6-1989 and 450 days effective from 18-11-1997 for those employees who have adopted new leave rules and there will be no restriction for availing earned leave at a time."

- (b) Leave preparatory to retirement may be allowed upto 180 days on full pay provided it is due.

3 Deleted
4 Deleted
5 Deleted
6 Deleted
7 Deleted

8. The competent authority may at its discretion, for any special reason grant an employee extra-ordinary leave of absence, but such leave shall be without pay shall not ordinarily exceed six months.

- Provided further that the maximum total period for which such leave may be granted shall not ordinarily exceed two years. In special cases such leave may be granted upto three years.
- The period of extra-ordinary leave shall not count towards pension and gratuity except it is availed of for higher studies with permission of competent authority.
9. If the employee overstays his leave for more than 15 days, it shall be considered as an act of misconduct for which his services are liable to be terminated. Provided that before passing the final order, he shall be afforded an opportunity by serving charge-sheet, holding enquiry if necessary and issue of show cause notice either through a messenger or through registered post or by publishing notice in a newspaper.
 10. Leave account of each employee of the university shall be maintained.
 11. Leave cannot be claimed as of right.
 12. (i) An employee on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.
 - (ii) An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (i) above;
 - (iii) An employee on extra-ordinary leave is not entitled to any leave salary.
 13. (i) Casual leave admissible to an employee of the University shall be 20 days in the year. It cannot, however, be combined with any other leave but can be combined with holidays, provided that the total period including holidays does not exceed 16 days at a time.
 - (ii) Casual leave should always be applied for and sanctioned before it is taken except in case of emergency.
 - (iii) The authority competent to grant casual leave shall be the immediate superior of the employee, but not below the rank of an office Superintendent, provided that the Vice-Chancellor shall himself be competent to sanction his own casual leave .
 - (iv) An employee of the University who has been bitten by a rabid animal may be granted casual leave upto 15 days for anti-rabid treatment, if in a special case leave for more than 15 days is necessary, and the appointment of a suitable substitute is found necessary, one month's additional leave on "average pay or earned leave as the case may be, granted which shall not be debited against the leave at the credit of the employee. When, however, no substitute

- is engaged, the entire period of 1-1/2 months leave should be treated as casual leave. Any leave required in excess of 1-1/2 months may be granted under the ordinary rules applicable to the employee concerned.
14. A quarantine leave as provided under the Punjab Government rules may also be given to the employees of the University.
 15. Other leave mentioned in clause 1 (h) of the Statute may be granted to an employee at any time according to the rules of the Punjab State Government and subject to such limitations as competent authority may, in each instance in which such leave is applied for, determine.
 16. (i) In special circumstances, the Vice-Chancellor may grant hospital leave to any employee of the University while under medical treatment for illness or injury if such illness or injury is directly due to an accident or to risks incurred in the course of their official duty.
 - (ii) Hospital leave may be granted for such period as the authority granting it may consider necessary, on leave salary.
 - (a) equal to leave salary while on earned leave for the first 120 days of any period of such leave; and
 - (b) equal to leave salary during half pay leave for the remaining period of any such leave.

This leave shall not be debited against the leave account of the employee and may be combined with any other kind of leave admissible; provided that the total period of leave after such combination, shall not exceed 28 months.

The above provision shall also be applicable in the case of teachers.
 17. (i) The competent authority may grant to a female employee maternity leave on full pay for a period not exceeding 180 days. The grant of leave shall be so regulated that the date of confinement falls within the period of leave. Further the leave may be extended by the grant of leave of the kind due with Medical Certificate of the University Medical Officer (prescribed medical authority in case of employees serving in outstations). Maternity leave is not debited against the leave account.
 - (ii) -- deleted --
 - (iii) Maternity leave will not be admissible to a female employee who has three or more children. She may, however, be granted leave of the kind due.

- (iv) Leave on account of miscarriage, abortion shall be admissible only in those cases where a woman employee has less than two living children. The others having two or more children shall not be entitled to avail of the concession but, if required, can be sanctioned leave of the kind due, on the production of medical certificate. The total period of maternity leave on account of miscarriage, abortion should be restricted to 45 days in the entire career of the female employee.

Note : Leave in continuation of maternity leave may also be granted in case of illness of a newly born baby subject to the female employee producing a medical certificate from the University Medical Officer or other prescribed medical authority, as the case may be, to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

Record of Service

21. (1) There shall be a personal file for every employee in which shall be placed all papers, records and other documents relating to his service in the University. The file shall contain in particular, a Service-Book giving a history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his service career. The Service-Book shall also contain a Leave Account Form for the employee showing a complete record of all leave (except casual leave) earned as well as unearned taken by him.
- (2) A confidential file shall also be maintained for each employee.

Travelling and Daily allowances

22. (i) The employees of the University shall be entitled to travelling and daily allowance as prescribed by the Punjab Government for its own employees till such time as the Board prescribed its own rates.
- (ii) Notwithstanding anything contained in (i) above, the persons invited to attend the meeting of a University Body or of a Selection Committee and an Examiner, who conducts viva-voce examination, may be paid T.A./D.A. in cash/cheque according to the rates admissible before the performance of return journey on his giving a certificate that the return journey will be performed in the manner as claimed in the bill.

Foreign Tours by the Vice-Chancellor

22. (a) "The Vice-Chancellor will undertake foreign tours with the prior permission of the Chancellor and inform the Board of Management in its next meeting"

Note : In emergent cases, however, the Vice-Chancellor may

seek the approval of the Chancellor and inform the Board in their next meeting.

23. (1) An employee of the University may be called upon to perform any extra work as may be assigned to him in the interest of the University.
- (2) Official information obtained in course of employment must not be communicated by any employee to any outsider or to the Press without the permission of competent authority.
- (3) The Vice-Chancellor shall be competent to allot such type of residential accommodation to an employee of the University as he deems fit, provided that the employee shall vacate such accommodation when called upon to do so by the Vice-Chancellor.
- (4) Any matter regarding conditions of service not covered by the provisions of this Statute may be decided in accordance with the rules laid down by the Punjab Government for its own employees or in such other manner as the Vice-Chancellor with the approval of the Board, or under the powers which may be delegated to him by the Board, may deem fit.
- (5) An employee of the University, notwithstanding any other provision contained in the Statute, may be required to pass such tests as may be prescribed by the Vice-Chancellor from time to time whether during the period of probation or thereafter. The Vice-Chancellor may, however, exempt an employee from passing such tests.
- (6) The first annual increment to an employee during the period of probation shall be allowed in the normal course unless withheld by the competent authority but the second annual increment shall be withheld till he passes prescribed tests.
- (7) The character and antecedents of the employee of the University shall be got verified by the head of office under whom he is posted on his first appointment.
- (8) An employee who has retired from the University service on superannuation, voluntary retirement, retired on the ground of compensation pension, invalid pension, resigned, dismissed or terminated, may submit his/her representation concerning service conditions/matters within four years of his/her retirement/resignation/dismissal/termination.

General

SCHEDULE

Form - I

Candidate's Statement and Declaration

The candidates must make the statement required below prior to his Medical Examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the Note on the next page.

1. State your name (in full block letters)
2. State your age and place of birth
3. (a) Have you ever had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting, attacks rheumatism appendicitis? OR
(b) Any other disease or accident requiring confinement to bed and medical or surgical treatment?
4. When were you last vaccinated ?
5. Have you or any of your near relation been afflicted with consumption, scrofula, bout, asthma, fits, epilepsy or insanity ?
6. Have you suffered from any form of nervousness due to over work or any other cause ?
7. Have you been examined and declared unfit for Government service by a Medical Officer/Medical Board, within the last three years ?
8. Furnish the following particulars concerning your family

Father's age if living and state of health	Father's age at death and cause of death	Number of brothers living, their ages and state of health	Number of brothers dead, their age at death and cause of death

Mother's age if living and state of health	Mother's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sisters dead, their ages at death and cause of death

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received a disability certificate pension on account of any disease or other condition.

Candidate's Signature.....

Note : The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information, he will incur the risk being removed from the service of the University.

FORM - II

I hereby certify that I have examined that _____ (Name of employee) who has been employed by the University as _____ on a provisional basis and whose signature is given below and cannot discover that he/she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity except _____ which in my opinion is not a disqualification for the function he is required to perform. His/Her age according to his/her own statement is _____ years and by appearance about _____ years. He/She has been vaccinated within the last 12 months or has been revaccinated within the last 12 months, or has already had small-pox and shows obvious scars thereof.

Mark of identification

Impression of left hand thumb and fingers.

Signature of applicant

CHAPTER VII

STATUTES REGARDING THE NUMBER, QUALIFICATIONS, EMOLUMENTS AND OTHER CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY AND THE PREPARATION AND THE MAINTENANCE OF RECORD OF THEIR SERVICE AND ACTIVITIES

PART - B

1. In this Statute, unless the context otherwise requires:- **Definitions**

- (a) "Appointing authority" means the authority competent to make appointments to various categories of posts according to the Statutes made under clause (d) of Section 31 of the Act.
- (b) Deleted;
- (c) "Duty" includes service as a probationer or apprentice provided that such service is followed by confirmation without a break;
- (d) "Earned Leave" means leave earned in respect of period spent on duty;
- (e) Deleted;
- (f) "Leave" includes earned leave, leave not due, half pay leave, commuted leave, leave preparatory to retirement, maternity leave, study leave, hospital leave, extraordinary leave, sabbatical leave and paternity leave but does not include casual leave provided that a teacher on study leave shall continue to draw full pay plus allowances (including non-practicing allowance) as admissible, inclusive of 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.
- (g) "Pay" means the amount drawn monthly by a teacher as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay or a personal pay or non-practicing allowance, if any, but not other allowances;

- (h) "Service" means the whole period of continuous service including periods spent on leaves; and
- (i) "Average monthly salary" as prescribed under sub-clause (k) of clause 1 to Part "A" of this Statute.

Age of entry/retirement

- 2. The rules prescribed under clause 2 to Part "A" of this Statute shall apply to the teachers also.
- 3. Teachers of the University including teachers of the Agriculture and Animal Husbandry Department transferred to the University on foreign service and other teachers on foreign service with the University shall be governed by the conditions of service laid down in the succeeding clauses.

No. of posts

- 4. The number of posts of teachers shall be such as may be determined by the Vice-Chancellor with the approval of the Board, provided that the Vice-Chancellor may obtain the recommendations of the Academic Council and provided further that nothing in this clause shall affect the inherent right of the University to make subsequent additions to or alterations in the strength of each class of posts whether permanently or temporarily.

Emoluments

- 5. (1) The grades of pay of teachers shall be such as may be determined by the Board on the recommendations of the Vice-Chancellor provided that the Vice-Chancellor may obtain the recommendations of the Academic Council and provided further that nothing in this clause shall affect the inherent right of the University to revise the sanctioned emoluments of any post at any time without adversely affecting a teacher already holding such a post.
- (2) The appointing authority may sanction a higher start than the minimum of the grade on first appointment or advance increments if it deems fit.
- (3) A teacher may be permitted to accept remuneration/allowance for work done other than on the business of the University on such terms and conditions as may be approved by the Vice-Chancellor.

- 6. The academic and other qualifications of teachers shall be such as may be laid down by the Vice-Chancellor with the approval of the Academic Council provided for reasons to be recorded in writing, the Vice-Chancellor may appoint a person not possessing the prescribed qualifications. **Qualification**
- 7. The rules prescribed under clause 6 to Part 'A' of this Statute shall apply to the teachers also except that the standard of medical fitness for extension workers shall be as prescribed by the Punjab Government for its employees of corresponding status. **Medical certificate of fitness on first entry into University service**
- 8. The rules prescribed under clause 7 to Part 'A' of this Statute shall apply to the teachers also. **Probation**
- 9. The rules prescribed under clause 8 to Part 'A' of this Statute shall apply to the teachers also. **Seniority**
- 10. The rules prescribed under clause 9 to Part 'A' of this Statute shall apply to the teachers also. **Contributory Provident Fund**
- 11. The rules prescribed under clause 10 to Part 'A' of this Statute shall apply to the teachers also. **Gratuity**
- 12. The rules prescribed under clause 11 to Part 'A' of this Statute shall apply to the teachers also. **Stipends & Annuities to family of an employee who dies before the age of retirement**
- 13. The rules prescribed under clause 12 to Part 'A' of this Statute shall apply to the teachers also. **Authorities empowered to impose penalties**
- 14. The rules prescribed under clause 13 to Part 'A' of this Statute shall apply to the teachers also. **Allowances and leave during suspension**
- 15. The rules prescribed under clause 14 to Part 'A' of this Statute shall apply to the teachers also. **Pay on reinstatement after suspension, etc.**
- 16. (a) The rules prescribed under clause 15 to Part 'A' of this Statute shall apply to the teachers also. **Increment and efficiency bar.**
 (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 purposes preceding and/or succeeding study leave.

Acceptance of work outside the University, patent right, remuneration for research work for outside authority, etc.

17. (1) (i) A teacher shall devote his whole time to the service of the University and shall not, without express permission of the competent authority engage directly in any trade or business whatsoever or any other work which in the opinion of the competent authority may interfere with the proper discharge of his duties. This shall not, however, apply to any work of a University or a Board or Public Service Commission or to work in connection with any academic and scientific conference or Congresses.

(ii) No employee of the University shall arrange negotiate/accept any remuneration in the form of honorarium, stipend or whatsoever from other sources without getting prior permission in this regard from the competent authority.

(iii) The total remuneration that shall be allowed to a teacher including Deans, Director of Research and Director of Extension Education for undertaking examination work of Colleges/Universities/Boards/ Institutions/Public Service Commission shall be as follows during a year :

<i>Amount of remuneration</i>	<i>Teacher's share</i>	<i>University's share</i>
For the first Rs. 10,000/-	Whole amount	Nil
From Rs. 10,001/- to Rs. 24000/-	Rs. 10000/- plus 50% of the amount exceeding Rs. 10000/- and upto Rs. 24000/-	50% of the amount exceeding Rs. 10000/-
From Rs. 24001/- and above	Rs. 10000/- plus 50% of the amount upto Rs. 24000/-	50% of the amount exceeding Rs. 10000/- upto Rs. 24000/- plus whole amount exceeding Rs. 24000/-

However, no remuneration to the PAU teachers will be admissible for doing examination work of this University.

Provided that this clause will not apply to the remuneration paid in connection with PAU Entrance Examination to various programmes.

- (2) (i) "If any teacher makes any invention or discovers any process in the laboratories or workshops of the University and if IPR cell and the Vice Chancellor is of opinion that application should be made to Government for the grant of patent of such invention or process then the University will get assignment from the member of the staff concerned on prescribed proforma approved by the Vice Chancellor. The cost of securing such patent shall be borne by the University or any other agency deemed fit by the Board of Management on mutually agreed terms and conditions. Any royalty, emoluments or remuneration or income accruing from the sale or commercial exploitation of such patent shall be received by the University and University shall pay such amount to the inventor(s) as may be determined by the Vice Chancellor based on the IPR policy of the University as approved by the Board of Management.

What amount of expenditure will be regarded as high in this connection shall be determined by the Board of Management.

(ii) In case the University does not wish to apply for the grant of a patent, the inventor concerned may, with the permission of the Vice Chancellor, apply for a patent solely in his/her own name provided that before doing so, he/she shall pay to the University the entire sum spent by the University on the invention or process."

- (3) Without the previous permission of the competent authority no teacher shall undertake private tuition with or without remuneration.
- (4) In the case of any specific testing, research work or consultancy service being entrusted to the University by any outside authority for which a fee is paid by such authority and the work being found acceptable by the Vice-Chancellor on the

recommendation of the Dean of the constituent college concerned or the Director of Research, as the case may be, the Vice-Chancellor shall determine the amount to be paid to the teacher after meeting all expenses for carrying on the said testing, research work or consultancy service.

- Lien** 18. The rules prescribed under clause 17 to Part 'A' of this Statute shall apply to the teachers also.
- Declaration of age** 19. The rules prescribed under clause 18 to Part 'A' of this Statute shall apply to the teachers also.
- Resignation or termination of service** 20. The rules prescribed under clause 19 to Part 'A' of this Statute shall apply to the teachers also.
- Leave** 21. (1) The authority competent to grant leave, hereinafter to be known as the competent authority, shall be :
- (a) The Deans of the constituent colleges and the Directors in case of Professor or equivalent / Associate Professors or equivalent and study leave in case of Asstt. Professor of equivalent.
 - (b) The Head of Departments in case of Asstt. Professor or equivalent except study leave.
 - (c) The Librarian in case of staff working in the Library.
- Provided that the Vice-Chancellor, at his discretion, or any special reason, may review the orders passed by the competent authority mentioned in these Statutes.
- (2) (a) The rules prescribed in sub-clause (2), (4)-(7), (9)-(12) and (14)-(17) of clause 20 to Part 'A' of this Statutes shall apply to the teachers also.
- (b) The competent authority may, in its discretion, for any specific reason, grant a teacher extraordinary leave of absence, but such leave shall be without pay and shall not exceed two years in his/her entire career.
- (c) A University teacher may be granted academic leave by the Vice-Chancellor on the terms and conditions contained in the guidelines issued by the University Grants Commission from time to time. However, while granting this leave, it will be ensured that the work of the University does not suffer in any way.

Provided further that the maximum period for which extraordinary leave is granted to a teacher for taking up outside assignment must not exceed five years during his entire service in the University.

Provided also that a teacher on outside assignment may be granted extension in extraordinary leave beyond the prescribed limit if the period between expiry of his leave and his retirement is less than two years provided he shall not join back during the remaining period of his service.

Irrespective of the provision contained in sub-clause (8) of clause 20 to Part 'A' of this Statute, if a teacher, who has been granted extraordinary leave to take up an outside assignment, fails to rejoin duty on the expiry of his leave, his services will be deemed to have been terminated from the date of expiry of leave.

Provided further that the maximum period for which extraordinary leave is granted to a teacher/scientist for taking up outside assignment must not exceed five years during his entire service in the University; Provided that the Vice-Chancellor may allow leave to teachers not exceeding two months in a spell of three years in cases where he is satisfied that the assignment is of advisory/consultancy nature to foreign Governments/Institutions/International Organisations and shall bring recognition to the University and such leave shall not count towards maximum period of five years.

- (3) "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/she spends the entire period in study or research at the University; or other institution or in any approved manner and provided further that the teacher executes a bond to serve the University for a period of three years after his/her return to duty.

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 on University loans.

Provided further that 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.”

The Board of Management also approved the revised bond proforma as per Annexure I.

“Provided further, if the teacher/employee concerned fails to arrange two sureties on the bond agreement, he/she may alternatively furnish either a guarantee by the scheduled bank or a fidelity bond of an insurance company for the amount which might become refundable to the University in the event of his/her leaving the University service prior to fulfilling the bond obligations.”

ANNEXURE - I**BOND FOR EMPLOYEES OF THE PUNJAB AGRICULTURAL UNIVERSITY PROCEEDING ON STUDY LEAVE**

This bond is executed this day of _____ 20
by _____ S/o _____, resident of V & P.O.
_____ in the District of _____ at present
employed as _____ in the Deptt. of _____
hereinafter called the Executant or the first party and S/SH.
_____ S/o _____ resident of
_____ hereinafter called surety, or the second party and
_____ S/o _____ resident of
_____ hereinafter called surety, or the third party and, the
Punjab Agricultural University through _____ hereinafter
called the University or the fourth party.

2. Whereas the University has granted, the first party study leave for the period from _____ to _____ under the study leave rules as contained under sub-clause (3) of clause 21 of the Statutes Part 'B' (regarding service conditions of University teachers, issued under Section 31 (q) of the Haryana & Punjab Agricultural University Act, 1970) and other rules applicable to him in consideration of which the first party has executed the instant bond in favour of the University.

And whereas in consideration of granting study leave/leave of the kind due to the first party, the second and the third party have agreed to stand as irrevokable sureties for the due performance of the contract by the first party in favour of the University i.e. the fourth party.

3. And whereas in the event of granting extension of study leave/leave of the kind due to the first party at his request, the second and third party shall continue as irrevokable sureties for the due performance of the contract by the party of the first part in favour of the University i.e. the fourth part in the same manner and to the same extent as at the conclusion of the originally sanctioned study leave. The liability of the sureties shall be joint several co-extensive with that the first party.

Now this bond witnesses as follows :-

- (i) that the Executant i.e. the first party undertakes to serve University i.e. the fourth party for a period of three years after his return to duty.

(ii) that in case the Executant i.e. the first party does not rejoin duty on the completion of study, he shall be liable to pay the amount mentioned hereinafter, after the admissible time of study or at the option of the University when the party of the first part rejoins duty.

a) that in the event of the Executant i.e. the first party resigning or retiring from service or services terminated without rejoining after the expiry or termination of the period of study leave or at any time within the 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, the Executant i.e. the first party shall refund for the full bonded period the amount paid towards study leave together with interest from the date when the resignation is accepted/services terminated or voluntary retirement allowed, at the rate indicated in the following sub clause :-

b) that the Executant i.e. the first party has served for a period 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 of immediately preceding the infringement of bond shall not be reckoned for computing the service rendered towards the bond period.

c) that the Executant i.e. the first party does hereby bind himself and is ready to pay to the University i.e. the fourth party on demand the bond amount and the interest thereupon at a rate of _____ % or at such rate of interest not higher than that for the time being in force on University loans in the event of violation of the conditions incorporated hereunder.

d) that where Executant i.e. the first party shall also be liable to reimburse the University i.e. the fourth party as damages the costs (administrative, legal etc.) incurred towards effecting any financial recoveries indicated in the instant bond.

iii) that in the event of extension of study leave/leave of the kind due, the period of the bond shall stand extended automatically for the period specified in clause (i) above and the sureties already furnished shall also continue for the extended period of the bond as irrevokable sureties.

iv) that the decision and the statement of account regarding the expenses incurred by the University on any account in conformity with the terms and conditions of the bond filled whatsoever shall be final and binding on the party of the first part.

(v) that all the rules applicable to the study leave as may be amended from time to time shall be duly binding upon the party hitherto including sureties.

(vi) that in case the party of the first part fails to complete his higher studies during the maximum permissible period of five years, the amount paid to him as salary during study leave shall be recovered from him, in the like manner as if he violated the terms and conditions of the instant bond i.e. from him or from his sureties jointly and severally.

The Executant i.e. the first party and the sureties i.e. the second and third party have signed this bond after reading, understanding, admitting the same to be correct and binding.

Accepted for and on behalf of the

Punjab Agricultural University

Sureties

1. _____

 Executant i.e. First Party

2. _____

 Witnesses Surety i.e. Second Party

1. _____
 2. _____

 Surety i.e. Third Party

- (4) (i) Casual leave admissible to a teacher of the University shall be 20 days in a year. It cannot, however, be combined with any other leave but can be combined with holidays provided that the total period including holidays does not exceed 16 days at a time. Casual leave to teachers shall not ordinarily be permissible during the academic term:
- (ii) Casual leave should always be applied for and sanctioned before it is taken except in case of emergency;
- (iii) The authority competent to grant casual leave shall be the immediate superior of the teacher;
- (iv) A teacher of the University who has been bitten by a rabid animal may be granted casual leave upto 15 days for anti-rabid treatment. If in a special case leave for more than 15 days is necessary and the appointment of a substitute is found necessary, one month's additional leave on "average pay" or earned leave, as the case may be, granted which shall not be debited against the leave at the credit of the teacher. When, however, no substitute is engaged, the entire period of 1½ months leave should be treated as casual leave. Any leave required in excess of 1½ months may be granted under the ordinary rules applicable to the teacher concerned.
21. (A) A teacher of the University prosecuting higher studies leading to Ph.D. degree may be granted extraordinary leave to the extent that the duration of the study leave plus extraordinary leave and also leave of the kind due plus extraordinary leave shall not exceed five years.
- (B) The sabbatical leave may be granted for academic, scientific, technological and other related activities at any relevant institution or organisation in India or abroad duly approved by the University from time to time to enable the academic and scientific staff to enhance their professional competence.
- a (i) Sabbatical leave may be granted to a scientist of the rank of Assistant Professor in the senior scale or equivalent and above.

- (ii) This leave would be granted once in ten years, provided the scientist/faculty member concerned has not gone on deputation or assignment or study leave for a duration of one year or longer during the preceding five years.
- (iii) The scientist/faculty member must have at least five years service left before superannuation after completion of the sabbatical leave.
- (iv) The sabbatical leave will be limited to a period of three month to one year, twice during the entire career of scientist/faculty member.
- (v) The scientist/faculty member desirous of availing sabbatical leave should apply in the prescribed proforma (Annexure II).
- (vi) The scientist/faculty member concerned will furnish the letter of acceptance from the host organisation for undertaking the proposed study, research, training/teaching or related professional activities.
- (vii) The Vice Chancellor, PAU will be the competent authority to grant sabbatical leave.
- b (i) During the period of sabbatical leave within the country, the scientist/faculty member will be entitled to full salary and other allowances as would have been otherwise admissible to him/her while serving the University on a regular position.
- (ii) For all intents and purpose, the period of sabbatical leave will be treated as a period spent on duty without entitlement of TA and DA.
- (iii) The Scientist/faculty member will be eligible to receive subsistence allowance including travel expenses from an institution abroad in addition to the salary provided he/she is spending the period of sabbatical leave in a foreign university/laboratory/institute.
- c (i) The sabbatical leave cannot be combined with any other leave.

- (ii) The scientist/faculty member will give undertaking before proceeding on sabbatical leave that he/she would utilize the leave for the purpose(s) for which the sabbatical leave has been sanctioned and would not accept any full time commercial employment during the period of sabbatical leave and that he/she would refund the salary and other emoluments paid to him/her during the period of his/her sabbatical leave in case he/she resigns within three years after availing the leave to join institutions outside National Agricultural Research System.
- (iii) During the period of sabbatical leave, the scientist/faculty member will continue to retain residential accommodation that may have been provided to him/her by the University on the same terms and conditions as are applicable to other PAU employees.
- (iv) The host institution within the country shall provide all the facilities including office space, laboratory, transportation and suitable accommodation.
- (v) The scientist/faculty member on sabbatical leave shall be allowed to avail any kind of fellowship/scholarship/travel grant obtained from any national/international organisation.
- (vi) On the completion of sabbatical leave, the scientist/faculty member will submit a detailed report on the work done and objectives accomplished. A copy of the report will be forwarded by the Head of Department to the sponsoring institution alongwith his/her comments.
- (vii) The scientist/faculty member may also be permitted to avail additional facilities, if any, on the pattern of the ICAR.
- 22.** The rules prescribed under clause 21 to Part 'A' of this Statute shall apply to the teachers also.

Record of Service

Travelling & daily allowance
General

- 23.** The rules prescribed under clause 22 to Part 'A' of this Statute shall apply to the teachers also.
- 24.** (1) The rules prescribed under clause 23 to Part 'A' of this Statute shall apply to the teachers also.
- (2) No teacher shall on account of any further academic or other qualification acquired by him in the course of his employment claim as a matter of right any increase in pay or any other extra remuneration or any promotion to a higher grade or cadre unless the same is specially sanctioned by the Vice-Chancellor with the approval of the Board of Management upon the consideration of his acquired qualifications.

ANNEXURE - II**PUNJAB AGRICULTURAL UNIVERSITY
APPLICATION FOR GRANT OF SABBATICAL LEAVE**

1. Name of the scientist/
faculty member _____
2. Designation _____
3. Scale of Pay _____
4. Name of the Department/College _____
5. Official address _____

6. Residential address _____

7. Date of entry in the PAU _____
8. Date of Superannuation _____
9. Length of service in the PAU upto the proposed date of
commencement of leave desired

10. Are you prepared to serve the PAU for more than 3 years before
superannuation after availing the leave ?

11. Arrangement made at the departmental level to look after the
work assigned to the scientist/faculty member proceeding on leave

12. Have you availed deputation/assignment/study leave of one year or
more in the preceding ten years Yes/No
13. Give statement of deputation in preceding ten years (Annexure if
space is inadequate)

14. Have you availed sabbatical leave earlier. Yes/No
If yes, indicate the date and period of that leave.
15. Title of the proposed programme for availing the sabbatical leave

16. Give a brief resume of the approved programme (Annex. if space
is inadequate)

17. Name and address of the host institution

18. Has the host institution approved the proposed programme Yes/No
If yes, please attach the letter of acceptance

19. Name and full address of the supervisor/coordinator in the host
institution

20. Are you in receipt/likely to receive any scholarship/fellowship/assistant-
ship/any other assistance (Please specify) during the leave ? Yes/No
If yes, indicate the name of the organisation, its full address and
emoluments and duration of Scholarships/Fellowships/Assistantships/
any other assistance (please specify) during the year

21. Does the scientist/faculty member want to retain the residential
accommodation in PAU ? Yes/No
If yes, name the contact person at the residence.
22. Name of the nominee authorised to receive your salary and other
emoluments during the leave period.

Undertaking

I _____, hereby give this undertaking to fully abide by the sabbatical leave rules and to return the salary and other emoluments received by me during the period of leave in case the conditions of the sabbatical leave are violated by me while on sabbatical leave. I shall also abide by the service conduct rules of the PAU.

Signature _____

Name _____

(in capital Letters)

23. Recommendations of Head of the Department/
Dean/Director of PAU.

To

The Vice-Chancellor
Punjab Agricultural University
Ludhiana.

CHAPTER VIII

STATUTES REGARDING PENSION AND PROVIDENT FUNDS

The Statutes, rules/regulations relating to Pension and Provident Funds have been printed separately in the form, of a booklet and is available with the Business Manager for Sale.

CHAPTER IX

STATUTES REGARDING INSTITUTION OF
DEGREES AND DIPLOMAS AND CONFERMENT
OF HONORARY DEGREES

1. The University shall grant :
 - (i) Degrees of Bachelor of Science in various disciplines of Agriculture, Home Science and other allied sciences and degree of Bachelor of Technology (Agricultural Engineering). **Grant of Degrees**
 - (ii) Degrees of Master of Science in various disciplines of Agriculture, Home Science and other Allied Sciences, degree of Master of Technology in Agricultural Engineering, Mechanical Engineering, Civil Engineering and Electrical Engineering, degree of Master of Business Administration and degree of Master in Journalism.
 - (iii) Degrees of Doctor of Philosophy in various disciplines of Agriculture, Agricultural Engineering, Home Science and other allied sciences.
 - (iv) Diplomas for the following courses :
 - (a) Agricultural Marketing
 - (b) Any other courses introduced by the University from time to time.
2. (1) The university shall, subject to confirmation by the Chancellor, have the power to confer honorary degrees and other academic distinctions on the recommendations of the Academic Council. **Conferment of Honorary Degrees**
- (2) All proposals for the conferment of honorary degrees shall be made to the Committee consisting of the Vice-Chancellor and the Deans and, if accepted by the Committee, shall be placed before the Academic Council and the Board of Management for approval before submission to the Chancellor for confirmation.

- Convocation**
3. (1) All degrees, diplomas and honorary degrees shall be conferred by the University either at a convocation or in absentia.
 - (2) A convocation for conferring degrees shall be held at least once every year on a date to be fixed by the Chancellor.

CHAPTER X

STATUTES REGARDING THE COURSES OF
STUDY TO BE LAID DOWN FOR DEGREES AND
DIPLOMAS OF UNIVERSITY

1. The Academic Council shall lay down courses of study in various subjects both for undergraduate and post-graduate levels.
2. The authority to alter or abolish a particular course of study shall also lie with the Academic Council.
3. Deleted.
4. The details of courses to be offered by the University in various subjects shall be published for the information of all concerned.

CHAPTER XI

STATUTES REGARDING THE INSTITUTION OF
FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND
PRIZES

**Institution of
Fellowship and
Scholarship
etc.**

The number and value of Fellowships and Scholarships to be annually awarded, shall be determined by the Board either on its own initiative or on the recommendation of the Academic Council or any member of the Board of Studies of a College.

CHAPTER XII

STATUTES REGARDING THE CONDITIONS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES, STIPENDS AND FEE CONCESSIONS

1. The Academic Council shall, with the approval of the Vice Chancellor, lay down the conditions for the award of the following recognitions and incentives for study, research and for distinction in sports and co-curricular activities to the students of the University :-
 - (a) *Fellowships* - for postgraduate studies and research;
 - (b) *Scholarships* - for undergraduate studies and or distinction in sports activities;
 - (c) Medals and prizes for meritorious academic pursuit and outstanding performance in co-curricular activities of the University;
 - (d) Stipends and fee-concessions for financially handicapped students and inservice candidates taking up postgraduate studies.
2. Meritorious academic pursuit assessed on the basis of results of various University examinations, outstanding performance in various extra-curricular fields and good behaviour shall alone serve as the guiding principles for the award of various fellowships, scholarships, medals, prizes, stipends and fee concessions.

Provided that in the undergraduate programmes, where admission is based on entrance examination, the merit scholarships will be awarded in the first year of class on the basis of merit of the students in the entrance examination.
3. The Dean of a College on the recommendation of the concerned Head of the Department and subject to the prescribed conditions may award scholarships and fee concessions to the eligible students. The Dean of a College shall also have the authority to withdraw or diminish the

- recommendation if the student fails to fulfil the prescribed obligations.
4. The Vice Chancellor, on the recommendation of the Dean of a College and/or the Directors of Research and Extension Education, may award fellowships for postgraduate studies and for conduct of research in India or study abroad. The grant of stipends to inservice candidates for postgraduate studies shall also be made by the Vice Chancellor on the recommendation of the Dean of a College and/or Directors of Research and Extension.

CHAPTER XIII

STATUTES REGARDING THE ADMISSION OF STUDENTS TO THE UNIVERSITY AND THEIR ENROLMENT AND CONTINUANCE AS SUCH

1. (1) Students shall be admitted each year to various degrees of the University in the following colleges :
- (i) College of Agriculture, Ludhiana.
- (ii) College of Agricultural Engineering & Technology, Ludhiana.
- (iii) College of Home Science, Ludhiana.
- (iv) College of Basic Sciences & Humanities, Ludhiana.
- (v) Such other colleges as may be established by the University after the commencement of the Act.
- (vi) Such Central Government Institutions of agricultural research, technical and extension education in the State of Punjab as may desire to be integrated as Colleges of the Punjab Agricultural University.
- (2) The number of students to be admitted each year in various colleges shall be approved by the Academic Council on the recommendation of the Board of Studies.
- (3) Applications for admission to various colleges shall be received by the Registrar not later than a prescribed date and on forms approved for the purpose.
- (4) Admission requirements to various degrees, diplomas etc., shall be such as laid down by the Academic Council upon recommendation of the Board of Studies concerned.
2. This privilege of continuing as a student in the University shall be held only by keeping up a certain level of academic performance, class attendance and requirements of discipline as may be prescribed by the Academic Council in consultation with the Board of studies and regular payment of dues of the University.

Admission of students in Colleges

Maintenance of discipline etc.

CHAPTER XIV

STATUTES REGARDING THE CONDITIONS UNDER WHICH STUDENTS SHALL BE ADMITTED TO THE DEGREE, DIPLOMA OR OTHER COURSES AND THE MANNER IN WHICH THE EXAMINATIONS ARE TO BE HELD AND THE ELIGIBILITY FOR THE AWARD OF THE DEGREES AND DIPLOMAS

1. The conditions under which students shall be admitted to the Degree, Diploma or other Courses shall be such as are laid down by the Academic Council on the recommendations of the Board of Studies.
2. The examinations shall be held on a continual basis providing for formal short-term, mid-term and final tests.
3. Details procedure of examination and conditions of eligibility for the award of Degrees and Diplomas, in the light of the provisions under clause 2 above, shall be laid down by the Academic Council on the recommendations of the Board of Studies.
4. Deleted.

CHAPTER XV
**STATUTES REGARDING THE CONDITIONS OF
RESIDENCE OF THE STUDENTS OF THE
UNIVERSITY AND THE LEVYING OF FEES FOR
RESIDENCE IN HOSTELS MAINTAINED BY THE
UNIVERSITY**

1. Applications for accommodation in a hostel maintained by the University shall be submitted to the Director of Students' Welfare on such form and date as may be approved by the Vice-Chancellor for the purpose.
2. Regulations for allocation of room space, provision of reasonable comforts, and responsibility of the students in the proper upkeep of hostel properties and observance of discipline shall be laid down by the Vice-Chancellor on the recommendations of the Director of Students' Welfare.
3. Subject to the prescribed regulations, the Director Students' Welfare shall be the authority to decide the allocation of room space to the applicants; provided that representation against such allotment shall be considered by a Committee of the Deans and Director Students' Welfare to be appointed by the Vice-Chancellor.
4. Every student residing in a University hostel shall deposit a mess security of an amount which may laid down by the Vice-Chancellor. He shall also have to pay hostel fees and other dues at such rates as may be prescribed by the Vice-Chancellor on the recommendations of the Finance Committee.
5. Supervision of the affairs of each hostel shall be entrusted to a teacher designated as Hostel Warden for a prescribed period.
6. A Committee of hostel wardens and representative student residents - one from each hostel, shall be set up under the chairmanship of the Director of Students' Welfare to ensure satisfactory standards of hostel residence. The Committee shall hold a consultative status.

CHAPTER XVI
**STATUTES REGARDING THE ESTABLISHMENT
AND THE ABOLITION OF HOSTELS MAINTAINED
BY THE UNIVERSITY**
**Establishment
and Abolition
of Hostels**

1. The Board shall, on the recommendation of the Vice-Chancellor, establish hostel for all students of the University. No hostel shall be abolished without the approval of the Board.
2. No student of the University shall be permitted to reside outside the hostel maintained by the University except with the permission of the Director of Students' Welfare.

CHAPTER XVII

STATUTES REGARDING THE RECOGNITION
AND SUPERVISION OF HOSTELS NOT
MAINTAINED BY THE UNIVERSITY

1. In addition to the hostels maintained by the University, students may also be allowed to reside at such privately maintained places as would provide living comforts, sanitation and proper atmosphere for study.
2. The minimum conditions as in clause (1) above shall be laid down in detail by the Director of Students' Welfare, with the approval of Vice-Chancellor, and shall serve as criteria for recognition of these places as fit for residence of University students.
3. The Director of Students' Welfare shall issue a formal certificate of recognition to the persons maintaining a building as a hostel or a lodge for residence of students. The certificate shall be displayed properly in the premises.
4. The Director of Students' Welfare shall pay frequent personal visits to these places to satisfy himself that the minimum conditions in regard to livability, sanitation and atmosphere for study are observed and maintained by the owners and the students.
5. A list showing the location, nature and cost of accommodation available in the recognised places shall be maintained in the office of the Director of Students' Welfare for guidance of students.
6. An up-to-date list showing the residential address, room number etc., of each student of the University, living in private recognized hostels, shall be maintained by the Director of Students' Welfare.

CHAPTER XVIII

STATUTES REGARDING THE ESTABLISHMENT,
AMALGAMATION, SUB-DIVISION AND
ABOLITION OF DEPARTMENTS

**Establishment
and
Amalgamation
etc. of the
Department**

- (1) Without prejudice to the powers of the Academic Council as defined in clause (i) of Section 23 of the Act, the establishment, abolition or amalgamation of Departments in the various Constituent Colleges shall be determined by the Academic Council.
- (2) Deleted.
- (3) Action taken under clause (1) shall be reported to Government for information by the University.

CHAPTER XIX

STATUTES REGARDING LEVYING OF FEES BY
THE UNIVERSITY FOR ANY PURPOSE
EXCLUDING HOSTEL FEES GOVERNED BY THE
STATUTES (CHAPTER XV)

1. The University fees, other than Hostel fees, shall be classified in the following main categories :-
 - (a) Admission fee;
 - (b) Tuition fee;
 - (c) Medical fee;
 - (d) Examination fee;
 - (e) University Registration fees;
 - (f) Contribution to such education, social and recreational funds as may be specified; and
 - (g) Any other prescribed from time to time.
2. The amount chargeable under each category at various levels of academic pursuit as well as the terms of payment and the provision of penalties for non-payment shall be approved by the Board upon the recommendations of the Academic Council, the Finance Committee and the Vice-Chancellor.

CHAPTER XX

STATUTES REGARDING THE REMUNERATION AND
ALLOWANCES, INCLUDING TRAVELLING AND
DAILY ALLOWANCES TO BE PAID TO PERSONS
EMPLOYED ON THE BUSINESS OF THE
UNIVERSITY

1. The remuneration and allowances to persons employed on the business of the University shall comprise -
 - (i) Fees to examiner ;
 - (ii) Remuneration to persons engaged on supervising the conduct of examinations;
 - (iii) Persons specially invited on the business of the University; and
 - (iv) Travelling and Daily Allowances to be paid to outsiders and to officers, teachers and other employees of the University.
2. The Board on the recommendations of the Vice-Chancellor and the Finance Committee shall make regulations on the matters mentioned in Clause 1 of this Statute.

CHAPTER XXI

STATUTES REGARDING PERSONS WHO ARE DECLARED AS OFFICERS OF THE UNIVERSITY

1. The following shall be the officers of the University in addition to the officers mentioned in Section 11(b) of the Act :-
 - (a) deleted
 - (b) Senior Architect
 - (c) Chief Engineer (Post abolished Not.No. CAU.B(IV)98/19350 dt. 15.9.98)

CHAPTER XXII

STATUTES REGARDING THE EXERCISE OF FINANCIAL AND ADMINISTRATIVE POWERS BY THE OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

- | | |
|---|--|
| Definition | 1. The terms Group 'A', Group 'B', Group 'C' and Group 'D' used in the Statutes shall carry the same meaning as assigned to them in the statutes relating to the appointment of employees of the University other than officers and teachers. |
| Powers of officers, teachers & other employees of the University | 2. (1) Deleted
(2) The financial and administrative powers of the officers of the University shall be such as are prescribed hereinafter in the Statutes. |
| Powers of the Vice-Chancellor | 3. The Vice-Chancellor shall have the powers :- <ol style="list-style-type: none"> (a) to sanction recurring and non-recurring expenditure chargeable to contingencies; (b) to countersign his own T.A. bill, subject to the provisions of the Punjab T.A. Rules; (c) to countersign T.A. bills and sanction absence on duty beyond jurisdiction of officers of the University. (d) to make rules for the allotment of residential accommodation to employees of the University and for the maintenance and operation of vehicles owned by the University, etc., and such other rules and standing instructions considered necessary from time to time for the maintenance and running of the Campus including instructions on 'black out' and other security or civil defence measures; (e) to take a decision to file and defend suits, appeals, revisions and other legal proceedings etc., in courts of law and to engage counsel for this purpose on behalf of University. |
| Powers of the Registrar | 4. The Registrar shall exercise all the powers of a drawing, disbursing and collecting officer in respect of employees under him referred to in Part I of the |

Schedule to the Statutes relating to the appointment of other employees of the University (hereinafter referred to as the Schedule) and shall also have the power -

(a) To incur expenditure chargeable to contingencies as under :

(i) Non-recurring expenditure upto Rs. 10,000 in each case;

(ii) recurring expenditure upto Rs. 1,200 per annum in each case;

(b) to countersign T.A. bills and to sanction absence on duty beyond jurisdiction to all the employees working under him;

(c) Deleted;

(d) to sign cheques for payment of sanctioned pay and allowances of the Comptroller; and

(e) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice-Chancellor.

5. The Comptroller shall have the power :-

(a) to countersign T.A. bills and sanction absence on duty beyond jurisdiction of all the employees under him referred to in Part I of the Schedule;

(b) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management;

(c) to sign cheques for payment of sanctioned pay and allowances of all the officers, teachers and other employees of the University, and other cheques;

(d) to draw pay and other allowances of employees of the University Cadres of University administration; and

(e) to delegate powers mentioned in sub-clause (b) and (c) above to group 'A' employees working under the Comptroller.

6. (1) The Dean shall exercise all the powers of Drawing, Disbursing and Collecting Officers in respect of

**Powers of the
Comptroller**

**Powers of the
Deans**

employees under them (referred to in Part I of the schedule attached to the Statutes regarding the appointment of employees other than officers and teachers).

(2) The Deans shall also have the power to :-

(a) countersign T.A. bills and to sanction absence on duty beyond jurisdiction in respect of teaching and other staff working under them;

(b) Deleted;

(c) open and maintain Personal Ledger Accounts relating to various funds of the colleges; and

(d) open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice-Chancellor.

**Powers of
other officers
of the Univer-
sity**

7. The Director of Research, the Director of Extension Education, The Director of Students' Welfare, the Estate Officer and the Librarian, shall, with respect to the employees working, respectively under them, exercise the powers of Drawing, Disbursing and Collecting Officers and shall also have the power :-

(a) to countersign T.A. bills and sanction absence on duty beyond jurisdiction of all employees of Group 'A', 'B', 'C' and 'D' working respectively under them;

(b) Deleted;

(c) to open and maintain Personal Ledger Accounts relating to various funds; and

(d) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice-Chancellor.

**Powers of
Heads of
Departments**

8. (1) With respect to the staff employed in connection with the teaching, research and extension education work, the Heads of Departments shall exercise the powers of Drawing, Disbursing and Collecting Officers, they shall have the power to countersign T.A. bills and to sanction absence on duty beyond jurisdiction of teachers and employees of group 'B', 'C' and 'D' working under them.

(2) Deleted.

(3) To open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice-Chancellor.

9. The Drawing and Disbursing Officers may delegate their powers to Group 'A' employees not below the rank of Admn.-cum-Accounts Officers/Assistant Accounts Officers/Supdt.working under them.

CHAPTER XXIII

DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS BY THE BOARD OF MANAGEMENT TO THE OFFICERS/EMPLOYEES OF THE UNIVERSITY

Definitions

1. (a) The terms Group 'A', Group 'B', Group 'C', and Group 'D' used in this Statute shall carry the same meaning as assigned to them in the Statute relating to the appointment of employees of the University other than officers and teachers.
 (b) The teachers shall be classified as Professor or equivalent (This will include Addl. Directors/Assoc. Directors/Coordinators of Research/Directors in the pay scale of Professors but who are not Officers of the University), Assoc. Professor or equivalent and Assistant Professor or equivalent.
 (c) deleted
 (d) deleted
2. The officers, teachers and other employees of the University may exercise such administrative powers as are specified in Part 'A' of the Schedule to this Statute subject to the control of the Vice-Chancellor and the superior officer concerned provided that the Vice-Chancellor may in his discretion order that an officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modifications as he considers necessary.
3. The officers, teachers and other employees of the University may exercise such financial powers as are specified in Part 'B' of the Schedule to this Statute subject to the control of the Vice-Chancellor and the superior officer concerned provided that the Vice-Chancellor may in his discretion order that an officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modification as he considers necessary and provided further that no expenditure shall be incurred which is not provided in the Budget approved by the Board of Management and that expenditure in excess of the powers specified may be incurred (upto the amount provided for in the

budget) with the approval of the sanctioning authority after obtaining the concurrence of the Comptroller.

4. The Vice-Chancellor may delegate to an officer, teacher or any other employee of the University such powers as he considers necessary which have been delegated to the Vice-Chancellor by the Statutes.
5. Deleted.

SCHEDULE

PART 'A'

Statement showing the delegation of administrative powers by the Board of Management to officers, teachers and other employees of the Punjab Agricultural University.

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian
1.	Powers to make officiating appointments	Upto 6 months in respect of Officers of the University, group 'A' employees and all teachers.	Nil
2.	Powers to permit change of group 'A', 'B' & 'C' employees to be made elsewhere than at headquarters.	Full powers	Nil
3.	Powers to effect transfer of officers, technical and ministerial staff.	Ditto	Full powers in respect of group 'B', 'C' & 'D' employees under their respective charge.
4.	Powers to sanction honoraria to the employees	Ditto	Non - recurring upto Rs.100 in each case subject to an annual limit of Rs. 500.
5.	Powers to permit acceptance of fee for outside work by the employees in accordance with the provisions of the Statute Part 'B' under clause (q) of Section 31 of the Act.	Full Powers	Nil

Estate Officer	Dean/ Director	Head of Deptt./ Executive Engineer	Prof. or equivalent and Assoc. Prof. or equivalent and Asstt. Prof. or equivalent specially authorised by Heads of Deptts.concerned or group 'A' employees specially authorised by Estate Officer
Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil
Full powers in respect of group 'B', 'C' & 'D' technical employees under him	Full powers in respect of Asstt. Prof. & equivalent and group 'C' & 'D' technical employees within their jurisdiction	Full powers in respect of group 'C' & 'D' technical employees. In respect of Asstt. Prof. & equivalent, full powers if transfer does not exceed two months duration.	Nil
Non-recurring upto Rs. 100 in each case subject to an annual limit of Rs. 500.		Nil	Nil
Nil	Full powers	Nil	Nil

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian
6.	Powers to permit officers, teachers and employees to attend outside the State conferences and meetings and other business of the University.	Ditto	Upto ten days excluding journey days for staff working under them.
7.	Powers to allow daily allowance at a place of training.	Ditto	Nil
8.	Powers to declare controlling authority in respect of T.A. of officers, teachers and employees of the university.	Ditto	Nil
9.	Powers to fix headquarters of any post within the State	Full Powers	Nil
10.	Powers to sanction reimbursement of cost of medical treatment to officers, teachers, employees and their families.	Full Powers	Upto Rs. 100 in each individual case for staff working under them.
11.	Powers to sanction house rent allowance equivalent to 10% of pay or the actual rent paid whichever is less to persons entitled to rent-free accommodation	Ditto	Nil

Estate Officer	Dean/ Director	Head of Deptt./ Executive Engineer	Prof. or equivalent and Assoc. Prof. or equivalent and Asstt. Prof. or equivalent specially authorised by Heads of Deptts.concerned or group 'A' employees specially authorised by Estate Officer
Upto ten days excluding journey days for staff working under them.			Nil
Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil
Nil	Nil	Full powers in respect of group 'B', 'C' & 'D' staff employed in field survey and investigation schemes.	Nil
Upto Rs. 100 in each individual case for staff working under him.		Upto Rs. 50 in each case for staff working under them.	Nil
Nil	Nil	Nil	Nil

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian
12.	Powers to send officers/officials for short training	Ditto	Nil
13.	Stoppage/release of increments of teachers and other employees	Full Powers	Full powers in respect of posts for which competent to make appointments.
14.	Shifting of headquarters of all Asstt. Prof. & equivalent	Ditto	Nil
15.	Purchase of movable and immovable property	Ditto	Rs. 20,000 in respect of staff working under them.
16.	Acceptance of resignation of officers, teachers and other employees of the University.	Ditto	Full powers in respect of employees to whom they are competent to make appointments.

Estate Officer	Dean/ Director	Head of Deptt./ Executive Engineer	Prof. or equivalent and Assoc. Prof. or equivalent and Asstt. Prof. or equivalent specially authorised by Heads of Deptts. concerned or group 'A' employees specially authorised by Estate Officer
Nil	Full powers in respect of Asstt. Prof. & equiv. and group 'C' & 'D' employees working under them upto a period of 10 days excluding journey days.	Full powers in respect of group 'C' & 'D' employees working under them upto a period of 10 days excluding journey days.	Nil
	Full powers in respect of posts for which competent to make appointments.		Nil
Nil	Full powers	Nil	Nil
	Rs. 20,000 in respect of staff working under them.	Rs. 500 in respect of staff working under them.	Nil
	Full powers in respect of employees for whom they are competent to make appointments.		Nil

SCHEDULE**PART 'B'**

Statement showing the delegation of financial powers by the Board of Management to officers, teachers and other employees of the Punjab Agricultural University.

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian	Estate Officer
1.	Purchase of books, periodicals maps etc..., for official use	Full powers	Rs. 500 a year	Rs. 500 a year
2.	To make local purchase of stationery for office in case of urgency	Ditto	Rs. 1000 a year	Rs. 500 a year
3.	To give out urgent printing work to a private press	Ditto	Rs. 100 in each case subject to the limit of Rs. 500 a year	Rs. 100 in each case subject to the limit of Rs. 500 a year
4.	(a) To rent or lease buildings or lands for University work (b) To rent out University residential and office buildings and shops	Ditto Upto Rs. 200 in each individual case	Nil Nil	Rs. 200 per mensem in each case Nil
5.	To sanction permanent advance to a subordinate officer	Full powers	Upto Rs. 100 in each case	Upto Rs. 100 in each case
6.	To sanction creation of temporary posts	Posts for which competent to appoint under the Statute regarding appointment of employees and teachers of the University. For a period not exceeding one year		
		Upto a period not exceeding six months	Upto a period not exceeding six months	Upto a period not exceeding six months
7.	To authorise urgent repairs of buildings of the Campus	Full powers	Nil	Rs. 5,000
8.	To sanction purchase of stores and articles of a capital nature such as scientific instruments and machinery (including livestock).	Ditto	Nil	Rs. 5,000 in each case

Dean/ Director (Except D.R.)	Director of Research	Head of Deptt.	Group 'A' employees specially authorised by Head of Deptt. or by Estate Officer	Additional Directors of Research
Rs. 500 a year	Full Powers to the extent of budget provision.	Rs. 500 a year	Nil	Rs. 1500 a year in each scheme.
Rs. 500 a year	Rs. 1000/- a year	Rs. 200 a year	Rs. 50 a year	Rs. 1000 a year
Rs. 100 in each case subject to the limit of Rs. 500 a year	Full Powers subject to no objection from PAU Press	Rs. 50 in each case with limit of Rs. 250 a year	Nil	Full powers subject to no objection from PAU Press
Nil	Rs. 1000 p.m. in each case	Rs. 100 per mensem in each case	Nil	Rs. 750 p.m. in each case
Nil	Nil	Nil	Nil	Nil
Full Powers with concurrence of the Comptroller	Full Powers with concurrence of the Comptroller	Nil	Nil	Upto Rs. 500 in each case
Posts for which competent to appoint under the Statutes regarding appointment of employees and teachers of the University.	Posts for which competent to appoint under the Statutes regarding appointment of employees and teachers of the University.	Nil	Nil	Nil
-----Upto a period not exceeding six months-----				
Nil	Rs. 3000 in each case subject to no objection from E.O.	Rs. 500 in each case	Nil	Rs. 2500 in each case subject to no objection from E.O.
Rs. 10,000 in each case	Rs. 20,000 in each case	Rs. 2000 in each case	Nil	Rs. 15,000 in each case

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian	Estate Officer
9.	To sanction estimates for manufacture and repairs in workshops controlled by the University.	Full powers	Nil	
10.	To sanction purchase of stores required for the manufacture and repairs undertaken by the Workshop.	Ditto	Nil	Nil
11.	Contracts for sale of farm or garden produce	Ditto	Nil	Nil
12.	To dispense with earnest or security money when plant and machinery, implements, spares, etc. are supplied and erected by the firms of undoubted financial standing and repute.	Ditto	Nil	Nil
13.	To sanction the purchase and manufacture of office furniture and necessary estimates thereof.	Ditto	Rs. 1,000 a year	Rs. 1,000 a year
14.	To sanction hiring of furniture	Ditto	Rs. 250 for offices under him and Rs. 100 for his own office not more than a period of 2 months in a year	Rs. 250 for offices under him and Rs. 100 for his own office not more than a period of 2 months in a year
15.	To sanction the purchase of tents and chowdaries	Ditto	Rs. 1,000 in each case	Rs. 1,000 in each case
16.	To sanction purchase of type-writers, duplicators and calculating machines	Ditto	Nil	Nil

Dean/ Director (Except D.R.)	Director of Research	Head of Deptt.	Group 'A' employees specially authorised by Head of Deptt. or by Estate Officer	Additional Directors of Research
Rs. 10,000 in each case	Rs. 10,000 in each case	Rs. 2,000 in each case	Rs. 500 in each case	Rs. 5,000 in each case
Rs. 10,000 in each case	Rs. 10,000 in each case	Nil	Nil	Rs. 7,500 in each case
Upto Rs. 30,000 in a year	Rs. 1,00,000 in a year	Upto Rs. 5,000 in a year	Upto Rs. 1,000 in a year	Rs. 75,000 in a year
Nil	Full powers	Nil	Nil	Nil
Rs. 1,000 a year	Rs. 10,000 a year	Rs. 250 a year	Rs. 50 a year	Rs. 7,500 a year
Rs. 250 not more than a period of 2 months in a year	Rs. 2,000 year	Rs. 25 a month not exceeding one month in a year	Rs. 10 a month not exceeding one month in a year	Rs. 1,500 a year
Full Powers with concurrence of Comptroller	Full Powers with concurrence of Comptroller	Rs. 250 in each case	Nil	Rs. 1,500 a year
Nil	Rs. 20,000 for offices under him including purchase for his own office	Nil	Nil	Rs. 15,000 for offices under them not including purchase for their own offices.

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian	Estate Officer
17.	To dispose of through a commission agent or by auction or otherwise, stocks (as distinct from surplus stock) of articles manufactures in workshop.	Ditto	Nil	Nil
18.	To sanction refund of revenue	Full powers	Rs. 1,000 in each case	Nil
19.	To write off losses arising from stores of any kind (including machinery, implements, bullocks, horse, miscellaneous articles, etc. purchased from farm or any other grants) which deteriorate or become surplus or unserviceable to the extent that they must be sold or written off.	Ditto	Nil	Nil
20.	(i) To write off irrecoverable dues of seed stores, farms and gardens in cases in which recovery is not practicable	Ditto	Upto Rs. 500 in each case (for Registrar only)	Nil
	(ii) To write off storage losses in farm produce due to dryage, damage by weevils, rats, fire, white-ants, rains, etc.	Ditto	Nil	Nil
21.	To write off value of losses due to petty, thefts, weigh ments and in transit	Ditto	Full powers	Nil
22.	To write off losses due to dryage plants and grafts	Full powers	Nil	Nil
23.	To sanction expenditure on demonstration of implements, improved seeds, fertilizers, etc.	Ditto	Nil	Nil

Dean/ Director (Except D.R.)	Director of Research	Head of Deptt.	Group 'A' employees specially authorised by Head of Deptt. or by Estate Officer	Additional Directors of Research
Rs. 100 in each case	Rs. 1,500 in each case	Nil	Nil	Rs. 1,000 in each case
Full Powers with concurrence of the Comptroller	Full Powers with concurrence of the Comptroller	Nil	Nil	Rs. 100 in each case
Upto Rs. 500 in each case	Rs. 2,000 in each case	Upto Rs. 100 in each case	Nil	Rs. 1,500 in each case
Upto Rs. 200 in each case	Rs. 1,500 in each case	Nil	Nil	Rs. 1,000 in each case
1% of total stock subject for a maximum of Rs. 250	1% of total stock subject to a maximum of Rs. 2,000	Upto the limit prescribed for each item	Nil	1% of total stock subject to a maximum of Rs. 1,500
<i>Note</i> : The prescribed limits as referred to above and under Head of Deptt. are given in Annexure to this schedule.				
Upto 10% of the total stock	Upto 10% of the total stock	Nil	Nil	Upto 7-1/2% of the total stock
Nil	Nil	Upto 5% of the total stock	Upto 2% of the total stock	Nil
Rs. 200 in each case	Rs. 1,500 in each case	Upto Rs. 100 in each case	Upto Rs. 100 in each case	Rs. 100 in each case

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian	Estate Officer
24.	To sell at a reduced rate surplus stock (seed, plants and grafts).	Ditto	Nil	Nil
25.	To sanction reappropriation and transfer of funds from one minor head of scheme to another	Ditto	Nil	Nil
26.	To sanction payment of demurrage, wharfage charges	Full Powers	Rs. 500 in each case	Rs. 500 in each case
27.	To sanction expenditure in connection with Civil Suits Instituted with the sanction of Vice-Chancellor	Ditto	Rs. 500 in each case	Rs. 500 in each case
28.	To sanction expenditure on book-binding (including other binding work)	Ditto	Rs. 100 in each case	Rs. 100 in each case
29.	To sanction hiring of typewriters for existing and new offices	Ditto	Upto six months	Upto six months
30.	To sanction purchase of bicycle for the use of their own offices as well as for the subordinate offices	Ditto	Full powers	Full powers
31.	To sanction supply of liveries, summer clothing to employees of the University	Ditto	Ditto	Ditto
32.	To sanction expenditure for prizes and awards	Ditto	Nil	Nil
33.	To sanction scholarships or stipends in the Colleges	Ditto	Nil	Nil

Dean/ Director (Except D.R.)	Director of Research	Head of Deptt.	Group 'A' employees specially authorised by Head of Deptt. or by Estate Officer	Additional Directors of Research
Upto 1 Lb seed of each kind and value not exceeding Rs. 50 in each case	10 Lb of seed of each kind and value not exceeding Rs. 500 in each case	Upto 1 Lb seed of each kind and value not exceeding Rs. 50 in each case	Nil	Upto 10 Lb of seed of each kind and value not exceeding Rs. 500 in each case
Nil	Nil	Nil	Nil	Nil
Rs. 500 in each case	Rs. 500 in each case	Nil	Nil	Rs. 250 in each case
Rs. 500 in each case	Rs. 1000 in each case	Nil	Nil	Rs. 500 in each case
Rs. 100 in each case	Rs. 500 in each case	Rs. 50 in each case	Rs. 20 in each case	Rs. 200 in each case
Upto six months	Upto one year	Upto six months	Nil	Upto one year
Full powers	Full powers	Full powers	Nil	Full powers
Ditto	Ditto	Ditto	Nil	Ditto
Upto Rs. 2000 per function	Upto Rs. 2,000 per function	Nil	Nil	Rs. 1,500 per function
Full powers as laid down in prospectus of the institution or scheme.	Full powers as laid down in prospectus of the institution or scheme.	Nil	Nil	Nil

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian	Estate Officer
34.	To remit late fee, fines imposed on students	Ditto	Nil	Nil
35.	To sanction expenditure connected with fruit, vegetables and other agricultural and livestock shows	Ditto	Nil	Nil
36.	To sanction employment of skilled or unskilled labour on daily and monthly wages	Full Powers	Nil	Full powers as per common schedule of rates Vol. I 1962 issued by the Chief Engineer, PWD (B&R) for employment of labour on daily & monthly wages chargeable to works.
37.	To fix limits of security deposits of University employees and to prescribe method of recovery thereof.	Ditto	Nil	Nil
38.	To fix sale rates of agricultural, dairy and poultry products, nursery plants, bacterial culture, agril. tools, implements, machinery and their prints etc.	Ditto	Nil	Nil
39.	To fix rates of commission payable to commission agents, etc. on sales of agricultural production etc.	Ditto	Nil	Nil
40.	To lay down scales for the issue of concentrates fodder, etc. for feeding livestock.	Ditto	Nil	Nil

Dean/ Director (Except D.R.)	Director of Research	Head of Deptt.	Group 'A' employees specially authorised by Head of Deptt. or by Estate Officer	Additional Directors of Research
Full Powers according to the prescribed rules	Full Powers according to the prescribed rules	Nil	Nil	Nil
Rs. 1,000 in each case	Rs. 1,000 in each case	Nil	Nil	Rs. 500 in each case
Full powers at rates published as reasonable by D.C. concerned and subject to the condition that the period of employment does not exceed 12 months at a time in the case of a monthly paid labour.			Nil	Full powers at rates published as reasonable by D. C. concerned and subject to condition that the period of employment does not exceed 12 months at a time in case of monthly paid labour.
Nil	Nil	Nil	Nil	Nil
Full powers provided that the rate fixed are not less than the prevailing market rates.	Full powers provided that the rate fixed are not less than the prevailing market rates.	Nil	Full powers in respect of perishable commodities rates are not less than the prevailing market rates.	Full powers provided that the rate fixed are not less than the prevailing market rates.
Full powers	Full powers	Full powers subject to control of Dean/Director	Nil	Full powers subject to control Director.
Full powers	Full powers	Ditto	Nil	Full powers subject to control of Director.

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian	Estate Officer
41.	To declare animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost etc. as surplus to requirement	Ditto	Nil	Nil
42.	To declare animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost etc. as unserviceable	Ditto	Nil	Nil
43.	(a) To sanction sale of animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost declared surplus by competent authority at book value or market value, whichever is greater	Full Powers	Nil	Nil
	(a) To sanction sale of animals, declared surplus by the competent authority below the book value	Full Powers	Nil	Nil
44.	To sanction sale by public auction of animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost etc. declared surplus or unserviceable by the competent authority.	Ditto	Nil	Nil
45.	To sanction disposal by sale or otherwise of animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost etc. declared unserviceable by the competent authority.	Ditto	Nil	Nil
46.	To sanction sale of seeds and seedlings at market rates.	Ditto	Nil	Nil

Dean/ Director (Except D.R.)	Director of Research	Head of Deptt.	Group 'A' employees specially authorised by Head of Deptt. or by Estate Officer	Additional Directors of Research
Full Powers	Full Powers	Upto Rs. 5,000 in each case	Upto Rs. 1,000 in each case	Rs. 25,000 in each case
Rs. 2,000 in each case	Rs. 5,000 in each case	Upto Rs. 1,000 in each case	Nil	Rs. 3,000 in each case
Upto Rs. 10,000 in each transaction subject to any condition imposed by the competent authority	Upto Rs. 10,000 in each transaction subject to any condition imposed by the V.C.	Upto Rs. 5,000 in each transaction subject to any condition imposed by the competent authority	Nil	Upto Rs. 75,000 in each transaction subject to any condition imposed by the V.C.
Nil	Nil	Nil	Nil	Nil
Upto Rs. 10,000 in each transaction subject to any condition imposed by the competent authority	Rs. 100,000 in each transaction subject to any condition imposed by the V.C.	Upto Rs. 5,000 in each transaction subject to any condition imposed by the competent authority.	Nil	Rs. 75,000 in each transaction
Upto Rs. 1,000 in each transaction subject to any condition imposed by the competent authority	Rs. 5,000 in each transaction subject to any condition imposed by the V.C.	Upto Rs. 500 in each transaction subject to any condition imposed by the competent authority.	Nil	Rs. 3,000 in each transaction any subject to condition imposed by V.C.
Full powers	Full powers	Full powers subject to control of Dean/Director	Nil	Full powers subject to control of Director.

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian	Estate Officer
47.	To sanction write off of books, periodicals and maps lost or rendered unserviceable	Ditto	Upto Rs. 100 in each case	Upto Rs. 100 in each case
48.	To write off the value of animals died or destroyed	Full Powers	Nil	Nil
49.	To fix rates of depreciation in respect of articles of stores and livestock, etc.	Ditto	Nil	Nil
50.	To approve mortality in young nursery etc.	Ditto	Nil	Nil
51.	To approve mortality in mature plants	Ditto	Nil	Nil
52.	To declare articles of stores or stock surplus or unserviceable	Ditto	Upto book value of Rs.500 in each case	Upto book value of Rs. 2500 in each case
53.	To sanction sale of articles of stores/stock declared surplus or unserviceable by the competent authority.	Ditto	Upto Rs. 500 in each transaction	Upto Rs. 7,500 in each transaction
54.	To sanction expenditure on service postage stamps for use in offices and institutions	Ditto	Upto Rs. 5,000 at any one time	Upto Rs. 5,000 at any one time
55.	To sanction expenditure on ordinary postage stamps (foreign postage)	Ditto	Upto Rs. 500 per annum	Upto Rs. 500 per annum

Dean/ Director (Except D.R.)	Director of Research	Head of Deptt.	Group 'A' employees specially authorised by Head of Deptt. or by Estate Officer	Additional Directors of Research
Upto Rs.100 in each case	Upto Rs.200 in each case	Upto Rs. 75 in each case	Nil	Rs. 100 in each case
Upto Rs.1000 in each case	Upto Rs.2000 in each case	Nil	Nil	Rs. 1000 in each case
Full Powers with the concurrence of the Comptroller	Full Powers with the concurrence of the Comptroller	Nil	Nil	Nil
Full powers	Full powers	Full powers	Nil	Full powers
Ditto	Ditto	Nil	Nil	Ditto
Full powers with the concurrence of the Comptroller	Full powers with the concurrence of the Comptroller	Upto book value of Rs. 250 in each case	Nil	Upto book value of Rs. 1500 in each case
Ditto	Ditto	Upto Rs. 3,000 in each transaction	Nil	Upto Rs. 7,500 in each transaction
Full powers with the concurrence of the Comptroller	Full powers with the concurrence of the Comptroller	UptoRs. 2,000 at any one time	Upto Rs. 2,000 at any one time	Upto Rs. 7,500
Ditto	Ditto	Upto Rs. 200 per annum	Upto Rs. 100 per annum	Upto Rs. 1,500 per annum.

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian	Estate Officer
56.	To sanction write off finally of irrecoverable values of stores or public money losts by fraud or negligence of individuals or similar cases	Ditto	Upto Rs. 1,000 in each individual case <i>(Remarks :- Provided that the loss does</i>	Upto Rs. 1,000 in each individual case
57.	To sanction expenditure on entertainments, functions etc.	Full Powers	Upto Rs. 200 in each case	Upto Rs. 200 in each case
58.	To sanction contingent expenditure not otherwise provided for in these delegation orders	Ditto	Upto Rs. 5000 in each case	Upto Rs. 5,000 for any one item
59.	Powers to sanction printing of technical reports	Ditto	Nil	Nil
60.	To review liveries etc. at the University expense before the prescribed period	Ditto	Nil	Nil
61.	Waiving off the discrepancies relating to stores received short or found damaged in respect of overseas consignments received in an unopen and outwardly good conditions.	Ditto	Nil	Nil
62.	To sanction the waiving in half or whole of recoveries of charges pointed out by Audit	Ditto	Nil	Nil
63.	To grant compensation to employees under workmen's compensation Act.	Ditto	Nil	Nil
64.	To sanction overtime allowance to ministerial staff, Peons, Daftries, Drivers etc., for whom it is admissible.	Ditto	Full powers in respect of employees in whose case they are appointing authorities.	Full powers in respect of employees in whose case they are appointing authorities.

Note : The powers delegated in this schedule are subject to provisions

Dean/ Director (Except D.R.)	Director of Research	Head of Deptt.	Group 'A' employees specially authorised by Head of Deptt. or by Estate Officer	Additional Directors of Research
Upto Rs. 1,000 in each individual case	Upto Rs. 1500 in each individual case	Upto Rs. 500 in each individual case	Nil	Rs. 1000 in each individual case
not disclose a defect of the prescribed system or procedure requiring amendment).				
Upto Rs. 200 in each case	Upto Rs. 200 in each case	Nil	Nil	Upto Rs. 200 in each case
Upto Rs. 5,000 for any one item	Upto Rs. 20000 in each case	Upto Rs. 2000 for any one item	Upto Rs. 500 for any one item	Upto Rs. 15,000 in each case
Full Powers with the concurrence of the Comptroller	Full Powers with the concurrence of the Comptroller	Nil	Nil	Upto Rs. 3,000 at a time
Nil	Full powers	Nil	Nil	Nil
Nil	Upto the value of Rs. 1,000 in each case	Nil	Nil	Upto the value of Rs. 50 in each case
Nil	Upto Rs. 500	Nil	Nil	Upto Rs. 200
Nil	Nil	Nil	Nil	Nil
Full powers in respect of employees in whose case they are appointing authorities.	Full powers in respect of employees working under him.	Full powers in respect of employees in whose case they are appointing authorities.		Full powers in respect of employees working under him.

of funds in the budget, scales fixed and procedure prescribed.

ANNEXURE referred to in note below Sr. No. 20 (ii) of Schedule Part-B
showing percentages of normal shortage in stores due to
dryage and other reasons.

<i>Commodity</i>	<i>Percentage of shortage</i>
1. Wheat	1.5% in plains and 2.5% in hilly areas
2. Cotton seed	3%
3. Barley, Bajra and Jowar	2%
4. Mash, Mung, Moth and other pulses	2%
5. Maize	3%
6. Gram	2%
7. (a) Japan Rape Seed	2.5%
(b) Sarson Seed	
(c) Mustard (Rai) Seed	
(d) Rocket (Taramira) Seed	
(e) Sesamum (Til) Seed	
(f) Toria Seed	
8. Hempseed (San)	2%
9. Makechari Seed	2%
10. Berseem Seed	3%
11. (a) Chari Seed	2%
(b) Gowara Seed	
(c) Lecerne Seed	
(d) Methi Seed	
(e) Oats Seed	
(f) Senji Seed	
(g) Shaftal Seed	
12. Jowar, Bajra and Maize Karby	10%
13. Bhusa	5% to 8%
14. Gur	3%
15. Shakar	3%
16. Rice	1.5%
17. Sugarcane	15%
18. Groundnut	5%
19. Potatoes	10%
20. Colocacia (Arue)	10%
21. Caster Seed	3%
22. Soybeans	3%
23. Palak Seed	4%
24. Tomato	6%
25. Cabbage	5%
26. Cauliflower	5%
27. Tobacco	3%
28. Paddy (unhusked)	5%
29. Arhar Seed	2%
30. Sudan Grass	2%
31. Cow Peas	2%

S. No.	Nature of powers delegated	Registrar/ Comptroller	Estate Officer	Senior Architect	Dean/ Director/ Librarian	Addl. Director	Head of the Deptt./ ADC	Professor & equivalent specially authorised by Head of Deptt.	Prof. and equivalent/ Assoc. Director	Associate Professor or equivalent -/Asstt. Prof. or equivalent	Assoc. Prof. & equivalent specially authorised by Head of Deptt.	Asstt. Prof. level teachers specially authorised by the Head of Deptt. and group 'A' employees specially authorised by the Estate Officer	Deputy Registrar/ Asstt. Registrar	Accounts Officer (Store Purchase Organisation)	Deputy Director Students' Welfare	Executive Engineers
10.	Powers to sanction reimbursement of cost of medical treatment to officers teachers, employees and their families.	Upto Rs. 20000 in each individual case for staff working under them Comptroller: Above Rs. 20000 full powers in each individual case of teachers, employees and their families except officers of the university	Upto Rs. 20000 in each individual case for staff working under them	Post abolished	Upto Rs. 20000 in each individual case for the staff working under them	Nil	Upto Rs. 14000 in each case for staff working under them	Upto Rs. 8000 in each case for staff working under them	Upto Rs. 2000 in each case for staff working under them	Upto Rs. 800 in each case for staff working under them	Upto Rs. 1200 in each case for staff working under them	Upto Rs. 1000 in each case for staff working under them.	Upto Rs. 1000 in each case for staff working under them. Assistant Registrar : Upto Rs. 500 in each individual case for staff working under them.	Upto Rs. 500 in each case for staff working under them	Nil	Upto Rs. 500 in each case for staff working under them
12.	Powers to send officers, officials for short training	Full powers in respect of group 'B', 'C' & 'D' employees working under them upto a period of 30 days excluding journey days.	Full powers in respect of employees working under him upto a period of 30 days excluding journey days	Full powers in respect of staff working under them for a period of four months excluding journey days	Nil	Full powers in respect of staff working in the Deptt. for a period not exceeding three months excluding journey days	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Full powers in respect of staff working under him upto a period of 10 days excluding journey days	Full powers in respect of Asstt. Prof. or equiv. group 'C' & 'D' employees working under him upto a period of 30 days excluding journey days.	Full powers in respect of group 'C' & 'D' employees working under them upto a period of ten days excluding journey days.
13.	Stoppage/ release of increments of teachers and other employees	Full powers in respect of group 'B', 'C' & 'D' employees working under them.	Full powers in respect of Prof. & equiv./ Assoc. Prof. & equiv. Asstt. Prof. & equiv. group 'B', 'C' & 'D' employees working under them.	Nil	Full powers in respect of teachers in the rank of Assoc. Prof. & equiv. & group 'B', 'C' & 'D' employees working under them.	Nil	Full powers in respect of group 'C' & 'D' employees working under them.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Full powers in respect of group 'C' & 'D' employees working under them.

S. No.	Nature of powers delegated	Registrar/ Comptroller	Estate Officer	Senior Architect	Dean/ Director/ Librarian	Add. Director	Head of Deptt./ ADC	Professor & equivalent specially authorised by Head of Deptt.	Prof. and equivalent/ Assoc. Director	Associate Professor or equivalent -/Asstt. Prof. or equivalent	Assoc. Prof. & equivalent specially authorised by Head of Deptt.	Asstt. Prof. level teachers specially authorised by the Head of Deptt. and group 'A' employees specially authorised by the Estate Officer	Deputy Registrar/ Asstt. Registrar	Accounts Officer (Store Purchase Organisation)	Deputy Director Students' Welfare	Executive Engineers
14.	Shifting of headquarters of teachers/ employees	Nil	Nil	Nil	Full powers	Nil	Full powers in respect of Asstt. Prof. & equiv. & group 'B', 'C' & 'D' employees.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
15.	Purchase of moveable & immoveable property.	No change	No change	Rs. 20,000 in respect of staff working under him.	No change	Nil	Rs. 10,000 in respect of staff working under them.	Nil	Nil	Nil	Nil	Nil	Rs. 50,000 in respect of staff working under them.	Rs. 20,000 in respect of staff working under him.	Rs. 500 in respect of staff working under him.	
16.	Acceptance of resignation of officers, teachers and other employees of the University.	Full powers in respect of group 'B', 'C' & 'D' employees working under them.			Full powers in respect of Prof. or equiv./ Assoc. Prof. & equiv. & Asstt. Prof. or equiv. & group 'B', 'C' & 'D' employees working under them.	Nil	Full powers in respect of Asstt. Prof. & equivalent and group 'B', 'C' and 'D' employees working under them.	Nil	Full powers in respect of group 'C' & 'D' employees working under them.	Nil	Nil	Nil	Nil	Full powers in respect of group 'B', 'C' & 'D' employees	Full powers in respect of group 'C' & 'D' employees working under them.	

SCHEDULE PART - B
DELEGATION OF FINANCIAL POWERS

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research (Rs.)	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer (Rs.)	Deputy Registrar (Rs.)	Admn- cum- Account Officer (SPO) (Rs.)	Asstt. Registrar (Rs.)	Professor & equivalent Assoc. Director (Rs.)	Assoc. Prof. or equivalent (Rs.)	Addl. Director (Rs.)
1.	Purchase of books, periodicals, maps etc. for official use	Full powers to the extent of budget provision	Full powers to the extent of budget provision	25000 Librarian/ full powers to the extent of budget provision	No change	15000	2000 in a year in each scheme	500 in a year in each scheme	1000 a year	1000 a year	Nil	15000	1000 a year	20000
2.	To make local purchase of stationery for office in case of urgency	2000 a year	2000 a year	10000	10000	5000	1000 a year	No change	1000 a year	5000	1000 a year	2000 a year	1000 a year	5000
3.	To give out urgent printing work to a private press	2000 in each case (subject to the limit of Rs. 10000 a year)	2000 in each case (subject to the limit of Rs. 10000 a year)	50000 Librarian	50000	25000	2000 a year subject to no objection from PAU Press	500 in each case with limit of Rs.2500 subject to no objection from PAU Press	1000 in each case with limit of Rs.5000 subject to no objection from PAU Press	Full powers subject to no objection from PAU Press (Material to be got approved from the Dean/ Director concerned)	Nil	15000	500 in each case with limit of Rs. 5000 a year	No change
4.	To rent or lease buildings or lands for University work	2500 p.m. in each case	2500 p.m. in each case	2500 p.m. in each case	5000 p.m. in each case	2500 p.m. in each case	1000 p.m. in each case	Nil	Nil	1000 p.m. in each case	Nil	1500 p.m. in each case	Nil	1500 p.m. in each case
5.	To sanction permanent advance to a subordinate officer	No change	Upto Rs. 4000 for imprest	Full powers with the concurrence of Comptroller (Librarian upto Rs. 5000/- each case)	Full powers with the concurrence of CAU (Librarian upto Rs. 5000/-)	Upto 1000 in each case	Nil	Nil	Nil	500/- p.m. in each case	Nil	Nil	Nil	Upto 1500 in each case
6.	To authorize urgent repairs of buildings of the Campus	No Change	No change	50000 in each case subject to no objection from E.O.	50000 in each case subject to no objection from E.O.	10000 in each case subject to no objection from E.O.	2000 in each case subject to no objection from E.O.	1000 in each case subject to no objection from E.O.	Nil	2000 in each case subject to no objection from E.O.	Nil	2000 in each case subject to no objection from E.O.	1000 in each case subject to no objection from E.O.	25000 in each case subject to no objection from E.O.

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research (Rs.)	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer (Rs.)	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)	Asstt. Registrar (Rs.)	Professor & equivalent Assoc. Director (Rs.)	Assoc. Prof. or equivalent (Rs.)	Addl. Director (Rs.)
7.	To sanction purchase of store and articles of capital nature such as scientific instruments apparatus & machinery (including livestock)	200000 in each case	200000 in each case	200000 in each case	200000 in each case	100000 in each case	30000 in each case	Nil	Nil	30000 in each case	Nil	30000 in each case	30000 in each case	50000 in each case
8.	To sanction estimate to manufacture and repair in workshop controlled by PAU	Nil	Nil	25000	25000	10000 in each case	5000 in each case	No change	Nil	5000 in each case	Nil	10000 in each case	2000 in each case	15000
9.	To sanction purchase of stores required for the manufacture and repairs undertaken by the workshop	Nil	Nil	25000	25000 in each case	15000 in each case	5000 in each case	Nil	Nil	5000 in each case	Nil	15000 in each case	2000 in each case	20000
10.	Contact for sale of farms or garden produce	Nil	Nil	75000 in a year	100000 in a year	50000 in a year	10000 in a year	No change	Nil	50000 in a year	Nil	20000 in a year	5000 in a year	---
11.	To dispense with earnest or security money when plants and machinery, implements, spares etc. are supplied and erected by the firms of undoubted financial standing and repute	Nil	Full powers	Full powers	Full powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
12.	To sanction the purchase and manufacture of the office furniture and necessary estimate thereof	5000 a year	5000 a year	25000	25000	15000	2000 a year	1000 a year	2000 a year subject to budget provision	2000 a year subject to budget provision	Nil	15000 a year	1000 a year	20000
13.	To sanction hiring of furniture	1000 for offices under him and 500 for his own offices not more than a period of two months in a year	1000 for offices under him and 500 for his own offices not more than a period of two months in a year	15000	15000	3000	1000 a year	500 a month not exceeding two months in a year	500 a month not exceeding two months in a year	1000 a year	Nil	3000	--	4000

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research (Rs.)	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer (Rs.)	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)	Asstt. Registrar (Rs.)	Professor & equivalent Assoc. Director (Rs.)	Assoc. Prof. or equivalent (Rs.)	Addl. Director (Rs.)
14.	To sanction the purchase of Tents and Chowdaries	1000 in each case	1000 in each case	Full powers with the concurrence of the CAU (Librarian upto 25000)	Full powers with the concurrence of the CAU (Librarian upto 25000)	15000	500 in each case	Nil	Nil	1000 in each case	Nil	15000 in each case	500 in each case	20000
15.	To sanction purchase of type writer, duplicators and calculating machines	5000 for offices under them not including purchase for their own offices	5000 for offices under them not including purchase for their own offices	25000 for offices under them not including purchase for their own offices	25000 for offices under them not including purchase for their own offices	15000 in each case	5000 in each case	Nil	Nil	10000 in each case	Nil	15000 in each case	1000 in each case	20000 for offices under them not including purchase for their own offices
16.	To dispose off through commission agent or by auction or otherwise stocks (as disinct from surplus stock) of articles manufactured in workshop	Nil	Nil	2000	1500	1000	Nil	Nil	Nil	1000	Nil	Nil	Nil	Nil
17.	To sanction the refunds of revenue	No change	No change	Full powers with the concurrence of the CAU (Librarian-No change)	Full powers with the concurrence of the CAU (Librarian-No change)	Nil	Nil	Nil	Refund of exam fee upto 250 in each case	Nil	Refund of exam fee upto 100 in each case	Nil	Nil	250 in each case
18.	To write off losses arising from stores of any kind (including machinery, implements, bullocks, horses, misc. articles etc. purchased from farm or any other grants) which deteriorate to become surplus or unserviceable to the extent that they must be sold or written off	1000 in each case	1000 in each case	5000 in each case	2000 in each case	2000 in each case	1000 in each case	250 in each case	100 in each case	2500 in each case	100 in each case	1000 in each case	1000 in each case	3000 in each case

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research (Rs.)	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer (Rs.)	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)	Asstt. Registrar (Rs.)	Professor & equivalent Assoc. Director (Rs.)	Assoc. Prof. or equivalent (Rs.)	Addl. Director (Rs.)
19.	(i) To write off irrecoverable dues of seed stores farms and gardens in cases in which recovery is not practicable (ii) To write off losses of store due to unusual occurrence e.g. damage by weevils, rats, white-ants, rains etc.	No change Nil	Nil Nil	2000 in each case 1% of total stock subject to a maximum of Rs. 2000	1500 in each case 1% of total stock subject to a maximum of Rs. 2000	1000 in each case 1% of total stock subject to a maximum of Rs. 2000	500 in each case 1% of total stock subject to a maximum of Rs. 1000	Nil Upto Rs. 200 in a year	Nil Upto Rs. 200 in a year	1000 in each case Nil	Nil Upto Rs. 100 in a year	500 in each case 1% of total stock subject to a maximum of Rs. 1000	250 in each case 1% of total stock subject to a maximum of Rs. 1000	1000 in each case 1% of total stock subject to a maximum of Rs. 1500
20.	To write-off losses due to petty thefts, weighments and in transit	No change	Upto 1000	Upto 10% of total stock	Upto 10% of total stock	Upto 5% of total stock	Nil	Upto 100	Upto 200	Upto 5% of the total stock	Upto 100	Upto 2% of the total stock	Upto 2% of the total stock	Upto 7.5% of the total stock
21.	To write-off dryage in plants and grafts	Nil	Nil	Nil	Nil	No change	Nil	Upto 2% of the total stock	Nil	Upto 5% of the total stock	Nil	Upto 2% of the total stock	Upto 2% of the total stock	Nil
22.	To sanction expenditure on demonstration of implements seeds & fertilizer etc.	Nil	Nil	10,000 in each case	20,000 in each case	5,000 in each case	3,000 in each case	1,000 in each case	Nil	Nil	Nil	3,000 in each case	2,000 in each case	5,000 in each case
23.	To sanction at a reduced rate surplus stock (seed, plants and grafts)	Nil	Nil	Upto 10 lb of seed of each kind and value not exceeding 1000 in each case	Upto 10 lb of seed of each kind and value not exceeding 1000 in each case	Upto 10 lb of each kind and value not exceeding 1000 in each case	Nil	Upto 250 in each case	Nil	Upto 10 lb of seed of each kind and value not exceeding 500 in each case	Nil	Nil	Nil	Upto 10lb seed of each kind and value not exceeding 1000 in each case

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research (Rs.)	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer (Rs.)	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)	Asstt. Registrar (Rs.)	Professor & equivalent Assoc. Director (Rs.)	Assoc. Prof. or equivalent (Rs.)	Addl. Director (Rs.)
32.	To remit late fee fines imposed on students	Full powers according to the prescribed rules	Nil	Full powers according to the prescribed rules	Full powers according to the prescribed rules	Full powers according to the prescribed rules	Nil	Nil	Full powers according to the prescribed rules	Full powers according to the prescribed rules	Nil	Nil	Nil	Nil
33.	To sanction expenditure connected with fruit, vegetables and other agricultural and livestock shows	Nil	Nil	10000 in each case	10000 in each case	No change	Nil	Nil	Nil	1000 in each case	Nil	Nil	Nil	1500 in each case
34.	To sanction employment of skilled and unskilled labour on daily and monthly wages	Full powers for University press	No change	No change	No change	No change	Nil	Nil	Nil	Full powers at rates published as reasonable by D.C. concerned and subject to the condition that the period of employment does not exceed 12 months at a time in the case of a monthly paid labour	Nil	Full powers at rates published as reasonable by D.C. concerned and subject to the condition that the period of employment does not exceed 12 months at a time in the case of a monthly paid labour	Full powers at rates published as reasonable by D.C. concerned and subject to the condition that the period of employment does not exceed 12 months at a time in the case of a monthly paid labour	---
35.	To fix limits of security deposits of University employees and to prescribe method of recovery thereof	Full powers/ limit of security in each case to be fixed in consultation with CAU	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
36.	To fix sale rate of agricultural, dairy and poultry products, nursery plants bacterial culture etc.	Nil	Nil	Full powers provided that the rates fixed are not less than the prevailing market rates	Full powers provided that the rates fixed are not less than the prevailing market rates	Full powers provided that the rates fixed are not less than the prevailing market rates	Nil	Nil	Nil	Full powers provided that the rates fixed are not less than the prevailing market rates	Nil	Full powers in perishable commodity provided that the rates fixed are not less than the prevailing market rates	Full powers in perishable commodity provided that the rates fixed are not less than the prevailing market rates	---

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research (Rs.)	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer (Rs.)	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)	Asstt. Registrar (Rs.)	Professor & equivalent Assoc. Director (Rs.)	Assoc. Prof. or equivalent (Rs.)	Addl. Director (Rs.)
37.	To fix rates of commission payable to commission agents etc. on sale of agricultural production etc.	Nil	Nil	No change	No change	No change	Nil	Nil	Nil	Full powers subject to the control of Dean/Director	Nil	Nil	Nil	---
38.	To lay down scales for the issue of concentrate fodder etc. for feeding livestock	Nil	Nil	No change	No change	No change	Nil	Nil	Nil	Full powers subject to the control of Dean/Director	Nil	Nil	Nil	---
39.	To declare animals, agricultural produces nursery plants, fruit trees, FYM compost etc. as surplus to requirement	Nil	Nil	No change	No change	20000	20000	Upto 5000 in each case	Nil	20000	Nil	20000 in each case	10000 in each case	---
40.	To declare animals, agricultural produces, nursery plants, fruit trees, FYM compost etc. as unserviceable	Nil	Nil	No change	No change	20000 in each case	Nil	Upto 1000 in each case	Nil	2000 in each case	Nil	Upto 2000 in each case	Upto 1000 in each case	---
41.	To sanction sale of animals, agricultural produce, nursery plants, fruit trees, FYM Comp. declared surplus by competent authority at book value or mkt. value whichever is greater	Nil	Nil	150000 in each transaction subject to any condition imposed by V.C.	150000 in each transaction subject to any condition imposed by V.C.	Upto 100000 in each transaction subject to any condition imposed by V.C.	Upto 2000 in each transaction subject to any condition imposed by V.C.	Upto 5000 in each transaction subject to any condition imposed by V.C.	Nil	Upto 50,000 in each transaction subject to any condition imposed by V.C.	Nil	Upto 40,000 in each transaction subject to any condition imposed by V.C.	Upto 15000 in each transaction subject to any condition imposed by V.C.	---
42.	To sanction sale by public auction of animals agricultural produce, nursery plants, fruits, trees, FYM compost etc. declared surplus or unserviceable by competent authority	Nil	Nil	150000 in each transaction	150000 in each transaction	100000 in each transaction	20000 in each case subject to any condition imposed by V.C.	2000 in each case subject to any condition imposed by V.C.	Nil	50000 in each transaction	Nil	30000 in each transaction subject to any condition imposed by V.C.	10000 in each transaction subject to any condition imposed by V.C.	

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research (Rs.)	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer (Rs.)	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)	Asstt. Registrar (Rs.)	Professor & equivalent Assoc. Director (Rs.)	Assoc. Prof. or equivalent (Rs.)	Addl. Director (Rs.)
43.	To sanction disposal by sale or otherwise of animals, agricultural produce, nursery plants, fruit trees, FYM compost etc. declared unserviceable by the competent authority	Nil	Nil	Upto 10000 in each transaction (subject to any condition imposed by V.C.)	Upto 10000 in each transaction (subject to any condition imposed by V.C.)	Upto 4000 in each transaction (subject to any condition imposed by V.C.)	Upto 2000 in each transaction	Upto 1000 in each transaction	Nil	Upto 2000 in each transaction	Nil	1000 in each transaction (subject to any condition imposed by V.C.)	1000 in each transaction (subject to any condition imposed by V.C.)	---
44.	To sanction sale of seeds and seedlings at market rates	Nil	Nil	No change	No change	No change	Nil	Nil	Nil	Full powers subject to control of Dean/Director	Nil	Nil	Nil	---
45.	To sanction write-off of books periodicals and maps/ lost or rendered unserviceable	No change	No change	2000 in each case	2000 in each case	No change	Nil	Upto 500 in each case	Nil	Upto 500 in each case	Nil	Nil	Nil	---
46.	To write-off the value of animals died or destroyed	Nil	Nil	No change	No change	No change	Nil	No change	Nil	Upto 5000 in each case	Nil	Nil	Nil	---
47.	To fix rates of depreciation in respect of articles of stores and livestock	Nil	Nil	Full powers with the concurrence of the CAU (Librarian-Nil)	Full powers with the concurrence of the CAU (Librarian-Nil)	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	---
48.	To approve mortality in young nursery etc.	Nil	Nil	No change	No change	Full powers	Nil	Nil	Nil	Full powers	Nil	Nil	Nil	---
49.	To approve mortality in mature plants	Nil	Nil	No change	No change	Full powers	Nil	Nil	Nil	Full powers	Nil	Nil	Nil	---
50.	To declare articles of store or stock surplus or unserviceable	No change	Upto book value of 2500 in each case	Full powers with the concurrence of the CAU (Librarian No change)	Full powers with the concurrence of the CAU (Librarian No change)	Upto book value of 2000 in each case	Upto book value of 2000 in each case	Upto book value of 1000 in each case	Upto book value of 1000 in each case	Upto book value of 1000 in each case	Nil	Upto book value of 2000 in each case	Upto book value of 1000 in each case	---

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research (Rs.)	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer (Rs.)	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)	Asstt. Registrar (Rs.)	Professor & equivalent Assoc. Director (Rs.)	Assoc. Prof. or equivalent (Rs.)	Addl. Director (Rs.)
51.	To sanction the sale of articles of stores or stocks declared surplus or unserviceable by competent authority	No change	Upto 7500 in each transaction	Full powers with the concurrence of the CAU (Librarian upto 7500 in each case)	Full powers with the concurrence of the CAU (Librarian upto 7500 in each case)	Upto 5000 in each transaction	Nil	Upto 2000 in each transaction	Upto 2000 in each transaction	Upto 5000 in each transaction	Nil	Upto 4000 in each case	Upto 3000 in each case	---
52.	To sanction expenditure on service postage stamps for use in office and institutions	No change	No change	Full powers with the concurrence of the CAU (Librarian upto 10000)	Full powers with the concurrence of the CAU (Librarian upto 10000)	10000	2000 at a time	2000 at a time	Upto 1000 at a time	5000 at a time subject to the budget provision	Nil	10000	2000 at a time	15000 at a time
53.	To sanction expenditure on ordinary postage stamps (foreign postages)	Upto 1500 per annum	Upto 1500 per annum	Full powers with the concurrence of the CAU (Librarian upto 1500 per annum)	Full powers with the concurrence of the CAU (Librarian upto 1500 per annum)	1000 per annum	Nil	500 per annum	500 per annum	1000 per annum	500 per annum	100 per annum	100 per annum	---
54.	To sanction write-off finally or irrecoverable value of stores or public money lost by fraud or negligence of individuals or similar cases	No change	No change	No change	No change	No change	Nil	Upto 50 in each case	500 annually	Upto 500 in each individually case	Nil	Nil	Nil	---
55.	To sanction expenditure on entertainment functions etc.	5000	5000	5000 Librarian 1000 in each case	5000 in each case	2500 in each case	500 in each case	Nil	500 in each case	1000 in each case	Nil	500 in each case	250 in each case	1000 in each case
56.	To sanction contingent expenditure not otherwise provided for in these delegation orders	Registrar upto 25,000 in each case and full powers in respect of payment of electricity charges only 50,000 in each case full powers in	60,000	Deans/ Directors 60,000 and full powers Librarian upto 15000 for any one time	70,000 and full powers #	Upto 40,000 for any one time	10,000	Nil	2,000 in each case	15,000 at a time	Nil	40,000 and 70,000 # (see note below)	Upto 10,000 in each case (30,000 # in each case to the Assoc. Prof. (trg). The Incharge of KVKs is 3700-5700 scale (see note below)	50,000 and 1,00,000 # (see note below)

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research (Rs.)	Director of Research (Rs.)	Head of Deptt./ Adl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer (Rs.)	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)	Asstt. Registrar (Rs.)	Professor & equivalent Assoc. Director (Rs.)	Assoc. Prof. or equivalent (Rs.)	Addl. Director (Rs.)
	ies of charges pointed out by audit													
61.	To sanction over-time allowance ministerial staff, peons, daftries, drivers etc.	Full powers in respect of employees working under them	Full powers in respect of employees working under them	Full powers in respect of employees working under them	Full powers in respect of employees working under them	Full powers in respect of employees working under them	Nil	Nil	Nil	Full powers in respect of employees working under them	Nil	Nil	Nil	---

Note : The powers delegated in this schedule are subject to provision of funds, scales fixed and procedure prescribed.

* A.S.P.O. authorised to sanction expenditure upto Rs. 5000/- for any one item in the absence of A.O. (S.P.O.)

In case of purchase of fertilizers, pesticides (insecticides, weedicides and fungicides) and food/fodder and agril. operations e.g. fixing of rates of combines, tractors, transplanting of paddy, picking of cotton, hiring of contractors, labour etc. in respect of electricity charges only.

SPECIAL DELEGATION OF POWERS

(Issued vide Notification No. Acad.II.AU.66/9290, dated 29th March, 1966 and amended from time to time)

S. No.	Nature of powers delegated	Registrar/ Comptroller	Estate Officer	Dean/ Director/ Librarian	Head of Deptt./ ADC	Professor & equivalent specially authorised by Head of Deptt.	Professor & equivalent/ Assoc. Director	Assoc. Prof. or equivalent/Asstt. Prof. or equivalent	Assoc. Prof. & equivalent specially authorised by Head of Deptt.	Executive Engineers	Additional Director of Research	Senior Architect	AAO (Funds)
1.	To censure employees, to order recovery of charges and to suspend.	Full powers in respect of group 'B', 'C' & 'D' employees working in their offices.		Full powers in respect of Asstt. Prof. & equiv. & group 'B', 'C' & 'D' employees working in their offices.	Full powers in respect of Asstt. Prof. & equiv. & group 'B', 'C' & 'D' employees working in their offices.	Nil	Nil	Nil	Nil	Full powers in respect of group 'B', 'C' & 'D' employees working under them.	Full powers in respect of staff directly working under him.	Nil	Nil
2.	To allow employees to complete their period of probation or to withhold this sanction.	-do-		Full powers in respect of Prof. or equivalent/ Assoc. Prof. or equivalent and Asstt. Prof. or equivalent and group 'B', 'C' & 'D' employees working in their offices.	Full powers for Assoc. Prof. & equivalent, Asstt. Prof. & equivalent and group 'B', 'C' & 'D' employees working under them. <i>Note</i> : Where an Associate Prof. or equiv. exercises the powers of Head of Deptt., the cases of completion of probationary period of Assoc. Prof. and equiv. in that Deptt. shall be decided by the concerned Dean/Director.	Nil	Nil	Nil	Nil	Full powers in respect of Group 'C' & 'D' employees working under them.	-do-	Nil	Nil
3.	*To sanction loans from C.P. Fund/General Provident Fund.	Full powers in respect of staff working under him.		Full powers for all categories of employees within the Department.	Full powers for the ranks of Assoc. Prof. and equivalent. Asstt. Prof. and equivalent and group 'B', 'C' & 'D' employees working under them.			Full powers for group 'B', 'C' & 'D' employees working under them.	Nil	-do-	Full powers in respect of staff working under him.		Upro Rs. 30,000 for Group 'B', 'C' & 'D' employees working in the office of Comptroller.

*Note : This power is to be exercised subject to the concurrence of the Comptroller as under :

- (a) Comptroller : Full powers.
- (b) AAO (F), for advances upto Rs. 1 .00 lac.

CHAPTER XXV**STATUTES REGARDING THE CONFERMENT OF
EMERITUS PROFESSORSHIP, PAYMENT OF
HONORARIUM TO EMERITUS PROFESSORS AND
OTHER CONDITIONS OF APPOINTMENT**

- (i) The Board of Management may, on the recommendations of the Academic Council, confer Emeritus professorship on distinguished retired men of science or letters. The professor level teachers/scientists who have significantly contributed in teaching/research/extension education shall be eligible for such appointments. Emeritus Professorship shall be offered to a teacher who can work in some fields of specialization under which senior scientific manpower is inadequate and scientific knowledge in that particular field of specialization needs to be immediately enhanced. Preference will be given to the scientists/teachers who have worked in strategic and emerging areas from the stand point of the Punjab Agriculture.
- (ii) The honour thus conferred shall be enjoyed by the person concerned initially for a period of two years and extendable for another term of two years based on the quality and quantum of work carried out as Emeritus Professor. The maximum duration of emeritus professorship shall be five years, that too after due assessment of the work done. Emeritus Professor shall work in a department.
- (iii) The guidelines for selection of Emeritus Professors shall be as under :
 - (a) Past national and international level contributions/achievements of the scientist in research/teaching/extension education and/or in the corporate and activities of PAU.
 - (b) Capacity and ability of the teacher/scientist to carry out advanced research and the quality of proposed technical programme of work which the scientist shall pursue.
 - (c) In case of teachers superannuating from the PAU, relevant record/annual progress report of the teacher/scientist for the last 5 years will be considered.

- (d) The scientific benefit that PAU will derive if a particular person is appointed as Emeritus Professor.
- (e) Capacity of the teacher/scientist to contribute towards the overall development of teaching/research/extension education programme of the department.
- (f) Ability of the scientist/teacher to work in cooperation with other scientists and create homogenous/congenial conditions for the department.
- (g) Weightage shall be given to the scientists having externally funded projects in hand.
- (h) Total number of Emeritus Professorships shall be less than 10 at any given time.
- (iv) The following committee will identify the eminent scientists in selected fields where technical manpower is not available and the selection will be need based and after identification of the teacher/scientist, the committee will process the case :-
- | | |
|----------------------------------|----------|
| 1. Vice-Chancellor | Chairman |
| 2. Dean, Postgraduate Studies | Member |
| 3. Dean of the concerned college | Member |
- The Committee may also contact some scientist/teacher (from PAU or outside) who can significantly contribute in the development of strategic or frontier areas of science and scientific manpower.
- The recommendations of this committee shall be forwarded to the Registrar for getting approval of the Academic Council/Board of Management.
- (v) No Emeritus Professor by virtue of his position shall be entrusted any administrative duties nor shall he hold any office which enable him to enjoy ex-officio position in the University.
- (vi) An Emeritus Professor shall be free to carry on research at the Campus of the University, in which case he shall be provided with all reasonable facilities for research in no case lower than those provided to the Professor appointed by the University; provided always that when such facilities involve setting up and equipping laboratories, or any similar places for

- work, it shall be open to the Board of Management to decline these or to arrange for facilities in any of the constituent college or departments of the University.
- (vii) All Emeritus Professorship shall pertain to particular subjects and shall bear designation in the subject.
- (viii) It shall be open to an Emeritus Professor to accept and guide research work on Students studying for the Ph.D.degree of the University provided that in all such cases, the Academic Council shall prescribe the procedure to be followed by the Professor concerned. He shall also be free to hold seminars and give lectures.
- (ix) Emeritus Professor may be paid such honorarium as fixed by the Board of Management in individual cases. However, the total honorarium should not exceed Rs. 25,000 per month in addition to technical/office facilities. He may be paid TA/DA on the basis of last pay drawn at the time of retirement.
- (x) The Emeritus Professor after every year shall submit the report about the work done to the Dean, Postgraduate Studies through Head of the Department.

CHAPTER XXVI

STATUTES REGARDING THE GRANT OF TRAVELLING AND DAILY ALLOWANCES TO MEMBERS OF THE BOARD OF MANAGEMENT

1. Non-official members of the Board nominated under clause (h) to sub-section (3) of section 13 of the Haryana and Punjab Agricultural Universities Act, 1970 shall be entitled to travelling and halting allowances for attending meetings relating to the business of the University at the rates mentioned below :-
 - (a) For all journeys performed by rail, one and a half first class fare each way from the member's permanent place of residence or from any other place from which the journey is actually performed whichever is less or the actual fare if the journey is performed by air travel or by rail in airconditioned accommodation.
 - (b) For all road journeys performed in the interest of University, TA shall be admissible according to the mode of conveyance actually used.
 - (c) Mileage allowance at Rs. 9.00 per kilometre will be paid for journey by car/taxi between stations connected by rail or otherwise for all journeys performed in the interest of the University business.
 - (d) Daily allowance at Rs. 1000 per day for the actual day or days of work.
2. The official members of the Board as specified in clause (b), (c), (d), (e) and (f) to sub-section (3) of Section 13 of the Haryana and Punjab Agricultural Universities Act, 1970 shall be entitled to travelling and halting allowances for attending meetings relating to the business of the University, at the rates admissible to them under the rules framed by their respective Government Institution.
3. Bills for travelling and halting allowances shall be submitted to the Comptroller who, after making necessary scrutiny, shall make the payment.
4. All cases of doubt or disagreement shall be decided by the Vice-Chancellor and his decision shall be final.

ERRATA

The words Additional Director of Extension Education (Communication) or ADEE(C) wherever occurring in the Statutes may be read as Additional Director of Communication.

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