

**Subject : Revised check proformas for different cases .**

The following revised check proformas are prescribed for examining various cases related to teaching/ non teaching employees :

**For teaching cases :**

- i) Grant of study leave to teachers.
- ii) Assessment cases for the promotion to the next higher post.
- iii) Recruitment of posts
- iv) Transfer of teachers from outstations to PAU Ludhiana.
- v) Approval of qualifications.
- vi) Writing/submission of Annual Progress & Assessment Reports of teachers.

**For non-teaching cases :**

- i) Check proforma for issue of No Objection Certificate for issue of passport alongwith Annexure B &M
- ii) Check proforma for appointment on compassionate grounds.
- iii) Check proforma for completion of probationary period.
- iv) Check proforma for voluntary retirement.
- v) Check proforma for leave under self employment scheme
- vi) Check proforma for grant of EOL/maternity leave and child care leave
- vii) Proforma for grant of study leave to non teaching employees
- viii) Proforma for forwarding of applications
- ix) Proforma for writing of confidential reports
- x) Proforma for grant of benefit under ACP scheme on completion of 4,9 and 14 years of service

## **GRANT OF STUDY LEAVE TO TEACHERS**

1. Must have completed five years of regular service.
2. Study leave/leave of kind due for higher studies outside Punjab Agricultural University will be granted with the approval of the Vice-Chancellor after specific recommendations from the Dean, Postgraduate Studies.
3. Leave of the kind due in continuation of study leave in PAU should be granted with the concurrence of the concerned Dean/Director.
4. Maximum limit of the leave for study purposes is five years.
5. Study leave will be granted only for the residential requirements for completion of Ph.D. degree.

## **ASSESSMENT CASES FOR THE PROMOTION TO THE NEXT HIGHER POST.**

- 1) Name and number of the scheme.
- 2) Date of eligibility for promotion.
- 3) AP&ARs file up to date and duly indexed should be added with the case.
- 4) Service book of the concerned teacher should be added.
- 5) Copy of the Ph.D. degree, if required, should be added.
- 6) Eight sets of publications separately binded should be enclosed with the case.
- 7) Fourteen copies of Biodata should be enclosed with the case
- 8) The bio-data of the concerned teacher should be signed/counter-signed by the HOD/Dean/ Director concerned with office seal.
- 9) It is also certified by the HOD concerned that the bio-data has been cross checked with the service book and the same is correct as per service book.
- 10) No column of the check proforma should be left blank.

## **RECRUITMENT OF POSTS.**

- 1) Approval of the Vice Chancellor for filling up the post for the current year.
- 2) Notification of vacancy should be sent even if the post is required to be filled from the existing panel.
- 3) The existing qualifications should be approved by the Academic Council in consonance with the latest model qualifications.

## **TRANSFER OF TEACHERS FROM OUTSTATIONS TO PAU LUDHIANA**

- 1) Teachers posted at outstations shall be eligible for transfer to Ludhiana after completion of 3 years service (actual stay) at outstation. In case more than two teachers opt for transfer against the same post at Ludhiana, the senior teacher at research station/farm be given preference over the other.
- 2) The teacher transferred against the post, the qualifications of which should be as per model qualifications.
- 3) Teacher should fulfill the qualifications for the post in which he/she is to be transferred.
- 4) The teacher may submit his/her application directly to the Registrar, PAU.
- 5) The post should be within the approved strength of the department.
- 6) How the vacancy arise?
- 7) Date of vacancy.
- 8) In case of inter cadre transfer, the concurrence of controlling officer is required under which the teacher is to be transferred.

## **APPROVAL OF QUALIFICATIONS**

- 1) Name and number of scheme in which the post is provided.
- 2) Item No. and date of the Academic Council's meeting in which existing qualifications were approved.
- 3) Date of vacancy.
- 4) Reasons of vacancy.
- 5) Justification for change of qualifications, if any.

### **Writing /submission of Annual Progress & Assessment Reports of teachers.**

- 1) Only original printed proforma (in duplicate) is to be used for writing the AP&AR by the teachers.
- 2) The period of AP&AR is from 1<sup>st</sup> August to 31<sup>st</sup> July of each year.
- 3) Every column of AP&AR is to be filled clearly whether applicable or not.
- 4) The AP&ARs are to be submitted by the teacher concerned on or before 12th of August every year. The same must be diarized by affixing the stamp of the department/office. In case, the teacher concerned failed to mention the date on the AP&AR, the date of diary will be considered as date of submission.
- 5) The AP&AR up to Part II is to be dated signed by teacher concerned on every page, whereas the name of teacher concerned is to be written on the top of every page of the AP&AR Proforma.
- 6) Use of white fluid and cutting is not desirable in AP&ARs.
- 7) If any teacher has to furnish additional information, he/she should append a full sheet in the shape of Annexure(s) alongwith the AP&ARs.
- 8) The list of publications of the relevant year is to be given as per the sequence of Journal of Research.
- 9) The AP&ARs are not to be written/submitted by teachers appointed on contract basis.
- 10) The AP&ARs constitute very important and vital document, so the reports must be objective, truthful and vivid reflection of the work and conduct of the teacher concerned.
- 11) The objective assessment/grading of the teacher concerned based on his/her work, conduct and behavior should be given out of "outstanding/very good/good/satisfactory/un-satisfactory."
- 12) The committee members while assessing the work of the teacher concerned are to put dated signatures on the printed columns followed by rubber stamps.
- 13) In case a teacher does not submit his/her AP & AR's at all, the same committee, which is to record comments on his/her report, will record its opinion about his /her work and conduct independently, in the absence of information which the teacher is required to furnish in Part I And II of the report. This report will then put up to the authority competent to accept. However, this report will not be considered as having been submitted by the teacher.
- 14) If a teacher fails to submit his annual progress & 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.
- 15) Only original AP&ARs should be placed in the AP&ARs file which should be upto date and duly indexed.
- 16) No adverse remarks should be recorded in the absence of documentary evidence, which should be supplied with the report to the accepting authority.
- 17) The adverse remarks be communicated within 15 days from the date of accepting the reports.
- 18) Representation against the adverse remarks can be made within 30 days from the date of communication of adverse remarks. In case, the teacher is on study leave/ extraordinary leave and not filled his /her AP&AR, the concerned office may mention study leave/EOL in the AP&AR of the teacher as the case may be.

**CHECK PROFORMA FOR ISSUE OF NO OBJECTION CERTIFICATE FOR ISSUE OF PASSPORT :**

- i) That it will be possible for the Controlling Officer to sanction leave to the employee concerned without detriment to work.
- ii) That the employee is not under any bond.
- iii) That the employee concerned will not accept any assignment during his stay abroad without the approval of the competent authority.
- iv) That neither any departmental disciplinary proceedings/ court case is pending nor there is any likelihood of its being initiated against the employee concerned by the University.
- v) That there is nothing on the record of the University on the basis of which it may be considered that the employee concerned may have adverse entries in the security record of the State Government.
- vi) Whether the employee concerned has obtained any loan from the University funds of which re-payment is yet to be made by him if so, whether it will be possible to recover the amount of such loan in accordance with the prescribed conditions if 'no objection certificate' is issued to him.
- vii) That in case of going abroad, the concerned employee will not participate in any type of political activity and will not indulge in any act which will be prejudicial to the interests of the Govt. of India/ Punjab Govt.

## ANNEXURE-B

ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT EMPLOYEES, EMPLOYEES OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKINGS, THEIR SPOUSE AND CHILDREN UPTO THE AGE OF 18 YEARS ARE REQUIRED TO PRODUCE AN IDENTITY CERTIFICATE (STRIKE OUT OPTIONS THAT ARE NOT APPLICABLE)

(To be given in duplicate on original stationery)

Certified that Sh./Smt./Miss \_\_\_\_\_ son/wife/daughter of Sh. \_\_\_\_\_ who is an Indian National is a temporary/ permanent employee of Punjab Agricultural University, Ludhiana from \_\_\_\_\_ and is at present holding the post of \_\_\_\_\_. Shri/Smt./Miss \_\_\_\_\_ who is also an Indian national is/ are a dependent family member of Sh. \_\_\_\_\_ and his /her identity is certified. This University has no objection to his acquiring Indian Passport. I, the undersigned am duly authorized to sign this Identity Certificate. I have read the provisions of Section 6 (2) of the Passports Act, 1967 and certify that these are not attracted in the case of this applicant . I recommend issue of an Indian Passport to him/ her. It is certified that this University is a statutory body. The Identity Card Number of Sh./Smt./Miss is \_\_\_\_\_

Ref. No. & Date \_\_\_\_\_

Name, Designation , Address and Tel. No. \_\_\_\_\_

Applicants photo to be attested

Note : Refer Annexure 'F' for details of Section 6(2) of the Passports Act, 1967.

**ANNEXURE 'M'**

**MINISTRY/DEPARTMENT/OFFICE OF**

No. \_\_\_\_\_ Dated \_\_\_\_\_

Applicant's photo

(No Objection Certificate issuing Officer should attest the photograph of the applicant with his/her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate).

**NO OBJECTION CERTIFICATE**

Shri/Smt./Miss \_\_\_\_\_ s/o \_\_\_\_\_ who is an Indian national , is employed in this office as \_\_\_\_\_ from \_\_\_\_\_ till date. This Ministry/department/office has no objection to his/her obtaining a passport.

Signature  
Controlling/Administrative Authority  
Telephone/Fax/email

Note:

- a) The Officer authorized to issue NOC should sign with name and stamp and must provide contact details for verification by Passport Authority.
- b) NOC will be valid for six months from date of issue.



**CHECK PROFORMA FOR APPOINTMENT ON COMPASSIONATE GROUNDS:**

1.	Death certificate	
2.	Date of birth certificate	
3.	No objection certificate to be given by the family members (alongwith self declaration certificate)	
4.	Age not less than 18 years and not more than 37 years. For widows age upto 50 years and for grade 'D' posts 16 years.	
5	Property Statement proforma	
6	Married or unmarried	
7	Educational certificate	
8	Educational qualifications with Punjabi – to check whether the applicant fulfills the qualifications for the post applied for	
9	Post for which applied and application of the applicant	
10	Complete and permanent address of the applicant	
11	Whether SC/BC/ Handicapped/ General	
12	Whether the widow got remarried or not? Necessary certificate may also be added.	
13	To check whether the application has been given within time(within one year from the date of death)	
14	Family pension and total amount of dues received after the death of the deceased employee	
15	Other sources of income	
16	Liabilities of the family	
17	Undertaking in the prescribed proforma attached	
18	Legal Heir Certificate from the S.D.M./ documentary proof in the official record	
19	Detail of family members with marital status and service particulars – whether Govt./private alongwith salary being drawn	
20	Affidavit to be given in the case of married son that he is not giving financial help to the family and is living separately	
21	To check the genuineness of the school/ college where studied and certificates/ other particulars supplied by the applicant	
22	To give certificate that the case is in order under the relevant rules.	

23	One photograph of the applicant as per proforma	
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### CHECK PROFORMA FOR COMPLETION OF PROBATIONARY PERIOD

1.	Date of joining the post on regular basis	
2.	He/ she has earned two/ one satisfactory report(s) as the case may be, without any adverse / advisory remarks.	
3.	No penalty has been imposed upon him/ her	
4.	No case is pending against him/her nor any disciplinary proceedings are pending against him/ her	
5	Whether the probationary period has been extended earlier for _____ months/year	
6	The probation period cannot be extended beyond three years as per statutes	

### CHECK PROFORMA FOR VOLUNTARY RETIREMENT

1.	Date of joining in the university on regular basis	
2.	Whether the employee has completed 20 years qualifying service	
3.	Certificate to be accorded	
i)	No departmental / judicial proceedings are pending or contemplated	
ii)	That the employee does not stood surety for anybody	
iii)	He is not under any bond.	
iv)	Notice for withdrawal of voluntary retirement will also acquire the approval of the Vice-Chancellor	
v)	In case the notice is less than three months, specific request from the applicant should follow with the case for condonation of short notice period`	
vi)	The employee concerned will have to give an undertaking to the effect that if any irregularity committed by him/her during the tenure of service comes to the notice of the University after his/ her voluntary retirement he/she would make good the loss caused to the University on account of said lapse or irregularity	
4.	No due/ clearance certificate from the bank/ LIC has been added by the employee concerned if he/ she has taken any such loan as per record	
5.	The Vice-Chancellor has ordered that no case of voluntary retirement / resignation should be initiated unless the official has rendered the accounts of advances /audit para etc.	

## **CHECK PROFORMA FOR LEAVE UNDER SELF EMPLOYMENT SCHEME**

1. Should have completed 8 years regular service.
2. Leave can be granted upto five years. However, the employees concerned can be allowed to rejoin duty before three years keeping in view his request which should be genuine hardship . He can be allowed to rejoin duty with the prior approval of the Vice-Chancellor.
3. His/ her post will not be filled up. However, it will not be applicable in the case of promotion.
4. Leave can be granted only once.
5. Leave can be granted for a period of three years in one spell, further extendable upto two years more.
6. The employee should not be under bond and serving in foreign country.
7. No disciplinary proceedings are pending/ contemplated against the employee.
8. Employees serving on contract basis are not eligible for this scheme.
9. This leave is applicable to non teaching staff only.
10. The leave under this scheme will be sanctioned only by the Vice-Chancellor.
11. The employees who have been granted this leave will not join service in govt./ private institute in the country or abroad . However, the employee is required to obtain prior permission of the competent authority in case he wants to work abroad.
12. In case the employee who has been granted self employment leave wants to retire voluntarily, he may be given all retiral benefits as per premature Retirement Rules, 1975 after qualifying the 20 years of service.
13. In case the official joins duty after availing the self employment leave and wants to retire voluntarily , certified copies of all papers his passport may be filed in his personal file.
14. His case for promotion will be considered as per rules.

## **CHECK PROFORMA FOR GRANT OF LEAVE**

1. EOL upto one year can be sanctioned by the competent authority under the statutes. However, EOL exceeding one year will require the approval of the Vice-Chancellor.

2. Maternity leave can be granted upto two living children for 180 days during the whole service.
- 3(a) Child care leave can be granted to a govt. female employees having minor children(less than 18 years) can avail child care leave maximum upto one year (365 days) during their entire service.
  - b) This leave can be availed to look after maximum upto two children and their needs i.e. to appear in the exams or in case of their illness. Documentary proof will have to be submitted to avail such leave.
  - c) During this leave, leave salary will be admissible as in the cases of earned leave.
  - d) Such leave can be availed in one or more spells but the same cannot be availed in more than three spells in one calendar year.
  - e) This leave will not be granted for less than 15 days.
  - f) In case a female employee remains absent unauthorizedly and applies for child care leave, she will not be given benefit of this leave under any circumstances.
  - g) This leave will not be debited to the leave account but the account of the leave will be maintained in the enclosed proforma and entry will be made in the service book of the female employee concerned.
  - h) This leave cannot be claimed as a matter of right as per provision in rule 8.15 of Punjab Civil Services Rules Volume-I, Part-I.
  - i) This leave is to be sanctioned like earned leave . The prior permission of the competent authority will be mandatory before proceeding on leave .
  - j) The competent authority may refuse to grant leave and the leave already granted can also be cancelled in the public interest.

## **GRANT OF STUDY LEAVE TO NON TEACHING EMPLOYEES**

1. Study leave should be related to the job requirements of the employee concerned.
2. It can be sanctioned to five non teaching employees instead of three employees in a year.
3. The application duly recommended by the Controlling Officer should reach this office upto 31<sup>st</sup> July of each year to place the same before the committee constituted by the Vice-Chancellor.
4. The applicant should have completed a minimum service of 5 years for making him eligible for grant of study leave.

5. The Board of Management has authorized the Vice-Chancellor to sanction study leave to five non teaching employees of the University instead of three in a year as per terms and conditions already approved by it.
6. The study leave should normally not be granted for more than one year depending upon the programme of study. However, it will not exceed two years in any case.
7. The recommendations for the grant of study leave from amongst employees belonging to the category of ministerial, technical and field etc. should be made keeping in view the relevancy of the training/ course to the job requirement and also in the interest of the University work.
8. The application for the grant of study leave shall be submitted by the employee concerned in his office/ departmental by 7<sup>th</sup> May each year and an advance copy of the same should also be submitted in the office of Registrar on that date. The concerned department/office when making their recommendations will submit the case to the office of Registrar by 31<sup>st</sup> of May. The recommendations of the committee for the grant of study leave will be finalized by 16<sup>th</sup> June. The applicant seeking study leave must produce the evidence of securing admission in the office of Registrar by 15<sup>th</sup> July positively.
9. The employee who has been granted study leave will be required to serve the University for a period of two years after acquiring the said course/ training, failing which he/ she will be liable to refund the University the leave salary received by him/ her.
10. No employee exceeding 50 years of age will be considered for the grant of study leave.
11. No substitute will be provided against the study leave vacancy. While forwarding the case for the grant of study leave, the Head of the Department / office will certify that in the event of grant of study leave to the employee concerned, internal arrangements will be made to carry out the work.
12. The confidential reports for the last five years should be satisfactory and without any adverse remarks and no departmental enquiry should be pending / contemplated against the employee concerned. The application received after the last date will not be considered.
13. The applicant should have completed a minimum service of five years instead of 10 years for making him eligible for the grant of study leave.

## **FORWARDING OF APPLICATIONS**

1. He must have completed his probationary period on the first entry post in the University service but having less than five years service may be forwarded on the undertaking that in case of their selection outside the PAU, he may be allowed to join his new assignment only after resigning from the PAU service.
2. The employees should not be under any bond and does not stood surety for anybody.
3. No disciplinary proceedings are pending/ contemplated against the employee.

## **WRITING OF CONFIDENTIAL REPORTS**

1. The period of confidential reports if from 1<sup>st</sup> June to 31<sup>st</sup> May of each year.
2. Before writing the C.Rs , property statement proforma duly filled by the concerned official may be obtained upto 30<sup>th</sup> April and mentioned the date of submission in the CR proforma.
3. No officer should record his remarks in the confidential reports unless he has seen his work for a period not less than ninety days.
4. No adverse remarks should be recorded in the absence of documentary evidence, which should invariably be supplied with the report to the accepting authority.
5. The adverse remarks be communicated within 15 days from the date of accepting the reports.
6. Representations ,if any, against adverse remarks can be made within 30 days from the date of the communication of adverse remarks.
7. The reports are to be written during the first week of June every year.
8. The confidential report of the employees should be written in duplicate (not Photostat / zerox)

**Proforma for grant of benefit under the Assured Career Progression Scheme on completion of 4,9 and 14 years of service.**

**Sh./Smt.\_\_\_\_\_ is eligible for grant of ACP benefit on completion of 4 /9 and 14 years of service under the ACP scheme circulated by the Govt. Accordingly, the case is processed as under :**

1.	Name & designation of the Employee	
2.	Name of the post on which the benefit is to be given	
3.	Date of joining the post on regular basis as per service book	
4.	Date of completion of probation period on the post on which the benefit is to be given	
5.	Date of higher scale granted, if any prior to 1.1.96	
6(a)	Date of eligibility for placement in the higher scale on or after 1.1.96 under old ACP Scheme after 8 years of service	
(b)	Date of eligibility for placement in higher scale on or after 1.1.96 under old ACP Scheme after 32 years of service	
7(a)	Date of eligibility for proficiency step up on or after 16 years of service	
(b)	Date of eligibility for proficiency step up on or after 24 years of service	
8(i)	Date of option for revised scale	
8 (ii)	Pay being drawn on the date of eligibility	
9(i)	Date of eligibility for placement in higher scale after 4 years of service	
(ii)	Date of eligibility for placement in higher scale after 9 years of service	
(iii)	Date of eligibility for placement in higher scale after 14 years of service	
10(a)	Pay to be fixed in higher scale after 4 years of service	
(b)	Pay to be fixed in higher scale after 9 years of service	
©	Pay to be fixed in higher scale after 14 years of service	

11	Overall grading of confidential reports (alongwith adverse/ advisory remarks, if any, against any column of CR ) before the eligibility date for proficiency step up(s) / placement in higher scale (also add C.R. file)	
12	For cadre A & B employees to check that 50% of the confidential reports are good and above and also that two out of the last three reports are good and free from adverse remarks . For cadre 'C' & 'D', the criteria for grant of benefit of ACP in their cases will be the same as provided for deciding their normal promotion cases.	
13	Indicate whether any enquiry is pending/ contemplated against the official which may debar him/ her for the grant of proficiency step up(s)/ placement in higher scale.	
14.	Whether the official has passed type test, other prescribed test and Punjabi language exam. prescribed for the post as essential qualification.	

The Comptroller, PAU vide notification No. CAU-B(I)/2006/ 33780 dated 22.12.2006 implemented the Assured Career Progression Scheme on completion of 4,9 and 14 years of service in a cadre for the employees of the University as per terms and conditions contained in notification No. 7-60/2006/5PPI/ 15963 dated 3.11.2006 issued by the State Govt. effective from 1.11.2006. This scheme was discontinued we.f. 28.5.2009 which has been restarted by the Punjab Govt. vide its letter dated 20.12.2011 and circulated in this University by the Comptroller vide endst.No.20919-21039 dated 10.1.2012 w.e.f. the said date.

In view of the above, Sh./Smt. \_\_\_\_\_ is eligible for grant of one additional increments with enhancement of grade of an admissible pay from Rs. \_\_\_\_\_ to Rs. \_\_\_\_\_ on completion of \_\_\_\_\_ years of service which is the next grade pay in the hierarchy of pay scales given in the schedule of general conversion table annexed to Rules,2009.

It is certified that the grading of C.Rs in all the columns alongwith overall grading is correct and there are no adverse remarks in any of the columns of the confidential reports under consideration. The employee concerned fulfills the criteria for placement in the higher grade pay under the Assured Career Progression Scheme.

The Vice-Chancellor has authorized the Deans/ Directors and other Officers for placement in the higher grade pay and to allow proficiency step up under the scheme to all Grade 'B' , 'C' & 'D' employees in their cadre who fulfill the conditions as contained in the Punjab Govt. notification No. 7-60/2006/5PPI/ 15963 dated 3.11.2006 effective from 1.11.2006 referred to above as per orders issued vide this office memo No.Admn.IV.AU.99/ 14632-752 dated 19.7.99.