

C H A P T E R

(i) ELECTION OF TWO FELLOWS (NON-SYNDICS) TO THE BOARD OF FINANCE

1.1. Once every year, there shall be election of two Fellows (non-Syndics) to the Board of Finance and these members shall hold office for one year beginning February 1.

1.2. The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be Returning Officer.

2. The procedure for holding the election shall be as follows :

- (i) The Returning Officer shall notify to the Fellows the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer.
- (ii) The proposal of every candidate shall be by a Fellow, supported by another Fellow, on the prescribed form (Appendix I) so as to reach the Returning Officer on or before the first of December. If 1st of December is a holiday, the next working day shall be considered as the last date for the purpose. The candidate proposed shall sign his nomination form in token of his consent to stand for election and also a declaration in terms of Regulation 1 of Chapter II (A) (iii), Calendar Volume I. A Fellow shall be entitled to propose as many persons for election as the number of vacancies.
- (iii) A nomination form shall be declared invalid--
 - (a) if the proposer and/or seconder is not a Fellow;
 - (b) if a proposer or a seconder has signed proposal papers of more candidates than the number of vacancies;
 - (c) if the nomination paper is not signed by the candidate or by the proposer or by the seconder;
 - (d) if the nomination paper is not addressed to the Returning Officer by name and does not reach him under a registered cover or is not delivered to him personally by the date and hour notified;
 - (e) if the candidate has ceased to be a Fellow of the University.
- (iv) A candidate or a representative of the candidate appointed by him, in writing, may be present at the scrutiny of nomination forms.
- (v) After the nomination forms have been received and scrutinised, the

- (vi) A candidate may withdraw from election either by sending a written notice to the Returning Officer before the meeting of Senate at which the election is to be held or at the floor of the house at the time of election.
- (vii) The election shall take place at a meeting of the Senate and the Fellows

APPEND X

PANJAB UNIVERSITY

**Proposal for Election of the Non-Teaching Member
of the Board of Finance for the year**

Name of Fellow proposed	Address

The Fellow proposed shall sign his/her own proposal form in token of his/her consent to stand for election.

.....
(Signature of the proposer)
Fellow, Panjab University.

.....
(Signature)
Fellow, Panjab University.

.....
(Signature of the seconder)
Fellow, Panjab University.

Note.--This form is to be sent to the Registrar, Panjab University, Chandigarh-160014 (by name), in a Registered cover, so as to reach him by 1 p.m. on or before December 1.

(ii) ELECTION OF DEGREE TEACHERS TO THE ACADEMIC COUNCIL

1.1. Once every alternate year, there shall be election of Degree Teachers to the Academic Council and these members shall hold office for two years beginning February 1.

1.2. In the year in which election is to be held the Returning Officer shall forward a copy of the latest Return of Qualification of teachers to the Principals of the affiliated Colleges in the Faculties of Arts, Languages, Science, Commerce, Education and Design & Fine Arts to make additions/deletions in the said Return in order to make it up-to-date and send back the same to the Returning Officer under registered cover so as to reach him by October 15 at the latest.

In case no reply is received from a Principal by the stipulated date it shall be presumed that there are no additions/deletions in the Return of Qualifications and the voters list for eligible persons shall be prepared accordingly.

2. The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be the Returning Officer.

3. After applying necessary scrutiny, the Returning Officer shall notify the preliminary list of voters by pasting a copy of it in the Notice Board of the University Office.

4.1. The Returning Officer shall notify the Degree Teachers on the list prepared under Rule 3 the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer.

4.2. The schedule for various processes connected with the election shall be :

(a)	Preliminary list of voters to be pasted on University Notice Board	..	60 days before the date of election.
(b)	Objections to the preliminary list of voters to reach the Returning Officer	..	53 days before the date of election.
(c)	Decision by the Returning Officer on the objections	..	50 days before the date of election.
(d)	Publication of the Final list of voters	..	45 days before the date of election.
(e)	Letters inviting nomination forms shall be issued by the Returning Officer	..	40 days before the date of election.
(f)	Nominations on the prescribed forms shall be received by the Returning Officer upto.	..	25 days before the date of election.
(g)	List of proposed candidates to be pasted on the University Notice Board	..	22 days before the date of election.
(h)	Last date for receipt of objections, if any	..	17 days before the date of election.

- (i) Withdrawal of proposals .. 16 days before the date of election.
- (j) Date for deciding the objections by the Returning Officer. .. 16 days before the date of election.
- (k) Final list of candidates to be .. 15 days before the date

(iii) ELECTION OF PRINCIPLES TO THE ACADEMIC COUNCIL

1.1.

(i)	Withdrawal of proposals	..	16 days before the date of election.
(j)	Date for deciding the objections by the Returning Officer	..	16 days before the date of election.
(k)	Final List of candidates to be pasted on the University Notice Board	..	15 days before the date of election.
(l)	Issue of Ballot Papers	..	14 days before the date of election.

The ballot papers shall be accompanied by a Covering Letter (Form as given in Appendix 'A').

5. The proposal of every candidate shall be by an approved voter supported by another such voter on the prescribed form. The candidate proposed shall sign his nomination form in token of his consent to stand for election and also a declaration in terms of Regulation 1.3 of Chapter II(A)(iv), Calendar, Volume I. A Principal shall be entitled to propose as many persons for election as the number of vacancies--

6. A nomination form shall be declared invalid--

(a) if the proposer and/or seconder is not an approved voter;

9. On the day and on the expiry of the time notified under Rule 4.2 the Returning Officer, shall open the ballot box, scrutinise the Voting Papers, rejecting those which are not in accordance with the regulations/rules and shall count the votes recorded.

10. After the scrutiny is completed and the votes have been counted, the names of the persons elected shall be forthwith notified by the Returning Officer.

11. If any question arises as to whether any person has been duly elected as, or is entitled to be, a member of the Academic Council, the matter shall be referred to the Chancellor whose decision thereon will be final.

APPEND X A
ELECTION OF PRINCIPALS TO THE ACADEMIC COUNCIL
COVERING LETTER

Dear Sir,

I enclose herewith a sealed envelope containing my Ballot Paper for the election of Principals of Colleges to the Academic Council.

Yours faithfully

(Signature)

Dated.....	Principal
(Seal)	College
Station.....	College

Certified that the elector has signed the covering letter in my presence and that he is personally known to me (or has been identified by some person who is personally known to me).

(*Signatures)

(Seal)	}Principal
	}College

*This attestation is to be done by the Principal of another (i.e. not the elector's) Degree College affiliated to the Panjab University, or University of Delhi or a Magistrate of rank not lower than that of a Magistrate of the Second class or a Subordinate judge.

(iv) ELECTION OF FIVE FELLOWS TO THE ACADEMIC COUNCIL

1.1. Once every alternate year, there shall be election of Fellows to the Academic Council and these members shall hold office for two years beginning February 1.

1.2. The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be Returning Officer.

2. The procedure for holding the election shall be as follows :

- (i) The Returning Officer shall notify to the Fellows the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer.**
- (ii) The proposal of every candidate shall be by a Fellow, supported by another Fellow, on the prescribed form so as to reach the Returning Officer on or before the first of December. If first of December is a holiday, the next working day shall be considered as the last date for**

- (viii) After the votes have been cast by the Fellows present, these shall be counted by the Tellers appointed by the Vice-Chancellor/Chairman of

(v) ELECTION OF ADDED MEMBERS TO THE FACULTIES

1. The election of Added Members shall be held by January 31 every alternate year, by the system of single transferable vote as in the case of Election of Fellows of the University who shall hold office for two years beginning February 1.

The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be the Returning Officer.

2. The Returning Officer shall notify to the Fellows, the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer. Alongwith the said notification, the Returning Officer shall forward a list of Fellows indicating the Faculties to which they are assigned and a list of Added Members whose term would expire on the following 31st January, showing the number of meetings attended by each of them during their term.

3. The Schedule for various process connected with the election shall be as under :-

- (a) Letters inviting nominations shall be issued 40 days before the date of election.
- (b) Nominations shall be received upto 25 days before the date of election.
- (c) Scrutiny of Nomination Papers shall be done 22 days before the date of election by the Returning Officer.
- (d) List of candidates whose nominations are found valid shall be displayed on the University Office Notice Board 20 days before the date of election.
- (e) Objections, if any, shall be received by the Returning Officer 19 days before the date of election.
- (f) Withdrawal of nominations shall be allowed upto 18 days before the date of election.
- (g) The objections shall be decided by the Returning Officer 17 days before the date of election.
- (h) The final list of candidates shall be displayed on the University Office Notice Board 16 days before the date of election.
- (i) Voting papers shall be issued/despached 14 days before the date of election.

4. If any of these dates happen to be a holiday for any of the above events, the next working day will be deemed as the date for the purpose.

5. Nomination of every person for election as an Added Member to a Faculty shall be made by a Fellow assigned to that Faculty and seconded by another such Fellow, on the prescribed form (Appendix I) so as to reach the Returning Officer on or before the appointed day and time. The candidate proposed shall sign his nomination form in token of his consent to stand for election and shall also sign the Certificate/Declaration form in terms of Regulation 3, Chapter II(A) (v), Calendar, Volume I (Appendix II).

6. A Fellow shall be entitled to propose the names of as many persons for election as are the number of vacancies in a given Faculty.

7. Separate nomination forms shall be used for each proposal (for the same Faculty as well as for the separate Faculties).

8. Nomination form/s shall be forwarded to the Returning Officer, by name, under a Registered Cover, or delivered to him personally in his office during working hours, against a receipt, so as to reach him by the date and hour earlier notified.

9. A nomination form shall be declared invalid -

- (a) if the proposer/seconded is not a Fellow assigned to the Faculty for which the nomination has been proposed; or
- (b) if the name of the Faculty has not been mentioned on the Nomination Form; or
- (c) if the proposer/seconded has signed the Nomination Forms of more candidates than the number of vacancies; or
- (d) if the nomination paper is not signed by the Proposer or by the seconded; or
- (e) if the Certificate/Declaration forms accompanying the nomination form have not been filled in properly and signed by the candidate; or
- (f) if the nomination papers are not addressed to the Returning Officer, by name, and do not reach him under a Registered Cover, or not delivered to him personally, by the date and hour earlier notified; or
- (g) if the nomination form and/or the Certificate/Declaration form required alongwith the same has/have been found incomplete, in any respect.

10. The election shall be held according to Single Transferable Vote System. The provisions contained in the Regulations for election of Fellows of the University according to Single Transferable Vote System shall also apply to the Election of Added Members to the Faculties.

11. The elector shall record mark his preference/s on the ballot paper/s, place them in the cover provided for the purpose and close the same. He shall fill in and sign the covering letter (Appendix III) and will append the envelope containing ballot paper/s with the covering letter. He shall place the covering letter and the envelope containing the Ballot Paper/s in the outer cover provided for the purpose and shall close the same. He shall forward the same (i.e. outer cover with its contents) to the Returning Officer, by name, through registered mail, or deliver the same personally to the Returning Officer so as to reach him by the day and hour earlier notified. The Returning Officer shall, as soon as possible, deposit the same in the Ballot Box.

12. On the date after the expiry of the time notified under Rule 4, the Returning Officer shall open the ballot box and will scrutinise the Voting Papers.

13. The Ballot Papers shall be declared invalid/rejected, if -

- (a) the envelope does not contain the covering letter outside the Ballot Paper cover; or
- (b) the covering letter does not bear the signature and the serial number of the elector, or is not countersigned and authenticated as provided in the Regulations; or
- (c) the envelope containing the Ballot Papers bears any kind of mark outside; or
- (d) the Ballot Paper is placed outside the Ballot Paper cover.

The Returning Officer shall decide whether a Ballot Paper is valid or invalid.

14. A candidate or his authorised agent (who must be a voter) shall be allowed to be present at the time of counting of ballot papers.

15. After the scrutiny is completed and the votes have been counted, the names of the persons elected shall be forthwith notified by the Returning Officer.

16. If any question arises as to whether any person has been duly elected as, or is entitled to be an Added Member of the Faculties, the matter shall be referred to the Chancellor whose decision thereon shall be final. In this regard, the provisions as contained in the Regulations for Election of Fellows of the University shall also apply to the Election of Added Members to the Faculties.

17. In case any complaint/letter/communication is received before/during/after the election of Added Members to the various Faculties which is not covered by Regulations 19.1 and 19.2 of P.U. Cal., Vol. I, 1989, page 80, as regards any dispute arising as to whether any person is eligible to seek election or has incurred any of the disqualifications, or any other issue related therewith, the matter shall be brought to the notice of the Returning Officer so as to reach him/her not later than 10 days of the declaration of the election results.

18. The Returning Officer, may, if he/she deems fit, conduct/order an enquiry into the matter and dispose of the same accordingly.

19. All such issues shall be determined by the Returning Officer

14.

as t to

as t to

APPEND X

PANJAB UNIVERSITY, CHANDIGARH

NOMINATION FORM FOR ELECTION OF ADDED MEMBERS TO FACUL

(B) TO BE FILLED IN BY THE SECONDER

I second the above proposal. I have also ascertained that the person proposed above is eligible to seek election as an Added Member to the concerned Faculty and that he/she is willing to serve on the said Faculty.

.....
(Signature of the Fellow)

.....
(Full name in CAPITAL LETTERS)

Assigned to the Faculty of
Dated..... Address.....
.....
PIN..... Phone No.....

(C) TO BE FILLED IN BY THE CANDIDATE

I hereby declare that I agree to stand for election as an Added Member to the Faculty of.....of the Panjab University, Chandigarh.

.....
(Signature of the Candidate)

.....
(Full name in CAPITAL LETTERS)

Address.....
.....
Dated..... PIN..... Phone No.....

- Note:
1. This form must be sent to the Returning Officer, Panjab University, Chandigarh-160014 (by name) under Registered cover or delivered to him personally in his office during the working hours against a receipt so as to reach him by 5.00 p.m. on or before
 2. For Regulations regarding qualification etc., for seeking election as Added Member, kindly see letter No.....dated.....

IMPORTANT:

3. The enclosed Certificate-cum-Declaration Form (Appendix II) may please also be got filled in by the person being proposed for the said election and sent alongwith this Nomination Form to the Returning Officer as per the prescribed procedure.

APPEND X

**CERTIFICATE TO BE FILLED IN BY THE PERSON BEING PROPOSED FOR
ELECTION AS ADDED MEMBER**

1. My qualifications are.....
(in the case of M.A./M.Sc. please indicate the subject).

2. (a) For Faculties of Arts, Languages, Science, Education, Business Management & Commerce, Dairying, Animal Husbandry & Agriculture and Design & Fine Arts :

I certify that I am a teacher of a college affiliated to the Panjab University with years' standing and have taught the subject of for at least 12 months immediately preceding the date of election for the following class/classes* : --

- (i) 10+1 (So long as these classes are attached)
- (ii) 10+2 (with the affiliated colleges)
- (iii) B.A./B.Sc. 1st year, 2nd year and 3rd year
- (iv) B.Ed.
- (v) B.Com.
- (vi) B. Architecture
- (vii) M.A./M.Sc.
- (viii) B.F.A.

(*Note : Score out which is not applicable)

OR

I am a teacher in the University Teaching Department of with years' standing, teaching the subject of falling in the Faculty of

OR

I am a retired teacher of a college affiliated to the Panjab University/ University Teaching Department with years' teaching experience in the subject of falling in the Faculty of

(Note : Score out which is not applicable from the above)

(b) For Faculties of Law, Engg. & Tech., Medical Sciences and Pharmaceutical Sciences :

I certify that I possess teaching experience of years' or that I am an Advocate/Judicial Officer/Engineer/Technologist/Private Medical Practitioner/Person engaged in Pharmaceutical research, production or practice of years' standing.

For the Faculty of Engineering & Technology : Please indicate your branch of Engineering i.e. and also indicate your exact designation i.e.

(Note : Score out which is not applicable from the above)

Please give details of the period of service with exact dates as under : --

Name of the College/Deptt./Instt./

Organisation

Period

(1) _____ from _____ to _____

(1) _____ from _____ to _____

(1) _____ from _____ to _____

Note: The teaching experience as a Research Scholar/Demonstrator/Part-Time teacher with at least 10 periods a week, shall be counted towards teaching experience, provided he/she is working as a whole-time teacher at the time

APPEND X

PANJAB UNIVERSITY, CHANDIGARH

Covering letter to be signed by the Fellows in connection with the election of Added Members to Faculties.

Dear Sir,

I enclose herewith a closed envelope containing my "Ballot Papers" for the election of Added Members to the Faculties to which I am assigned.

Yours faithfully,

Signature of Fellow

Name

Address

.....

PIN.....Phone.....

Dated.....

Station

(vi) ELECTION OF TEN MEN & TEN WOMEN LECTURERS IN PHYSICAL
EDUCATION ON THE PANJAB UNIVERSITY SPORTS COMMITTEE

1. The Principals of affiliated colleges shall forward to the Director Sports, Panjab

8. An elector who does not vote in the manner prescribed in rule 7 above shall fill in and sign his/her covering letter in the presence of the Principal of his/her college who shall authenticate the Covering Letter with his/her signature and designation accompanying the voting papers.

9. The elector if not filling in and signing the Covering Letter at the Director Sports, Panjab University's office on the day and within the hours fixed for voting shall forward the Covering Letter and the Voting Paper in a Registered cover addressed to the Director Sports, Panjab University, Chandigarh, by name, so as to reach him not later than the day and hour notified for the closing of the ballot. The Director Sports, Panjab University shall, as soon as possible after the receipt of such Covering Letters and Voting Papers deposit them in the ballot box. If any Voting Paper is received with an unsigned Covering Letter or if the Voting Papers are received otherwise than by Registered Post, the vote shall be regarded as invalid for purposes of the election.

10. On the date and on the expiry of the time notified in accordance with rule 5, the Director Sports, Panjab University, shall open the ballot box, scrutinise the voting papers, rejecting those which are not in accordance with these rules and shall count the votes recorded.

11. After the scrutiny if completed, the names of the persons elected shall be announced forthwith.

**(vii) TWO MEN AND TWO WOMEN STUDENTS ON THE PANJAB
UNIVERSITY SPORTS COMMITTEE**

1. Two Men and Two Women students, from among the previous years captains and Vice-Captains/Secretaries of the various Panjab University Sports Teams, shall be elected annually to the Panjab University Sports Committee in the month of September or as early thereafter as possible, provided they are on the rolls of affiliated colleges/ University teaching departments during the year of election, though they may or may not be eligible to take part in Panjab University or Inter-University Sports tournaments. One each out of the two men and two women students, duly elected in accordance with these rules shall be elected on the Executive Committee of the Panjab University Sports Committee.

2. The Director Sports, shall, for the purpose of preparing a list of electors, circulate a notice to the Principals of the affiliated college/Heads of the University teaching departments giving the names and other particulars of the previous year's captain, vice-captains/secretaries and the Principals/Heads of University teaching departments shall forward to the Director Sports the names and particulars of such previous year's captains and vice-captains/secretaries as are on the rolls of the college/University teaching departments during the year of election. This process shall be completed by the 30th of September every year.

3. The list of electors so prepared shall be notified to the electors through the Principals of the affiliated colleges/Heads of University Teaching Departments concerned alongwith a notice inviting nominations for the election of Two Men and Two Women students from the list of electors for the year. The nomination of every candidate shall be filled by a student (on the list of electors) seconded by another student (on the list of electors) on the prescribed form and forwarded to the Director Sports, through the Principal of the College/Head of the University teaching department concerned. Each student (on the list of electors) shall be entitled to nominate two candidates for election.

The candidate proposed shall sign his/her nomination form in token of his/her consent to stand for election.

4. Any candidate may withdraw his/her candidature by notice in writing delivered to the Director Sports before 3 o'clock of the afternoon of the fifth day succeeding the date fixed for the receipt of nomination papers. If the fifth day is a holiday, then the next working day shall be considered as the last date for the purpose. Withdrawal once made shall be considered as final.

5. After the nominations under the rules, have been received, the Director Sports shall send to every student (on the list of electors) through the Principal of the College/Head of University Teaching Department a list of candidates duly nominated, a voting paper accompanied by a covering letter and a statement of the date and time for the election.

6. The election shall be conducted on the simple majority vote system.

7. Electors may fill in and sign their Covering Letters in the office of the Director Sports on the day and within the hours notified in accordance with rule 5 and in the presence of the Director Sports and shall, thereafter deposit the Covering Letters and Voting Papers in the ballot box provided for the purpose. No such Voting Paper shall be deposited in the ballot box after the expiry of the time notified in accordance with rule 5.

8. An elector who does not vote in the manner prescribed in rule 7 above shall fill in and sign his/her covering letter in the presence of the Principal of his/her college/ Head of the University teaching department who shall authenticate the Covering Letter with his/her signature and designation accompanying the voting papers.

9. The elector if not filling in and signing the Covering Letter at the Director Sports office on the day and within the hours fixed for voting shall forward the Covering Letter and the Voting Paper, as prescribed in rule 8 above, in a Registered Cover addressed to the Director Sports, Panjab University, Chandigarh, by name, so as to reach him not later than the day and hour notified for the closing of the ballot. The Director Sports shall as soon as possible after the receipt of such Covering Letters and Voting Papers deposit them in the ballot box. If any Voting Paper is received with an unsigned Covering Letter or if the Voting Papers are received otherwise than by the Registered Post, the vote shall be regarded as invalid for purposes of election.

10. On the day and on the expiry of the time notified in accordance with rule 5, the Director Sports, shall open the ballot box, scrutinise the voting papers, rejecting those which are not in accordance with these rules and shall count the votes recorded.

11. After scrutiny is completed, the names of the persons elected shall be announced forthwith.

CHAPTER II

Rules for Constitution, objectives and Functions of the Panjab University Sports Committee.

1. Panjab University Sports Committee hereinafter referred to as P.U.S.C. shall consist of :

- (a) Dean University Instruction
- (b) Dean College Development Council
- (c) The Registrar, P.U.
- (d) The F.D.O.
- (e) Principals approved by Panjab University
- (f) The Director Sports, who shall be ex-officio Secretary of the Committee.
- (g) The Directress Sports, Panjab University, who shall be ex-officio Deputy Secretary of the Committee.
- (h) The Asstt. Director Sports, Panjab University, who shall be ex-officio Asstt. Secretary of the Committee.
- (i) Ten Men and Ten Women Lecturers in Physical Education/D.P.Es of at least 5 years standing elected by all the approved Lecturers in Physical Education/D.P.Es of affiliated colleges, provided no two Lecturers in Physical Education belong to the same college.
- (j) Two Men students and two Women students to be elected annually among the previous years' Captains and Vice-Captains/Secretaries of the various Panjab University Sports teams, provided they are on the rolls of the affiliated colleges/University teaching Departments during the year of election, though they may or may not be eligible to take part in the Panjab University or Inter-University tournaments.

2. The aims and objects of the P.U.S.C. shall be :

- (a) to organise and regulate sports activities within the territorial jurisdiction of the University.
- (b) to promote the best type of sportsmanship and team spirit among the alumni of the University.
- (c) to conduct Annual Tournaments in various Sports Events for students of all the colleges affiliated to the University in accordance with the rules specially made in that behalf by the Committee.
- (d) to foster a University spirit among the affiliated colleges and for that purpose, to organise and control, Panjab University Selection Committee.
- (e) to promote Inter-University Fellowships by organising or taking part in the Inter-University contests.

3. The functions and powers of the P.U.S.C. shall be :-

- (a) to make rules for the organisation, conduct and control of the Panjab University Sports tournaments;

- (b) to interpret and enforce its rules and to give decisions and rulings on any point not covered by those rules;
- (c) to frame bye-laws consistent with its rules and to appoint sub-committee/committees, if and when necessary, and fix their term of references;
- (d) to elect once a year the President, Senior Vice-President and the Vice-President of P.U.S.C. (all from amongst the members of P.U.S.C.) 20 members of Executive Committee including six Lecturers in Physical Education and two students (from amongst the members of the P.U.S.C.)

- (e) The F.D.O., P.U.
- (f) Dean College Development Council, P.U.
- (g) The Secretary, P.U.S.C. who shall be ex-officio Secretary of the Executive Committee.
- (h) The Deputy Secretary P.U.S.C. who shall be ex-officio Deputy Secretary of the Executive Committee.
- (i) The Asstt. Secretary P.U.S.C. who shall be ex-officio Asstt. Secretary of the Executive Committee.
- (j) 20 members to be elected by the P.U.S.C. from amongst its members. The break up shall be as under :
 - (i) 6 Men Principals
 - (ii) 6 Women Principals
 - (iii) 3 Men Lecturers in Physical Education
 - (iv) 3 Women Lecturers in Physical Education
 - (v) 1 Male Student
 - (vi) 1 Female Student

Provided that no two members of the Executive Committee shall belong to the same college. The Executive Committee may Co-opt. maximum one male & one female lecturer to Committee.

One Lecturer Physical Education from Men and one from Women for membership to P.U.S.C. Executive may be co-opted by the Executive Committee.

4.2. Meeting of the Executive Committee shall be convened by the Secretary, with the permission of the President, as often as may be necessary. Ordinarily seven days' notice shall be given for such meetings but in emergent cases the President may call a meeting at a shorter notice, if necessary.

4.3. The quorum for a meeting of the Executive Committee shall be seven.

5. The functions and powers of the Executive Committee shall be :-

- (a) to organise, conduct and control the Panjab University Sports Tournaments, Selection Committees and other sports activities in which the Panjab University Sports Committee Participates in accordance with the rules framed in that behalf by the P.U.S.C.
- (b) to raise and spend funds of the P.U.S.C. in accordance with the Budget Estimates sanctioned by the general body.
- (c) to write-off items & stocks, sports material upto Rs. 1000/- per item irrecoverable dues and advances to be referred to Syndicate.
- (d) to fill up any vacancy occurring among its elected members or among the members of any selection committee in the course of the year for the left over period of the term.

- (e) to frame bye-laws to 5925s4.4 emergentcythat bay ba m-o framr3s 0.266657 Tw

- (i) make payments in accordance with the rules prescribed by the P.U.S.C.
- (j) maintain accounts of the P.U.S.C. funds and present a statement of accounts duly signed by the secretary and president audited by the University Auditors; and
- (k) sign all the cheques upto Rs.25,000/- jointly by the Deputy Secretary/Asstt. Secretary/Nominee of F.D.O.; and
- (l) can spent upto Rs. 2,000/- per month as sumptuary expenses to entertain the visitors.

9. The Deputy Secretary/Asstt. Secretary shall discharge such duties as may be assigned by the Secretary.

10.1. General Meetings : --

- (a) Annual General Meeting shall be convened thrice every year. The annual term is from 1st April to 31st March every year. First meeting will be held not later than 31st December, Second between January & February & third meeting will be held before the expiry of the term of Executive Committee. First meeting to discuss the issues with regard to the betterment and Development of Sports, Second & Third meeting exclusively for budget & election respectively. Date, place and time shall be determined by the President. At least 10 days' notice shall be given for the meetings.

The business at this meeting shall include :

- (i) The budget estimates for the ensuing year;
- (ii) The adoption of the Annual Reports and the audited statements of accounts of the P.U.S.C. and the various University Selection Committees as presented by the Executive Committee under Rule 5(f) above.
- (iii) Election of Office-bearers and members of the Executive Committee and consideration of recommendation of Executive Committee regarding appointment of Presidents, Honorary Secretaries and members of the various University Selection Committees.
- (iv) The amendment of rules or enactment of new rules or bye-laws; and
- (v) The proposals for resolutions brought up before the meeting by any one of its members, provided that a written notice of the same is given to the President or the Secretary by the end of February preceding the Annual General Meeting; all such proposals and resolutions shall be considered by the Executive Committee in the first instance and placed on the agenda of the Annual General Meeting with such recommendations as may be made by the Committee. Provided that if no General Meeting is held as recommended in this clause, or if the Annual General Meeting

fails to elect a new Executive Committee, the Vice-Chancellor may permit the Executive Committee already in office to continue to function for one year or till the new Executive Committee is duly elected, whichever is earlier.

- (b) The President may at, his/her discretion, call one more General Meeting of the Panjab University Sports Committee to transact the unfinished business of the Annual General meeting or such other business as may be considered necessary in the course of the year. At least 10 days' notice of this meeting shall be given to all members.
- (c) should at least one-third of the members of the P.U.S.C. consider an extra-ordinary General Meeting of the Committee necessary, they shall, in a joint requisition, inform the Executive Committee intimating the specific purpose for which such meeting is deemed to be necessary. The Executive Committee shall call a meeting of the P.U.S.C. within 20 days of the receipt of such requisition. Only the specific business for which the extra-ordinary meeting is called shall be considered at such a meeting.

10.2. The quorum for a General Meeting of the Panjab University Sports Committee shall be 1/4th of the total membership of the Committee.

10.3.

CHAPTER III

(i) UNIVERSITY LIBRARY

1. The management of the University Library (hereinafter called "the Library") so far as the financial and administrative matters are concerned shall be vested in the Syndicate, subject to the control exercised by the Senate in any matter requiring the sanction of that body. Provided that matters referred to in these Rules shall be considered in the first instance by the Library Committee appointed by the Academic Council in the manner provided in Chapter II (A) (iv)--Academic Council, Calendar, Vol. I.

The Academic Council shall control the academic policy of the Library.

2. The Committee shall frame rules for the use of the Library subject to the approval of the Academic Council.

3. The Committee shall have power to sanction the expenditure under various budgeted heads as sanctioned by the Syndicate and the Senate with such limitations as are prescribed in the financial rules and it shall have power to reappropriate funds from the budget head to another within the budgeted allotment.

4. Rules for the use of Panjab University Library working days and hours.

- (i) The Library shall remain open throughout the year except the three National holidays, viz., 26th January (Republic Day), 15th August (Independence Day) and 2nd October (Mahatma Gandhi's Birthday). On Sundays and holidays, only the reading rooms shall remain open and books will not be issued and/or received back. The books will be issued and received back from 9 a.m. to 4.30 p.m. on all working days except Sundays and holidays. The issue Counter shall remain closed for two working days after every long vacation for return of books.

The Library shall remain open for 12 hours a day throughout the year on all days of the week. The Librarian will notify the opening hours of the Library from time to time.

- (ii) The following are entitled to draw books from the Library on loan after they have secured their membership Pass Books/Reader's Tickets, duly signed/fascimile stamped by the Librarian. Applications for membership duly recommended by the competent authority shall be made to the Librarian on prescribed form obtainable from the Cashier, Panjab University, Chandigarh, on payment of price as may be determined by the Vice-Chancellor, from time to time.

The rule regarding submission of an application form shall not apply to the Chancellor and the Vice-Chancellor.

(a) Chancellor, Vice-Chancellor and Fellows of the University.

(b) Members of the various Faculties, Boards and Committees of the University.

(iv) **Conditions of Loan**

(a) **Loss of Books**

- (i) The books reported to have been lost shall be either replaced by the latest edition alongwith additional charge of Rs. 50 per volume as cost of binding wherever applicable plus Rs. 50 per volume as service charges.

OR

paid for at the price available in the latest catalogues/tools plus 10 per cent of the price as service charges.

- (ii) In case the book is out of print or rare and its latest price is not available, the Librarian will decide the amount to be charged.

(b) **Renewal**

The loan of a book may be renewed at the discretion of the Librarian, if it is not in demand.

(c) **Overdues**

An overdue charge of Re. 1 per volume per day will be levied if a book is kept beyond the permissible period of loan. But for books issued for overnight use the rate of overdue charges will be Re.1 per volume per hour. Normal period for loan for such book will be from the hour before the closing of the library to one hour after the library opens on the next working day. These overdue charges may be remitted, in special cases, at the discretion of the Librarian.

In case a member does not pay the delay fine, the Librarian is authorised to detain his/her Reader's Ticket/Pass Book till the amount is cleared.

In case of University Teachers the books drawn by them and falling due during the vacations can be returned within 2 days after the expiry of vacation without any overdue charges.

- (d) The Librarian is empowered to recall any book at any time if necessity arises.
- (e) Manuscripts, reference books, unpublished theses, dissertations and rare books are placed in restricted category and are not to be lent out except in very special cases where the rule may be relaxed on the recommendation of the Head of the Department and at the discretion of the Librarian.
- (f) Bound volumes of the periodicals and certain books kept in the reserved category may be issued to teachers and research scholars, in special cases, for a period of one week only.

(g)

The special security shall be refundable on claim, after the expiry of the academic year.

If a member loses his Identity Card/Readers' Ticket/Pass Book, duplicate may be issued on payment of fee as under :

Identity Card	..	Rs. 10
Reader's Ticket	..	Rs. 5
Pass Book	..	Rs. 20

The member, however, will continue to be responsible for any loss which the Library may suffer through the loss or misuse of his/her card or ticket.

PANJAB UNIVERSITY LIBRARY
CLERK AND CASHIER

Member Application Form

No

T. No.....

Name Shri/Shrimati/Sushri.....
(In capitals)

Son/Daughter of.....

Department/College.....

Class & Roll No./Designation.....

Local Address.....

Permanent Address.....

P.T.O.

1. Certified that he/she will get clearance chit from you when he/she will leave this department/college.
2. This Department/College is affiliated to the Panjab University.
3. Recommended.

Please enrol me as a member of Panjab University Library. I agree to confirm to the rules and regulations of the Library and shall pay any dues which may result through their infringement.

Signature & designation of the recommending authority

Applicant (Signature)

Date.....

Date.....

Certified that Shri.....is a confirmed employee.

Office Supdt. (Estt.)

I am not already a member of this Library. I have received the card.

(Applicant's signature and date)

(ii) UNIVERSITY EXTENSION LIBRARY

The Panjab University shall maintain an Extension Library at Ludhiana to be known as Panjab University Extension Library, Ludhiana (hereinafter called the Library) and its administration shall be vested in the Extension Library Advisory Committee to be known as Advisory Committee (hereinafter called the Committee) subject to the over all control of the Syndicate/Senate of the University.

The Academic Council shall control the academic policy of the Library.

1. Membership

The Committee shall consist of :

- z (i) (a) Chairman : Vice-Chancellor, Panjab University.
- (b) Senior Vice-Chairman : Director, Panjab University, Regional Centre, Ludhiana
- (ii) Vice-Chairman : To be appointed by the Panjab University Syndicate out of the Principals of local degree colleges for a term not exceeding two calendar years.
- (iii) Members : Principals of local degree colleges; Panjab University Senators residing at Ludhiana; Librarian, Panjab University Library, Chandigarh; Librarian, Punjab Agricultural University, Ludhiana.
- (iv) Member-Secretary : Librarian, Panjab University Extension Library, Ludhiana.

2. Meetings

- (i) The Committee shall hold its meetings as often as the work may

II. RULES FOR THE PANJAB UNIVERSITY EXTENSION
LIBRARY

The members are entitled to borrow books from the Library after they have secured their membership Pass Books/Identity Cards and Readers' Tickets, Special Tickets for textbooks duly signed and stamped by the Librarian.

The membership of the Library shall be valid upto 31st March each year except in the case of teachers which shall be 15th July.

3. Loan Privileges

Category	No. of books to be issued	Loan period
(i) Fellows & Principals	8	One month
(ii) Professors, Lecturers, Directors of Physical Education, Librarians, Research Scholars	6	One month
(iii) Library Workers, Demonstrators, etc.	4	One month
(iv) Special Members	4	One month
(v) Students studying for		
(a) Master's Degree	6	One month
(b) Bachelor's and Undergraduate Degrees	4	One month

Generally, the loan period shall be as above but text and text like books from general section shall normally be issued for 14 days and the period can be reduced further in the case of books which are in constant demand. Books from text book section are meant to be consulted in the Library, but can be borrowed only for overnight use.

4. Conditions of Loan

(i) Overdues

If a book is kept beyond the permissible period of loan, a charge of ten paise per volume per day shall be levied during the first week, and rupee one per volume per day thereafter. The overdue charges shall be fifty paise per volume per day for textbooks and restricted circulation books during the first week, and rupee one per volume per day thereafter. In case of books issued for overnight use, a uniform charge of rupee one per volume per day shall be levied. The term 'overnight' denotes the period extending from one hour before the closing of the Library to one hour after the Library opens on the next day.

(ii) Recall

Books on loan with members can be recalled by the Librarian at any time.

(iii) Loss of Books

All losses should be immediately reported in writing to the Counter Staff. These shall have to be replaced or paid for to the satisfaction of the Librarian.

(iv) Technical, Text, Text-like and Art Books

Such books shall normally be issued only to the students and teachers of the respective disciplines.

(v) **Special Material**

Books from Reference, Rare and Art Collections, Periodicals (Current as well as back numbers), Microforms, Gramophone records, unpublished theses, and manuscripts are meant to be consulted in the respective sections only.

5. **General Rules**

(i) **Admission**

Admission to the Library shall be open to members only. The visitor's register kept at the entrance should be legibly signed. Private books and personal belongings should be deposited at the property counter and a token obtained in lieu thereof. The articles shall be collected the same day failing which one rupee per token per night shall be charged. In case a token is lost two rupees shall be charged in lieu thereof. Rain Coats, over-coats, blankets, umbrellas, etc. should be kept at the Property Counter at the owner's risk and large size lady purses, note books shall be shown to the official at the Counter for inspection before leaving the Library.

(ii) **Change of Address**

Members should keep the Library informed of any change of address, change of college, class or subject of study during the period of membership.

(iii) **Clearance Certificate**

Pass Books, Identity Cards, Reader's Tickets and Text-books Tokens are the property of the Library and are to be returned, dues (if any) paid and a Clearance Certificate obtained at least one week before appearing in a University Examination or before the member leaves his/her institution. Non-members shall not be issued Clearance Certificate, but under special circumstances Certificates may be issued against payment of Rs. 10/- each.

(iv) **Library Security**

Application for refund on prescribed form is to be made to the Librarian who is empowered to refund the security after deducting dues, if any. If not claimed within 12 months of the expiry of membership, the deposit or balance thereof shall be treated as dead account and shall lapse to the Library.

(v) **Smoking**

Smoking is strictly prohibited inside the Library.

(vi) **Misuse of Library Privileges**

Use of the Library material is based on honour policy. Taking out a book, periodical or any other material from Library at any time, for any purpose, by any body without getting it recorded at the circulation counter is a violation of the honour policy. Any misuse of the Library privilege or misbehaviour would be considered a breach of discipline and may lead to such action as may be necessary. Penalty for seeking or attempt to seek double membership or additional Readers' Tickets through wrong declaration shall be Rs.100.

(vii) **Damage to Books or Library Property**

Any damage to reading material like stains, marking, writing up, tracing, dog-eating and physical injuries constitute damage which shall be made good to the satisfaction of the Librarian within the stipulated time limit, otherwise the member concerned shall have either to replace the book with a new copy or pay double the price of the book.

Damages must be pointed out to the Counter Staff in writing before getting the books issued failing which the member concerned i.e. the last borrower shall be considered responsible for the damage. Similarly, any damage to Library Property other than the reading material shall have to be compensated by the person concerned to the satisfaction of the Librarian.

III. BY-LAWS

The Librarian may :

- (i) admit persons as non-borrowing members for purposes of reading and reference.
- (ii) remit overdue charges partially or wholly only in special cases.
- (iii) allow renewal of loans.
- (iv) allow time to members to any library dues if they are not in a position to arrange immediate payment.
- (v) increase number of books in certain cases.
- (vi) allow books from Text Collection, Art Collection, Reference for use at home for overnight only.

2. The Librarian, in consultation with the Vice-Chairman, Advisory Committee, may withdraw membership privileges in case :-

- (i) Serious damage has been inflicted upon reading material or Library property, and
- (ii) Library privileges have been gravely misused.

3.

any, suffered by the Library through the loss/misuse of such material shall rest with the member concerned;

Membership Pass Book	Rs. 10.00
Identity Card	Rs. --
Readers' Tickets	Rs. 5.00
Special Token	Rs. 5.00

6. Reservation Service

A book which is on loan can be reserved for other members, if they make a formal request on a stamped and self-addressed post card for intimation. The prescribed blank post-card is available free of charge from the circulation counter. A book so reserved shall be kept for the requesting member for five days from the date of intimation after which if not claimed shall be considered as reserved for the next member on the waiting list.

7. Inter-Library Loan

Books which are not available in the Library may be procured on loan from other libraries with whom arrangements exist on reciprocal basis. Such books are normally meant to be consulted in the Library but may be lent out for home use if the lending library has no objection. However, all expenses on such transactions shall have to be borne by the requesting member.

8. Parking

Cycles, scooters, and motor cycles are to be parked only in the cycle stand against payment of twenty paise per cycle and thirty paise per scooter and motor cycle. Parking fee for the whole month or part thereof shall be Rupees two for cycle and Rupees four for scooter/motor cycle. No cycle, scooter, motor cycle or car shall be parked near or under the porch of the Library.

The cycles and scooters etc., should be collected before the closing of the Library otherwise the persons concerned shall be liable to pay Re.1 and Rs. 2 per night respectively. If the cycle/scooter/motor cycle token is lost, a fine of Rupee one per token will be charged.

9. Amendment in Library Rules

The Library rules may be altered or amended or new rules may be added to the existing ones by the Library authority without notice to the members and any such alteration, amendment and new rules shall be effective and binding on all concerned.

RULES GOVERNING THE USE OF THE AUDITORIUM OF THE LIBRARY

1.1. The Auditorium can be rented out only for educational, cultural, literary and social activities provided no gate money is charged.

1.2. The auditorium should be made available for use by the educational institution affiliated in the Panjab University and Govt. departments only.

2. The Auditorium provides 250 comfortable seats. The stage is about 50' wide and 28' deep with basic acting area of 438 Sq. ft. No extra seats are allowed without permission.

3. Request for booking of the Auditorium should be made to the Librarian at least a fortnight in advance in a prescribed form obtainable from this Library and it

should be accompanied by full charges including security in cash alongwith a copy of the detailed programme. Incomplete applications will not be entertained.

4. Permission can be refused and even cancelled without assigning any reason. In latter case, however, full amount will be refunded but no claim for damages or compensation shall be entertained.

5. (i) The rental charges will be as under of which only 50% will be refunded in case of advance cancellation (at last 3 days) of the programme :

		Educational Institutions affiliated to Panjab University and Govern- ment Departments
		Rs.
(a)	for meetings, lectures, seminars (lasting not more than four hours). Charges for additional time per hour or fraction thereof.	2000.00 500.00
(b)	for purposes of dramas, recitals, dance and musical performance, film shows (upto four hours.) Charges for additional time per hour or fraction thereof.	4000.00 1000.00

NOTE--For dress rehearsals not exceeding four hours, the charges will be at half of the usual rates.

- (c) Amplifier (mike) rent for a period not exceeding four hours.
- (d) For Functions on non-working days and those beyond 10 p.m. there will be an extra levy of 25%.
- (e) Flat rate for consumption of electricity will be at the rate of 20% of the rental charges excluding the mike rent.
- (f) Possession of the Auditorium will be given to the party half-an-hour before the commencement of the function and half an hour after the function for winding up in the case of cultural programmes.
- (g)

(B)	Lunch/Dinner upto 5 hours.	..	1600.00
	Extra charges if the premises used for more than 5 hours.	..	800.00
(h)	Flat rate for Generator charges (if the same is put on use) per hour or frac- tion thereof.	..	100.00
(ii)	A refundable security of Rs.1000 shall have to be deposited which if not claimed within 12 months shall lapse to the Library. The amount of refundable security to be deposited can be increased at the discretion of the Librarian.		

6. If the use of the Auditorium cannot be made by the loanee on account of electricity break down, mob riots or for any other reasons, the amount deposited will not be refunded and the Library shall not be responsible for compensation of any kind.

7. If extra lights on the gate, lawns and roads leading to the Auditorium are proposed to be put up, it will be the responsibility of the party to obtain a temporary connection at its costs.

In case the party instals extra electrical appliances inside the Auditorium with prior permission, the Librarian is authorised to levy additional charges depending upon the appliances installed, and the power consumption.

8. The Vice-Chancellor may allow use of the Auditorium free of rental charges and security whenever considered necessary. However, the parties concerned shall have to pay the electricity charges, and overtime of staff, if any.

CHAPTER IV

UNIVERSITY EMPLOYEES

(i) ADVANCE FROM PROVIDENT FUND

1.1. When the pecuniary circumstances of a depositor are such that drawing of an advance from the Provident Fund is necessary, the Registrar may, if satisfied, sanction the advance for any one of the following approved purposes :

Purposes (approved) For which advances from CPF are admissible	Limit in terms of monthly Salary/amount up to which admissible	No. of monthly instalments in which recoverable
(a) (i) Purchase of house, or (ii) Construction of house or (iii) Land for a house	(a) (i) to (iii) 24 months' salary	(a) (i) to (iii) 96 monthly instalments.
(b) (i) Depositor's own/ son's marriage (ii) Depositor's daughter or dependent sister's marriage (iii) Depositor's daughter or dependent sister or depositor's own betrothal (in case of woman depositor)	(b) (i] 10 months' salary (ii) 18 months' salary (iii) 3 months' salary	(b] (i) 40 monthly instalments. (ii) 72 monthly instalments. (iii) 12 monthly instalments.
(c) (i) Purchase of a Motor Car (ii) Purchase of a Motor Cycle or a Scooter (iii) Purchase of ceiling fan (up to two), refrigerator, desert cooler and geyser	(c) (i) 12 months' salary or the cost of vehicle whichever is less (ii) 6 months' salary or the cost of vehicle whichever is less (iii) 3 months' salary or the cost of article which- ever is less	(c) (i) 48 monthly instalments. (ii) 24 monthly instalments. (iii) 48 monthly instalments.
(d) (i) To meet the cost of education of the depositor himself or of any person actually dependent on him in the fol- lowing types of courses--	(d) (i) & (ii) 9 months' salary	(d) (i) & (ii) 36 monthly instalments.

Purposes (approved) For which advances from CPF are admissible	Limit in terms of monthly Salary/amount up to which admissible	No. of monthly instalments in which recoverable
(1) for education outside India whether for an academic, technical, professional or vocational courses		
(2) for medical, engin- eering and other technical or special- ized courses in India beyond the High School stage, provided that the course of study is not of less than one year		
2) (ii)		45

- N.B.--(a) The term 'legitimate children' in this rule does not include adopted children except those adopted under the Hindu Law.
- (b) The term 'Child/Children' used in this rule includes major sons and unmarried daughters so long as they are residing with and wholly dependent on the parents (the depositor) and subject to the condition being fulfilled, it includes widowed daughter also.
- (c) Not more than one wife is included in the term 'family' for the purpose of these rules.
- (d) An adopted child shall be considered to be a legitimate child, if under the personal law of the depositor, adoption is legally recognised as conferring on it the status of a natural child.

Note 3. No employee shall be entitled to an advance out of Provident Fund unless he has contributed to the fund for a period not less than 3 years.

Provided that in the case of an employee who prior to joining the Panjab University, had been subscribing to the Provident Fund in the previous University/Institution which had been transferred and credited to his Provident Fund at the Panjab University, the service thus rendered shall also be included for purposes of computation of the minimum period of three years (as also the minimum period of 10 or 12 years, service for purposes of Rule-2 of these rules).

1.2. (a) The grant of advance out of Contributory Provident Fund will be further subject to the following conditions for all depositors. (Attested copies of the documents mentioned may be furnished for purposes of securing the loan) :--

- (i) For the purchase of a house or a land for a house, the letter of allotment from the authority such as Government, Improvement Trust, Housing Board/Housing Society etc. will be submitted alongwith the application. In the case of deal through private source(s) all the papers relating to the purchase will be submitted within 3 months of the settlement of the deal failing which the entire amount alongwith interest thereon shall become refundable, immediately in lumpsum.
- (ii) For the construction of a house, documentary proof in support of his title to the land being exclusively in the name of the depositor and/or his spouse shall be supplied. Title of land should be clear and free from encumbrances. An attested copy of allotment order of the plot or registration deed of land or copy of intqal/jamabandi etc. should be attached.
- (iii) If the land/plot is in Urban area, an attested copy of the plan sanctioned by the Estate Office/Municipal Committee/Notified Area Committee/Improvement Trust/Municipal Corporation shall be furnished. In the case of land in rural areas such verification from the local gram panchayat shall be made available.
- (iv) In case the validity period of the plan has already expired it should be got re-validated clearly indicating the period up to which it is valid.

- (v) It should be certified that the applicant has no other plot/house exclusively in his name or in the name of any member of his family.

1.5. When an advance is sanctioned under Rule 1.1 before payment of last instalment of any previous advance is completed, the balance of any previous advance not recovered, shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.

2. Notwithstanding anything contained in 1 above, a subscriber who has put

- (ii) to meet the cost of overseas passage of 1 the subscriber if the travel subsidy is not allowed by the sponsor. } 6 months' salary
- (D) to meet expenses on the prolonged/serious illness of the depositor himself/dependent member(s) of his family. 24 months' salary
- (3) To meet the following expenses irrespective of the employees having put in 12 years' service :--
- (i) "Deduction of Rs. 300 per death case from the subscriber on giving an irrevocable undertaking by a member of the "Panjab University Teachers' Association Welfare Scheme" that he agrees to pay an amount of Rs. 300 per death case of any member of the scheme for being paid to the nominee(s) of the deceased member of the Scheme."
- (ii) Deduction of Rs. 50/- per death case from the subscriber on giving an irrevocable undertaking by a member of the Panjab University Non-teaching Association Welfare Scheme that he agrees to pay an amount of Rs. 50/- per death case of any member of the Scheme for being paid to the nominated nominee(s) of the deceased member of the scheme.
- (iii) Deduction of Rs. 50/- per death case from the subscriber on giving an irrevocable undertaking by a member of the Panjab University Class C Staff Association Welfare Scheme that he agrees to pay an amount of Rs. 50/- per death case of any member of the scheme being paid to the nominee(s) of the deceased member of the scheme.
- (E) Purchase of new Personal Computer (with the condition that its sale within a period of five years from the date of its purchase shall not be allowed). Upto Rs. 40,000/- (Once in Service Career)
- (F) Purchase of Car/Two Wheeler 15 months salary or the cost of vehicle whichever is less (once in service career).

A University employee may refund the whole or part of the advance taken by him/her subject to the following conditions :

- (i) For refund of advance, it would be mandatory for every employee to fill in a declaration (specimen attached) mentioning the reason for depositing the amount and source of income before depositing the advance taken by him/her; and
- (ii) refund of loan shall only be accepted through a cheque drawn in favour of Registrar Panjab University, Chandigarh. The cheque must be out of the

saving Bank Account (of the employee refunding the loan) where the salary of the concerned employee is credited.

Note.--The conditions for grant of advance on non-refundable basis out of Provident Fund Account will be the same as for advance for refundable basis.

The rules and procedure applicable for advancing loan from the Current Account for construction/purchase of house/land shall apply mutatis mutandis to the grant of loan on non-refundable basis from the provident fund.

3. For building his own house or for purchase of a built-up house, and land for

assurance), hereby jointly and severally assign unto the said Registrar, the within policy of assurance as security for payments of all sums which the said A. B. may hereafter become liable to pay to that fund."

- (b) Save as provided in clause (iv) (c), the policy shall be reassigned to the subscriber and handed back to him on quitting his service or on his refunding with the full interest thereon any advances taken from the Provident Fund for the purpose of paying premia thereon and in the event of his death before quitting the service, a reassignment shall be executed in favour of, and the policy be

(iii) ALLOTMENT OF RESIDENTIAL ACCOMMODATION

1. The Syndicate may appoint two House Allotment Committees i.e. one for house upto 'D' type categories and the other for houses of above 'D' type categories i.e. 'E' and above categories. The terms of the committees shall be for 2 years, beginning from April 1.

2.1. The employees drawing pay up to Rs. 120 will be charged rent at the rate of 5 per cent of their pay and the rest at the rate of 10 per cent of their pay in the pay scales or 10 per cent of the maximum of the slab of the house whichever is less.

Provided that a 'C' class employee drawing pay up to Rs. 120 per mensem may continue to pay a house rent and water charges at the same rate so long as he is not allotted a 'B' type quarter, and grant of additional increment shall not effect the rate of house rent and water charges.

2.2. Allotment of residential accommodation to the University employees shall be as follows :

Sr. No.	Type of Houses applicable	Eligibility pay-slabs as applicable prior to 1973(common) for teaching, non-teaching, & technical (Staff etc.)	Eligibility pay-slabs as applicable from 1.1.1973 to 31.12.1985 (Basic pay as per UGC Scales)	Eligibility pay-slabs as applicable from 1.1.1978 to 31.12.1985 (Basic pay in scales other than UGC scales)	Eligibility pay-slabs w.e.f.1.1.1986 to 31.12.1995 (Basic pay) applicable to employees in both UGC scales as well as other than UGC Scales	Eligibility pay-slabs w.e.f.1.1.1996 (Basic pay) applicable to employees in both UGC scales as well as other than UGC Scales
1	2	3	4	5	6	7
		Rs.	Rs.	Rs.	Rs.	Rs.
1.	A/T-IV	Upto 109/-	-	300-399	750-999	2520-3119
2.	B/T-III	110-200	-	400-539	1000-1364*	3120-4399**
3.	C	201-300	-	540-724	1365-1849	4400-6199**
4.	D	301-400	-	725-999	1850-2499	6200-8924**
5.	E, E-I & T-II	400-800	700-1099	1000-1459	2200-3399***	8000-13259***
6.	F, T-I	801-1000	1100-1299	1460-1699	3400-3824	13260-14939
7.	G	1001 and above	1300 and above	1700 and above	3825 and above	14940 and above
8.	TF/NTF	(a) University Teacher drawing a basic pay of Rs. 300/- p.m. or more. (b) If a flat is available after all eligible persons in (a) above have been accommodated University Research Scholars drawing less than Rs. 300 p.m.	700 and above	Not applicable	(a) 2200 and above for University teachers (b) for Full time University Research Scholars (if a flat is available after all eligible persons in (a) have been accommodated)	(a) 8000 and above for University teachers (b) for Full time University Research Scholars (if a flat is available after all eligible persons in (a) have been accommodated)

Note **Pot 36** All employees who are in the pay-scale starting a level lower than Rs. 1000/- will not be eligible for B/T-III type of houses till they draw the basic pay of Rs. 1050/-.

Note **Pot 6** All employees who are in the pay-scale starting a level lower than Rs. 3120/- will not be eligible for B/T-III type, C type and D type of house till they draw the basic pay of Rs. 4140/-, Rs. 5640/- and Rs. 7220/- respectively.

Note All employees whose minimum pay-scale is Rs. 2200/- (1986) or Rs. 8000/- (1996) (starting) will not be eligible for 'D' type category of houses.

Note **A** employees who are in the pay-scale starting at a lower than Rs. 2200/- (1986 grades) or Rs. 8000/- (1996 grades) will not be eligible for T-II/E/E-I type of houses till they draw basic pay of Rs. 2500/- (1986 grades) or Rs. 8925/- (1996 grades).

2.3. The date of entrance of an employee into the pay slab fixed for a house shall be the basis of allotment. If the date of entry into a pay slab is the same in the case of more than one employee, the date of entries into the lower pay slab will be the criterion for determining seniority. If a case does not fall within the scope of the foregoing provision, the criterion for determining seniority will be the age i.e. the older employee shall be senior.

2.4. If a house in the category to which an employee is entitled is not available, he may be allotted a house in the lower category, i.e., one step below the one to which he is eligible. For this purpose, the date of entry into the lower pay slab shall determine his seniority vis a vis others entitled to a house of that category. Allotment of University accommodation one category below one's entitlement shall be made only where the entitlement of a person is for 'F', 'T-I' and 'G' type of houses.

2.5. If an employee declines the offer of a better type of house he shall be charged rent at the rate of 10 per cent of his basic pay subject to maximum monthly rent of the house offered, till such time the house so refused is allotted to the next person on the waiting list.

2.6. Research Scholars shall be housed in the students' hostels. A married scholar may, on application, be given other accommodation if it is available on the condition that such allotment shall be temporary and for the period for which the accommodation is surplus. Such allotment shall be made keeping in view the value of the scholarship.

2.7. Houses built with the assistance of the University Grants Commission shall be allotted to the staff of the Teaching Departments. The remaining houses shall be available to the staff of both the administrative and teaching departments on the basis of seniority and pay slab laid down in Rule 2.1.

3. Allotment of residential accommodation by the University shall be on the following conditions :

- (i) The allotments once made shall not be disturbed, except for the following reasons :
 - (a) The University employee occupying University accommodation retires, is transferred or his services are terminated.
 - (b) The University employee becomes entitled to a higher category of accommodation and it is available for allotment.
- (ii) Accommodation shall be deemed to have been duly allotted to an employee from the date he accepts the offer in writing or from the 10th day after the date of issue of allotment order whichever is earlier. Unless refusal to accept the allotment is received by the Secretary, House allotment Committee, in the meanwhile, rent shall become payable on the date immediately following the date of acceptance or on the expiry of 10th day after the issue of allotment order whichever is earlier. Need of certain minor repairs shall not entitle an employee to exemption from rent.

ALLOTMENT OF RESIDENTIAL ACCOMMODATION

- (iii) (a) In case of non-acceptance of the offer of allotment, the office must be informed within three working days from the date of issue of the allotment letter, failing which market rent will be charged after the expiry of this period till the date of receipt of intimation of the refusal.
- (b) If an employee fails to occupy the allotted house within 12 working days from the date of issue of the allotment letter after having accepted the offer, he shall be deemed to have surrendered the accommodation. He shall pay the market rent for the newly allotted house after 12 working days from the date of issue of the allotment letter till the house is occupied by the next allottee and for that period, he shall not be entitled to draw H.R.A. in case he was residing outside the University Campus.
- (c) Further, an employee already having a house on the University Campus shall have to vacate the house within 12 working days of the date of issue of the allotment letter for another house, otherwise he shall pay market rent for the accommodation after 12 working days from the date of issue of the allotment letter for the new house till the accommodation is occupied by the next allottee.

Such an employee shall not be eligible for another allotment for a period of 6 months from the date of first and second allotments.

If the employee declines the offer for the third time, he/she shall be debarred from the allotment of that type of house for a period of three years, but his/her name be included in the waiting list for the said category of house again if he/she makes a request to the office in writing for inclusion of his/her name.

An allottee shall have an option to ask for interchange of house within the same category after having lived in the house for not less than two years. This change shall be allowed only once subject to a maximum of two consecutive options to be exercised by each an allottee.

An employee who resides outside the campus in the accommodation allotted to his/her spouse working in a different organisation will be eligible to get his/her name included in the waiting list meant for allotment of houses as per the practice obtaining.

That an employee shall have to vacate the lower category of house within 15 days from the allotment of higher type of accommodation. For over-stay, market rent shall be charged for lower category of house.

- (iv) If an employee surrenders the allotment of a residence at any time after occupancy for reasons considered adequate by the House Allotment Committee, he will be considered for allotment of another house along with other applicants if and when he applies again.
- (v) No employee of the University shall sublet the house allotted to him to any one else. If any employee is found to have sublet his house, the allotment made to him shall be cancelled and he will make himself liable to disciplinary action which may amount even to dismissal.
- (vi) An employee who is offered a house two steps lower than the category to which he is entitled, may decline the allotment and claim house rent allowance as permissible under the University rules.
- (vii) An employee whose allotment has been cancelled by the Registrar or the Vice-Chancellor due to some complaints, etc., shall be charged market rent fixed by Syndicate from time to time, if he does not vacate the quarter.
- (viii) Disciplinary action including suspension and dismissal etc., may be taken if an employee defies the orders of the Registrar or the Vice-Chancellor and does not vacate the quarter on the University Campus.
- (ix) No one shall keep cattle in the residential houses/area of the University.
- (x) No alteration in a house or its compound shall be made without the permission of the University.

4.1. Save as provided in Rules 4.2, 4.3 and 4.4. an employee who retires or goes on long leave either preparatory to retirement or for employment in some other department, or leaves the service of the University, shall not ordinarily be allowed to retain the University residential accommodation for more than two months.

4.2. An employee who proceeds on leave be allowed to retain the University accommodation during the period of leave sanctioned to him according to the University rules and regulations, provided his family members stay there.

In case his family members accompanied him, it will be the responsibility of the employee to make arrangements to ensure that the University property is properly looked after during his/her absence.

Any arrangements made to look after the employee's personal property like books, furniture, house-hold goods, car/scooter etc. will also be subject to approval of the Vice-Chancellor. However, in no case subletting of the house shall be allowed.

4.3. Permission for an employee to retain the University accommodation during his leave shall be limited to a maximum of three years. However, this limit may be relaxed by the Syndicate in exceptional circumstances.

4.4. In case where the deceased employee was in possession of University accommodation, his family will be allowed to retain the accommodation for one year after his death, the rate of rent being the same as was applicable to him at the time of his death. In other cases, the house rent allowance admissible to the deceased employee, will continue to be paid to the family for one year after his death.

In the following circumstances the family of a deceased University employee may be permitted to retain University accommodation for the whole or part of the second year also on payment of normal rent :--

- (a) Where family members of the deceased employee have no other person to depend upon. The term 'family' shall have the meaning as assigned to it under Rule 2 (xi) at page 71, Calendar Volume III (1985).
- (b) Where the family members consist of un-married daughter/s, the minor children on the date of such application.

- Note--(i) If the family of a deceased University employee vacates the residential accommodation retained by it before the expiry of one year of its own accord then the benefit of house rent allowance will not be admissible for the remaining period.
- (ii) If the family leaves the place of posting of the deceased University employee before the expiry of one year which automatically amounts to surrender of University accommodation of that place, the house rent allowance for the remaining period will not be admissible.
 - (iii) If the residential accommodation allotted to the deceased employee, is got vacated by the University from his family due to certain special circumstances then alternative accommodation, if available, would be allotted to such a family.
 - (iv) If no accommodation is available as referred to in item (3) above, then house rent allowance for the remaining period would be granted, provided the family lives at that station.
 - (v) The members of the bereaved family are to be granted the benefit of House Rent Allowance on the basis of emoluments which the employee would have received but for his proceeding on leave.

4.5. When a permanent University employee dies while in service, accommodation may be allotted, out of turn, on compassionate grounds, to a member of the family of the deceased, who is appointed on compassionate grounds according to his/her entitlement provided such a beneficiary was residing with the deceased.

Such accommodation shall not be higher than 'D'/T-II type of house or of the type such member of the family of the deceased employee is entitled or of the type in which the deceased was residing whichever is of the lower type/category.

Provided further that a member of the family of the deceased applying for allotment of accommodation shall not be allotted accommodation of a type higher than the entitlement of the deceased even though the applicant may be entitled to such higher type accommodation.

4.6. A 'C' Class employee, if allotted accommodation, shall be allowed to retain it during the period of extension in service.

4.7. The following shall be provided rent free (un-furnished) residential accommodation at the campus or house rent allowance in lieu thereof as per rules :--

1. Dean of University Instruction.
2. Dean of Student Welfare.
3. Medical Officers as also paramedical staff in the University health centre.

5. An employee, who retains the residential accommodation even after the period allowed, without the prior approval of the Vice-Chancellor shall, besides being liable for ejection, be charged double the market rent at the rates fixed by Syndicate from time to time.

6. In exceptional cases, the Vice-Chancellor shall have authority to allot--
- (a) higher category of a house than the one to which an employee is entitled;
 - (b) lower category of a house than the one to which an employee is entitled; and
 - (c) a house out of turn to an employee on the condition that no member of his/her family should already have prior allotment on the campus.

7. The house Allotment Committee may consider to give preference to the female employees in the allotment of University accommodation, provided that she is living alone at place of posting. An affidavit will be taken from the concerned employee that she is living alone at place of posting.

**(iii) (a) PART-TIME TEACHING STAFF IN THE
DEPARTMENT OF LAWS**

1. Part-time lecturers in the Department of Laws appointed under Regulation 18 of Chapter VI, Calendar Volume I shall be governed by these Rules.

2.1. The appointment shall ordinarily be for one academic year at a time.

2.2. The amount of monthly honorarium shall be determined by the Syndicate from time to time.

2.3. For summer vacation the payment shall be as under :

(a) (i) Those who complete . . . Honorarium for 12 months
nine month's service

(ii) Those who complete . . . Proportionate amount on
service for three . . . the basis of (i)
months or more but
less than nine months

Provided that a teacher who has served for less than three months will not be entitled to any honorarium for the period of summer vacation.

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(iii) (b) RULES FOR GUEST FACULTY IN THE DEPARTMENTS

1. The appointment of Guest Faculty shall ordinarily be for one academic year at a time.
2. A Guest faculty shall not be entitled to and payment for the vacation.
3. The Guest faculty should be only from outside/retired teachers of the University who should not be of more than 65 years of age.
4. Guest faculty could not, in normal circumstances, be from within the department. However, in exceptional circumstances reason to be recorded, payment may be made to a teacher for taking extra workload in the same department on the recommendation of the Academic Committee of the department, justifying the total load, in the department of the teacher concerned as also the extra workload being recommended for the teacher. For working as Guest faculty in other department/s the teacher should route their applications through the Chairperson of the Department indicating whether he/she is working as Guest Faculty in other department/s and also the amount of honorarium he/she is getting.
5. The non-teaching (Technical) Personnel of the University departments who fulfill requisite qualifications laid down by the UGC for appointment of Lecturers could be allowed to take classes, after normal working hours, on extra payment provide it does not interfere with their normal duties in the department, on the recommendation of the Academic Committee of the department.
6. The maximum amount of honorarium payable to in-service University teachers for working as Guest Faculty in various departments of the University as also for taking extra workload in their own department in exceptional circumstances on extra payment, and also honorarium receive from other institutions for delivering lectures etc., should in no case exceed Rs. 10,000/- per month.
7. The duration of the lectures to be delivered by the Guest Faculty shall be one hour.
8. The honorarium will be Rs. 250/- per lecture subject to maximum ceiling of Rs. 10,000/- per month.
9. For taking up teaching assignment outside the University, the teachers should route their applications through the Chairperson for getting prior approval of the Vice-Chancellor as per University rules. Accepting/undertaking any assignment outside the University without such approval would invite strict action.
10. The person invited to be Guest Faculty should give an undertaking that he/she if asked to set the question paper and also to examine the answer books of that particular subject, as per the guidelines issued by the department, he/she will do the same.
11. Before inviting the Guest Faculty, the name of the Guest faculty should be approved by both administrative and Academic Committee of the department concerned.
12. Where there is no regular teacher, the guest faculty will also do the practical work.
13. When the request for the Guest faculty is sent to the office, the justification regarding work load with teachers of the department as per UGC norms and a copy of time table should also be sent.

14. The panel of teachers for a particular subject, in case there is no more than one topics/subjects, if required should be prepare by the department; and sent to Deputy Registrar (Estt.). However the department will ensure the upper ceiling of Rs. 10,000/- per month to each Guest faculty.

15. It is mandatory for a regular Lecturer to take 16 hours (14 hours in the case of Reader and Professor) of work load in week and has to take more than one paper/options/class/whereas in the case of the Guest faculty only one paper/option/class is to be taught 40 lectures per month i.e. 10 lectures per week.

16. In case of professional departments, people of industry/relative profession can be invited due to their valued experience in the profession and holding a position of good stature in their respective fields. While inviting Guest faculty from industry/profession, their profession qualifications and experience as laid down by the AICTE/UGC, as the case may be, shall be kept in mind.

17. In case of Law Department, where Part-time teachers are appointed as per Bar Council guidelines, these guidelines will not apply. However, if in addition to Part-time teachers, Guest faculty is appointed then the same shall be subject to these guidelines.

18. The Committee also felt that when very senior professionals from Industry/Academia/from public life are invited with the permission of the Vice-Chancellor for a special lecture, where TA/DA is provided by the University, the honorarium should be Rs. 750/- per lecture.

(iii) (c) NON-TEACHING PART-TIME STAFF

A member of part-time non-teaching staff shall not be entitled to any kind of leave except casual leave up to 20 days in a calendar year which may be granted by the Head of the Department.

(iv) **ACCEPTANCE OF OUTSIDE ASSIGNMENTS AND PERMISSION
FOR DOING OTHER THAN NORMAL WORK**

1. No whole-time University employee shall engage directly or indirectly in any trade, occupation of business or shall be engaged in private tuition or in any other

10. The application for an outside post from a teacher who is under an obligation of bond to serve the University for a period as prescribed under the regulations, be not forwarded till the period of completion of the bond. However, such a teacher could be allowed to have his application forwarded for an outside post within six months of the expiry of the period of bond and while sending such applications, it be made clear that the teacher concerned was under obligation to serve the University till a specified date.

11. The application for an outside post from a teacher who availed himself of extraordinary leave without pay for more than one academic session on a whole time paid assignment elsewhere (in India/abroad) but was not under the obligation of any bond be not forwarded unless he has served the University for a period of three years on return from the last assignment.

Note : In either case, the previous outside assignment shall be one which is, at least, for a whole academic session and not less.

(v) **CONSULTANCY WORK BY THE ACADEMIC STAFF OF THE TEACHING DEPARTMENTS, PANJAB UNIVERSITY**

- 1. The Academic/Technical Staff (henceforth to be called as staff) who are class 'A' Officers of the University may undertake consultancy, or provide technical services**

5.4 Cost of inputs (like chemicals, raw material and other types of consumables) and equipments.

5.5 Usage charges on equipment (including depreciation and utilities, inter-alia)

5.6 Payments to outside consultants.

5.7 Cost of Stationary.

5.8 Computer Charges.

5.9 Miscellaneous.

5.10 Administrative Charges (10% of 5.2 to 5.9).

6. The client shall pay 50% of the total project cost or, cost of the items 2 to 9 above, whichever is higher to the University Consultancy. All payments will be received by the University under a separate budget Head of 'Consultancy Services'.

7. The Consultancy Service may be categorized into 3 classes :

7.1 Advisory consultancy in which University facilities are not used.

7.2 Service consultancy, in which University equipment is used, but consumables or other materials are not required.

7.3 Service consultancy, in which University equipment is used and material and consumables are provided by the University.

8. Once the terms of consultancy have been approved, and contract signed, and advance received, it becomes the duty of the Principal consultant to ensure satisfactory progress and completion of the project in time. For this purpose he may make temporary appointments of full time or part time staff for a period upto six months, draw advances and make expenditure in accordance, with the requirements as the project progresses. The Vice-Chancellor's approval will be required for appointment of staff for a period of more than six months.

9. The distribution of consultancy amounts received will be as under :

9.1 In case of advisory consultancy (7.1 above) 50% of the amount received for (item 5.1 : cost of consultant's time including intellectual fee) will be paid to the consultant(s) and 50% will accrue to the University;

9.2 Similarly in case of service consultancy (7.2 and 7.3 above) 50% of the amount received for (5.1 above) will be paid to the consultant(s) involved and 50% will accrue to the University;

10. In all cases (7.1, 7.2 and 7.3 above), the apportioning of consultancy amounts will be as under :

10.1 Out of the total share of the University, 10% will be paid to the University as administrative charges, 40% will be paid to the Corpus Fund 'Foundation for Higher Education & Research' established by the University and 50% will be available to the Department concerned, for the purchase of equipment and/or material, or for any academic activity and promotion of industry participation.

10.2 The amount to be distributed to the staff will be as per recommendations of the Principal Consultant, as approved by the Vice-Chancellor, or any other person so authorised by him.

PANJAB UNIVERSITY

Annexure-I (on detailed costing)

- (vi) ADDRESSING OFFICIAL COMMUNICATIONS TO THE CHANCELLOR OF THE UNIVERSITY OR MINISTERS OF THE GOVERNMENT AND INVITING HIGH DIGNITARIES TO THE UNIVERSITY

- (x) Duty includes—
- (a) Service as a probationer or apprentice, provided that service as a probationer is followed by confirmation without a break; provided further that in the case of an apprentice, on confirmation either in the post for which he was undergoing apprenticeship or in any other post, the period of apprenticeship cannot be counted for purposes of leave as service rendered substantively in a permanent post.
 - (b) Joining time.
 - (c) Casual time.
- (xi) Family means a University employees' wife or husband, as the case may be, residing with an dependent upon the employee and legitimate children and step children residing with an wholly dependent upon the employee. In the case of the Travelling Allowance Rules, it includes in addition parents, sisters, and minor brothers, if residing with and wholly dependent upon the employee.
- Note.—1. The term legitimate children in this rule does not include adopted children except those adopted under the Hindu Law.
- 2. The term 'Child' or Children used in this rule includes major sons and married daughters so long as they are residing with the wholly dependent on the parent (the employee) and subject to this condition being fulfilled, it includes widowed daughter also.
 - 3. Not more than one wife is included in the term family for the purpose of these rules.
 - 4. An adopted child shall be considered to be a legitimate child, if under the personal law of the employee, adoption is legally recognised as conferring on it the status of a natural child.
- (xii) Fees means recurring or non-recurring payment to an employee from a source other than the funds of the University; whether made directly to an employee or indirectly through the intermediary of the University.
- (xiii) Foreign Service means service in which an employee receives his substantive pay with the sanction of the University from a source other than the funds of the University.
- (xiv) Furlough means leave earned by an employee of class A or B in respect of periods spent on duty according to furlough regulations contained in Chapter VI of the Panjab University Calendar, Vol. I.
- (xv) Honorarium means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.
- (xvi) Joining Time means the time allowed to join a new post or to travel to or from a station to another to join a post.
- (xvii) Leave Salary means the monthly amount paid by the University to an employee who is on leave.

- (xxix) Special pay means an addition of the nature of pay to the emoluments of a post granted in consideration of (a) the special duties or (b) of a specific addition to the work or responsibility.
- (xxx) Subsistence grant means monthly grant made to an employee who is not in receipt of pay or leave salary.
- (xxxii) Substantive pay means the pay other than the special pay or personal pay to which an employee is entitled on account of a post to which he has been appointed substantively.
- (xxxiii) Temporary post means a post carrying a definite rate of pay sanctioned for a limited time.
- (xxxiv) Time Scale Pay means pay, which rises by periodical increments from a minimum to a maximum.
- (xxxv) Travelling Allowance means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interest of the University.
- (xxxvi) "University" means the Panjab University.

Power to interpret and Implement Rules

3. The Vice-Chancellor shall have the power to interpret these Rules and issue such administrative instructions as may be necessary to give effect to them.

PART II

Categorisation of Posts

1.1. The staff of the University shall be categorised as under :

I. Class 'A'

(i) All University teachers, i.e., Professors, Readers, Lecturers and such other persons as may be designated as teachers by the Senate including Research Assistants, Teaching Assistants, Instructors and Pandits.

(ii) All Administrative Officers of and above the rank of Office Superintendent/ P.As. and other non-teaching staff having equivalent/corresponding pay-scales.

II. Class 'B'

Assistants/Stenographers/Steno-typists/Clerks and other non-teaching staff having equivalent corresponding pay-scales.

III. Class 'C'

Employees not covered under I and II above.

Note.--University employees who have not opted for the revised pay-scales on the Punjab Government pattern, or technical/laboratory staff whose pay-scales have not been revised will continue to be classified in the categories in which they had continued to be classified so far.

1.2. The appointing authority for the various categories of University employees shall be as under :—

(a) Senate—for employees of Class 'A';

(b) (i) Syndicate—for employees of Class B belonging to categories of Assistants and employees in the equivalent/corresponding pay-scales;

(ii) Vice-Chancellor—for employees of Class B belonging to categories of Clerks and employees in the equivalent/corresponding pay-scales;

(c) (i) Registrar—for Class 'C' employees of the administrative offices and Chowkidars for all departments including Teaching Departments;

(ii) Dean of University Instruction, on the recommendation of the Head of the Department—for Class C employees of Teaching Deptts. except Chowkidars.

1.3. The authority competent to suspend, charge-sheet and order an enquiry against a University employee shall be—

(i) Vice-Chancellor—in the case of employees of Class 'A'.

(ii) Vice-Chancellor—in the case of employees of Class B belonging to the categories of Assistants and employees in the equivalent/corresponding pay-scales;

(iii) (a) Registrar—in the case of employees of Class B belonging to the categories of Clerks and employees in the ministerial cadre in the equivalent/corresponding pay-scales;

(b) D.U.I.—in the case of employees of Class B belonging to the categories other than mentioned in (iii) (a) in the Teaching Departments;

- (iv) (a) Registrar—in the case of Class C employees of the administrative offices; and
- (b) Heads of Departments—in the case of Class C employees of the teaching and non-teaching departments.

Qualifications for Appointment

2. The age educational and other qualifications for appointment to a post and the methods of recruitment shall be as prescribed by the Syndicate, from time to time, provided that no one shall be appointed to any post unless he attained the age of 18 years.

Methods of Recruitment

- 3. Recruitment to the posts may be made :
 - (i) by direct recruitment;
 - (ii) by promotion; and
 - (iii) by appointment of employees borrowed from Government Departments and other institutions.

4. Procedure of Appointment and Qualifications for Recruitment

Class A Posts

- (i) Registrar/Controller of Examinations and F.D.O.

These posts shall be treated as Selection posts and filled by direct appointment through advertisement after inviting applications from within the office and from outside. The *Vice-Chancellor shall constitute the Selection Committees for considering applications received in response to advertisement and for making recommendation to the Syndicate. The minimum qualifications for these posts shall be a Master's or LL.B. or equivalent degree.

- (ii) Deputy Registrars :

- (a) 75% of the posts of Deputy Registrars in the University Office shall be filled in on the basis of selection after advertising the posts. The minimum qualifications for these posts to be filled by selection shall be Master's or LL.B. or equivalent degree.
- (b) The other 25% of the posts of Deputy Registrars shall be filled in by promotion on the basis of seniority-cum-merit from amongst Asstt. Registrars (in service) with a minimum of 3 years' services (as Asstt. Registrars).

Provided that a University employee with not less than 25 years of service in the University and who has worked as Assistant Registrar for a period of not less than 4 years shall be eligible to apply for the post of Deputy Registrar irrespective of qualifications prescribed.

Essentials :

Master's or LL.B. degree of a recognised University or an equivalent degree.

*Effective from October 4, 1981 in terms of Senate Paragraph VI (Item No. 61), dated 4.10.1981.

Desirable :

At least 10 years experience of administration out of which at least five years' experience as Assistant Registrar or above or its equivalent post preferably in a University or educational institution with experience of organising examinations on a large scale.

OR

The officiating arrangements, if any, against these 75% posts be made from the respective cadres on the basis of seniority-cum-merit in the cadre concerned. In the case of a vacancy against selection post, officiating arrangements be made as under :--

- (a) First two vacancies will go to the Supdts. cadre and
- (b) The third vacancy will be filled in from P.As. cadre.

The 25 : 75 ratio as at (a) and (b) shall not be disturbed.

Whenever new posts are created in future i.e. in addition to existing 18 posts (as on 16.11.1990), the first will go to the Supdts. cadre, the second will be filled in by open selection, the third will go to the Supdts. cadre and the fourth to the P.A.'s cadre. This pattern shall be followed in future.

(iv) Superintendents

The posts of Superintendents in the University office shall be filled from amongst the Assistants on the basis of seniority-cum-merit.

Every appointment by promotion referred to above in 4(ii) and 4(iii) shall be on the basis of seniority-cum-merit.

These provisions shall apply to vacancies occurring after 16th January, 1982.

(v) Personal/Special Assistants

(a) Personal Assistants

The posts of Personal Assistants shall be filled from amongst the Stenographers in accordance with the selection made by the Vice-Chancellor or Registrar as the case may be. The other posts of P.As. shall be filled on the basis of seniority-cum-merit from amongst the Stenographers.

(b) Special Assistants

The Vice-Chancellor, in his discretion, may appoint a Special Assistant from amongst the members of the staff working in the University, or otherwise.

Every appointment by promotion referred to above shall be on the basis of suitability, due regard being paid to seniority.

Class B Posts

- (i) Assistants : The posts of Assistants shall be filled by promotion from amongst the clerks.
- (ii) (a) Stenographers : 25% posts of Stenographers shall be filled in by promotion from amongst the Steno-typists and the person having completed 15 years' service as a Steno-typist shall be eligible for promotion against this quota.
- (b) The remaining 75% posts of Stenographers shall be filled by promotion of Steno-typists through competitive tests in Shorthand and typing to

be held after every 5-6 months preferably in January and July each year. In case no person from in-service employees qualifies the test, the post may be advertised and selection made by a selection committee to be appointed by the Vice-Chancellor, through competition which may be made open to out-siders as also in-service steno-typists/Clerks.

- (iii) Steno-typists and Clerks : These posts shall be filled through competitive tests and on the recommendation of a Committee appointed by the Vice-Chancellor every year.

Every appointment by promotion referred to above shall be on basis of suitability; due regard being paid to seniority.

Norms for age limit for recruitment of Clerks/Stenotypists.

1. Age limit

Not less than 18 years and more than 35 years as on the closing date prescribed for receipt of applications.

2. Relaxation in upper age limit.

Upper age limit is relaxable—

- (a) to the extent of five years for Scheduled Caste/Scheduled Tribes (of all India);
 (b) to the extent of ten years for Physically handicapped persons on production of Medical Certificate from the competent authority.

- (c) For ex-serviceman, who did not join civil post immediately after release from the Armed Forces of the Union to the extent of his continuous service in the Armed Forces of the Union rendered after the 1st day of November, 1962; provided the produces a certificate from the competent authority that he had rendered continuous service in the Armed Forces of the Union after the 1st day of November, 1962, for a period of not less than six months and was released because of demobilisation or reduction not more than three years prior to the date of his application for employment under the University.

Note.—"Ex-serviceman" means a person who joined any rank, whether as a combatant or as a non-combatant, or after the first day of November, 1962 in the Armed Forces of the Union, excluding the Assam Rifles, Lok Sahayak Sena, Jammu and Kashmir Militia, Territorial Army, Defence Security Crops and the General Reserve Engineering Force, and has been released otherwise than on grounds of misconduct or inefficiency.

- (d) The relaxation in age up to maximum of 5 years or to the extent of the period for which they have rendered the services in Panjab University on temporary/Ad hoc/daily-wage basis be given at the entry point for all categories of non-teaching employees.

3. Upper age limit will not be applicable in the following cases provided the candidate has at least five years' service to reach the age of Superannuation prescribed for the post :—

- (i) in-service employees of the Panjab University holding posts lower than those of Clerks/Steno-typists;
 (ii) widows of University employees who die while in service;
 (iii) widows of defence personnel killed/disabled in war service;

N.B.—The defence personnel shall also include B.S.F./C.R.P.

Provided that for recruitment of clerks, the percentage of reservation shall be available to the following categories of candidates :—

(a)	Physically handicapped persons :		
	Category		Percentage of reservation
	The blind		1%
	The Deaf		1%
	The Orthopaedically handicapped		1%
(b)	Category	Job	Percentage of marks
	Blind/Partially	Music (Vocal)	
	blnstrument I)		

ind

- (c) In-service Class-C employees of the University who are Matriculates and have minimum of 5 years service in the University provided they qualify the typewriting test (English) with a minimum of 30 w.p.m. or Data Entry (Computer proficiency, including Word Processing) test.

However, adhoc arrangement within the quota of Class `C' employees for the posts of clerks be made on the basis of seniority (i.e. the Senior most person in the category of Class `C' employees) provided the incumbent is at least matriculate and has five years' experience in the University.

5.1. The Vice-Chancellor may every year nominate members of the Senate not exceeding three in number who would be associated with him for helping him in the formulation of his recommendations to the Syndicate/Senate in all cases of promotion so as to ensure that the unfits are effectively debarred and only the fits are allowed to hold position of responsibility in the University Offices.

5.2. Appointment to a post in any grade by promotion whether in a permanent or officiating capacity, shall be made from amongst employees serving in post in the next lower grade.

Class C Posts

All appointments of class C employees shall be made by the Registrar provided that in the teaching Departments u62ovided01ps for t, 854 pt Cd01ps f2ht Cid004 Cdeany grade by promoti

which is not possible during the period of pregnancy in that case, action should be taken in accordance with the earlier rules.

8. No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents.

Adhoc appointments

9. Notwithstanding anything contained in the above rule, the Syndicate may by a general or special order, and subject to such conditions as it may specify in such order, delegate to any authority in the University the power to make adhoc appointments.

Transfer

- 10.1. (a) The transfer of an employee of the University below the rank of Assistant Registrar shall rest with the Registrar provided that transfers within the branch may be made by the Head of the branch. Transfer of employees of the rank of Assistant Registrar and above shall rest with the Vice-Chancellor.

3. When holidays follow joining time the normal joining time may be deemed to have been extended to cover such holidays.
4. Sundays are not included in the calculation of joining time.
5. Joining time under Rule 10.3 is calculated from the old station or from the place where orders of transfer are received, whichever calculation will entitle him to less joining time.
6. In the case of privilege leave joining time is admissible even if the orders of transfer are received while on leave. If the employee desires not to avail himself of full period of joining time admissible, the period for which joining time is not availed of, shall be considered as leave not enjoyed and a corresponding portion of leave shall be cancelled. The joining time will be from the old station or from the place at which orders are received whichever is less.

Payment during joining time

10.4. An employee on joining time shall be regarded as on duty and shall be entitled to pay as follows :

- (a) On transfer to a new post while on duty in the old post pay which he would have drawn in respect of the old post or the pay which he will draw on taking charge of the new post, whichever is less.
- (b) During joining time on return from leave—pay equal to leave salary admissible if he had been on privilege leave for the portion of joining time.

Over-stay of joining time

10.5. An employee who does not join his post within the joining time is entitled to no pay or leave salary after the expiry of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour.

Handling over charge

11. An employee before leaving the University service or on transfer shall hand over the charge of his post to a duly authorised employee and shall return to the University all books, apparatus, furniture, etc. issued to him. He shall also pay all charges due from him for occupation of residential quarters, water, conservancy and electricity charges, etc. If he fails to do so, University may recover the amount due from him on account of these and other items from his last salary or from the Provident Fund.

Office liable to be declared vacant on 7 days' absence

12. After seven days' absence without permission the Office held by an employee shall be liable to be declared vacant and the employee shall forfeit all salary for the period of absence.

Probation

13.1. Appointment (other than by promotion) shall in the first instance be on probation for a period of one year provided that the appointing authority may reduce or waive the period of probation in an individual case taking into consideration the circumstances of the case.

13.2. The Head of the Department under whom an employee is working shall send to the Registrar, before the expiry of the period of probation, a report on his work. On receipt of the report, the competent authority, as far as possible before the completion of the probationary period, may

In case of breach of this provision, he shall be liable to pay to the University, in lieu of notice, a sum—equal to his pay and allowances for the period falling short of notice required to be given by him, which sum may be deducted from any money due to him.

16.2. The service of a temporary employee may be terminated with due notice or on payment of pay and allowances in lieu of such notice by either side. The period of notice shall be one month in case of all temporary employees which may be waived at the discretion of appropriate authority.

Provided that no notice of resignation or termination of service shall be necessary in case of :

(i)

Service book

20.1. A record of service in respect of every University employee shall be maintained in his Service-book.

The Service-books shall be maintained by and kept in custody of Head of the Establishment Branch under the control of Registrar in the case of staff in (a) the Administrative Offices and (b) Departments other than Teaching Departments.

And the Service-Books of those granted pension shall be kept in the custody of Head of the Pension Section under the Control of Finance & Development Officer.

The Service book shall not be given to an employee, who is proceeding on leave or who quits University service.

A certified copy of service-book shall be supplied to the employee, any time he asks for it, on payment of a copying fee, as may be prescribed.

20.2. Every step in an employee's official life including the temporary or officiating promotions of all kind, increments and leave etc. shall be recorded in his service book and each entry attested under the dated signature of the Head of the Branch or Registrar for administrative office and the Dean of University Instruction for Teaching Departments.

- Note.—1. The Special precaution should be taken at the time of filling up page 1 of the service book specially in respect of the date of birth, as it is to determine the final date of retirement of an employee. The Officer authorised to maintain service books shall perform this important function himself personally and attest the date of birth entry in token of his having done so. It shall be based on Matriculation/Higher Secondary certificate or an equivalent certificate where the date of birth is indicated, and in the case of Class 'C' employee or holder of other posts, where the minimum academic qualification is not laid down and the employees have not passed Matric/Higher Secondary examination, the date of birth certificate or an affidavit attested by a first class Magistrate.
2. In case where only the year of birth of an employee is entered the 1st July of that year shall be taken to be the date of birth. If the month is also given, but not the date 16th of the month shall be taken to be the date.
 3. Date of birth cannot be altered unless the employee concerned applies for correction of his age as recorded with two years from the date of his entry into University Service. University authorities however, reserve the right to make a correction in the recorded age at any time against the University employees' interest, when it is satisfied that the age recorded has been incorrectly entered with the object that the employee may derive some unfair advantage therefrom. The Registrar will, however, have the discretion to refuse or grant such application and no alteration shall be allowed unless it is proved to his satisfaction that the date of birth as originally given by the applicant was a bona fide mistake and that he has derived no unfair advantage therefrom.

4. The periods of suspension and other interruptions in service with full details, warning or other punishments shall be noted in the service book.
5. Personal certificates and character certificates shall not, however, be entered in the service book.

20.3. It is the duty of every employee to see that his service-book is properly maintained. He shall also be required to put his signature in column 8 as and when there is any change in the emoluments, as a proof of his having verified the entries. Every employee shall have the right to inspect his service-book during the first quarter of the financial year and his signatures will be obtained in confirmation of his having inspected the service-book.

Personal files

21.1. Besides the confidential reports on the work and conduct of an official, copies of documents/communications, specified below, shall also be placed on the personal files.

- (a) All orders, imposing any of the penalties, mentioned in the Panjab University Service (Punishment and Appeal) Rules;
- (b) All communications, conveying adverse remarks;
- (c) Letters of appreciation for outstanding work/performance or an overall assessment of his work and conduct during the year.

21.2. The personal files of employees under the control of the Registrar shall remain in the custody of the Finance and Development Officer whose own personal file shall be kept by the Registrar.

Annual confidential reports

22.1. The work of the University employees shall be assessed on the basis of—

- (a) The annual confidential reports which shall be written by the Reporting, Reviewing and Accepting Officers in the forms appended as in—
 - Annexure I for Class A Officers;
 - Annexure II for Class B employees; and
 - Annexure III for Class C employees; and
- (b) Letters of appreciation for outstanding work/performance or an overall assessment of his work and conduct during the year.

22.2. The authorities of the University listed in Rule 22.3 shall report confidentially by the 30th April of each year in the form prescribed (Annexure I, II and III) on the work and conduct of the employee who had served under them for periods not less than four months in the year immediately preceding and forward their reports to the Registrar not later than the 15th May.

22.3. The Reporting, Reviewing and Accepting Officers shall be as follows :

I. Administrative Staff (except Class C employees)

	Reporting Officer	Reviewing Officer	Accepting Officer
Clerks & Asstts.	Supdt.	Assistant Registrar	F.D.O./Deputy Registrar
Superintendents	Assistant Registrar	F.D.O./Deputy Registrar	Registrar
Asstt. Registrars	F.D.O./Deputy Registrar	Registrar	Vice-Chancellor
F.D.O./Deputy Registrars	Registrar	Vice-Chancellor	Vice-Chancellor
Registrar	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Steno-typists	Officer with whom working	Registrar	Registrar
Stenographers			
(a) attached with F.D.O., Registrar, Secretary to Vice-Chancellor and Vice-Chancellor	—do—	Officer with whom working	Officer with whom working
(b) Others	Officer with whom working	} Registrar } Officer with whom working	Registrar Officer with whom working
P.As.	—do—		

Annual confidential reports on the work and conduct of similar officials non-teaching), working in the teaching Departments/Colleges/Institutions/other offices, shall be written by the Heads of Teaching Departments/Colleges/Institutions/other offices and forwarded to the F.D.O. by name, for record in his office.

II. Non-Teaching Departments

XEN and Architect

Chief Medical Officer

Secretary Publication Bureau

Director Youth Welfare

Public Relations Officer

The Vice-Chancellor shall be the Reporting Reviewing and Accepting Officer.

The Confidential Reports in respect of the staff working under these Officers shall be written by their respective Head of Department and forwarded to F.D.O. for record.

22.4. The requisite blank forms for confidential reports shall be supplied by the F.D.O. by 1st April each year to the Reporting Officer who shall give his remarks by the 30th April, pass on the reports to the Reviewing Officer who shall give his opinion by the 15th May and in turn pass on the reports to the Accepting Officer who shall record his remarks by the 1st June. These reports will then be sent back to F.D.O.

22.5. No Reporting Officer shall record his remarks in the confidential report unless he has seen the work and conduct of the official working under him for at least 3 months. If the official has served under the Reporting Officer for less than 3 months the opinion of the officer under whom he has previously served for at least 3 months should be obtained.

In the case of an official whose work has been seen by the Reporting Officer for a

Accelerated increment

27.

qualification, subject to maximum of three increments even if he/she has acquired more than three higher qualifications. The qualifications acquired should be obtained from a University/Deemed University/State/Board of Technical Education/Societies/Organizations approved by Government of India/State Government or Statutory Bodies like UGC/AICTE/MCI/DCI/Professional Technical Institutions like, Institution of Engineers/Indian Institute of Chemical Engineers etc.

- (vi) Two special increments on obtaining Ph.D. Degree for all categories of non-teaching employees.

Service counting for increment

*28. The period of service as laid down in the following clauses, and in such manner as the Syndicate may determine from time to time, counts for increment in a time scale :

- (i) (a) All duty in a post on a time scale counts for increments in that time scale;
- (b) Should a University employee while holding one post be appointed to officiate in a higher post his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post, count for increment in the time scale applicable to such lower post;
- (c) Service rendered in a post carrying lower time scale will not count for increment in the higher post;
- (ii) Period spent on foreign service shall count for increment;
- (iii) Service rendered in a time scale post during the period of probation shall count as service towards increment;
Service rendered in a temporary post shall count for increment provided the post is on a prescribed time scale.
- (iv) Leave, other than extraordinary leave without pay, counts for increment in the time scale of the post in which the employee has been confirmed. It shall also count for increment in the time scale applicable to the post held in a regular officiating capacity provided the employee would have continued to officiate but for his proceeding on leave.

- Note.—1. Extra-ordinary leave without pay can be allowed to count for increment under this clause, under the orders of competent authority, if it is satisfied that such leave was taken for any cause beyond the employee's control or for prosecution of higher studies.
2. A period of over-stay of leave does not count for increment unless the period is converted into leave other than extra-ordinary leave without pay.
3. The service rendered against a post in the Panjab University in temporary/officiating capacity at a stage in the same/identical time scale will count towards the increment only, i.e. previous date of increment will be retained subject to the condition that the period of

*This applied to members of teaching staff also.

the date he assumes the duties of the post, if the charge is assumed in the fore-noon, otherwise from the following date and shall cease to draw the same when he ceases to discharge or is relieved from those duties.

Payment on reinstatement

31. An employee on reinstatement, after dismissal, removal or suspension, may be allowed the following payment by the authority competent to order reinstatement :

- (a) If he is honourably acquitted : Full pay and, by an order to be separately recorded, any allowances drawn immediately before removal, dismissal or suspension. The whole period of absence will be treated as on duty.
- (b) If not honourably acquitted : Such proportion of pay and allowances as the reinstating authority may prescribe provided that such proportion shall not be less than the subsistence and other allowances admissible during suspension. The period of absence will not be treated on duty unless the reinstating authority so directs.

Note.—1. The reinstating authority may, if the employee so desires, convert the period of suspension into one of leave of any kind due and admissible to him in a case falling under (b);

- 2. The grant of pay and allowances under this rule does not cancel any acting arrangement that may have been made during the period of an employee's suspension, removal, dismissal or reduction.

Fixation of pay on transfer to a lower grade or post

32. On transfer to a lower grade or post, as a penalty, an employee may be allowed by the authority ordering the transfer any pay not exceeding the maximum of the lower grade or post. If he is reduced to a lower grade or post or to a lower stage in his time scale, the authority ordering the reduction shall state the period for which it shall be effective and whether it shall operate to postpone future increments and if so to what extent.

Cessation of pay and allowances

33. Pay and allowances of an employee, who is dismissed or removed from service, cease from the date of such dismissal or removal.

between his own pay and pay to which he would be entitled ordinarily if officiating in the higher post;

Example : An Assistant Registrar drawing a pay of Rs. 600 p.m. in the pay-scale of Rs. 400-40—800—50—950 on holding additional charge of a post of Deputy Registrar in the pay-scale of Rs. 700—50—1250 will be entitled to a pay of Rs.700 p.m. ordinarily in the pay-scale of Deputy Registrar. The additional pay for dual charge will thus be the difference between that pay and the pay drawn by him as Assistant Registrar, i.e. Rs.100 p.m.

- (ii) If the additional post is lower than his own post.

or

is of the same nature and borne on the same cadre, no additional pay.

Example : If the Deputy Registrar holds the post of Assistant Registrar in addition to his own duties, the Deputy Registrar will not be entitled to any additional pay.

Similarly, an Assistant Registrar holding an additional charge of another post of Assistant Registrar which is on the same pay-scale as his own and in the same cadre of Assistant Registrar will not be entitled to pay additional pay.

- (iii) If current charge of another post is held, no additional pay.

If however, the current duties are of strenuous nature and justify the grant of an honorarium he may be allowed honorarium at the rate of— 10 per cent of his substantive pay.

or

5 per cent of the officiating pay if he has no substantive pay but in any case the amount of honorarium shall not exceed the amount admissible otherwise for holding the full fledged charge of the additional post.

Note.—This rule does not apply to Superintendents and the administrative staff of rank below them.

Compensatory allowance

36. If the competent authority has granted "Compensatory Allowance" to the University employees posted to a particular town, it shall be subject to such restrictions as may, in each case, be laid down.

Payment of C.C.A. and House Rent Allowance

37. (i) University teachers who have been granted leave exceeding 4 months on full pay/leave allowance, for undertaking research/teaching or any other assignment in the best interest of the teaching and research activities of the University, and maintain their families at Chandigarh shall be paid C.C.A. and House Rent Allowance; and

(ii) If University teachers referred to in (i) above maintain their families at a station other than Chandigarh, they may be allowed to draw house rent allowance as admissible under the University rules for the place, where the family resides during the period of leave, provided they rent a house for the purpose.

Residuary conditions of service

38. Any case not coming within the purview of the Regulations contained in this chapter may be decided in accordance with the rules made by the Punjab Government for its employees or in such manner as the Senate in the case of Officers of Class A and the Syndicate in the case of Officers of Class B may deem fit.

PART III

LEAVE RULES FOR UNIVERSITY EMPLOYEES

General

1. Regulations governing the grant of leave (other than leave on medical certificate, casual quarantine and maternity), are contained in Panjab University Calendar Volume I.

2. Leave shall be regulated by Regulations and/or Rules applicable when the leave is applied for and granted.

3. Leave is earned on period of continuous service treated as duty.

4. Sundays and other holidays may be prefixed or suffixed to leave subject to any limit of absence on leave prescribed under each kind of leave.

5. Leave can not be claimed as a right, when the exigencies of the Service so require, discretion to refuse or cancel leave of any description is reserved to the authority empowered to grant leave.

6. An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave. If he is on leave preparatory to retirement he cannot return to duty.

7. The Vice-Chancellor shall have authority to change the date of commencement of leave granted to a University employee.

8. Leave to the employees engaged on contract will be in accordance with the terms of the contract entered into.

9. No employee may leave his headquarters during Sundays or holidays without the permission of the branch-incharge.

10. An employee on leave, including leave after the date of retirement, shall not take up any service or accept any employment without the previous sanction of the competent authority.

11. When an employee is recalled to duty before the expiry of his leave he is entitled to no concession, if the recall is optional. If it is compulsory, the period from the date on which he starts to join his post, may be treated as on duty but he will draw leave salary only until he joins his post. In addition, he may be allowed travelling allowance as for journey on tour.

12. (i) While proceeding on or return from leave the official concerned will submit a departure report or arrival report, as the case may be, to the Head of Office/ Head of Department concerned who will forward it to the Establishment Section for record.

(ii) The authority incharge of the service book will make the necessary entry regarding the grant of leave or return from leave in the relevant columns of the service book and the leave account, under the signature of the officer authorised to sign entries in the service book.

13. A separate leave account in the form given in Appendix IV will also be maintained for each employee.

Earned Leave

from the employee who avails himself of commuted leave, but the

2. (a) Maternity leave under this rule may also be granted in cases of mis-carriages/abortion including abortion induced under the Medical termination of Pregnancy Act, 1971, subject to the condition that the leave does not exceed six week and the application for leave is supported by a prescribed certificate.
 Provided that such leave shall be admissible only in those cases where a women employee has less than two living children. The others having two or more children shall not be entitled to avail of this concession but, if required can be sanctioned leave of the kind due, on the production of medical certificate.
- (b) Any other kind of leave may be permitted to be prefixed to maternity leave without insisting on a medical certificate. But any leave applied for in continuation of maternity leave may be granted only if the request is supported by a Medical certificate.
3. This rule does not preclude the grant of maternity leave in continuation of leave of any kind.
4. Regular 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 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.

Paternity Leave

22.2. A male University Employee (with less than two surviving children), on his request, may be granted paternity leave for maximum fifteen days (after commuting his 30 days half pay leave), during the confinement of his wife. This leave should normally be not refused.

Adoption Leave

22.3. Adoption leave for three months may be given to female employees, who adopt newly born child or till the child attains the age of three months. This leave will be granted to only those women employees who have no child of their own. This decision be given effect from the date of issue of this circular i.e. 11.6.1998.

Quarantine leave

23. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or household. Such leave may be granted on the certificate of University Chief Medical Officer for a period not exceeding 21 days or in exceptional circumstances one month. Any leave (other than casual leave) be granted, when necessary, in continuation of Quarantine leave subject to the above maximum. No substitute shall be appointed in place of a University employee absent on quarantine leave.

Explanation :

- (i) Quarantine leave is not admissible in case of an employee who himself contacts infectious disease.
- (ii) Maximum limit of 21 days and 30 days as prescribed in this rule refer to each occasion on which leave is applied for and granted.

Note.--

Extraordinary Leave

24. (i) **Extraordinary leave shall be without pay and allowances and may be granted when no other kind of leave is admissible or when other kind of leave being admissible, the employee specifically applies in writing**

- (a) should have a direct and close connection with the sphere of his duty.
- (b) should be capable of widening his mind in manner likely to improve his abilities as a University employee.
- (c) should equip him better to collaborate with those employed in other areas of the University service.
- (ii) Study leave may be granted on half salary for a period not exceeding two years. It may be extended for the third year without pay.
- (iii) Study leave may be combined with any other leave due under the University rules and regulations. Total continuous leave period should not exceed 5 years.
- (iv) The leave salary together with the scholarship and/or financial aid, if any, should not exceed one and half time, the employee's salary but if the scholarship and/or financial aid exceeds the amount, no leave salary shall be paid.
- (v) An employee granted study leave shall execute a bond to return to the University service immediately on expiry of the study leave but not later than 7 days thereafter in any case to serve the University for at least five years on return from the study leave.
- (vi) If an employee leaves the University service within five years of his return from leave, he shall forfeit to the University the study leave salary drawn by him, proportionate to the remaining period, with usual rate of interest. The amount can also be realized from the Provident Fund of such employee.
- (vii) No employee be granted study leave unless he has at least five years service to his credit on the date of his return from such leave.
- (viii) no substitute shall be appointed vice an employee granted study leave.
- (ix) The employee should successfully completed the course for which he is granted study leave and in case he fails to do so, no leave salary shall be admissible. In case of his joining two-three year course, he will have to successfully complete all the parts of the course. In case he fails in any of the parts, he will forfeit salary for that part and will not be entitled to salary for further period till he successfully completes the said part.
- (x) To ensure that the office work does not suffer, not more than 2% employees from a particular cadre in a Branch/Section/Department/Office, shall be on study leave.

Casual Leave

28.1. Casual leave may be granted to an employee as under :

- (i) 20 days casual leave may be granted to all the Non-teaching employees irrespective of the length of their service.
- (ii) Special casual leave up to 3 months in a year may be granted to an University employee who was an outstanding sportsman/woman for participating in national/international sports events.
- (iii) 5 days special casual leave to Executive members of various Associates.

Note : 1. 20 days casual leave will be allowed during the year but not more than ten days casual leave at a time. Casual leave cannot be combined

Authority for sanctioning leave

32. Powers to sanction leave and to make consequential arrangement (other than casual leave) have been delegated to the following authorities :

Sr.	Name of employee	Kind of leave	Authority competent to	Extent
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Leave salary

33. An employee while on leave shall draw leave salary as follows :

- (i) Earned Leaves : At a rate equal to pay which an employee is entitled immediately before the leave commences and equal to substantive pay in case of an employee who is officiating in a higher post but is likely to revert.
- (ii) Leave on Medical Certificate : At half the amount specified in (i) above.
- (iii) Commuted Leave : As at (i) above but double the amount of half-pay leave shall be debited to the leave account of the employee.
- (iv) Furlough : At a sum equal to half of his average monthly salary.

Increment during leave :

*34. If the increment, where due, falls during leave, the effect of increase of pay will be given from the due date i.e. from first of the month in which it was actually due.

*This applies to members of teaching staff also.

PART IV
MEMBERS OF ADMINISTRATIVE STAFF WORKING IN DIFFERENT
OFFICES BE TREATED AS MEMBERS OF
VACATION STAFF

The members of the Administrative staff working in the following offices will be treated as members of the vacation staff :—

1. Chief Editor Research Bulletin (Arts).
2. Chief Editor Research Bulletin (Science).
3. Chief Editor Research Bulletin (Social Sciences).

PART V

RULES GOVERNING CONDUCT OF UNIVERSITY EMPLOYEES

General

1.1. Every employee shall at all times :

- (a) Maintain absolute integrity;
- (b) Show devotion to duty; and
- (c) Do nothing which is unbecoming of an employee of the University.

1.2. (i) Every employee, holding a supervisory post, shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

(ii)

(ii) No employee shall, without the previous sanction of the prescribed authority or in the bona fide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter to any Newspaper or periodical or write a book or issue a pamphlet either in his own name or anonymously, pseudonymously.

Provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

Evidence before a Committee or any other Authority

5.1. Save as provided in sub-rule 5.3 no employee shall, without the previous sanction of the prescribed authority give evidence in connection with any enquiry conducted by any person committee or authority.

5.2. Where any sanction has been accorded under rule 5.1 no such employee

(2) Every employee shall report to the Vice-Chancellor if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

(3) No employee shall without the previous sanction of the Vice-Chancellor except in the discharge of his official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes.

Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under the co-operative society Act, 1912 (2 of 1912) or any other law for the

- (h) Conviction in a court of law;
- (i) Misbehaviour, use of abusive language or insolence;
- (j) An act involving "moral turpitude."

The expression "moral turpitude" generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellowmen or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean a conduct contrary to justice, honesty, modesty or good morals.

Interpretation

16. Any question relating to the interpretation of these rules shall be decided by the Vice-Chancellor.

Delegation of Powers

17. The Syndicate may, by general or special order direct that any power exercisable by it under these rules (except the powers under rule 16) shall, subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order.

Application

18. These Rules shall apply to the employees as defined in clause (xxii) of Part I but placnd ce powedisposr spese r Unlanrsas ,ah ol not pecgo tgy

PART VI

DISMISSAL, REMOVAL AND SUSPENSION OF UNIVERSITY EMPLOYEES

Authority Competent to Suspend

1.1. Punishing Authority shall be the appointing authority unless otherwise provided for in these Rules.

1.2. Prescribed Authority. For purposes of Part V prescribed Authority shall be the Vice-Chancellor in the case of Class A employees and the Registrar in the case of others.

1.3. The prescribed authority may place a University employee under suspension :

- (a) Where disciplinary proceedings against him are contemplated or pending;
- (b) Where a case against him in respect of any criminal offence is under investigation or trial.

Arrest for or on Criminal Charges etc.

2.1. An officer against whom proceedings have been taken for arrest in execution of a money decree or on a criminal charge or who is detained under any law shall be considered under suspension and allowed subsistence allowance only. If he is subsequently acquitted of the blame, full amount due may be allowed in respect of the period of suspension otherwise as the circumstances may warrant.

2.2. An employee against whom a criminal charge or proceedings or arrest in execution of a money decree are pending but is released on bail, etc. shall be placed under suspension by special orders, if the charge made or proceedings taken are connected with his position as a University employee, and are likely to embarrass him in the discharge of his duties as such, or involves moral turpitude.

Penalties

3. The following penalties may, for a good and sufficient reason as hereinafter provided, be imposed upon an employee :

A. Minor Penalties :

- (i) Censure.
- (ii) Withholding of increments or promotion.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.

B. Major Penalties :

- (iv) Reduction to a lower post or time-scale; or to a lower stage in a time-scale;
- (v) Removal from service of the University which does not disqualify from future employment;
- (vi) Dismissal from service of the University.

4. **Authority to institute Proceedings :** The prescribed authority will have the power to institute disciplinary proceedings against an employee.

Major Penalties

5.1. **Procedure for imposing penalties :** The grounds on which it is proposed to take action against an employee shall be communicated in writing to the person concerned by the Prescribed Authority, together with a statement of allegations and of any other circumstances which it is proposed to take into consideration on passing orders on the case.

5.2. The employee shall be required, within a reasonable time, ordinarily not exceeding two weeks, to state in writing, whether he admits the truth of all or any of the allegations, what explanation or defence, if any, he has to offer and whether he desires to be heard in person.

- 5.3. (a) If the employee desires to be heard in person or if the Prescribed Authority so orders, an enquiry officer shall be appointed to hold the enquiry.
- (b) Prescribed Authority may appoint an employee or a legal practitioner to be known as the "Presenting Officer" to present on his behalf the case before the Enquiry Officer in support of statement of allegations.
- (c) The employee shall appear in person before the Enquiry Officer on such day and at such time as the Enquiry Officer may, by a notice in writing, specify in his behalf.

All notices from the Enquiry Officer shall, unless personally served, be deemed to have been served when sent by Registered Post to the employee at the last known address.

- (d) The employee shall not engage a legal practitioner unless the Presenting Officer is a legal practitioner or the Enquiry Officer having regard to the circumstances of case so permits.

5.4. The Enquiry Officer shall frame charges.

5.5. On the date fixed for the purpose, oral and documentary, evidence by which charges are proposed to be proved shall be produced by or on behalf of the prescribed authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the Enquiry Officer. The Enquiry Officer may also put such questions to the witnesses as he thinks fit.

5.6. Before the close of the case, on behalf of the prescribed authority. The Enquiry Officer may, in his discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee or may himself call for new evidence or re-call or re-examine any witnesses and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment for three clear days before the production of such new evidence. The Enquiry Officer shall give to the employee an opportunity of inspecting such documents before they are taken on the Record.

5.7. It shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegation made by the person charged in the course of his defence.

5.8. These provisions shall not apply where a person is removed or reduced in rank on the ground of conduct which had led to his conviction on a criminal charge, or where an authority empowered to remove him or reduce him in rank is satisfied that,

by which he proposes to prove the charges and shall adjourn the case and afford to the employee another opportunity :

- (i) to inspect the documents filed with the statement of allegations;
- (ii) to submit a list of witnesses to be examined and see a list of documents desired to be produced from the custody of the University indicating the relevancy of the documents required by him.

5.16. If the employee to whom a copy of the articles to charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the Enquiry Officer, or otherwise fails or refuses to comply with the provisions of this rule, the Enquiry Officer may hold the enquiry ex-parte.

5.17. The Enquiry Officer shall, on receipt of the notice for the discovery or production of documents from the employee, forward the same to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that the Enquiry Officer may, for reasons to be recorded by him in writing, refuse to requisition such of the documents as are, in his opinion not relevant to the case.

5.18. On receipt of the requisition referred to in Rule 5.17 the authority having the custody or possession of the requisitioned documents shall produce the same before the Enquiry Officer unless the Enquiry Officer is satisfied or representation by the authority having the custody or possession of the requisitioned documents that such documents are of a confidential nature and should not be produced.

5.19. When the case for the prescribed authority is closed, the employee shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record.

5.20. The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Enquiry Officer according to the provisions applicable to the witnesses for the Prescribed Authority.

The Enquiry Officer may for the reasons to be recorded refuse to call any witnesses cited by the employee.

5.21. The Enquiry Officer may, after the employee closes his case and shall, if the employee has not examined himself, generally question him on the circumstances, appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

5.22. The Enquiry Officer may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective cases, if they so desire.

5.23. Whenever an Enquiry Officer, after having heard and recorded the whole or any part of the evidence in an enquiry case to exercise jurisdiction therein, and is succeeded by another enquiry officer who has and who exercises, such jurisdiction, the Enquiry Officer so succeeding may act on the evidence so recorded by his predecessor, or partly recorded by his predecessor and partly recorded by him. He will also have power to recall, examine, cross-examine and re-examine and witnesses if in his opinion such examination is necessary in the interest of justice.

Action on the Enquiry Report

6. On receipt of the Enquiry Report, the prescribed authority shall forward it to the punishing authority.

If on examination of the findings, the punishing authority is of the opinion that any of the penalties specified as major penalties in Rule 3 clauses (iv), (v) and (vi) of this Part should be imposed, it shall furnish to the employee a copy of the report of the Enquiry Officer and call upon him to show cause within a reasonable time, not exceeding two weeks, why a particular penalty proposed be not inflicted upon him. Any representation submitted by the employee in this behalf shall be taken into consideration before final speaking orders are passed.

Minor Penalties

7.1. No order imposing on an employee any of the penalties specified in clauses (i) to (iii) of Rule 3 shall be made except after :

- (a) informing the employee in writing of the proposal to take action against him and of the imputations of mis-conduct or misbehaviour on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;
- (b) holding an inquiry in the manner laid down in rule 5.1 to 5.23 in every case in which the prescribed authority is of the opinion that such an inquiry is necessary.

7.2. If the prescribed authority is of the opinion that minor penalties specified in clauses (i) to (iii) of Rule 3 contained in this Part should be imposed on the employee, it shall make a speaking order accordingly without giving the employee any notice stipulated for the award of major penalties.

Communication of Order

8. A copy of the order made by the punishing authority along with a copy of the report of the Enquiry Officer shall be sent to the employee by Registered post.

Common Proceedings

9. Where two or more employees are concerned, in any case, the Prescribed Authority may direct disciplinary action against all of them in a common proceeding.

Right of Appeal

10.1. Every employee to whom these rules apply shall be entitled to appeal against an order imposing upon him any of the penalties to the appellate authority as mentioned hereunder :

Category of employees and Appellate Authority

- (a) Senate—for employees of Class A :
- (b) (i) Syndicate—for employees of Class B in the category of Assistants including those in the equivalent/corresponding pay-scales of Assistants.
- (ii) Vice-Chancellor—for the employees of class B in the category of Clerks including those in the equivalent/corresponding pay-scales of Clerks.

- (c) (i) Registrar—for Class C employees of the administrative offices and Chowkidars for all Departments including Teaching Departments.
- (ii) Dean of University Instruction, on the recommendation of the Head of the Department—for Class C employees of teaching departments except Chowkidars.

10.2. An appeal can be preferred within 30 days of the receipt of the order.

Provided that the appellate authority may entertain an appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

Orders which may be passed by Appellate Authority

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PART VII

PROVIDENT FUND OF UNIVERSITY EMPLOYEES

General

- 1. Regulations governing the Panjab V 8.**

Provided that the subscriber shall alongwith such notice send a fresh nomination made in accordance with the Provision or clause (1) above.

3.7. Where there is no family, a claimant (other than a duly appointed nominee) shall have to produce a succession certificate or probate to receive the amount.

Interest

4. (a) The University shall pay to the credit of the account of subscriber interest, quarterly, at such rate as may be decided by the Syndicate from time to time.

(b) Interest shall be credited quarterly with effect from 1st April, 1st July, 1st October and 1st January of each year in the following manner :

- (i) On the amount at the credit of the subscriber on the 31st March, 30th June, 30th September and 31st December less any sum withdrawn during the current quarter;
- (ii) On sums withdrawn during the current quarter interest from 1st April/1st July/1st October/1st January up to the last day of the month preceeding the month of withdrawal;
- (iii) On all sums credited to the subscriber's account after 31st March or 30th June or 30th September or 31st December as the case may be, interest from the date of deposit up to the 30th June, 30th September and 31st December of the quarter;
- (iv) The total amount of interest shall be rounded off to the nearest whole paisa, fraction of less than half being ignored.

regarding, protection of compulsory deposits, provides—

ANNEXURE I

(Referred to in Rule 22.1 of Part II)

PANJAB UNIVERSITY

**FORM FOR THE CONFIDENTIAL REPORT ON THE WORK OF
CLASS 'A' OFFICER**

Period covered by the report.....

Report on the work :

(a) Name

(b) Designation

Reporting authorities.....

General remarks :

The Reporting Officer should give his opinion in regard to the administrative ability and integrity of the officer with particular reference to initiative and drive, eye for details and capacity to take objective decisions.

Defect, if any,

Grading (whether Outstanding; Very Good/Good; Average and Below Average).

ANNEXURE II
 (Referred to in Rule 22.1 of Part II)
PANJAB UNIVERSITY, CHANDIGARH
 (PERFORMANCE REVIEW REPORT ON CLASS 'B' OFFICERS FOR THE PERIOD
 FROM _____ TO _____)

GENERAL INSTRUCTIONS :- (i) The officer writing/reviewing the reports is expected to be just and fair. No personal considerations of any kind should supervene while assessing the merit of the official being reported upon.

(ii) The reporting officer should mention specifically if during the year under report he had on any occasion counselled or admonished the official concerned for any lapse committed by him in the performance of his official duties.

PART I — PERSONAL DATA (to be completed by the employee to be reported upon)

1. Name _____ Designation _____
 Branch/Department _____
2. Date of Birth _____ 3. Father's Name _____
4. Educational Qualifications _____
5. Date of appointment : (a) in Panjab University _____
 (b) in the present grade _____ (c) nature of work on which employed
 during the period of report _____ (branch)

Dated _____

Signature of the employee _____

PART II--ASSESSMENT BY THE REPORTING OFFICER
 (Please mention the Grade applicable)

TRAIT	GRADING				GRADING ALLOTTED WITH INITIALS
	A	B	C	D	
1. Attendance & Punctuality	Very regular & Punctual	Regular	Reasonably regular	Not Punctual & poor leave record	
2. Discipline	Exceptionally well disciplined	Very good	Adequate	Prone to disregard office discipline & etiquette	
3. Intelligence & understanding	Exceptional & has clear grasp	Intelligent & grasps points correctly & quickly	Shows adequate grasp	Slow & often misses the point	

TRAIT	GRADING				GRADING ALLOTTED WITH INITIALS
	A	B	C	D	
8. Knowledge of procedures &	Has exceptional grasp of rules,	Has sound knowledge of	Knows just enough	Not good enough	

ANNEXURE III

(Referred to in Rule 22.1 of Part II)

PANJAB UNIVERSITY

**CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF CLASS 'C'
EMPLOYEES FOR THE YEAR**

1. Name
2. Post held
3. Date of birth
4. Scale of pay
5. Educational qualifications
6. Branch to which/officer to whom attached
7. Can be read and write Panjabi/Hindi/English
8. Observation on :
 - (i) Intelligence
 - (ii) Amenability to discipline
 - (iii) Honesty and integrity
 - (iv) Punctuality
 - (v) Devotion to duty
9. Is he fit for promotion to the grade of Jamadar/Daftri/Record Lifter, etc.
10. Are you prepared to retain him
11. Any other remarks
12. Over all appraisal : Outstanding/Very Good/Good/
Average/Below average.....

SIGNATURE OF REPORTING OFFICER

LEAVE ACCOUNT

Date of Commencement of Service _____

Date of Contact, if any _____

Earned Leave													Leave on Medical					
Service					Leave earned			Leave at credit			Leave taken			Balance	Service		Leave Earned	Leave at credit
											Dates		Actual Period		From	To		
From	To	Y.	M.	D.	Y.	M.	D.	Y.	M.	D.	From	To		From	To	Y.	M.	D.

Appendix IV

OF _____

Date of attaining the age of _____ Retirement _____

Certificate		Furlough	Extraordinary Leave (Leave without pay)	Study Leave	Recognised vacation availed of
Leave taken					
Dates	Actual	Dates			

(viii) **FIXATION OF SALARY OF AN EMPLOYEE ON CONFIRMATION**

The members of the University staff will be confirmed from the date of successful completion of probationary period without prejudice to the interseniority recommended by a Selection Committee and approved by the competent authority.

Provided that it will be permissible to post-date the substantive promotion/ appointment of a University employee to a higher post up to a date when it will be to his benefit. This date may be selected at the option of the University employee concerned which must be exercised within six months from the date of order making the promotion and when once exercised must be final. No compensation will be given for any consequences which may follow from the exercise of this option. When the option has been exercised, an entry should be made to this effect in the Service Book of the University employee concerned and attested by the Head of the office.

For so long as the promotion is deferred under the orders in paragraph I above the place in the superior grade will remain vacant, but promotions can be made in the place of the University employees who would have been promoted from the date the vacancy originally occurred as if the promotion had actually taken place on that date. All that would happen is an excess appointment in the lower grade against a vacancy left unfilled in the higher grade.

(ix) **FIXATION OF SENIORITY OF UNIVERSITY TEACHERS**

1. The seniority of a teacher in a particular cadre shall be determined according to the date of his confirmation.

2. Where two or more teachers are selected at the same time for appointment, their seniority shall be determined according to the ranking given by the Selection Committee, irrespective of the dates of joining the duties. Provided that the date of joining in case of a teacher who has been ranked higher is not later than six months from the date of issue of the appointment letter to him. This shall, however, not apply to teachers of the University sent on deputation or on duty outside the University for more than six months.

3. Where the relative seniority of a teacher or teachers is otherwise in doubt, the Registrar, may, of his motion and shall at the request of the concerned teacher submit the matter to the Syndicate, whose decision thereon shall be final.

(x) RE-EMPLOYMENT OF TEACHERS AFTER SUPERANNUATION

1. No re-employment shall be made against an existing substantive post. All such re-employment shall be ex-cadre.

2. The re-employment shall be after one day's break following the date of Superannuation. It shall be on a half-time basis for 3 years, subject to the availability of funds.

3. During re-employment, the teacher shall be paid fixed monthly emoluments at the following rates :—

- | | |
|-----------------------------|-----------------------------|
| (a) Superannuated Professor | |
| (b) Superannuated Reader | Half the salary* last drawn |
| (c) Superannuated Lecturer | by the teacher concerned. |

4.1. The re-employed teacher will not be entitled to any residential accommodation on the Campus. If a teacher was already living on the Campus, he/she shall not be allowed to retain the same for more than 2 months after the date of superannuation. The failure to vacate the University residential accommodation after the stipulated period shall entail automatic termination of re-employment.

4.2. A teacher who does not opt for re-employment under these rules may be asked to continue till the end of the academic session in which he/she attains the age of superannuation i.e. given re-employment up to the end of the academic session. Such a teacher be allowed to retain the University accommodation and charged normal rent till the last date of re-employment plus 2 months to follow there from.

5. A re-employed teacher shall not be entitled to any Provident Fund or gratuity during the period of his re-employment.

6. Re-employment shall be made with the approval of the Senate.

7. Re-employment shall be only for academic activities (teaching, research etc.). He can guide up to 4 research students/fellows only. Administrative duties such as that of a Head of the Department/Principal of a College/Dean/Warden and membership of departmental committees shall not be assigned to him. He will not be an ex-officio member of any committee/body of the department/University body.

8. A teacher will be re-employed (if he wishes to be) provided he is academically active. His/her academic activity will be assessed on the basis of the total information relating to him/her as available in the University Annual Reports. In case any teacher wishes to submit any supplementary data, he may be free to do so. Or, if the Vice-Chancellor needs any additional information before making his recommendation, he may invite the teacher concerned for the purpose, or for elaboration/clarification of any points he deems necessary.

If a teacher wishes that the extent of academic activity, be determined by the Academic Committee of his/her department, he/she may be allowed to do so.

9. A re-employed teacher will be allowed, at the most, a single-bay room for office and research facilities.

10. The teachers re-employed after superannuation on a half-time basis shall be entitled to Casual Leave, Special Casual Leave and Special Academic Leave, Duty Leave, Medical (Commutated) Leave, Half-pay Leave, Leave not due (upto a maximum of two months), Quarantine Leave and Vacation, as is allowed to the whole-time teachers of the University (except in the case of Leave not due for which a separate limit has been indicated). The teachers in this category shall be granted Duty Leave only sparingly.

* Salary for this purpose shall mean pay plus all allowances excluding House Rent Allowance. To take effect from 1.9.1989

(xi) **RULE FOR TRANSFER OF PROVIDENT FUND**

A person who takes up employment with the University after having resigned/ relinquished his job in the University/College/Institution in whose service he was prior to joining this University and had been subscribing to the Provident Fund in the said previous employment, may be allowed to get Provident Fund amount, at his credit, transferred to this University. The service thus rendered in the said previous employment shall also be included for purpose of computation of the minimum period of three years (as also the minimum period of 10 or 12 years service as required under Rule 2 page 50-51, P.U., Cal. Vol. III, 1996) for taking advance from Provident Fund.

(xiii) UNIFORMS FOR EMPLOYEES OF CLASS C

1. The following Class C employees of the University except Laboratory Assistants, will be entitled to Uniforms, Blankets, Turbans, Aprons and Dangries as under :

- (i) Permanent servants.
- (ii) Those who are not permanent, but are working against permanent posts after completion of 6 months' service.
- (iii) Those who are not permanent and are working against temporary posts after completion of one year's service provided one month's salary by way of security has been deducted.

Provided further that in case of (ii) and (iii) above a certificate from the Officer concerned not below the rank of Superintendent to the effect that the employee is not likely to leave service and a surety from a permanent employee of the rank of an Assistant to the extent of the cost of the articles of uniform will be necessary.

(A) Winter Uniform

- (a) One Uniform consisting of Pants (Trousers) and Jodhpuri Coat every alternate year to those whose headquarters are in the Hills.
- (b) One Uniform (as above) after two years' interval to those whose headquarters are in the plains.
- (c) Two uniforms after two years' interval to Cook/Asstt. Cook of Guest/Faculty House.
- (d) One Jersey after two years' interval.
- (e) One pair of shoes every alternate year.

(B) Summer Uniform

Three Summer uniforms consisting of three Bush-shirts and three Pants (Trousers) after two years' interval to those whose headquarters are in the plains.

Class 'C' employees of University Health Centre will be supplied three uniforms of white terricot after two years' interval.

Cook/Assistant Cook of Guest/Faculty House will be supplied two uniforms of white terricot every year, and two Aprons every year.

(C) Blankets

One every alternate year to those whose headquarters are in the Hills and one after 2 years' interval to those whose Headquarters are in the plains, including Cook/Assistant Cook of Guest/Faculty House.

(D) Head-dress

Head-dress shall be optional, but those who choose turbans/caps must wear them. Three Khaki Turbans of 4.57 ½ metres or three barret caps each shall be given after 2 years' interval to each Class C employee including Cook/Assistant Cook of Guest/Faculty House, on completion of the requisite service as laid down in rule (ii) and (iii) except that Jamadars will be entitled to white turbans as above.

- (E) Aprons
Two aprons along with Warm Uniforms to all Jamadars.
- (F) Dangries

8. Security Officer
 - (a) Black shoes
 - (b)

(xiv) **EX-GRATIA GRANT AND OTHER FACILITIES TO THE FAMILY OF A UNIVERSITY EMPLOYEE WHO DIES WHILE IN SERVICE**

Ad-hoc Ex-gratia grant :

1.1. Ad-hoc ex-gratia grant and other facilities will be admissible to the family of a regular University employee who dies while in service of the University as per rules given here under :—

The ex-gratia grant to be given to the family of a deceased employee w.e.f. 1st Oct., 1979 will be equivalent to twenty times the monthly emoluments, which he was drawing immediately before his death, subject to a minimum of Rs. 10,000 and maximum of Rs. 30,000. The ex-gratia grant will be payable to the members of the family of a deceased employee in the order mentioned below :—

- (i) Widow/husband
- (ii) Dependent sons and daughters
- (iii) Dependent father
- (iv) Dependent mother
- (v) Dependent brothers and sisters.

1.2. The term "emoluments" for this purpose shall mean the pay* as defined in the foot-note and will also include dearness pay. In the case of an employee being under suspension or absent from duty at the time of death, the emoluments would be those which an employee would have drawn had he not been absent from duty or under suspension.

1.3. Ad-hoc ex-gratia grant is admissible to widow/husband only but it can be given to other dependents also in the order mentioned in 1.1 above if they are unemployed and are entirely dependent on the deceased employee, subject to submission of proof to the satisfaction of the Registrar.

2. Free Medical Aid :

Free Medical Aid/Assistance as admissible to retired employees will be given to dependent parents/wife/husband and minor children of the deceased declared as such by the deceased during his life time.

3. Accommodations :

In case where the deceased employee was in possession of University accommodation, his family** will be allowed to retain the accommodation for one year after his death, the rate of rent being the same as was applicable to him at the time of his death. In other cases, the house rent allowance admissible to the deceased employee, will continue to be paid to the family for one year after his death.

Note.—(i) If the family of a deceased University employee vacates the residential accommodation retained by it before the expiry of one year of its own accord then the benefit of house rent allowance will not be admissible for the remaining period.

*Pay means the amount drawn monthly by a University employee as :

- (i) The pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre, and
- (ii) Overseas pay, technical pay, special pay and personal pay; and
- (iii) Any other emoluments which may be specially classed as pay by the competent authority.
- (iv) For rules 1.1 & 1.2 the Punjab Govt. instructions applicable from time to time shall be followed.

**For purpose of Rule 3, family would mean husband/wife.

(ii) If the family leaves the place of posting of the deceased University

- (c) In deserving cases, even where there is an earning member of the family, compassionate appointment may be considered, but the appointing authority would satisfy itself that the grant of concession is justified having regard to the number of dependents, the assets and liabilities left by the deceased, the income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the deceased and whether he should be a source of support to the other members of the family of the deceased.
- (d) A dependent member of the family of a person (bread-winner) who dies in harness can be considered for the appointment only on Class 'B' or Class 'C' post, provided he is eligible in accordance with University rules/regulations. No relaxation in the academic/professional/technical qualifications prescribed for a job will be given. Relaxation in age may be considered by the appointing

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accepted against one post, will not be considered and such request shall be rejected.

- (k) Requests for compassionate appointments by the dependents are to be made within a period of 6 months from the date of death of the bread-winner/deceased employee. In case no application is received within 6 months from the date of death of the employee of the University or if no dependent is eligible for appointment on compassionate grounds within one year from the date of death of the employee, the appointment on compassionate grounds will not be considered. In case the applicant otherwise eligible for appointment is under-age or is in the process of studies, he can be considered on the completion of age/study provided such a request is received within 6 months from the date of death of the University employee. However, in such case the appointment shall not be made beyond 2 years from the date of death of the University employee.
- (l) Applicant for compassionate appointment shall give an affidavit to the effect that he is not self-employed in any manner or employed elsewhere.
- (m) Wherever possible, the appointment on compassionate grounds shall be made in the Cadre/Category/Department to which the deceased employee, i.e. the bread-winner of family of the applicant belonged at the time of death.

(ii)

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NOTE :

The employees on ad-hoc basis and the persons who are given term appointment or are appointed on contract basis or appointed temporarily against some Research Project or temporary Scheme or leave arrangement shall not be eligible for grant of benefit under these Rules.

8. Journey for the family of an employee on death :

Travel expenses of family as and transportation of personal effects of the University

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PANJAB UNIVERSITY (CHANDIGARH)
FORM OF APPLICATION FOR EX-GRATIA GRANTS/OTHER FACILITIES

Application from the family of late

Shri/Shrimati _____

employed as _____ in the Office/Department

of _____

1. Name and full address of applicant.
2. Relationship to the deceased employee.
3. Circumstances and date of death of the employee.
4. Names and ages of surviving relations of deceased :—

	Name	Age
(a) Widow/Husband		
(b) Sons.		
(c) Unmarried daughters.		
(d) Widowed daughters.		
(e) Parents wholly dependent on the employee.		
(f) Widows/Unmarried sisters.		

5. Any other relevant information

(Signature of applicant)

PLACE _____

DATE _____
