

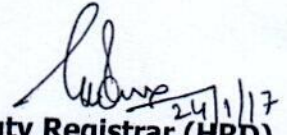
**I.K GUJRAL PUNJAB TECHNICAL UNIVERSITY**  
**(Department of Human Resource Development)**

**No. IKGPTU/DR/HRD/Notification/ 18933**

**Dated: 24-1-2017**


**NOTIFICATION**

The Board of Governors in its 64<sup>th</sup> meeting held on 28.12.2016 has approved the enclosed procedure for the promotion of Faculty and equivalent cadres under Career Advancement Scheme (CAS) in I.K.Gujral Punjab Technical University.

  
**Deputy Registrar (HRD)**

Cc to :

1. Secretary to Vice Chancellor: For kind information to Vice Chancellor.
2. Registrar
3. All HODs, IKGPTU
4. DR (Computer Cell): For upload on official website.
5. Office Copy

  
**Deputy Registrar (HRM)**  
IK Gujral Punjab Technical University  
Jalandhar

# IKG Punjab Technical University

## Procedure for the promotion of Faculty and equivalent cadres under Carrier Advancement scheme (CAS) in IKG Punjab Technical University

The promotion of faculty in various disciplines and equivalent cadres in Librarians/Physical Education in the university and its constituent campuses shall be made as per procedure and guidelines with reference to UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Measures for Maintenance of Standards in UGC Guidelines as amended from time to time. CAS promotion with assessment period prior to adoption of UGC regulations shall be governed by the AICTE norms notified in vide PTU/Registrar/office notification/265A dated 19-10/2011.

In order to avoid delays in holding screening/Selection Committee meetings for various positions under CAS, University shall follow following procedure for considering CAS applications:

### 1. Inviting applications for CAS promotions

- a. The university shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates. These circulars shall be issued in the first week of January and July of Year.
- b. A teacher who wishes to be considered for promotion under CAS may submit in writing to the university, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university the Performance Based Appraisal System proforma as evolved by the university duly supported by all credentials as per the API guidelines set out in IKGPTU CAS Regulations (**Annexure-I**). Candidates who do not consider themselves eligible can also apply at a later date.
- c. The incumbent teacher who wishes to be considered by the Screening/Selection Committee for Selection/CAS Promotion must be on the role and active service of the University on the date of consideration.

### 2. Verification of applications

- a. All CAS applications received, shall be verified within 30 working days through a Departmental level scrutiny committee of following

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- i. Head of Department
  - ii. Two senior internal/External faculty
  - iii. if required HOD may appoint external expert for seeking more clarification and guidance.
- b. Committee shall verify the supporting documents attached with the application and their authenticity. The applicant, if required, may also be asked to clarify discrepancies in the claim if any to the verification committee/ screening committee and submit required supporting document.
- c. Committee shall submit their report in the desired format (Annexure-II) and discrepancies if any, may be mentioned in the report.
- d. The report of verification committee will be forwarded to Screening/Selection/ Expert committee for further perusal.

### 3. Formation of Screening/Selection/Expert committee

- a. The recommendation of the scrutiny committee shall be presented by Registrar office to Vice chancellor for nomination of subject experts from panel of experts for formation of screening committee for promotion cases to **stage-2** (AGP 7000) & **stage-3** (AGP 8000), selection committee for **stage-4** (AGP 9000) & **stage-5** (AGP 10000) and expert committee for **stage-6** (AGP 12000). The formation of committees shall be completed within 30 days of submission of eligibility report in the office of Registrar.
- b. The Constitution of screening committee shall be
- i. The Vice Chancellor as the Chairperson of the Selection Committee;
  - ii. The Dean of the concerned Faculty;
  - iii. The Head of the Department ; and
  - iv. One subject expert in the concerned subject nominated by the Vice\_Chancellor from the University panel of experts.
- c. The constitution of Selection Committee shall be
- i. Vice Chancellor, I.K Gujral Punjab Technical University as Chairman ;
  - ii. An Academician who is the nominee of the Visitor/ Chancellor, wherever applicable
  - iii. Three experts in the concerned subject to be nominated by the vice chancellor out of panel of names approved by the relevant statutory body of the I.K Gujral Punjab Technical University

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- iv. Dean of the concerned faculty, I.K Gujral Punjab Technical University wherever applicable
- v. Head/Chairperson of the Department /School ;
- vi. An academician representing SC/ST/OBC/minority/Women/differently abled categories to be nominated by the Vice Chancellor or acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum. The Vice Chancellor shall nominate Experts in the Selection Committee from the panel of Experts approved by Board of Governors, IKGPTU.

- d. The constitution of the expert committee for evaluation for promotion from Professor to Senior Professor (HAG scale) shall be
  - i. Vice Chancellor as chairman
  - ii. The Dean
  - iii. Head / Chairperson of the Department / School / Centre
  - iv. Three experts in the concerned subject nominated by the Vice Chancellor out of the university panel of experts.

At least four members including two outside experts shall constitute the quorum.

Note: The panel of experts should be duly proposed and recommended by respective Heads of Teaching Departments.

#### 4. Procedure for the assessment

The assessment by screening committee /selection/ expert committee shall be completed within 6 months with following:

- a. The promotion from **stage 1 to stage 2** and from **stage 2 to stage 3** shall be through screening cum verification of API score by the screening committee.
- b. For promotion from **stage 3 to stage 4 (Associate Professor)** and **stage 4 (Associate Professor) to stage 5 (Professor)**, shall be through assessment by the Selection Committee as per parameters defined in the CAS Selection Criteria at **Annexure 'III'**. The selection committee shall submit their recommendations regarding suitability of the teacher as Associate Professor/Professor.
- c. For promotion from **stage-5 (Professor) to stage-6 (Senior Professor)**, expert committee shall evaluate the application as per parameters defined in the CAS guidelines.

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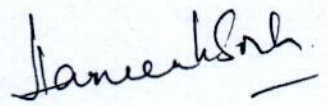

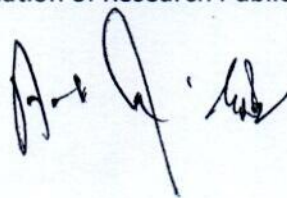
- b. For consideration for promotion from Assistant Professor to Associate Professor, teacher shall submit three publications published in the assessment period from **stage-1** to **stage-4** for evaluation. Further such publications shall be provided to the subject experts for assessment before the interview and the evaluation score (**Annexure-III**) of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.
- c. In addition to fulfilling minimum API score, for consideration for promotion from Associate Professor to Professor, teachers shall submit five publications published in the period from which the teacher was placed in the Assistant Professor (**stage-3**) for evaluation in addition to API proforma. The publications shall be provided to the subject experts for assessment before the interview and the evaluation score (**Annexure-IV**) of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.

#### **5. Final Selection of Candidates**

- a. Final recommendation of the screening /selection/ expert committee regarding suitability for promotion of the Teacher(s) shall be on approval of recommendations by the Board of Governors, IKGPTU.

#### **Details of Annexure mentioned in the Procedure**

- 1) Annexure-I IKGPTU CAS guidelines with API Proforma
- 2) Annexure-II Format for verifying eligibility by scrutiny Committee
- 3) Annexure-III Evaluation for Associate Professor/Professor/Senior Professor under CAS
- 4) Annexure-IV Format for evaluation of Research Publications

  
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**Annexure-I: IKGPTU's CAS Guidelines (based on UGC Regulations)**

**1. Assistant Professor / equivalent cadres from Stage 1 to Stage 2**

An Assistant Professor in Stage 1 will be eligible for placement in Stage- 2 through a procedure of screening cum verification process if he/she has:

- a. completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D / M.Phil / PG Degree in Professional courses.
- b. Attained minimum API scores using PBAS scoring proforma developed by the UGC University.
- c. Participated in one Orientation Course and one Refresher/Research Methodology Course of 2/3 weeks duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the UGC.

**2. Assistant Professor/ equivalent cadres from Stage 2 to Stage 3**


An Assistant Professor will be eligible for placement in Stage-3 through a procedure of screening cum verification process if he/she has

- a. Completed five years in Stage-2
- b. Attained minimum API scores using PBAS scoring proforma developed by UGC.
- c. Participated in One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration.

**3. Assistant Professor (Stage 3) to Associate Professor (Stage 4)**

An Assistant Professor will be eligible for promotion to the post of Associate Professor through selection by a duly constituted Selection Committee if he/she has:

- a. Completed three years of service in the Stage-3;
- b. Attained minimum API scores using PBAS scoring proforma developed by the UGC.



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- c. Participated in One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration.
- d. At least three publications in the entire period as Assistant Professor (twelve years).

**4. Associate Professor (Stage 4) to Professor (Stage 5)**

An Associate Professor may be considered for promotion to the post of a Professor by a duly constituted Selection Committee if he/she has:

- a. Completed three years as Associate Professor (Stage 4).
- b. Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required.
- c. A Ph.D degree in the concerned or an allied/relevant discipline.
- d. A minimum of five publications since the period that the teacher is placed in stage 3.

**5. Professor (Stage-6)**

A Professor may be considered for promotion to the post of a Professor by a duly constituted expert committee if he/she has

- i. Professor with ten years of completed service (universities only).
- ii. Attained minimum API scores using PBAS scoring proforma developed by UGC in the Assessment period
- iii. Additional Credentials evidenced by post-doctoral research output of high standards, awards/Honours/recognitions/patents and IPR on products and processes developed/ technology transfer achieved and additional research degrees such as D.Sc., D.Litt, LL.D., etc

*Arb G. Singh*

*Dr. Jai Singh*  
 Deputy Registrar (HRM)  
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## 6. Counting of Past Services for Direct Recruitment and Promotion under Career Advancement Scheme

Previous service, whether national or international, as Assistant Professor, Associate Professor or Professor, or equivalent, in a University, college, national laboratory, or any other scientific/professional organization, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT etc., should be counted for direct recruitment or promotion under CAS of a teacher in the various stages of Assistant Professor, Associate Professor or Professor, as the case may be provided that:

(a) The essential qualifications for the post held were not lower than the qualifications prescribed by the UGC for the Assistant Professor, Associate Professor, or Professor as the case may be;

(b) The post is/was in an equivalent grade/scale of pay or pre-revised scale of pay as the post of Assistant Professor, Associate Professor or Professor;

(c) A candidate already in service has applied through proper channel;

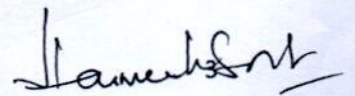
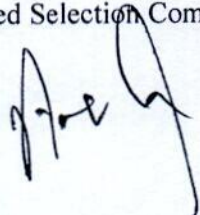
(d) The candidate possesses the minimum qualifications prescribed by the UGC/AICTE for appointment as Assistant Professor/Associate Professor or Professor, as the case may be;

(e) The post was filled in accordance with the prescribed selection procedure as laid down by the UGC/ State Government/Central Government/Concerned Institutions, for such appointments.

(f) The previous appointment was not as guest lecturer for any duration, or ad hoc or in a leave vacancy of less than one year's duration. Ad hoc or temporary service of more than one year's duration can be counted provided that:

(i) The period of service was of more than one-year duration;

(ii) The incumbent was appointed on the recommendation of a duly constituted Selection Committee.

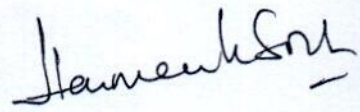
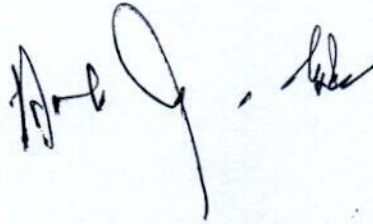


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(iii) the incumbent was selected to the permanent post in continuation to the adhoc or temporary service without any break.

(g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/ government) for counting past services under this clause.



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## Eligibility/Document verification for CAS Promotions

(Stage 2/Stage3/Stage4/stage5/stage6)

### Documents required:

1. Application form with filled API form with supporting information
2. GOC Course attended
3. Refresher Course/workshops attended
4. Experience certificate of past teaching and research experience
5. Educational Qualification M.Tech/M.Phil/PhD degrees
6. API Score in the assessment period:
7. Five/Three publication in the assessment for evaluation

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This is to certify that above documents of Dr/Ms/Mr.....  
Assistant Professor/Associate Professor/Professor  
in..... has been verified.  
Applicant fulfils/does not fulfil the essential requirements for CAS promotion for stage  
..... to stage.....

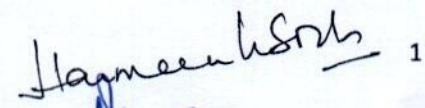
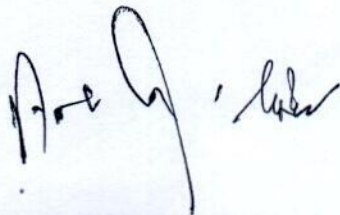
Deficiencies (if any) : .....

Remarks : .....

Member-1

Member-2


Member-3

  
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## IK Gujral Punjab Technical University

### Criteria for selection of Associate Professor under CAS

Research Contribution (30%)	Assessment of Domain knowledge & Teaching practice (50%)			Interview Performance (20%)
API (category-III) score using PBAS scoring Performa with capping	Professional development activities: 15%	Teaching -learning related activities: 20%	Presentation (15%)	
<p>For minimum API required in category-III (75/Assessment period): 10 marks 1 mark for additional 10 points in API with maximum marks of 15</p> <p>2.API score shall be calculated through category-III of API proforma as per UGC norms.</p> <p>3. Evaluation of publication by experts on the prescribed proforma (Annexure-III): 15 marks</p>	<p>Professional development related activities like refresher, orientation course, NSS, NCC, Sports — Univ. level, short term training / workshops, conferences etc (each x 1.0)</p>	<p>1.For minimum API of 75 points/Year in category-I in the assessment period: 10 marks</p> <p>2.For API of 50 points in category-II in the assessment period: 5 marks 1 mark for additional 5 points in API with maximum marks of 10</p> <p>3.API score shall be calculated through category-III of API proforma as per UGC norms.</p>	<p>Applicant will make a 15 minute presentation through power point presentation before the selection committee on his/her research contributions</p>	

  
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Criteria for selection of Professor under CAS				
Research Contribution (50%)	Assessment of Domain knowledge & Teaching practice (30%)			Interview Performance (20%)
API (category-III) score using PBAS scoring Performa with capping	Professional development activities: 10%	Teaching -learning related activities: 10%	Presentation (10%)	
<p>For minimum API required in category-III (100/assessment period): 15 marks 1 mark for additional 10 points in API with maximum marks of 30</p> <p>2.API score shall be calculated through category-III of API proforma as per UGC norms:</p> <p>3. Evaluation of publication by experts on the prescribed proforma (Annexure-III): 20 marks</p>	<p>Professional development related activities like refresher, orientation course, NSS, NCC, Sports — Univ. level, short term training / workshops, conferences etc (each x 1.0)</p>	<p>For minimum API in category-I in the assessment period (75/Year): 10 marks</p> <p>For minimum API of 50 points in category-II in the assessment period: 5 marks 1 mark for additional 5 points in API with maximum marks of 10</p> <p>2.API score shall be calculated through category-III of API proforma as per UGC norms.</p>	<p>Applicant will make a 15 minute presentation through power point presentation before the selection committee on his/her research contributions.</p>	

# IK Gujral Punjab Technical University

## Assessment of Research Publication for CAS Promotions

### Stage4 (Associate Professor)/Stage5 (Professor)

1. Name of the candidate: .....
2. Promotion applied for : .....
3. Publications submitted .....  
for evaluation (3/5):
4. Assessment of publications:

S.No.	Evaluation criteria	Response
1	Does the research publication contribute to advancement in the area of research or concerned subject	
2	Role of the candidate in the publications (as principle author/group leader)	
3	Overall quality of research publications (average/good/excellent/outstanding)	
4	Any additional comment	

Final recommendations:

The candidate is recommended / not recommended for the promotion from ..... to .....

Signature:


Name of the Expert



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**List of faculty promoted under Career Advancement Scheme date 23-10-2021**

Sr. No	Emp. Code	Name	Designation	Stage of Promotion	W.e.f.	Vide office order
1	1153	Dr. Monika Sachdeva	Associate Professor (CSE)	IV to V (Professor)	09/09/2019	IKGPTU/REG/00/517 dated 30-04-201
2	1031	Dr. Gaurav Bhargav	Associate Professor (Chemistry)	IV to V (Professor)	28/12/2019	IKGPTU/REG/00/529 dated 30-04-201
3	1046	Dr. Ashish Arora	Associate Professor (Maths)	IV to V (Professor)	29/12/2019	IKGPTU/REG/00/541 dated 30-04-2021
4	1163	Dr. Neel Kanth Grover	Associate Professor (ME)	IV to V (Professor)	02/01/2020	IKGPTU/REG/00/511 dated 30-04-2021
5	1158	Dr. Amit Sarin	Associate Professor (Physical Science)	IV to V (Professor)	30/12/2019	IKGPTU/REG/00/535 dated 30-04-2021
6	1075	Dr. Harmeem Kaur	Associate Professor (Management)	IV to V (Professor)	24/01/2017	IKGPTU/REG/00/523 Dated 30-04-2021
7	1033	Dr. Hitesh Sharma	Assistant Professor (Physics)	III to IV (Associate Professor)	26/05/2018	IKGPTU/REG/00/505 Dated 30-04-2021
				II to III (Assistant Professor)	26/05/2015	IKGPTU/REG/00/499 Dated 30-04-2021
				I to II (Assistant Professor)	26/05/2010	IKGPTU/REG/00/493 Dated 30-04-2021
8	1042	Dr. Shabir Sidhu	Assistant Professor (Pharmacy)	II to III (Assistant Professor)	04/06/2019	IKGPTU/REG/00/595 Dated 30-04-2021
				I to II (Assistant Professor)	04/06/2014	IKGPTU/DR/HRM/8047 dated 12-03-2020

  
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9	1032	Dr. Chander Prakash	Assistant Professor (Biology)	II to III (Assistant Professor)	07/01/2020	IKGPTU/REG/00/583 Dated 30-04-2021
				I to II (Assistant Professor)	07/01/2015	IKGPTU/REG/00/577 Dated 30-04-2021
10	1054	Dr. Barinderjit Singh	Assistant Professor (Food Technology)	I to II (Assistant Professor)	08/03/2016	IKGPTU/REG/00/565 dated 30-04-2021
11	1028	Dr. Mandeep Kaur	Assistant Professor (Management)	I to II (Assistant Professor)	09/06/2014	IKGPTU/REG/00/547 dated 30-04-2021
12	1040	Dr. Gazal Sharma	Assistant Professor (Bio-Tech.)	I to II (Assistant Professor)	01/06/2015	IKGPTU/REG/00/589 dated 30-04-2021
13	1030	Dr. Pooja Mehta	Assistant Professor (Mgmt HRM),	I to II (Assistant Professor)	25/06/2014	IKGPTU/REG/00/553 dated 30-04-2021
14	1036	Dr. Sarabjit Singh	Assistant Professor (Punjabi)	I to II (Assistant Professor)	30/05/2014	IKGPTU/REG/00/571 dated 30-04-2021
15	1060	Dr. Sanjeev Kumar Bansal	Assistant Professor (Commerce)	I to II (Assistant Professor)	08/07/2015	IKGPTU/REG/00/559 dated 30-04-2021
16	1044	Dr. Dalveer Kaur	Assistant Professor (ECE)	I to II (Assistant Professor)	25/07/2015	IKGPTU/HRM/ 8612 dated 10-03-2021

  
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PROCEEDINGS OF THE 10<sup>TH</sup> MEETING OF THE BOARD OF GOVERNORS HELD AT 11.30 PM ON TUESDAY, MAY 20, 2003 IN THE BOARD ROOM OF HOTEL SHIVALIK VIEW, SECTOR 17, CHANDIGARH.

The following were present:

Shri Y.S. Rajan, Chairman & Vice-Chancellor, PTU	Chairman ✓
Professor P.S. Sirahi The Director IIT Delhi	Member ✓
Shri Karan Bir Singh Sidhu, IAS The Secretary to Govt. of Punjab Department of Tech. Education & Ind. Training Chandigarh.	Member ✓
Shri Chandra Mohan Chairman Twenty First Century Battery Ltd. Mohali	Member
Shri R.S. Khandpur Director General Pushpa Gujral Science City Chandigarh.	Member
Professor S.C. Vaidya Nominee of CII Northern Region Chandigarh.	Member
Dr. S.S. Kooner Principal Beant College of Engg. & Tech. Gurdaspur.	Member
Shri Kewal Krishan Goyal Under Secretary Finance (K) Representative of Principal Secretary to Govt. of Punjab Department of Finance Chandigarh.	Member

Leave of absence granted to:

Professor Prem Vrat  
The Director  
Indian Institute of Technology  
Roorkee

  
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is also best served in such a concept. Therefore the concept of Regional Centres is not to be confined to five but should be flexible to create necessary networks for Colleges and use College facilities to the maximum in addition to other resources of PTU. Detailed discussions were held on the practical training of students in the Industries. It was pointed out by Dr. Khandpur, that with the increase of engineering students, the Industries are not interested to give them practical training rather the Industries expect students/Colleges to pay something for giving training. He appreciated the concept of splitting the practical training but said that total numbers of months (six for engg.) should not be reduced. After a lot of discussions on the practical training of the students, it was agreed that the report may be approved as such and we may have an experience. Regional Centres may adopt a flexible approach. The matter may reviewed after some time and if necessary the matter again be brought before the BOG for consideration.

**Item No. 10.4 Report by Task Force on Administration & Financial Matters.**

The Board noted that draft report has been sent to Shri K.B.S. Sidhu and other senior officers in the PTU. The same will be brought before the Board after re-drafting on the basis and comments received.

**Item No. 10.5 Report of Task Force regarding professionalizing PTU staff.**


1. Initiating the discussion VC said that Task Force has submitted the report after several round of discussions with officials of PTU and their own study of the whole system in the present context. The Chairman of the Task Force, Dr. S.K. Joshi was busy, hence Dr. I.D. Gaba who was member of the Task Force has been invited to provide clarifications as this report is crucial to the future of PTU which is practically running with adhoc staff - a large number of the bottom and 5 or 6 at the top with people above 60. There was practically no middle layers which is crucial for organizational memory. VC further said that officials of PTU present in the

  
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meeting can also seek clarifications required if any about the report of the Task Force.


2. BOG members were appreciative of the work done by the Task Force and observed that exhaustive report has been produced covering various aspects of the subject and future activities to be taken by the PTU like IT enabled services, Post Doctoral research work relevant to the needs of industries and the State, intensive interaction with the industries, enhancing the knowledge network, Undertaking Projects, Technology Absorption & Upgradation, Starting of New Schools and Courses relevant to the development of the State & growth of PTU. The Task Force has assumed strong reliance on outsourcing and hence has recommended the staff pattern on that basis. Hence the lean structure. In addition, efforts are to be made to improve the curriculum at par with National and International Universities. VC then requested the members to give their views as it is one of the crucial issue for the efficient functioning of the PTU. He also pointed out about the current reality, six senior persons are above 62, 4 regular middle level, 95 adhoc employees and some daily wagers and requested the BOG to consider the report and also decide upon the transitional arrangements and how to regulate adhoc employees.

3. Opening the discussion Shri Chandra Mohan said that PTU is an autonomous organization outside the direct purview of the Punjab Govt. He suggested that PTU should evolve its own pay scales, holidays, working hours and outsource as much work as possible to have lean and mean structure. He also suggested that PTU need not have pension scheme, but other terminal benefit schemes. VC said that Principal Secretary Finance also suggested to have new pay-scales, if possible. Director IIT, Delhi and other members felt that as long as the name of University exists, it would be prudent to have UGC pay-scales to avoid any administrative problem in future. Thus pay scales proposed by the

  
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Task Force were approved by the BOG members for the time being. If need be this issue can be taken up at future separately.

4. To a query from Dr. Sirohi, VC and Dr. Gaba explained the broad structure of PTU as given in Task Force report. Dr. Gaba explained the rationale for the recommendations in detail. He added that additional middle level structure is left to VC to decide based on the functional requirements as Task Force has recommended creation of the additional posts by VC. VC also pointed out the current vision as shared with BOG earlier is that the University will concentrate on overall management like 'A Holding Company' and implement a few activities like Distance Education and Industry orientation or very advanced post doctoral research centers or creation of new independent schools. Hence the staff proposed: for overall management functioning only and for regular teaching as in conventional Universities.
5. Regarding Medical Allowance, members felt that it should be 10% of basic pay subject to maximum limit of Rs. 500 PM and in case of hospitalization actual expenditure be reimbursed. After discussion BOG members approved the above.
6. The proposed Indicative RRs (Recruitment Rules) proposed by Task Force were discussed. Director IIT, Delhi and other members were of the opinion that it should be indicative qualifications for the various posts which can be used for filling of the posts urgently as per the recommendations of the task force. BOG members also desired that detailed RR's be framed and VC ay constitute a committee to expedite the work of RR's as it takes a few months. However for the immediate recruitment need not wait for these rules as the basic nucleus will be the ones as decided by BOG now. BOG members recommended a few modification to the qualifications proposed by the task force for Dean/Registrar/professor etc posts which was agreed unanimously by the BOG. BOG members also emphasized the

  
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need to have persons with industrial experience in the core staff of PTU. Revised indicative qualifications for the posts as modified by the BOG are attached to these minutes. BOG also approved the revised designation of the post of Director Sports as Sports Coordinator.


7. It was unanimous decision of the BOG members that the age of superannuation for all staff members of PTU shall be uniformly 60 years and no request for extension/re-employment be considered. However in case of eminent teaching/research staff based on functional requirements VC can recommend the case to BOG for approval upto 62 years only. This provision be used as sparingly as possible.

8. PTU officials were then asked by VC to make their observations to the BOG about the task force report, which are given below:

(a) Shri Klair, Controller of Examination said that there is no provision in the report about the additional supervisory staff with experience in examination branch which is required to conduct the examinations efficiently. BOG members recommended that it is for the VC to provide the staff based on functional requirements and within sanctioned manpower budget as proposed by the Task Force report.

(b) Dr. Sadhu Singh, Director Colleges made following observations:

(i) No designation, Director Colleges has been proposed by the task force. Dr. Gaba explained that Dean Academic and Examination has been proposed to take care the Director Colleges. After discussion and noting the relative perceptions about Dean and Director, the BOG members approved the recommendations of the task force for the designation of Dean.

  
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- (ii) Post of Director Work & Plant should be provided as new building is to be constructed and maintenance work has to be carried out.
- (iii) Post for health services, Library staff, Transport & Vehicles staff for upkeep should be provided.

After detail discussions BOG members said that most of work under item (i) (ii) can be outsourced having only a minimum staff with PTU (for co-ordination with the outsource agency). BOG desired that VC may use this approach. If there are peak loads for construction or other work a few persons on PTU roll on contract basis for a fixed period may be hired. Thus BOG approved the one post of Librarian and one post of Junior Engineer and two posts of supervisors in the area. These have been included in Senior Technical Asst./Technical Asst. Posts.

BOG members emphasized that University should outsource to the maximum extent to keep lean and efficient organization structure. Dr. Gaba informed that while recommending the organized structure task force has taken into account posts sanctioned and after due consideration of the tasks that will be outsourced, VC is authorized to get necessary persons for a specific period on contract.

(c) Director P & D suggested that qualifications need not be diluted for taking eminent Industrialists or Registrar. Also Dean and associated Dean posts should have different pay scales. After discussion BOG members approved as follows:

- (i) Basic qualification of Graduate in engineering shall not be relaxed. Similarly number of years of experience will also not be relaxed but experience in industry shall be treated equivalent to research experience.
- (ii) Registrar post qualifications proposed by task force provides flexibility as prevailing in other universities to select the best person for managing job associated with Registrar responsibility.

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For the above two suggestions, BOG members after a discussion on this approved the qualifications as proposed by the task force.

- (iii) Dr. V.P. Singh pointed out the pay scales of Dean and Associate Dean are same.

BOG members after discussion agreed with the task force recommendations that pay scale for both the Dean and Associated Dean posts need not be different, but Dean can be given initial basic pay of Rs. 18400 instead of 16400 as suggested by Task Force, if found meritorious.

- (d) Registrar raised the issue of pension and pay scales as prevailing in PAU. He said that in PAU teaching staff get UGC pay scales and non-teaching staff get State Govt. Pay scales.

After discussion BOG members approved the pay scales proposed by the Task Force as mentioned earlier also. Regarding pension scheme, BOG members were unanimous that no pension scheme be introduced except the CPF scheme and it should be applicable from prospective date.

Concluding the discussion VC mentioned that BOG must consider the process for regularization of existing staff and transition from the existing structure. The staff fall into three categories. He also said that as BOG had appointed a Task Force and also with a view to remove the practice of adhoc actions and to build systems and processes he had restrained himself from changing the structure. He had requested Dr. S.K. Salwan to join as Senior Advisor on contract and loaned four younger lecturers from Colleges to help Task Forces. The present staff structure of PTU are:

- (a) Senior level staff like Director (Colleges) was recruited on contract for three years. Similarly Director (P & D), OSD (Exam), Registrar, OSD (Secrecy) were recruited without

advertisement for one year which is being extended till further orders.

- (b) Very few middle level officers were recruited either through advertisement or on adhoc.
- (c) The lower level staff (95) recruited without any advertisement and on contract or adhoc basis and it is continuing for the last 2-3 years. To a question by Shri Khandpur, VC clarified that there is a vigilance case on an earlier VC regarding such recruitments. VC also said that most persons of category (a) above are about 62 years of age and above. They are the main pillars of PTU today, as there are no middle level persons to even partly do the work they do. He said that this brings into focus what we need to do even after recruiting new Deans, Deputy Deans etc. There was a detailed discussions of pros and cons of various options.


Considering overall interest of PTU systems and considering crucial practical aspects of functioning, the BOG approved the following:

- (i) The staff which was recruited through open advertisement be placed in the respective scales with corresponding new designations.
- (ii) The staff recruited on contract through open advertisement can continue till replacement is recruited, as a general principle. However they will also be considered by a Committee as per para (iv) below. The designation will be in accordance with the post for which they are found fit. In any case such individuals can not continue beyond 62 years of age. Those recruited adhoc without any advertisement may continue temporarily till VC considers them necessary for PTU based on functional requirements. In order to help this process, BOG constituted a committee to look into all the details and make recommendations regarding Senior and middle level officers.
- (iii) BOG approved constitution of another committee to look into the various issues to regularize the lower level staff through

mapping the revised approved posts and the existing staff. This exercise should also include suitable test for which some notice may be given to the existing staff. The Committee for a higher level will be chaired by Shri Chandra Mohan member of BOG with other member drawn from BOG as available. The constitution for both the Committees are given below:

Decisions of the BOG on the Task Force report on professionalizing PTU personnel is summarized below:

1. Report of the Task Force alongwith the proposed pay-scales for various posts were approved.
2. Medical allowance of 10% of salary as proposed by the Task Force was approved. However maximum limit is restricted to Rs. 500 PM and in case of hospitalization, actual expenditure as per normal rules be re-imbursed.
3. BOG approved certain changes to the proposed indicative qualification for some posts as attached.
4. A Committee be constituted by VC for framing detailed RRs to be used for future (as it will also address promotion etc). Meanwhile all the posts can be filled based on indicative qualifications given in the report.
5. Age of superannuation for all posts shall be 60 years with provision to extend upto 62 years in exceptional cases.
6. There shall not be any pension scheme and only CPF scheme be implemented.

  
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7. Regularization of existing staff subject to availability of posts through constitution of two committees as given below was approved.
8. BOG also authorized VC to advertise the posts of high and middle level including academic/administrative and finance positions immediately. BOG authorized VC to fill these posts.
9. For lower posts action for advertisement will be taken after the BOG committee completes the review of the existing staff and recommended an action.
10. It was recognized by BOG that the existing senior staff though about 62 or above have important role to play even after new senior persons are recruited. Therefore to consider and to decided on the matter continuation of those who are above 60 in senior positions will be done on the basis of the recommendations of BOG committee. VC may take action for the transitional period to continue these positions till new persons in high positions are in place and also for a further period till it is found necessary in overall interest of PTU.
11. As for the selection of Secretary to VC, VC is authorized to nominate as per his requirements.
12. Restructured Cadre as approved is given at annexure as also a few essential qualifications of top/middle/junior positions.
13. In addition to these positions for specific activities of PTU that may arise from time-to-time, VC was authorized to have persons on contract for specific periods.

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For this purpose, two committees were constituted with following members.


**For senior positions (and some middle level positions)**

Shri Chander Mahan Chairman Twenty First Century Battery Limited	Chairman
Shri P.S. Khandpur Director General Pushpa Gujral Science City Chandigarh	Member
Shri S.B. Krishnan Former Principal Advisor, TDB Govt. Of India	Member
Dr. I.D. Gaba Former Director, HRO, DRDO	Member

**For other staff:**

Shri R.S. Khandpur Director General Pushpa Gujral Science City	Chairman
Dr. S.K. Salwan, Senior Advisor PTU	Member
Dr. I.D. Gaba Former Director, HRO, DRDO	Member
Registrar, PTU	Member

These Committees were requested to give their recommendations after keeping in view the requirements of the University and also the absorption of the existing staff who are useful for the running of the University


  
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Jalandhar

PTU/Reg/290-10

**PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR**




**AGENDA FOR THE 10<sup>TH</sup> MEETING OF  
THE BOARD OF GOVERNORS  
SCHEDULED TO BE HELD AT 11.30 PM  
ON TUESDAY, MAY 20, 2003  
IN THE CONFERENCE HALL OF HOTEL SHIVALIK VIEW  
6<sup>TH</sup> FLOOR, SECTOR 17  
CHANDIGARH**

  
Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

## INDEX

Sr.No.	Item No.	Subject	Annexure
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2.	10.2	Summary of the actions taken on the decisions of the 9 <sup>th</sup> meeting of the Board of Governors	II ✓
3.	10.3 ✓	Report by Task Force on Industry Academia Interaction.	III
4.	10.4 ✓	Report by Task Force on Administration & Financial matters.	-
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6.	10.6 ✓	Interim report on Administration of Management studies.	V
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11.	10.11 ✓	Report on legal case by Symentec Infoways, Delhi.	
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13.	10.13	Remuneration of V.C. approved by Chancellor, PTU.	

  
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**Item No. 10.1 Confirmation of the Proceedings of 9<sup>th</sup> meeting of Board of Governors held on 20.11.2002.**

The 9<sup>th</sup> meeting of the Board of Governors was held on 20.11.2002 at 11.00 A.M in the Conference Hall of Hotel Shivalik View, Chandigarh. The proceedings of the meeting are placed at Annexure - I.

The matter is placed before the BOG for consideration and confirmation.

*Confirmed*

**Item No. 10.2 Summary of the actions taken on the decisions of the 9<sup>th</sup> meeting of the Board of Governors.**

A summary of the actions taken on the decisions of the 9<sup>th</sup> meeting of the BOG is given in Annexure-II.

This is for the information of the members of BOG.

*Noted, except - Vocational Force  
691 - Affiliated - College - SO suspended  
Vocational College*

**Item No. 10.3 Report by Task Force on Industry Academia Interaction.**

A copy of the report by Task Force on Industry Academia Interaction is placed at Annexure-

III. The matter is placed before the BOG for consideration and approval.

*Noted - expect the detail of the  
settlement outside - Rapid judgement -  
the court - Adalat -*

**Item No. 10.4 Report by Task Force on Administration & Financial matters.**

Task Force has submitted its first draft on administration Finance matter, purchase procedure, delegation of powers, financial management and electronic transaction.

*Satisfactory analysis  
Counsel - Mr. Goffe  
& Justice  
Sodhi*

A copy of draft report has been handed over to Shri.K.B.S.Sidhu, I.A.S Secretary Technical Education, Pb. for his comments. The report has also been circulated to the senior officers of the University for their comments and on receipt of their comments and after deliberations by the task force report will be finalized.

*explained by V.C. We are going by of Krishna*

**Item No. 10.5 Report of Task Force regarding professionalizing PTU staff.**

The full report is placed at Annexure-IV for consideration and approval of BOG.

*Simple procedure*

**Item No. 10.6 Interim report on Administration of Management studies.**

The Interim report is placed at Annexure-V for consideration and approval of BOG.

**Item No. 10.7 List of legal cases pending in various courts.**

A list of the pending cases in the Hon'ble Punjab & Haryana High Court and other lower courts is placed at Annexure-VI for the information of the members of the BOG.

*V.C. explained  
Pb. through has slanted  
a course by Prof. P. Chaf*

**Item No. 10.8 Signing of MoU with other agencies and new initiatives.**

In pursuance of the decision of the BOG meeting the university has taken the following new initiatives.

*Approved  
& not*

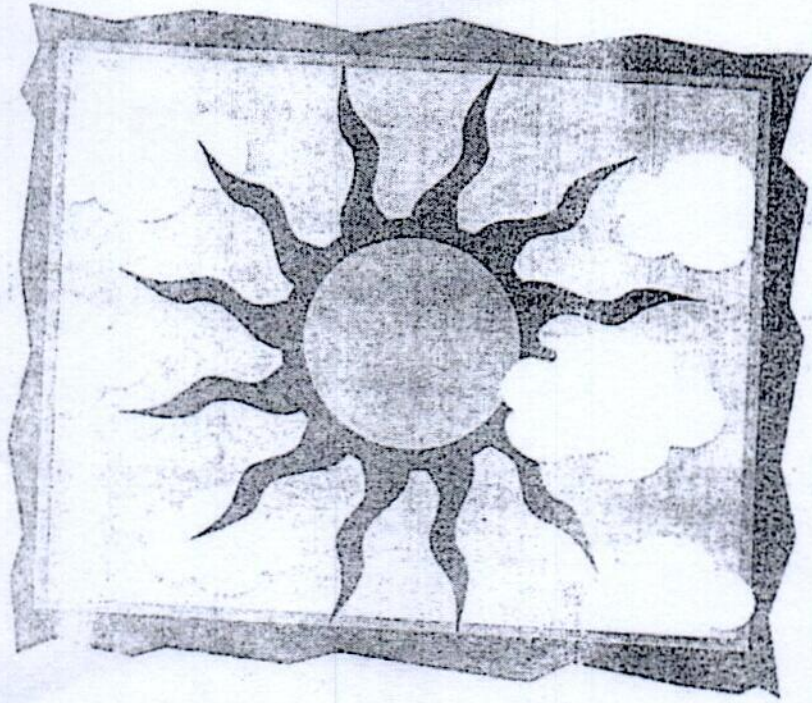
*Background  
Recommendations*

*Noted*

*60:40  
Observation  
Method of  
Internal  
Assessment*


*Deputy Registrar (HRM)  
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*Dr. Sushil Darsal  
th. point of study  
Particulars of  
Lecture in malle  
Salary + rules  
explained the rules in  
internal assessment*



PUNJAB  
TECHNICAL  
UNIVERSITY

*Report of the  
Task force on Professionalising  
PTU Personnel*

  
Deputy Registrar (H.N.S.)  
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Jalandhar

appointment, assignment appointment etc may be adopted. Also for senior appointments by VC can appoint search-cum-selection committees. In addition to these authorized posts VC be empowered to make **adjunct appointments** to get executed specific tasks/projects. For Administrative and support staff posts Task Force recommends that these shall be filled through advertisement and direct recruitment, deputation, and contract appointment modes be followed.

#### Regularization of existing staff

Task Force observed that all existing staff is appointed on ad-hoc basis, deputation or contract appointment might be given the opportunity to appear before the duly constituted board provided they meet the QRs laid for the posts and compete with the open candidates.

#### Recruitment Rules for Academic/ Technical Posts

Task Force proposes indicative recruitment rules for various posts. However detailed RRs are to be framed after studying the guidelines of UGC and other academic institutions like IITs/IISc. The general indicative RRs are given at annexure IV. All promotions be based on merit and not seniority.

#### Recruitment Rules for Administrative and Support staff


Though Task Force has recommended maximum outsourcing, but small contingent has been recommended to maintain confidentiality and continuity. All promotions be based on merit and not seniority. The general indicative RRs are given at annexure IV.

#### Career Growth for the Technical & Administrative Personnel


In order to attract best talent and to motivate staff to deliver their best, the Task Force recommends that all promotions should be based on merit rather seniority. For academic/ technical personnel minimum residency period for eligibility for promotion to higher grade might be as per UGC guidelines. For administrative and support staff minimum residency period for eligibility for promotion to higher grade may be five years. Detail procedure for promotion is framed separately.

#### Special Contact Appointments

Since University will require specialized knowledge/ skills, University may appoint a few select professionals for a fixed period with emoluments more than indicated for regular posts. In such cases, the individuals will have to leave after the contract period.

  
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Group 'A' (Non- Teaching )									
Sr No	Emp. code	Name	Present Designation	Joining /Appointment			Promotion/Placement		
				Date	Post	Scale	Date	Post	Scale
1	1001	Sh. Dinesh Juneja	Deputy Registrar	14.07.1995	Accountant	5800-9200 (Unrevised)	20.11.2003	Superintende nt	7220-220-8100-275-10300-340-11660.
							20.11.2005	Assistant Registrar	8000-275-13500 (UR) 15600-39100 GP (5400)(R)
							20.11.2010	Deputy Registrar	15600-39100 GP 7600
							20.11.2015	Placement in PB-IV as per MHRD gudelines dated 31.12.2008 addresses to UGC	37400-67000 GP 8700
2	1004	Sh. Rajinder Kumar Dogra	Deputy Registrar	04.05.1999	Senior Assistant	5800-9200 (Unrevised)	04.05.2004	Superintende nt	7220-220-8100-275-10300-340-11600.
							04.05.2007	Assistant Registrar	15600-39100 GP 5400 (Revised)
							04.05.2012	Deputy Registrar	15600-39100 GP 7600.
							04.05.2017	Placement in PB-IV as per MHRD gudelines dated 31.12.2008 addresses to UGC	37400-67000 GP 8700

  
23/12/21  
 Deputy Registrar (HRM)  
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**Group 'A' (Non- Teaching )**

Sr No	Emp. code	Name	Present Designation	Joining /Appointment			Promotion/Placement		
				Date	Post	Scale	Date	Post	Scale
3	1066	Sh. Sandeep Kumar Kazal	Deputy Controller of Examination	28.07.2011	Deputy Controller of Examination	15600-39100 (GP 7600)	24.07.2019	Placement in PB-IV as per MHRD gudelines dated 31.12.2008 addressed to UGC	37400-67000 GP 8700
4	1018	Sh. Rishi Gupta	Deputy Registrar	31.03.2010	Assistant Registrar	15600-39100 (GP-5400)	01.04.2019	Deputy Registrar	15600-39100 GP 7600.
5	1023	Sh. Naresh Kumar	Deputy Registrar	01.04.2010	Assistant Registrar	15600-39100 (GP-5400)	01.04.2019	Deputy Registrar	15600-39100 GP 7600.
6	1021	Sh. Joginder Singh	Deputy Registrar	01.04.2010	Assistant Registrar	15600-39100 (GP-5400)	01.04.2019	Deputy Registrar	15600-39100 GP 7600.
7	1020	Sh. Devinder Kumar	Deputy Registrar	01.04.2010	Assistant Registrar	15600-39100 (GP-5400)	02.04.2019	Deputy Registrar	15600-39100 GP 7600.
8	1019	Sh. Kishore Luthra	Deputy Registrar	01.04.2010	Assistant Registrar	15600-39100 (GP-5400)	01.04.2019	Deputy Registrar	15600-39100 GP 7600.
9	1025	Sh. Pawan Kumar	Deputy Registrar	06.04.2010	Assistant Registrar	15600-39100 (GP-5400)	06.04.2019	Deputy Registrar	15600-39100 GP 7600.
10	1035	Dr. Sandeep Mehmi	Deputy Registrar	28.05.2010	Assistant Registrar	15600-39100 (GP-5400)	28.05.2019	Deputy Registrar	15600-39100 GP 7600.
11	1045	Sh. Parvesh Kumar Aspal	Deputy Finance Officer	03.08.2010	Assistant Registrar	15600-39100 (GP-5400)	03.08.2019	Deputy Finance Officer	15600-39100 GP 7600.
12	1049	Sh. Paramjit Singh Gill	Deputy Registrar	18.11.2010	Assistant Registrar	15600-39100 (GP-5400)	18.11.2019	Deputy Registrar	15600-39100 GP 7600.

  
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**Group 'A' (Non- Teaching )**

Sr No	Emp. code	Name	Present Designation	Joining /Appointment			Promotion/Placement		
				Date	Post	Scale	Date	Post	Scale
13	1065	Sh. Saurabh Sharma	Deputy Registrar	15.07.2011	Assistant Registrar	15600-39100 (GP-5400)	15.07.2020	Deputy Registrar	15600-39100 GP 7600.
14	1041	Sh. Gaganjot Singh	Deputy Registrar	01.06.2010	Assistant Registrar	15600-39100 (GP-5400)	01.06.2019	Deputy Registrar	15600-39100 GP 7600.
15	1056	Sh. Rajneesh kumar Sharma	Deputy Registrar-PR	31.03.2011	Assistant Registrar	15600-39100 (GP-5400)	01.04.2020	Deputy Registrar	15600-39100 GP 7600.

  
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Jalandhar

# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/ 74

Dated : 17.04.17

## NOTIFICATION

Sub: Promotion Policy for Re-structuring of existing posts in C & D in IKGPTU.

The Board of Governors in its 52<sup>nd</sup> meeting held on 20.03.2014 has approved the following promotion policy for Re-structuring of existing posts in C&D in I.K Gujral Punjab Technical University:-

For promotion to the next higher post, the minimum bench mark will be 'Good' in Annual confidential Reports and there shall be no super cession on the basis of merit.

- i) To remove the gap between different channels and ladders in the same cadre, employees who worked on time scale should be promoted as per eligibility criteria mentioned as follows:-

Sr. No.	Name of Post	Pay Scale	Existing posts		Posts to be surrendered	Post to be created	New Total posts	Qualification/Experience (For promotion)
				Filled				
1.	Sr. Assistant/ Executive Asstt./ Administrative Asstt.	10300-34800 (GP 4400)	23	-	-	116	139	- Graduate with PGDCA & 100% amongst Clerks at PTU having at 3 years experience.
2.	Clerks	10300-34800 (GP 3200)	200	139	137	-	54+9* (adhoc clerks)	- Graduate/result awaited and 100% amongst existing Office Assistant staff of the PTU having at least 3 years experience subject to having knowledge of Computer typing in Punjabi-English.
3.	Office Assistant	5910-20200 (GP 2400)	59	54	-	04	63	- 10 <sup>th</sup> & 50% amongst existing class IV category of the PTU having at least 3 years experience.
4.	Attendant	4900-10660 (GP 1800)	125	79	73	-	52	- 40 positions falling vacant on account of promotions in category at S. No. 5 shall stand abolished.
5.	Helper	4900-1660 (GP 1650)	40	36	40	-	-	- Nil
			447	308	250	120	317	

Contd. on Page-02

I. K. Gujral Punjab Technical University, Jalandhar  
Jalandhar Kapurthala Highway, Near Pushpa Gujral Science City, Kapurthala - 144 603  
Ph. No. 01822 - 662521, 662501 Fax No. : 01822-250000, 662526, Email : registrar@ptu.ac.in

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(ii) For promotion to the skilled & Technical categories such as Drivers, Technical/Sr. Technical Assistant, Programmers, Junior Engineer etc., the promotion criteria shall be the same as adopted in the table above for Ministerial & Supporting staff with respect to time scale promotions and next scale as applicable and notified by State Govt. from time to time.

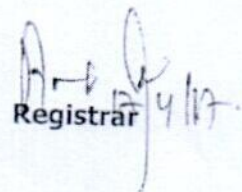
(iii) Seniority shall not be the only criteria for promotion. Suitability, merit and efficiency also will be the determining factors in the matter of promotion.

(iv) An incumbent may be promoted to the next higher post as temporary charge without confirmation on the higher post subject availability of position on seniority cum merit basis and his salary may be charged against the said higher vacant post till the time he fulfills the minimum time period/qualification and other eligibility criteria for that position.

(v) There shall be provision for qualifying test in Punjabi/English Type Writing on computer which should be equal to the one prescribed by the University and it should be made essential to pass the test before an employees is considered eligible for promotion to the post of Clerk. The test may be held by the appointing authority or any such authority to whom the powers for doing so are delegated by the appointing authority.


Policies of the State Government regarding reservation of vacancies for Scheduled Castes, Scheduled Tribes, Backward Classes and any other specified categories shall apply to posts, filled by direct recruitment and by promotion, where applicable as per the then Govt. rules.

(vi) Notwithstanding the method of recruitment laid down in the Schedule, the appointing authority may, decide that a vacancy be filled otherwise than in accordance with these regulations, e.g. by appointment of a borrowed employees on such terms and conditions as may be agreed to between the lending authority and the Punjab Technical University.

  
Registrar

**Cc :**

1. Secretary to Vice Chancellor: For kind information to Vice Chancellor.
2. All HODs, IKGPTU
3. Deputy Registrar (HRD)
4. DR (ITS): For uploading on website
5. File

  
Deputy Registrar (HRD)  
IKGPTU Punjab Technical University  
Jalandhar

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**  
Estd. Under Punjab Technical Unives  
(Punjab Act No. 1 of 195

Ref. No. IKGPTU/REG/NF/41

Date: 09.03.2020

ਨੋਟੀਫਿਕੇਸ਼ਨ

**ਵਿਸ਼ਾ:-** ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਦਫਤਰੀ ਸਹਾਇਕ ਦੇ Promotion Criteria ਸਬੰਧੀ।

ਯੂਨੀਵਰਸਿਟੀ ਦੀ ਅੰਦਰੂਨੀ ਮਾਨਵ ਸ੍ਰੇਣ ਕਮੇਟੀ ਦੀ 25ਵੀਂ ਅਤੇ 26ਵੀਂ ਮੀਟਿੰਗ ਦੀਆਂ ਸਿਫਾਰਸ਼ਾਂ ਨੂੰ ਖੋਲ੍ਹਣ ਅਤੇ ਸ਼ਾਬਦਕਤਾ ਦੀ 72ਵੀਂ ਮੀਟਿੰਗ ਮਿਤੀ 23.01.2020 ਦੀ ਮੌਦ ਨੰਬਰ 72.5 ਵਿੱਚ ਮੌਜੂਦਾ ਦਫਤਰੀ ਸਹਾਇਕਾਂ ਦੇ ਫਾਰਮਾਂ ਪਾਸ ਹਨ ਨੂੰ relief ਦਿੱਤੇ ਹੋਏ ਹੋਣਾ ਦਾ Promotion Criteria ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਪ੍ਰਵਾਨ ਕੀਤਾ ਗਿਆ ਹੈ:-

- a) Matric with Punjabi and 5 years of experience as Office Assistant in IKGPTU and
- b) English & Punjabi Typing to be cleared with minimum speed of 30 words per minute".

  
ਰਜਿਸਟਰਾਰ

ਪਿੱਠ ਅੰਕਣ ਨੰਬਰ: IKGPTU/Reg/NF/42 - 45


ਮਿਤੀ: 09-03-2020

ਇਸ ਦਾ ਇਕ ਉੱਤਾਰ ਹੇਠ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਨੋਤੀਫਿਕੇਸ਼ਨਾਂ ਵਿੱਚ ਭੇਜਿਆ ਜਾਵਾ ਹੈ।

1. ਇੰਚਾਰਜ ਸਕੱਤਰੇਤ, ਉਪ ਕੁਲਪਤੀ ਦਫਤਰ- ਉਪ ਕੁਲਪਤੀ ਜੋ ਦੀ ਜਾਣਕਾਰੀ ਹਿੱਤ।
2. ਸਮੂਹ ਵਿਭਾਗ ਮੁੱਖੀ।
3. ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ (ਮਾਨਵ ਸ੍ਰੇਣ ਪ੍ਰਬੰਧਨ)।
4. ਸਬੰਧਤ ਫਾਈਲ

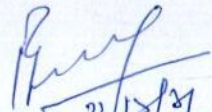
  
ਰਜਿਸਟਰਾਰ

**I.K. Gujral Punjab Technical University**  
Jalandhar-Kapurthala Highway, Near Pashpa Gujral Science City, Kapurthala-144603  
Ph. No. 01822-282531, 282591, Email: registrar@pntu.ac.in

  
Deputy Reg -  
IK Gujral Punjab Technical University  
Jalandhar

**Details of Employee promoted against vacant posts since 2016 to till 2021**

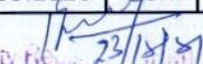

Sr. No.	Name	Present Designation	Joining/Appointment			Promotion		
			Date	Post	Scale	Date (w.e.f.)	Post	Pay Scale
1	Ajay Ratna	Senior Assistant	25-04-2014	Clerk	10300-34800 (GP 3200)	25-04-2017	Senior Assistant	10300-34800 (GP 4400)
2	Arjun Singh	Senior Assistant	25-04-2014	Clerk	10300-34800 (GP 3200)	25-04-2017	Senior Assistant	10300-34800 (GP 4400)
3	Balvir Kaur	Senior Assistant	25-04-2014	Clerk	10300-34800 (GP 3200)	25-04-2017	Senior Assistant	10300-34800 (GP 4400)
4	Jaswinder Singh	Senior Assistant	25-04-2014	Clerk	10300-34800 (GP 3200)	25-04-2017	Senior Assistant	10300-34800 (GP 4400)
5	Rajeev Kumar Jha	Senior Assistant	25-04-2014	Clerk	10300-34800 (GP 3200)	25-04-2017	Senior Assistant	10300-34800 (GP 4400)
6	Rozy Walia	Senior Assistant	25-04-2014	Clerk	10300-34800 (GP 3200)	25-04-2017	Senior Assistant	10300-34800 (GP 4400)
7	Seema Bhalla	Senior Assistant	25-04-2014	Clerk	10300-34800 (GP 3200)	25-04-2017	Senior Assistant	10300-34800 (GP 4400)
8	Sunil Kumar	Senior Assistant	25-04-2014	Clerk	10300-34800 (GP 3200)	25-04-2017	Senior Assistant	10300-34800 (GP 4400)

  
 23/12/21  
 Deputy Registrar (HRM)  
 G. J. Punjab Technical University  
 Ludhiana



**Details of Employee promoted against vacant posts since 2016 to 2021**

Sr. No.	Name	Present Designation	Joining/Appointment			Promotion		
			Date	post	Scale	Date (w.e.f)	Post	Pay Scale
1	Kuldeep Kaur	Clerk	12.11.2010	Office Assistant	5910-20200 (GP 2400)	10.08.2016	Clerk	10300-34800 (GP 3200)
2	Manoj Kumar	Clerk	18.11.2010	Office Assistant	5910-20200 (GP 2400)	05.11.2016	Clerk	10300-34800 (GP 3200)
3	Kulwant Singh	Clerk	11.11.2010	Office Assistant	5910-20200 (GP 2400)	10.10.2017	Clerk	10300-34800 (GP 3200)
4	Jaswinder Kumar	Clerk	15.11.2010	Office Assistant	5910-20200 (GP 2400)	10.10.2017	Clerk	10300-34800 (GP 3200)
5	Harnandan Kaur	Clerk	23.12.2013	Office Assistant	5910-20200 (GP 2400)	10.10.2017	Clerk	10300-34800 (GP 3200)
6	Gurpreet Singh	Clerk	09.11.2010	Office Assistant	5910-20200 (GP 2400)	10.10.2017	Clerk	10300-34800 (GP 3200)
7	Parveen Kumar	Clerk	09.11.2010	Office Assistant	5910-20200 (GP 2400)	05.11.2016	Clerk	10300-34800 (GP 3200)
8	Kuldip Singh	Clerk	11.11.2010	Office Assistant	5910-20200 (GP 2400)	05.11.2016	Clerk	10300-34800 (GP 3200)
9	Gursewak Singh	Clerk	09.11.2010	Office Assistant	5910-20200 (GP 2400)	10.10.2017	Clerk	10300-34800 (GP 3200)
10	Balbir Singh Virk	Clerk	15.11.2010	Office Assistant	5910-20200 (GP 2400)	09.03.2020	Clerk	10300-34800 (GP 3200)
11	Kuldeep Singh	Clerk	25.11.2010	Office Assistant	5910-20200 (GP 2400)	10.03.2021	Clerk	10300-34800 (GP 3200)
12	Kulwinder Kaur	Clerk	18.11.2010	Office Assistant	5910-20200 (GP 2400)	10.03.2021	Clerk	10300-34800 (GP 3200)
13	Sukhvir Singh	Clerk	16.11.2010	Office Assistant	5910-20200 (GP 2400)	10.03.2021	Clerk	10300-34800 (GP 3200)
14	Jasvir Singh	Clerk	16.11.2010	Office Assistant	5910-20200 (GP 2400)	09.03.2020	Clerk	10300-34800 (GP 3200)
15	Mukhtar Singh Sahota	Clerk	09.11.2010	Office Assistant	5910-20200 (GP 2400)	09.03.2020	Clerk	10300-34800 (GP 3200)
16	Gurmukh Singh	Clerk	09.11.2010	Office Assistant	5910-20200 (GP 2400)	09.03.2020	Clerk	10300-34800 (GP 3200)
17	Rajinder Kumar	Clerk	09.11.2010	Office Assistant	5910-20200 (GP 2400)	09.03.2020	Clerk	10300-34800 (GP 3200)
18	Sinderpal Singh	Clerk	10.11.2010	Office Assistant	5910-20200 (GP 2400)	09.03.2020	Clerk	10300-34800 (GP 3200)

  
 Deputy Registrar 23/11/21  
 IK Gujral Punjab Technical University  
 Jalandhar  


**HUMAN RESOURCE MANAGEMENT BRANCH**IKGPTU/HRM/CIR 1359Date 04/8/2021**CIRCULAR**


As per the directions of Government of Punjab vide Personnel Department letter No.15/27/2008-2P.P.1/615 dated 05-07-2021 and IKGPTU circular No. IKGPTU/REG/1179 dated 27-10-2020, it is mandatory for the all the employees/officers and faculty of the University to fill up their Annual Performance Appraisal Report (APAR) through online mode at "Integrated Human source Management System, (iHRMS) portal, Government of Punjab. Accordingly, University has created user accounts of all its employees employees/officers and faculty on iHRMS Punjab portal. Login id and password of the employees have been sent via SMS at their registered mobile number directly. A brief of time line of APAR related activity (as decided by Govt. of Punjab) is as mentioned below.


Sr. No.	Activity	Last date
1.	Officials, employees and faculty submit the APAR Performa to reporting officer	16 August 2021
2.	Reporting officer put the comment on APAR	16 September 2021
3.	Reviewing officer put the comment on APAR	6 October 2021
4.	Accepting officer accept the APAR	31 October 2021

In case of any difficulty arises, regarding filling of APAR, non receiving of login id and password etc, following APAR custodian may be contacted.

S.No	Group	Concerned APAR Custodian details
1.	A- officers	Sh. Rajesh Kumar Kala, SA -- 8283802842, 8837672692 (rajeshkumarsaini.ptu@gmail.com)
2.	A- Faculty *	Sh. Varinder Singh, SA 99143-10468 (varinder.singh633@gmail.com)
3.	B	Sh. Rakesh Kumar, SA 9417425691 (pturakesh@gmail.com)
4.	C & D**	Sh. Sunil Kumar, SA 9478093126, 9876080074 (sunil4003@ptu.ac.in)

\* As per direction of NIC Punjab, faculty members will have to fill the APAR (ACR) proforma manually for the assessment year 2020-21. After filling it, they will upload a


  
Deputy Registrar (HRM)  
IKGPTU Punjab Technical University  
Jalandhar

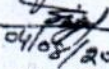
  
Deputy Registrar (HRM)  
IKGPTU Punjab Technical University  
Jalandhar



dully signed & scanned copy of the same at their iHRMS user account and will forward to concerned reporting officer, who will put his/her remarks and will forward to next authority accordingly.


\*\*As per Govt. of Punjab Personnel Department letter No.15/27/2008-2P.P.1/615 dated 05-07-2021. Employees of Group D, will fill up their personal information on APAR (ACR) manually for the assessment year 2020-21 and will hand over to Sh. Sunil Kumar, SA-HRM branch, who will upload it on at iHRMS portal and will forward the same to concerned reporting officer for filling up APAR.

  
04/08/2021  
(Devinder Kumar)

Deputy Registrar  
  
04/08/2021

Cc:-


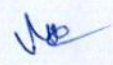
1. I/C Secretariat of VC – For kind information of hon'ble Vice Chancellor please
2. Registrar - For information please
3. All HoDs/In- Charge (Non-Teaching)
4. Director Main campus: To inform all Deputy Dean (Faculty), HoDs (Teaching) and In-Charge, Constituent campuses
5. In-charge (ITS). To update on University website
6. Office Copy

  
Deputy Registrar (HRM)  
Jalandhar  
Jalandhar  
Punjab Technical University  
Jalandhar

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**  
**ACR Monitoring Report for Financial Year : 2020-21**

<b>ACR Summary</b>								
S.N.	Department / Branch Name	#ACRs Initialized	#ACRs Marked to Employees	#Pending with officer	#Pending with Reporting Officer	#Pending with Reviewing Officer	#Pending with Accepting Authority	#ACRs with Custodian
1	Custodian of HRM teaching seat	0	0	0	0	0	0	0
2	Officers dealing seat	48	48	4	16	25	3	0
3	Custodian of Group B Employees	178	178	0	15	25	132	6
4	Custodian of Group C and D	127	127	2	17	25	79	4
5	Officers seats additional Custodian	0	0	0	0	0	0	0
<b>Total :</b>		<b>353</b>	<b>353</b>	<b>6</b>	<b>48</b>	<b>75</b>	<b>214</b>	<b>10</b>

<b>ACR Assessment Period Detail</b>						
Self Appraisal Submission from	Self Appraisal Submission Upto	Deputy Commissioner Assessment Date	Reporting Officer Assessment Date	Reviewing Officer Assessment Date	HOD Assessment date	Accepting Authority Assessment date
06/04/2021	15/10/2021	15/10/2021	25/11/2021	16/12/2021	09/12/2021	24/12/2021

  
 Deputy Registrar (HRM)  
 IK Gujral Punjab Technical University  
 Jalandhar  


**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY  
(REGISTRAR OFFICE)**

IKGPTU/REG/00/HRM/250

Dated: 12.05.2022

**OFFICE ORDER**

**Sub.: Sixth Punjab Pay Commission Report – Revision of pay scales of I.K. Gujral Punjab Technical University Non-Teaching employees (B, C and D category) on Punjab Govt. Pattern.**

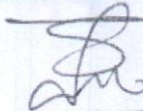
The competent authority has approved the implementation of the revised pay scales of the B, C and D category of the non-teaching employees of the university w.e.f. 01-01-2016 as per following notifications issued by the Government of Punjab, Department of Finance vide no. 09/01/2021-5FP1/671 dated 05-07-2021 followed by notification No. 09/01/2021-5FP1/1228 dated 20-09-2021 and further clarification regarding grant of arrear of the revised pay as per 6<sup>th</sup> Punjab Pay Commission issued by Govt. of Punjab, Department of Finance vide No. 09/01/2021-5FP1/1360-65 dated 26-10-2021, 09/02/2021-5FP1/1451 dated 03-11-2021 and 09/02/2021-5FP1/45-50 dated 06-01-2022 along with following notifications regarding allowances to its non-teaching employees w.e.f. 01-07-2021 on the pattern of Punjab Government :

Type of Allowances	Notification No.
HRA (House Rent Allowance)	04/01/2021-5FP1/1304-1309 dated 18-10-2021
Conveyance Allowance	FD-FP-203(CVAL)/5/2021-5FP2/1/242773/2021 dated 06-09-21
Dearness Allowance	03/01/2021-1FP1/1105 dated 07-09-2021 3/11/2021-1FP1/1398-1403 dated 02-11-2021
City Compensatory Allowance	4/4/2021-1FP1/1091 dated 07-09-21
Fixed Medical Allowance	4/5/2021-1FP1/1136 dated 07-09-2021
Mobile Allowance	FD-FP-203(MBAL)/1/2020-4FP2/1/242825/2021 dated 06-09-21
Special Pay	FD-FP-203(SPPY)/3/2021-5FP2/1/242838/2021 Dated 06-09-21

Pay fixation Orders of individual employee will be issued by HR Department as per the options given by them.

The revised pay under these rules shall be drawn from the first day of May 2022 and office order regarding release of arrears from 01-07-2021 to 30-04-2022 of revised pay scales/revised allowances will be issued later-on after taking approval of BOG.

This order is issued with the approval of competent authority on dated 12.05.2022 vide e-office file No. A/748/2021-HRM (Computer No. 43751).

  
12/05/22  
**(Dr. S. K. Mishra)**  
Registrar

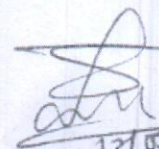
Endst. No.: IKGPTU/REG/00/HRM/251-255

Dated: 12.05.2022

A copy of the above is forwarded to the following for information and necessary action please.

1. Secretary to Vice Chancellor: For information of Hon'ble Vice Chancellor.
2. Finance Officer
3. Dean (Academics): for circulate to all HoDs (Teaching) and Director/Incharge of Constituent Campuses of IKGPTU.
4. All HoDs (Non-Teaching)
5. ITS: for upload on University website.

  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

  
12/05/22  
**(Dr. S. K. Mishra)**  
Registrar



# Punjab Government Gazette

## EXTRAORDINARY

*Published by Authority*

CHANDIGARH, MONDAY, SEPTEMBER 20, 2021 (BHADRA 29, 1943 SAKA)

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF FINANCE**  
**(FINANCE PERSONNEL-1 BRANCH)**

**NOTIFICATION**

The 20th September, 2021

**No. 09/01/2021-5FP1/1228.**-In exercise of the powers conferred by the proviso to Article 309 read with clause (3) of Article 187 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab, after consultation with the Speaker of the Punjab Vidhan Sabha, in so far as such consultation is necessary, in terms of the provisions of clause (3) of the said Article 187, is pleased to make the following rules further to amend the Punjab Civil Services (Revised Pay) Rules, 2021, namely:-

**RULES**

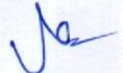
- (1) These rules may be called the Punjab Civil Services (Revised Pay) First Amendment Rules, 2021.  
(2) They shall be deemed to have come into force on and with effect from the first day of January, 2016.
- In the Punjab Civil Services (Revised Pay) Rules, 2021 (hereinafter referred to as the said rules), in rule 7 (I), at the end, for the sign ".", the sign ":" shall be substituted and thereafter, the following provisos shall be added, namely:-

Provided that if the increase in the revised pay fixed under this rule is less than 15% (fifteen percent) over and above what the Government employee was getting as on 31.12.2015 i.e. existing Basic Pay+Dearness Allowance @ 113% (one hundred and thirteen percent), such Government employee shall be entitled to minimum increase of 15% (fifteen percent) over and above what the Government employee was getting as on 31.12.2015 i.e. existing Basic Pay+Dearness Allowance @ 113% (one hundred thirteen percent) (See illustration nos. 16 & 17)

Provided further that no arrear shall be given from 1.1.2016 to 30.06.2021 for such enhancement.

- In the said rules, after illustration No. 15, the following illustrations shall be added, namely:-

( 3269 )

  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

**Illustration-16**

A Government employee was appointed on 01.09.2013 in the scale of 10300-34800+3200 Grade Pay (pay re-revised in 2011):

1	Date of Joining	01.09.2013
2	Pay Band as per 5th PPC	PB-2 (5910-20200)
3	Grade Pay as per 5th PPC	1900
4	Pay Band after re-revision in the year 2011	PB-2 (5910-20200) PB-3 (10300-34800)
5	Grade Pay after re-revision in the year 2011	2400 on 01.10.2011 3200 on 01.12.2011
6	Level corresponding to 1900 Grade Pay as per 6th PPC	Level -3

**STEP- 1 As per Punjab Civil Service (Revised Pay) Rules, 2021****Method -1: Pay drawn as on 31.12.2015**

Date	Pay in Pay Band	Grade Pay	Basic Pay	Remarks
01.09.2013	10300	3200	13500	Initial Pay
01.09.2014	10710	3200	13910	Annual Increment
01.09.2015	11130	3200	14330	Annual Increment

$14330 \times 2.25 = 32242.5$  rounded off to nearest Rupee i.e. Rs. 32243

**Method -2: Notional Pay as on 31.12.2015**

Date	Pay in Pay Band	Grade Pay	Basic Pay	Remarks
01.09.2013	5910	1900	7810	Initial Pay
01.09.2014	6150	1900	8050	Annual Increment
01.09.2015	6400	1900	8300	Annual Increment

$8300 \times 2.59 = 21497$  rounded off to nearest Rupee i.e. Rs. 21497

If the Government employee chooses Multiplier factor of 2.25, the revised pay will be fixed in Level corresponding to 1900 Grade Pay in the Pay Matrix i.e. Level 3 (as per Rule 7-V)

Revised Pay in Pay Matrix (either equal to or next higher to 32243 in Level 3) as on 01.01.2016: Rs. 32300

Pay Band (5th PPC)	5910-20200
Grade Pay	1900
Level (6th PPC)	3
Cell 1	20200
Cell 2	20800
Cell 16	31400
Cell 17	32300
Cell 18	33300

*[Signature]*  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

**STEP- 2** Raising of Basic Pay by minimum of 15% over and above of Basic Pay +DA @113%

1.	Pay in the Pay Band as on 31.12.2015	11130
2.	Grade Pay as on 31.12.2015	3200
3.	Basic Pay as on 31.12.2015 (1+2)	14330
4.	DA @ 113% (14330 * 113%) (rounded off to the nearest rupee)	16193
5.	Basic Pay + DA (3+4)	30523
6.	15% Increase on Basic Pay + DA(30523*15%) (rounded off to the nearest rupee)	4578
7.	Minimum Assured Basic Pay in Revised Scales (5+6)	35101


**STEP- 3** Comparison of Minimum Assured Basic Pay (Step 2) v/s Revised Pay as per Punjab Civil Service (Revised Pay) Rules, 2021(Step 1)

Minimum Assured Basic Pay (Step 2)	Revised Basic Pay (Step 1)
35101	32300

As per Step 3, the Minimum Assured Basic Pay as per step 2 is higher than the earlier Revised Basic Pay as per Step 1, the Revised Basic Pay for such government employee will now be fixed either equal to or next higher to Rs. 35101

The revised pay will be fixed in Level corresponding to 1900 Grade Pay in the Pay Matrix i.e. Level 3 (as per Rule 7-V)	Pay Band (5th PPC) 5910-20200
	Grade Pay 1900
	Level (6th PPC) 3
	Cell 1 20200
	Cell 2 20800
	Cell 19 34300
	Cell 20 35300
Cell 21 36400	
Revised Pay in Pay Matrix (either equal to or next higher to 35101 in Level 3) as on 01.01.2016: Rs. 35300	Cell 20 35300

**Note:** In case of Revised Pay is enhanced/ raised with the Minimum Assured Basic Pay [Step 2] , no arrears for the period from 01/01/2016 to 30/06/2021, shall be given.

  
 Assistant Registrar (HRM)  
 IK Gujral Punjab Technical University  
 Jalandhar

**Illustration-17**

A Government employee was appointed on 01.09.2013 in the scale of 10300-34800 +5000 Grade Pay (pay re-revised in 2011):

1	Date of Joining	01.09.2013
2	Pay Band as per 5th PPC	PB-3 (10300-34800)
3	Grade Pay as per 5th PPC	4400
4	Pay Band after re-revision in the year 2011	PB-3 (10300-34800)
5	Grade Pay after re-revision in the year 2011	5000
6	Level corresponding to 4400 Grade Pay as per 6th PPC	Level -13

**Method-1: Pay drawn as on 31.12.2015**

Date	Pay in Pay Band	Grade Pay	Basic Pay	Remarks
01.09.2013	13450	5000	18450	Initial Pay
01.09.2014	14010	5000	19010	Annual Increment
01.09.2015	14590	5000	19590	Annual Increment
<b>19590*2.25= 44077.50 rounded off to nearest Rupee i.e. Rs. 44078</b>				

**Method -2: Notional Pay as on 31.12.2015**

Date	Pay in Pay Band	Grade Pay	Basic Pay	Remarks
01.09.2013	13020	4400	17420	Initial Pay
01.09.2014	13550	4400	17950	Annual Increment
01.09.2015	14090	4400	18490	Annual Increment
<b>18490*2.59= 47889.10 rounded off to nearest Rupee i.e. Rs. 47889</b>				

If the Government employee chooses **Multiplier factor of 2.59**, the revised pay will be fixed in **Level corresponding to 4400 Grade Pay in the Pay Matrix i.e. Level 13** (as per Rule 7-V)

**Pay Band (5th PPC) 10300-34800**

**Grade Pay 4400**

**Level (6th PPC) 13**

Cell 1 46000

Cell 2 47400

**Cell 3 48800**

Cell 4 50300

Cell 5 51800

**Revised Pay in Pay Matrix** (either equal to or next higher to 47889 in Level 13) **as on 01.01.2016: Rs. 48800**

**STEP- 2 Raising of Basic Pay by minimum of 15%**

1.	Pay in the Pay Band as on 31.12.2015	14590
2.	Grade Pay as on 31.12.2015	5000
3.	Basic Pay as on 31.12.2015 (1+2)	<b>19590</b>
4.	DA @ 113% (19590 * 113%) (rounded off to the nearest rupee)	22137
5.	Basic Pay + DA (3+4)	<b>41727</b>

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6. **15% Increase on Basic Pay + DA (41727\*15%)** 6259  
(rounded off to the nearest rupee)

7. **Minimum Assured Basic Pay in Revised Scales (5+6)** 47986

**STEP- 3** Comparison of Minimum Assured Basic Pay (Step 2) v/s Revised Pay as per  
Punjab Civil Service (Revised Pay) Rules, 2021 (Step 1)

Minimum Assured Basic Pay (Step 2)	Revised Basic Pay (Step 1)
47986	48800

As per Step 3, since the earlier Revised Basic Pay as per step 1 is higher than the Minimum Assured Basic Pay, the Revised Basic Pay for such government employee will now also be Rs. 48800

The revised pay will be fixed in Level corresponding to 4400 Grade Pay in the Pay Matrix i.e. Level 13 (as per Rule 7-V)	<b>Pay Band (5th PPC)</b>	<b>10300-34800</b>
	<b>Grade Pay</b>	<b>4400</b>
	<b>Level (6th PPC)</b>	<b>13</b>
	Cell 1	46000
	Cell 2	47400
	<b>Cell 3</b>	<b>48800</b>
Revised Pay in Pay Matrix as on 01.01.2016: Rs. 48800	Cell 4	50300
	Cell 5	51800

Sd/-

**K.A.P SINHA,**

Principal Secretary to Government of Punjab,  
Department of Finance.

2401/9-2021/Pb. Govt. Press, S.A.S. Nagar

  
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# Punjab Government Gazette

## EXTRAORDINARY

*Published by Authority*

CHANDIGARH, MONDAY, JULY 5, 2021 (ASADHA 14, 1943 SAKA)

### GOVERNMENT OF PUNJAB

DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-1 BRANCH)

### NOTIFICATION

The 5th July, 2021

**No. 09/01/2021-5FP1/671.-** In exercise of the powers conferred by the proviso to Article 309 read with clause (3) of Article 187 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab, after consultation with the Speaker of the Punjab Vidhan Sabha, in so far as such consultation is necessary, in terms of the provisions of clause (3) of the said Article 187, is pleased to make the following rules, namely:-

### RULES

**1. Short title and commencement.-** (1) These rules may be called the Punjab Civil Services (Revised Pay) Rules, 2021.

(2) They shall be deemed to have come into force on and with effect from the first day of January, 2016.

**2. Application.-** (1) Save as otherwise expressly provided by or under these rules, they shall apply to all the persons appointed to the services and posts in connection with the affairs of the State of Punjab and staff of the Punjab Vidhan Sabha Secretariat provided that the staff of the Punjab Vidhan Sabha shall get pay/allowances and other benefits at par with the staff of the Punjab Civil Secretariat as per provisions of rule 14 of the Punjab Vidhan Sabha Secretariat Services Rules, 2007.

(2) They shall not apply to the-

- (a) members of the All India Services serving in connection with the affairs of the State of Punjab;
- (b) Government employees recruited in the service of the State of Punjab or the Punjab Vidhan Sabha, on or after 17.07.2020, on whom pay scales, on the pattern of the Government of India are applicable;
- (c) Government employees whose scales of pay have been determined on the recommendations of the University Grants Commission;

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
- (d) persons not in the whole-time employment of the Government of Punjab;
- (e) persons paid out of contingencies;
- (f) persons employed on contract basis, except when the contract provides otherwise; and
- (g) persons specifically excluded wholly or in part from the operation of these rules.

**3. Definitions.-** In these rules, unless there is anything repugnant in the subject or context,

- (a) **“existing basic pay” or “pre-revised basic pay”** means pay drawn in the prescribed existing Pay Band and Grade Pay or pay in the existing scale including ex-gratia annual increment(s), but does not include any other type of pay like 'Special Pay', 'Non Practicing Allowance', 'Secretariat Pay' etc;
- (b) **“existing scale” or “existing Pay Band and Grade Pay”** in relation to the Government employee means the scale in respect of the post held or higher scale granted under the Assured Career Progression Scheme to him or, as the case may be, personal scale allowed to him on the 31st day of December, 2015, whether in a substantive or officiating capacity;

**Explanation.** In the case of a Government employee who was on the 31st day of December, 2015, on deputation out of India or on leave or on foreign service, or who would have on that date officiated in one or more lower posts, but for his officiating in a higher post, "existing scale" shall include the scale applicable to the post which he would have held, but for his being on deputation out of India or on leave or on foreign service, or, as the case may be, but for his officiating in a higher post;

- (c) **"existing emoluments"** means the sum of-
  - (i) existing basic pay as on the 31st day of December, 2015; and
  - (ii) dearness allowance appropriate to the pay in the existing basic pay;
- (d) **"Government"** means the Government of the State of Punjab in the Department of Finance;
- (e) **"Pay Matrix"** means Matrix specified in the Schedule, with Levels of pay arranged in vertical cells as assigned to corresponding existing Pay Band and Grade Pay or scale;
- (f) **"Level"** in the Pay Matrix shall mean the Level corresponding to the Pay Band and Grade Pay or scale specified in the Schedule;
- (g) **"Pay in the Level"** means pay drawn in the appropriate Cell of the Level as specified in the Schedule;
- (h) **“revised pay structure”** in relation to a post means the Pay Matrix and the Levels specified therein corresponding to the existing Pay Band and Grade Pay or scale of the post unless a different revised Level is notified separately for that post;
- (i) **“basic pay” in the revised pay structure or “revised pay”** means the pay drawn in the prescribed Level in the Pay Matrix, but does not include any other type of pay like 'Special Pay', 'Non Practicing Allowance', 'Secretariat Pay' etc.;
- (j) **“revised emoluments”** means the pay in the Level of a Government employee in the revised pay structure and includes dearness allowance; and
- (k) **“Schedule”** means the Schedule, appended to these rules.

  
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4. **Level of posts.-** The Level of posts shall be determined in accordance with the Grade Pay assigned to the post as per the recommendations of the 5th Punjab Pay Commission notified by the Government in the year 2009.
5. **Drawl of pay in revised pay structure.-** Save as otherwise provided in these rules, a Government employee shall draw pay in the Level in the revised pay structure applicable to the post to which he is appointed.
6. **Exercise of option.-** (1) The Government employee shall exercise option in the Form appended to these rules so as to reach the authority specified in sub-rule (2), within a period of two months from the date of notification of these rules:

**Provided that:-** (i) in the case of a Government employee, who on the date of notification of these rules, is on Ex-India leave or on deputation or on foreign service or on active service, the option shall be exercised in the said Form so as to reach the said authority within a period of one month from the date of his taking the charge of his post under the Government of Punjab, if that date is later than the date specified in this sub-rule; and

(ii) where a Government employee is under suspension on the date of notification of these rules, the option shall be exercised within a period of one month from the date of his return to his duty, if that date is later than the date specified in this sub-rule.

- (2) The option in the Form shall be submitted by the Government employee to the Head of the Office.
- (3) If the option is not received within the time specified in sub-rule (1), the Government employee shall be deemed to have elected to be governed by the revised pay structure with effect from first day of January, 2016. The Head of the Office shall determine his pay in the revised pay structure with reference to provisions of rule 7 of these rules.
- (4) The option once exercised shall be final.

**Note 1.** Persons, whose services were terminated on or after the first day of January, 2016 and who could not exercise their option within the specified period, on account of discharge on the expiry of the sanctioned posts, resignation, dismissal or discharge on disciplinary grounds, shall be entitled to the benefits under these rules, if otherwise admissible.

**Note 2.** Persons, who have died on or after the first day of January, 2016 and could not exercise the option within the specified period shall be deemed to have opted for the revised pay structure on and from the first day of January, 2016.

**Note 3.** Persons, who were on earned leave or any other leave on the first day of January, 2016, which entitled them to leave salary, shall be allowed the benefits admissible under these rules.

7. **Fixation of pay in the revised pay structure.** The basic pay of a Government employee shall, unless in any case, the Government by special order otherwise directs, be fixed in the revised pay structure in terms of the provisions of these rules in the following manner, namely:-
- (I). **The Government Employees recruited in the service before 01.01.2016 on whom the instructions No. 7/204/2012-4FP1/66, dated 15.01.2015 (hereinafter referred to as the instructions dated 15.01.2015) are not applicable:** The revised pay shall be determined in the following manner:-
- (a) **The posts/categories, whose Pay Band and/or Grade Pay was not re-revised after the implementation of recommendations of the 5th Punjab Pay Commission in 2009:** The pay in

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the applicable Level in the Pay Matrix, as on 1st day of January, 2016 shall be the pay obtained by multiplying the existing basic pay as on 31.12.2015 by a factor of 2.59 (See Illustration No.1).

- (b) **The posts/categories, whose Pay Band and/or Grade Pay was re-revised in 2011:** Revised pay in such cases, shall be determined, as per the following two methodologies; namely:-
- (i) **Taking into consideration the impact of re-revisions of 2011:** The pay in the applicable level in the Pay Matrix, as on the 1st day of January, 2016 shall be the pay obtained by multiplying the existing basic pay as on 31.12.2015, by a factor of 2.25.
- (ii) **Ignoring the impact of re-revision(s) of 2011:** The second method involves calculating the notional pay of the Government employee after excluding/ignoring the re-revision(s) granted in 2011. The pay of a Government employee, as on 31.12.2015, shall be fixed notionally by excluding the benefit element of 2011 re-revision. Once the presumptive pay is worked out as on 31.12.2015, the multiplier factor of 2.59 shall be applied to arrive at the revised pay as on the first day of January, 2016.
- (iii) The Government employee shall be at liberty to choose one of the above two methods, whichever is beneficial to him, to arrive at his revised pay (See Illustration No. 2 & 3).
- (II). **The Government Employees recruited in the service from 01.01.2016 to 16.07.2020 (both days inclusive):** The revised pay in such cases shall be determined on the same analogy, as the revised pay for the Government employees recruited in the service before 01.01.2016 has been determined. The revised pay in such cases shall be calculated as follows:-
- (a) The date, for the purpose of fixation of revised pay, shall be the date of joining.
- (b) **The posts/categories, whose Pay Band and/or Grade Pay was not re-revised after the implementation of recommendations of the 5th Punjab Pay Commission in 2009,** the multiplier factor shall be 2.59 of the Pay (Basic Pay+ Grade Pay/Minimum of the Pay Band, as the case may be) admissible on the date of joining to arrive at the revised pay of the Government employee as on the date of joining (See Illustration No. 4 & 5).
- (c) **The posts/categories, whose Pay Band and/or Grade Pay were re-revised in 2011:**
- (i) **Taking into consideration the impact of re-revision(s) of 2011:** The multiplier factor shall be 2.25 of the Initial Pay admissible to the Government employee on the date of joining, after including the benefit of re-revision of pay scales granted in 2011, to arrive at the revised pay of the Government employee as on the date of joining.
- (ii) **Ignoring the impact of re-revision(s) of 2011:** The second method involves calculating the notional pay of the Government employee on the date of joining, after excluding/ignoring the impact of re-revision(s) of 2011. The notional Pay Band and Grade Pay of the Government employee, in terms of the recommendations of the 5th Punjab Pay Commission implemented in 2009, be identified, whereafter the Initial Pay corresponding to the above Grade Pay shall be determined. The multiplier factor of 2.59 will be then applied on such Initial Pay to arrive at the revised pay as on the date of joining.
- (iii) The Government employee shall be at liberty to choose one of the above two methods i.e. 7 (II) c (i) or (ii), whichever is beneficial to him, to arrive at his revised pay (See Illustration No. 6 & 7).
- (iv) **In case of the Government employees on whom instructions dated 15.01.2015 w.r.t. admissibility of Minimum of the Pay Band are applicable:** In such cases, the above

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multiplying factor(s), after the exercise of the option by the Government employee, shall be applied on the Minimum of the Pay Band to arrive at the revised pay during the period of probation and any extensions thereof, and the same multiplying factor shall be applicable on the Initial Pay admissible on successful completion of probation (See Illustration No. 8 & 9).

- (v) The multiplying factor cannot be different for the period of probation and period of service after the successful completion of probation.

(III). **The Government Employees recruited in the service from 15.01.2015 to 31.12.2015 (both days inclusive):** The revised pay in such cases where the instructions dated 15.01.2015 are applicable with respect to Minimum of the Pay Band shall be calculated on the same analogy as for the Government employees recruited in the service of the Government of Punjab on or after 01.01.2016, as elaborated in Rule 7 (II). However, the date for the purpose of fixation of revised pay shall be 31.12.2015 in case of such Government employees (See Illustration No. 10).

(IV). The posts/categories whose Pay Band and/or Grade Pay was re-revised after the implementation of recommendations of the 5th Punjab Pay Commission in 2009 to draw parity with the posts/categories whose Pay Band and/or Grade Pay was re-revised in 2011, their pay shall also be fixed on the same analogy as elaborated in this rule.

(V). In all the above cases i.e. (I), (II), (III) and (IV), the resultant pay shall be rounded-off to the nearest rupee. This rounded-off figure shall be located in the Level, which is corresponding to the Grade Pay granted to the post in view of the 5th Punjab Pay Commission recommendations or in the Level, which is corresponding to the entitled Grade Pay in which his Pay/Presumptive Pay has been fixed with the benefit of Assured Career Progression (ACP) (See Illustration No. 11 & 12):

**Provided that** in case of the Government employees on whom instructions dated 15.01.2015 are applicable, only fixed emoluments after revision shall be paid during probation period and any extension thereof and the pay of such Government employees shall be fixed in Level of Pay Matrix only on successful completion of the probation period.

**Note 1.** If after the application of the multiplying factor, the identical figure is not available in the corresponding Level, the next higher figure close to it would be the revised pay of the concerned Government employee.


**Note 2.** In case of the Government employee, who is in receipt of Special Pay, Family Planning Allowance, Special Allowance or Non-Practicing Allowance (NPA) or by whatever name it may be called at the same rate or at different rates, shall draw allowances, with the revised pay in accordance with the individual notifications relating to allowances.

**Note 3.** Where the increment of a Government employee falls on the first day of January, 2016 he shall have the option to draw the increment in the existing scale or in the revised pay structure.

**Note 4.** A Government employee, who is on leave on the first day of January, 2016 and is entitled to leave salary, shall be entitled to pay in the revised pay structure from the first day of January, 2016.

**Note 5.** A Government employee under suspension shall continue to draw subsistence allowance based on the existing scale and his pay in the revised pay structure shall be subject to the final order on the pending disciplinary proceedings.

**Note 6.** Where in the fixation of pay under this rule, a Government employee, who, in the existing scale was drawing immediately before the first day of January, 2016, more pay than another Government employee junior to him in the same cadre, gets his pay fixed in the revised pay structure in a Cell lower

  
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than that of such junior, his pay shall be stepped up to the same Cell in the revised pay structure as that of the junior.

**Note 7.** In case, where a senior Government employee promoted to a higher post before the first day of January, 2016, draws less pay in the revised pay structure than his junior, who is promoted to a higher post on or after the first day of January, 2016, the pay of the senior Government employee, shall be stepped up in the revised pay structure to an amount equal to the pay, as fixed for his junior in that higher post. The stepping up shall be done with effect from the date of promotion of the junior Government employee subject to the fulfillment of the following conditions, namely:-

- (a) The junior and the senior Government employees should belong to the same cadre and the posts in which they have been promoted should also be identical in the same cadre ;
- (b) The existing scale and Pay Matrix Level of the lower and higher posts in which they are entitled to draw pay should be identical ;
- (c) The senior Government employee at the time of promotion to higher level should have been drawing equal or more pay than the junior. However, no relief shall be given, if the senior Government employee exercises an option to get his pay fixation/promotion, postponed;
- (d) The anomaly should be directly as a result of application of the provisions of these rules or any other rule or order regulating pay fixation on such promotion in the revised pay structure. However, if in the lower post, the junior Government employee was drawing more pay in the existing scale than his senior by virtue of any advance increment(s) granted to him or due to any inflation in pay other than by way of normal pay fixation, the provisions of this note shall not be applied for stepping up the pay of the senior Government employee:

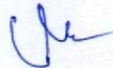
**Provided that** the benefit of stepping up of pay can be allowed to the senior second time, if the anomaly has arisen with reference to the pay of the same junior, in respect of whom, the pay of the senior was stepped up first time;

**Provided further that** the senior Government employee shall be entitled to earn next increment on the same date as that of his junior with respect to whom, he had got stepped up his pay.

**Note.** The increment of senior Government employee should not have been stopped/withheld due to penalty, or otherwise.

8. **Drawl of revised pay.** (1) The revised pay under these rules shall be drawn from the first day of July, 2021 (payable in August, 2021).  
(2) The Government employee, who was on extension in service, as on 01.01.2016 or thereafter, shall not be paid any arrears, if any, for the extended period of service, due to revision of pay, as per provisions of these rules, or for any other reasons.
9. **Arrear of revised pay.** Notwithstanding anything contained in these rules, the arrears with effect from the 1st day of January, 2016 to 30th day of June, 2021 shall be paid in such manner and at such time as may be approved by the Government.
10. **Rate of increment in the revised pay structure.** The rate of increment in the revised pay structure shall be three percent of the basic pay, uniformly for all the Government employees, which is reflected in the vertical range of each Cell of the Pay Matrix (See Illustration No. 13):

**Provided that** a Government employee who reaches at the maximum of the Pay Matrix Level applicable to him shall no longer be granted the increment.

  
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11. **Date of next increment.** The next increment of a Government employee, whose pay has been fixed in the revised pay structure in accordance with rule 7 shall be granted on the date, he would have drawn his increment, had he continued in the existing scale:

**Provided that** the next increment of a Government employee whose pay is fixed on the first day of January, 2016 at the same stage as the one, fixed for another Government employee junior to him in the same cadre and drawing pay at a lower or equal stage than his senior in the existing scale, shall be granted on the same date as admissible to his junior, if the date of increment of the junior happens to be earlier.

**Note.** The increment of senior Government employee should not have been stopped/withheld due to penalty, or otherwise.

12. **Fixation of pay on promotion.** The fixation of pay in case of promotion from one Level to another in the revised pay structure shall be made in the following manner, namely:-

(I). the Government employee shall progress ahead on the horizontal range in Pay Matrix on Promotion/non-functional financial upgrade;

(II). on promotion from one Level to another, the Government employee shall have an option to get his pay fixed in the higher post either from the date of his promotion or from the date of his next increment. The option may be exercised within a period of one month from the date of his promotion;

(III). **in case, the Government employee opts to get his pay fixed on the higher post from the date of his promotion,** one increment shall be given in the Level from which the Government employee is promoted and he shall be placed at a Cell equal to the figure so arrived at in the Level of the post to which promoted, and if no such Cell is available in the Level to which he is promoted, he shall be placed at the next higher Cell in that Level. The next increment in the higher post shall be granted after completion of qualifying service of twelve months (See Illustration No. 14);

(IV). **in case, the Government employee opts to get his pay fixed from the date of his next increment, in the Level of the post from which Government employee is promoted,** his pay shall be regulated as under:-

(a) From the date of promotion till his date of next increment, the Government employee shall be placed at the next higher Cell in the Level of the post to which he is promoted.

(b) Subsequently, on the date of next increment, in the Level of the post to which Government employee is promoted, his pay shall be re-fixed and two increments (one accrued on account of annual increment and the second accrued on account of promotion) may be granted in the Level from which the Government employee is promoted and he shall be placed, at a Cell equal to the figure so arrived, in the Level of the post to which he is promoted; and if no such Cell is available in the Level to which he is promoted, he shall be placed at the next higher Cell in that Level (See Illustration No. 15).

(c) The next increment in the higher post in this case shall be granted after completion of qualifying service of twelve months from the date of re-fixation;

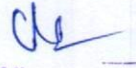
(V). in case a Government employee, who stands promoted during the period from 1st day of January, 2016 to the date of notification of these rules, the option may be exercised within a period of three months from the date of such notification. The option once exercised, shall be final.

13. **Overriding effect.-** The provisions of the Punjab Civil Services Rules, Volume-I, Part-I and Volume-II, the Punjab Civil Services (Revised Scales of Pay) Rules, 1979, the Punjab Civil Services (Revised Pay)

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Rules, 1988, the Punjab Civil Services (Revised Pay) Rules, 1998 and the Punjab Civil Services (Revised Pay) Rules, 2009, as amended from time to time, shall not, save as otherwise provided in these rules, apply to the cases, where pay is regulated under these rules, to the extent they are inconsistent with these rules.

- 14. Power to relax.-** Where the Government is satisfied that the operation of these rules causes undue hardship to any individual Government employee or class of Government employees, it may, by an order in writing, relax or dispense with any of the provisions of these rules to such extent and subject to such conditions, as it may consider necessary.
- 15. Interpretation.-** If any question arises relating to the interpretation of any of the provisions of these rules, the Government shall decide the same.

  
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**FORM**

(See rule 6)

(1) I, \_\_\_\_\_ hereby opt for the revised pay structure with effect from 01.01.2016.

(2) I, \_\_\_\_\_ hereby opt the multiplying factor of \_\_\_\_\_ as per Rule \_\_\_\_\_.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

iHRMS Code \_\_\_\_\_

Department/Office in which employed  
\_\_\_\_\_**UNDERTAKING**

I, hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date:

Signature \_\_\_\_\_

Place:

Name \_\_\_\_\_

Designation \_\_\_\_\_

iHRMS Code \_\_\_\_\_

Department/Office in which employed  
\_\_\_\_\_

  
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No.09/01/2021-SFP1/1360-65  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-1 BRANCH)

Dated, Chandigarh: 26/10/2021

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab.
- ii) All Head of Departments of the State.
- iii) All Commissioners of Divisions.
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh.
- v) All Deputy Commissioners and District & Sessions Judges and.
- vi) Secretary, Punjab Vidhan Sabha

**Subject: - Clarification regarding grant of arrear of the revised pay as per 6th Punjab Pay Commission.**

R/ Sir/madam,

ਇਸ ਅੰਕਿਤ ਸਮੇਲ ਸਬੰਧੀ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਅਤੇ ਸਪਸ਼ਟ ਕਰਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: 09/01/2021-SFP1/671 ਮਿਤੀ 05.07.2021 ਵਿੱਚ ਹੇਠ ਅਨੁਸਾਰ ਉਪਰੰਤ ਕੀਤਾ ਗਿਆ ਹੈ:-


*Arrear of revised pay:- Notwithstanding anything contained in these rules, the arrears with effect from the 1st day of January, 2016 to 30th day of June, 2021 shall be paid in such manner and at such time as may be approved by the Government.*

ਇਸ ਉਪਰੰਤ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: 09/01/2021-SFP1/1228 ਮਿਤੀ 20.09.2021 (15% minimum assured increase ਦੇ ਖੇਤਰ) ਵਿੱਚ ਹੇਠ ਅਨੁਸਾਰ ਉਪਰੰਤ ਕੀਤਾ ਹੈ:-

*Provided further that no arrear shall be given from 01.01.2016 to 30.06.2021 for such enhancement.*

2. ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਉਕਤ ਦੋਨੋਂ ਨੋਟੀਫਿਕੇਸ਼ਨਾਂ ਵਿੱਚ ਰਿਵਾਇਲਡ ਪੇਅ ਦੇ ਏਰੀਅਰ ਸਬੰਧੀ ਕੀਤੇ ਉਪਰੰਤ ਸਬੰਧੀ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਜਿਹੜੇ ਕਰਮਚਾਰੀ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: 09/01/2021-SFP1/1228 ਮਿਤੀ 20.09.2021 ਵਿੱਚ ਕਵਰ ਕਰਦੇ ਹਨ, ਉਹਨਾਂ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਵੀ ਰਿਵਾਇਲਡ ਪੇਅ ਦਾ ਏਰੀਅਰ ਦਿੱਤਾ ਜਾਵੇਗਾ ਜੇ ਕਿ 2.25/2.59 ਦੇ ਫੁਟਾਕ ਨਾਲ ਫਿਕਸ ਹੋਈ ਤਨਖਾਹ ਲਈ ਮਿਲੇਗਾ ਭਾਵ ਕਰਮਚਾਰੀ ਨੂੰ ਰਿਵਾਇਲਡ ਤਨਖਾਹ ਦੇ ਖੇਤਰ (15% ਨਾਲ ਹੋਇਆ ਵਾਧਾ Minus (-) 2.25/2.59 ਨਾਲ ਹੋਇਆ ਵਾਧਾ) ਦਾ ਏਰੀਅਰ ਮਿਲਣਯੋਗ ਨਹੀਂ ਹੋਵੇਗਾ (Illustration enclosed)

Yours faithfully

  
(Jaswinder Singh)  
Under Secretary Finance

  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Endst. No. 09/01/2021-SFP1/1366-67

Dated, Chandigarh, 26-10-2021

A copy of the above is forwarded to the following for information and necessary action:-

1. Accountant General (Audit), Punjab
2. Accountant General (A&E), Punjab, Chandigarh

*Sumita Tishya*  
Superintendent

Endst. No. 09/01/2021-SFP1/1368-73

Dated, Chandigarh, 26-10-2021

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The Secretary to the Govt of Himachal Pradesh, Finance Department, Shimla
- 2) All the Distt Treasury Officer / Treasury Officers in the State for information and necessary action.
- 3) The Pay and Accounts Officer, Punjab Bhawan, Copernicus Marg, New Delhi, and
- 4) The Director (E.G.), Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.
- 5) The Finance Secretary, Chandigarh Administration, Chandigarh; and
- 6) The Resident Commissioner, Punjab Bhawan, Copernicus Marg, New Delhi.

*Sumita Tishya*  
Superintendent

Endst. No. 09/01/2021-SFP1/1374-75

Dated, Chandigarh, 26-10-2021

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The Chief Secretary to Govt. of Punjab, Chandigarh.
- 2) The Resident Commissioner, Punjab Bhawan, New Delhi.

*Sumita Tishya*  
Superintendent

Endst. No. 09/01/2021-SFP1/1376-81

Dated, Chandigarh, 26-10-2021

A copy of the above is forwarded to the following for information and necessary action:-

- (i) The Registrar, Agricultural University, Ludhiana.
- (ii) The Registrar, Punjab University, Patiala
- (iii) The Registrar, Guru Nanak Dev University, Amritsar.
- (iv) The Registrar, Punjab University, Chandigarh;
- (v) The Registrar, Guru Angad Dev Veterinary And Animal Sciences University, Ludhiana; and
- (vi) The Secretary to the Sixth Punjab Pay Commission, Chandigarh.

*Sumita Tishya*  
Superintendent

**INTERNAL DISTRIBUTION**

- (i) Directorate of Financial Resources and Economic Intelligence;
- (ii) Directorate of Public Enterprises and Disinvestment with a request to endorse this copy to all the PSUs/ Boards/ Corporations etc. of Government of Punjab;

All branches of Department of Finance.

*Je*  
Assistant Registrar (HRM)  
Gujral Punjab Technical University  
Jalandhar

No.09/02/2021-5FP1/1451  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-I BRANCH)

Dated, Chandigarh: 23.11.2021.

To

- (i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab
- (ii) All Head of Departments of the State;
- (iii) All Commissioners of Divisions;
- (iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- (v) All Deputy Commissioners and District & Sessions Judges and;
- (vi) Secretary, Punjab Vidhan Sabha

**Subject - Implementation of Sixth Punjab Pay Commission - Clarification regarding 15% enhancement to the employees recruited between 1.1.2016 to 16.07.2020.**

R/ Sir/madam,

On the subject cited above and in continuation to the Punjab Civil Services (Revised Pay) First Amendment Rules 2021, I am directed to clarify that Punjab Civil Services (Revised Pay) First Amendment Rules 2021 issued by the Finance Department vide no. 09/01/2021-5FP1/1228 dated 20-09-2021 will also be applicable to the Government employees recruited between 1-1-2016 to 16-07-2020 with the following conditions:-

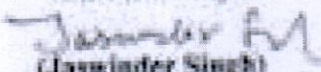
- (i) Pay of the Government employee recruited on or after 01.01.2016 and upto 16.07.2020 shall not be in any case be more than his/her immediate senior Government employee/employees in the cadre. If this condition arises, then the pay of the junior employee will be fixed at the same level as the senior. In case of any wrong fixation of pay under the cover of extending minimum 15% raise shall entail recovery from the salary of the concerned Government employee on its detection at any stage.
- (ii) The pay of a Government employee fixed in accordance with these instructions shall not entitle the senior to get the benefit of his pay to be revised under senior-junior pay fixation instructions issued from time to time. The instructions on the issue earlier issued by Finance Department from time to time shall stand amended to this effect.
- (iii) During probation period, the employee will not get any arrears. After successful clearance of the probation and estereams thereof, if any, arrear of the factor 2.25 / 2.59 will be granted and the arrear of increase in pay with minimum 15% enhancement minus (-) increase in salary with factor 2.25/2.59 shall not be admissible.

Assistant Registrar (HRM)  
JK Gujral Punjab Technical University  
Jalandhar

2. It is also clarified that in cases where a Government employee has already been placed in higher pay scale between 1.1.2016 and the date of notification of Rules issued by the Department of Finance vide No. 0901/2021-SFP1/1228 dated 20.09.2021 on account of promotion, the Government employee shall have the option switch over to the revised pay structure from the date of such promotion, provided he/she will have to forego the claims of arrears during the period of 01.01.2016 to the date of promotion.

3. Notification regarding amendment in Punjab Civil Services (Revised Pay) Rules 2021 will be issued in due course.

Yours faithfully


  
(Jaswinder Singh)  
Under Secretary Finance

Dated, Chandigarh, 27.11.2021

Endst. No. 0902/2021-SFP1/1453-43

A copy of the above is forwarded to the following for information and necessary action -

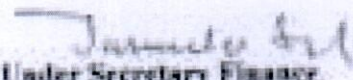
1. Accountant General (Audit), Punjab
2. Accountant General (A&E), Punjab, Chandigarh

  
Under Secretary Finance  
Dated, Chandigarh, 02.11.2021

Endst. No. 0902/2021-SFP1/1454-39

A copy of the above is forwarded to the following for information and necessary action -


- 1) The Secretary to the Govt of Himachal Pradesh, Finance Department, Shimla.
- 2) All the Dist. Treasury Officer / Treasury Officers in the State for information and necessary action.
- 3) The Pay and Accounts Officer, Punjab Bhawan, Copernicus Marg, New Delhi, and
- 4) The Director (E.G.), Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.
- 5) The Finance Secretary, Chandigarh Administration, Chandigarh, and
- 6) The Resident Commissioner, Punjab Bhawan, Copernicus Marg, New Delhi.

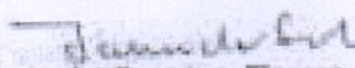
  
Under Secretary Finance  
Dated, Chandigarh, 02.11.2021

Endst. No. 0902/2021-SFP1/1440-41

A copy of the above is forwarded to the following for information and necessary action -

- 1) The OSD/ Chief Secretary to Govt of Punjab, Chandigarh.
- 2) The Resident Commissioner, Punjab Bhawan, New Delhi.

  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar


  
Under Secretary Finance

Enst. No. (0402/2021-SFPI/1982 - 47)

Dated, Chandigarh, 02.11.2021

A copy of the above is forwarded to the following for information and necessary action:-

- (i) The Registrar, Agricultural University, Ludhiana
- (ii) The Registrar, Panjabi University, Patiala
- (iii) The Registrar, Guru Nanak Dev University, Amritsar
- (iv) The Registrar, Punjab University, Chandigarh,
- (v) The Registrar, Gura Angad Dev Veterinary And Animal Sciences University, Ludhiana, and
- (vi) The Secretary to the Sixth Punjab Pay Commission, Chandigarh.

  
Under Secretary Finance

**INTERNAL DISTRIBUTION**

- (i) Directorate of Financial Resources and Economic Intelligence,
- (ii) Directorate of Public Enterprises and Disinvestment with a request to endorse this copy to all the PSU's/ Boards/ Corporations etc. of Government of Punjab,

All branches of Department of Finance.


  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Enclt. No. 09/02/2021-SPP/1952 - 47

Dated, Chandigarh, 02.11.2021

A copy of the above is forwarded to the following for information and necessary action:-

- (i) The Registrar, Agricultural University, Ludhiana
- (ii) The Registrar, Punjabi University, Patiala
- (iii) The Registrar, Guru Nanak Dev University, Amritsar
- (iv) The Registrar, Punjab University, Chandigarh,
- (v) The Registrar, Gura Angad Dev Veterinary And Animal Sciences University, Ludhiana, and
- (vi) The Secretary to the Sixth Punjab Pay Commission, Chandigarh

  
Under Secretary Finance

**INTERNAL DISTRIBUTION**

- (i) Directorate of Financial Resources and Economic Intelligence,
- (ii) Directorate of Public Enterprises and Disinvestment with a request to endorse this copy to all the PSU's/ Boards/ Corporations etc. of Government of Punjab,

All branches of Department of Finance.



Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

- v) The eligibility for grant of House Rent Allowance to the employees shall be determined with reference to the place of posting of the employees.
- vi) The other existing terms & conditions regarding grant of House Rent Allowance, not covered in the above points shall continue to be in force.
2. The above decision shall be effective from 1<sup>st</sup> July, 2021.

Yours faithfully,

*Smiley Tichu*  
Superintendent

Endst. No. 4/01/2021-5FPI/1316-1317

Dated, Chandigarh, 12-10-2021

A copy of the above is forwarded (included one spare copy) to the following for information and necessary action -

1. Accountant General (Audit), Punjab.
2. Accountant General (A&E), Punjab, Chandigarh

*Smiley Tichu*  
Superintendent

Endst. No. 4/01/2021-5FPI/1312-1317

Dated, Chandigarh, 12-10-2021

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The Secretary to the Govt of Himachal Pradesh, Finance Department, Shimla.
- 2) The Director, Directorate of Public Enterprises and Disinvestment, Punjab, Chandigarh.
- 3) All the Distt Treasury Officer / Treasury Officers.
- 4) Superintendent Finance Budget-1 Branch
- 5) Superintendent Finance Budget-2 Branch
- 6) State Information Officer/ NIC, Punjab Civil Secretariat, Chandigarh

*Smiley Tichu*  
Superintendent

Endst. No. 4/01/2021-5FPI/1318-1319

Dated, Chandigarh, 12-10-2021

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The Chief Secretary to Govt of Punjab, Chandigarh.
- 2) The Resident Commissioner, Punjab Bhawan, New Delhi.

*Smiley Tichu*  
Superintendent

*de*  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar



1/242773/2021

Government of Punjab  
Department of Finance  
(Finance Personnel-2 Branch)

06.09.2021

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioner, Principal Secretaries & Administrative Secretaries to Government of Punjab;
- ii) All Heads of the Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners & District & Session Judges and;
- vi) Secretary, Punjab Vidhan Sabha.

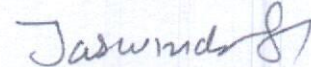
Subject: Implementation of recommendations of 6<sup>th</sup> Punjab Pay Commission - Revision of Conveyance Allowance.

Sir/Madam,

I am directed to say that the Governor of Punjab, after due consideration of the recommendations of 6<sup>th</sup> Punjab Pay Commission, has decided to increase the Conveyance Allowance by making double of the present rates. (For example - In case an employee is getting Conveyance Allowance of Rs. 300/- per month, it shall be revised to Rs. 600/- per month.)

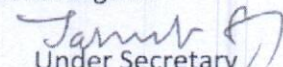
2. These orders shall be effective from 1<sup>st</sup> July, 2021.
3. Necessary amendments in the rules shall be made in due course.

Yours faithfully,

  
(Jaswinder Singh)  
Under Secretary


A copy each is forwarded to:-

- (i) The Principal Accountant General (Audit) Punjab, Chandigarh.
- (ii) The Principal Accountant General (A&E) Punjab, Chandigarh.

  
Under Secretary

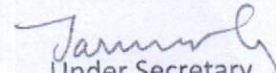
A copy of the above is forwarded to the Private Secretary/Chief

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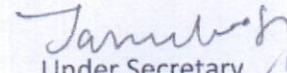
  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

1/242773/2021

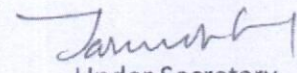
Secretary, Government of Punjab for information and necessary action.

  
Under Secretary

A copy of the above is forwarded to the Secretary, Government of Punjab, Department of Personnel for necessary action.

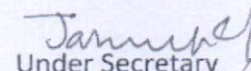
  
Under Secretary

A copy is forwarded to all the District Treasury Officers/Treasury Officers in the State for information and necessary action.

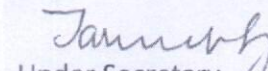
  
Under Secretary

A copy of the above is forwarded to the following for information and necessary action:-

- (i) Chief Principal Secretary/ Chief Minister, Punjab, Chandigarh.
- (ii) Principal Secretary/ Chief Minister, Punjab for Information to Hon'ble Chief Minister.
- (iii) State Information Officer/NIC., Punjab Civil Secretariat, Chandigarh.

  
Under Secretary

A copy of the above is forwarded to the Director, Public Enterprises and Disinvestment with the request that the requisite monitoring of these instructions applicable on the organizations may please be ensured.

  
Under Secretary

Internal Distribution :-

- (i) Directorate of Financial Resources and Economic Intelligence.
- (ii) All Branches in the Department of Finance.

  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

No. 03/01/2021-1FP1/1105  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-1 BRANCH)

Dated, Chandigarh: 07/09/2021

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab.
- ii) All Head of Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners and District & Sessions Judges and;
- vi) Secretary, Punjab Vidhan Sabha.

**Subject:- Implementation of recommendations of 6<sup>th</sup> Punjab Pay Commission. - Dearness Allowance to the employees of Government of Punjab w.e.f. 01.01.2016.**

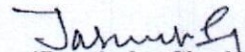
Sir/Madam,

I am directed to refer to this Department's Notification No. 09/01/2021-5FP1/671 dated 05<sup>th</sup> July, 2021 and to convey that the Governor of Punjab is pleased to announce dearness allowance to all the Employees of Government of Punjab w.e.f. 01.01.2016 as under:-

Sr. No.	Dearness Allowance / Dearness Relief as on	Rate of DA/DR in revised pay scales.
1.	01.01.2016	00%
2.	01.07.2016	02%
3.	01.01.2017	04%
4.	01.07.2017	05%
5.	01.01.2018	07%
6.	01.07.2018	09%
7.	01.01.2019	12%
8.	01.07.2019	17%

2. The arrears of this dearness allowance will be paid along with the arrears of the revised pay calculated as per notification No.09/01/2021-5FP1/671 dated 05<sup>th</sup> July, 2021.

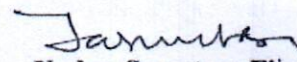
Yours faithfully,


  
(Jaswinder Singh)

Under Secretary Finance

Endst. No. No. 03/01/2021-1FP1/1106-1109 Dated, Chandigarh: 07/09/2021  
A copy of the above is forwarded (included one spare copy) to the following for information and necessary action:-

1. Accountant General (Audit), Punjab.
2. Accountant General (A&E), Punjab, Chandigarh.
3. Accountant General,(A&E) Uttarakhand, Obrai Motor Building, Saharanpur Road Majra, Dehradun.
4. Accountant General,(A&E), Allahabad, U.P.

  
Under Secretary Finance

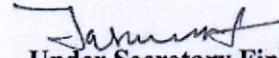
  
Assistant Registrar (HRM)  
JK Gujral Punjab Technical University  
Jalandhar

Endst. No. No. 03/01/2021-1FP1/ 1110-1115 Dated, Chandigarh: 07/09/2021

A copy of the above is forwarded to the following for information and necessary

action:-

- 1) The Secretary to the Govt of Himachal Pradesh, Finance Department, Shimla.
- 2) The Director, Directorate of Public Enterprises and Disinvestment, Punjab, Chandigarh.
- 3) All the District Treasury Officer / Treasury Officers.
- 4) Superintendent Finance Budget-1 Branch.
- 5) Superintendent Finance Budget-2 Branch.
- 6) State Information Officer/ NIC, Punjab Civil Secretariat, Chandigarh.

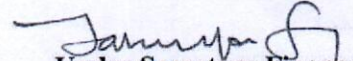
  
Under Secretary Finance

Endst. No. No. 03/01/2021-1FP1/1116-1118 Dated, Chandigarh: 07/09/2021

A copy of the above is forwarded to the following for information and necessary

action:-

- 1) The Chief Secretary to Govt. of Punjab, Chandigarh.
- 2) The Resident Commissioner, Punjab Bhawan, New Delhi.
- 3) The Principal Secretary Finance, Uttarakhand-4, Subhash Road, Secretariat Deharadoon-248008.

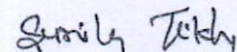
  
Under Secretary Finance

Endst. No. No. 03/01/2021-1FP1/ 1119-1126 Dated, Chandigarh: 07/09/2021

A copy of the above is forwarded to the following for information and necessary

action:-

- 1) The Registrar, Agriculture University, Ludhiana.
- 2) The Registrar, Punjabi University, Patiala.
- 3) The Registrar, Guru Nanak Dev University, Amritsar.
- 4) The Registrar, Punjab University, Chandigarh.
- 5) The Registrar Dr. B.R. Ambedkar Technical University, Jalandhar.
- 6) The Registrar, Guru AangadDev University Veterinary and Animal Science, Ludhiana.
- 7) The Registrar, Baba Farid Medical Sciences and Research University, Faridkot
- 8) The Registrar, Guru Ravidas Ayurvedic University, Hoshiarpur.

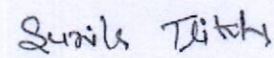
  
Superintendent


Endst. No. No. 03/01/2021-1FP1/1127-1135 Dated, Chandigarh: 07/09/2021

A copy of this is also forwarded to the following for information and necessary

action:-

1. Accountant General (A & E), Punjab. Pension-III Branch, Sector 17, Chandigarh
2. Accountant General (Audit), Punjab, Chandigarh
3. Accountant General, Haryana, Chandigarh.
4. Accountant General, Himachal Pradesh, Shimla.
5. Deputy Accountant General, Office of the Accountant General, Himachal Pradesh and Union Territory, Sector 17, Chandigarh.
6. The Secretary, Punjab Vidhan Sabha.
7. All District Treasury Officers and Treasury Officers in the State of Punjab;
8. Assistant Pay and Accounts Officer, Punjab Bhawan, New Delhi.
9. Director, Public Relations, Punjab, Chandigarh;

  
Superintendent

  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

No. 03/01/2021-1FP1/1398-1403  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-1 BRANCH)

Dated, Chandigarh: 2-11-2021

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab.
- ii) All Head of Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners and District & Sessions Judges and;
- vi) Secretary, Punjab Vidhan Sabha.

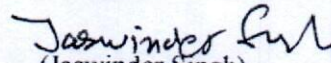
**Subject:- Increase in Dearness Allowance of the employees of Government of Punjab from 17% to 28% w.e.f. 01.11.2021.**

Sir/Madam,

I am directed to refer to this Department's letter No. 3/132021-1FP1/1105 dated 7.9.2021 and to convey that the Governor of Punjab is pleased to release dearness allowance to all the employees of the Government of Punjab increasing the existing rate from 17% to 28% w.e.f. 01.11.2021 payable with the salary of November, 2021.

2. The decision regarding release of arrears shall be taken later.

Yours faithfully,

  
(Jaswinder Singh)

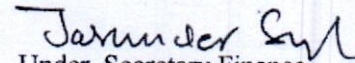
Under Secretary Finance

Endst. No. No. 03/01/2021-1FP1/1404-07

Dated, Chandigarh: 2-11-2021

A copy of the above is forwarded (included one spare copy) to the following for information and necessary action:-

1. Accountant General (Audit), Punjab.
2. Accountant General (A& E), Punjab, Chandigarh.
3. Accountant General,(A&E) Uttarakhand, Obrai Motor Building, Saharanpur Road Majra, Dehradun.
4. Accountant General,(A&E), Allahabad, U.P.

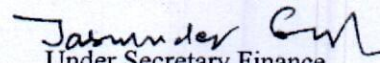
  
Under Secretary Finance

Endst. No. No. 03/01/2021-1FP1/1408-13

Dated, Chandigarh: 2-11-2021

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The Secretary to the Govt of Himachal Pradesh, Finance Department, Shimla.
- 2) The Director, Directorate of Public Enterprises and Disinvestment, Punjab, Chandigarh.
- 3) All the District Treasury Officer / Treasury Officers.
- 4) Superintendent Finance Budget-1 Branch.
- 5) Superintendent Finance Budget-2 Branch.
- 6) State Information Officer/ NIC, Punjab Civil Secretariat, Chandigarh.

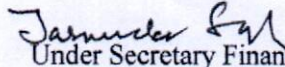
  
Under Secretary Finance

  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Endst. No. No. 03/01/2021-1FP1/1414-16 Dated, Chandigarh: 2-11-2021

A copy of the above is forwarded to the following for information and necessary action:-

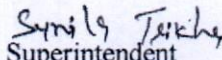
- 1) The OSD to the Chief Secretary to Govt. of Punjab, Chandigarh.
- 2) The Resident Commissioner, Punjab Bhawan, New Delhi.
- 3) The Principal Secretary Finance, Uttarakhand-4, Subhash Road, Secretariat Deharadun-248008.

  
Under Secretary Finance

Endst. No. No. 03/01/2021-1FP1/1417-24 Dated, Chandigarh: 2-11-2021

A copy of the above is forwarded to the following for information and necessary action:-

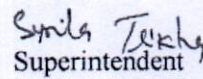
- 1) The Registrar, Agriculture University, Ludhiana.
- 2) The Registrar, Punjabi University, Patiala.
- 3) The Registrar, Guru Nanak Dev University, Amritsar.
- 4) The Registrar, Punjab University, Chandigarh.
- 5) The Registrar Dr. B.R. Ambedkar Technical University, Jalandhar.
- 6) The Registrar, Guru Aangad Dev University Veterinary and Animal Science, Ludhiana.
- 7) The Registrar, Baba Farid Medical Sciences and Research University, Faridkot
- 8) The Registrar, Guru Ravidas Ayurvedic University, Hoshiarpur.

  
Superintendent

Endst. No. No. 03/01/2021-1FP1/1425-33 Dated, Chandigarh: 2-11-2021

A copy of this is also forwarded to the following for information and necessary action:-

1. Accountant General (A & E), Punjab. Pension-III Branch, Sector 17, Chandigarh
2. Accountant General (Audit), Punjab, Chandigarh
3. Accountant General, Haryana, Chandigarh.
4. Accountant General, Himachal Pradesh, Shimla.
5. Deputy Accountant General, Office of the Accountant General, Himachal Pradesh and Union Territory, Sector 17, Chandigarh.
6. The Secretary, Punjab Vidhan Sabha.
7. All District Treasury Officers and Treasury Officers in the State of Punjab;
8. Assistant Pay and Accounts Officer, Punjab Bhawan, New Delhi.
9. Director, Public Relations, Punjab, Chandigarh;

  
Superintendent

  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

No.04/04/2021-1FP1/1091  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-1 BRANCH)

Dated, Chandigarh: 07/09/2021

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab.
- ii) All Head of Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners and District & Sessions Judges and;
- vi) Secretary, Punjab Vidhan Sabha.

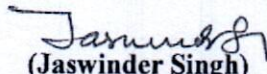
**Subject:- Implementation of recommendations of 6<sup>th</sup> Punjab Pay Commission. – Grant of City Compensatory Allowance.**

Sir/Madam,

I am directed to refer to this Department's Letter No. 2/1/98-FP1/193 dated 13.1.1998 and subsequent letters issued in this regard from time to time and to convey that the Governor of Punjab, after due consideration of the recommendation of the 6<sup>th</sup> Punjab Pay Commission, has decided to grant the City Compensatory Allowance of Rs.200/- (in case of Rs.100/- CCA granted earlier) and Rs.240/- (in case of Rs. 120/- CCA granted earlier) to the employees of Government of Punjab.

2. The above decision shall be effective from 01<sup>st</sup> July, 2021.

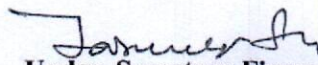
Yours faithfully,

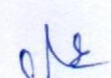
  
(Jaswinder Singh)  
Under Secretary Finance

Endst. No. No.04/04/2021-1FP1/1092-95 Dated, Chandigarh: - 07/09/2021

A copy of the above is forwarded (included one spare copy) to the following for information and necessary action:-

1. Accountant General (Audit), Punjab.
2. Accountant General (A&E), Punjab, Chandigarh
3. Accountant General,(A&E) Uttarakhand, Obrai Motor Building, Saharanpur Road Majra, Dehradun .
4. Accountant General,(A&E), Allahabad, U.P.

  
Under Secretary Finance

  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Endst. No. No.04/04/2021-1FP1/1096-1101 Dated, Chandigarh: 07/09/2021  
A copy of the above is forwarded to the following for information and necessary  
action:-

- 1) The Secretary to the Govt of Himachal Pradesh , Finance Department, Shimla.
- 2) The Director, Directorate of Public Enterprises and Disinvestment, Punjab,  
Chandigarh.
- 3) All the Distt Treasury Officer / Treasury Officers.
- 4) Superintendent Finance Budget-1 Branch
- 5) Superintendent Finance Budget-2 Branch
- 6) State Information Officer/ NIC, Punjab Civil Secretariat, Chandigarh.

*Sunil Tetchi*  
Superintendent

Endst. No. No.04/04/2021-1FP1/1102-1104 Dated, Chandigarh: 07/09/2021

A copy of the above is forwarded to the following for information and necessary  
action:-

- 1) The Chief Secretary to Govt .of Punjab, Chandigarh.
- 2) The Resident Commissioner, Punjab Bhawan, New Delhi.
- 3) The Principal Secretary Finance, Uttarakhand-4, Subhash Road, Secretariat  
Deharadoon-248008.

*Sunil Tetchi*  
Superintendent

*Ju*  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar



No.4/5/2021-1FP1/1136  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-1 BRANCH)

Dated: Chandigarh: 07/09/2021

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab.
- ii) All Head of Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners and District & Sessions Judges and;
- vi) Secretary, Punjab Vidhan Sabha.

**Subject:- Implementation of recommendations of 6<sup>th</sup> Punjab Pay Commission - Grant of Fixed Medical Allowance.**

Sir/Madam,

I am directed to say that the Governor of Punjab after due consideration of the recommendations of the 6<sup>th</sup> Punjab Pay Commission, has decided to grant the Fixed Medical Allowance of Rs. 1000/- (Rupees one thousand only) per month to all the employees of the Government of Punjab on the revised pay fixed in accordance with the Punjab Civil Services (Revised Pay) Rules, 2021.

2. The above decision shall be effective from 01<sup>st</sup> July, 2021.

Yours faithfully,

*Jaswinder Singh*  
(Jaswinder Singh)

Under Secretary Finance

Endst. No. 4/5/2021-1FP1/1137-38 Dated: Chandigarh: 07/09/2021

A copy of the above is forwarded (included one spare copy) to the following for information and necessary action:-

1. Accountant General (Audit), Punjab.
2. Accountant General (A& E), Punjab, Chandigarh

*Surinderjit Singh*  
Superintendent

*JK*  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Endst. No. 4/5/2021-1FP1/1139-44 Dated: Chandigarh: 07/09/2021

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The Secretary to the Govt of Himachal Pradesh, Finance Department, Shimla.
- 2) The Director, Directorate of Public Enterprises and Disinvestment, Punjab, Chandigarh.
- 3) All the District Treasury Officer / Treasury Officers.
- 4) Superintendent Finance Budget-1 Branch
- 5) Superintendent Finance Budget-2 Branch
- 6) State Information Officer/ NIC, Punjab Civil Secretariat, Chandigarh

*Smiley Tishy*  
**Superintendent**  
66

Endst. No. 4/5/2021-1FP1/1145-46 Dated: Chandigarh: 07/09/2021

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The Chief Secretary to Govt .of Punjab, Chandigarh.
- 2) The Resident Commissioner, Punjab Bhawan, New Delhi.

*Smiley Tishy*  
**Superintendent**  
66

Endst. No. 4/5/2021-1FP1/1147-54 Dated: Chandigarh: 07/09/2021

A copy of the above is forwarded to the following for information and necessary action:-

- 1) The Registrar, Agriculture University, Ludhiana.
- 2) The Registrar, Punjabi University, Patiala.
- 3) The Registrar, Guru Nanak Dev University, Amristar.
- 4) The Registrar, Punjab University, Chandigarh.
- 5) The Registrar Dr. B.R. Ambedkar Technical University, Jalandhar.
- 6) The Registrar, Guru Aangad Dev University Vetinary and Animal Science, Ludhiana.
- 7) The Registrar, Baba Farid Medical Sciences and Research University, Faridkot
- 8) The Registrar, Guru Ravidas Ayurvedic University, Hoshiarpur.

*Smiley Tishy*  
**Superintendent**  
66

*JK*  
**Assistant Registrar (HRM)**  
**IK Gujral Punjab Technical University**  
Jalandhar

I/242825/2021

Government of Punjab  
Department of Finance  
(Finance Personnel-2 Branch)

Dated, Chandigarh: 06.09.2021

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioner, Principal Secretaries & Administrative Secretaries to Government of Punjab;
- ii) All Heads of the Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners & District & Session Judges and;
- vi) Secretary, Punjab Vidhan Sabha.

**Subject: Implementation of recommendations of 6th Punjab Pay Commission - Grant of Mobile Allowance.**

Sir/Madam,

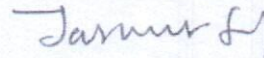
I am directed to invite a reference to Government circular letter No. 3/28/11-4FP2/612, dated 03.10.2011 and subsequent circulars issued in this regard from time to time and say that the Governor of Punjab, after due consideration of the recommendations of 6th Punjab Pay Commission, has decided to grant a fixed monthly Mobile Allowance to the employees of the Government of Punjab as per the following rates:-

Sr. No.	Level in the Pay Matrix	Rate (in Rupees) per mensum
1	Level 16-31	1000
2	Level 11-15	600
3	Level 1-10	500

2. The other existing terms and conditions for grant of Mobile Allowance shall continue to be in force.

3. These orders shall be effective from the 1<sup>st</sup> July, 2021.

Yours faithfully,



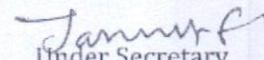
(Jaswinder Singh)  
Under Secretary  
Arjun Choudhary

No. I/242825/2021

Dated, Chandigarh: 06.09.2021

A copy each is forwarded to:-

- (i) The Principal Accountant General (Audit) Punjab, Chandigarh.
- (ii) The Principal Accountant General (A&E) Punjab, Chandigarh.



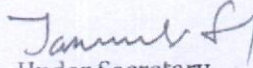
Under Secretary  
Arjun Choudhary

Assistant Registrar (HRM)  
Gujral Punjab Technical University  
Jalandhar

No. I/242825/2021

Dated, Chandigarh: 06.09.2021

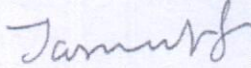
A copy of the above is forwarded to the Personal Secretary/ Chief Secretary, Government of Punjab for information and necessary action.

  
Under Secretary  
Mithun Chawla

No. I/242825/2021

Dated, Chandigarh: 06.09.2021

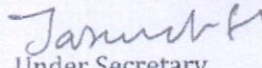
A copy of the above is forwarded to the Secretary, Government of Punjab, Department of Personnel for necessary action.

  
Under Secretary  
Mithun Chawla

No. I/242825/2021

Dated, Chandigarh: 06.09.2021

A copy is forwarded to all the District Treasury Officers/Treasury Officers in the State for information and necessary action.

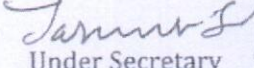
  
Under Secretary  
Mithun Chawla

No. I/242825/2021

Dated, Chandigarh: 06.09.2021

A copy of the above is forwarded to the following for information and necessary action:-

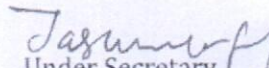
- (i) Chief Principal Secretary/ Chief Minister, Punjab, Chandigarh.
- (ii) Principal Secretary/ Chief Minister, Punjab for Information to Hon'ble Chief Minister.
- (iii) State Information Officer/NIC., Punjab Civil Secretariat, Chandigarh.

  
Under Secretary  
Mithun Chawla

No. I/242825/2021

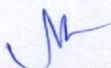
Dated, Chandigarh: 06.09.2021

A copy of the above is forwarded to the Director, Public Enterprises and Disinvestment with the request that the requisite monitoring of these instructions applicable on the organizations may please be ensured.

  
Under Secretary  
Mithun Chawla

Internal Distribution:

- (i) Directorate of Financial Resources and Economic Intelligence.
- (ii) All Branches in the Department of Finance.

  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

I/242838/2021

Government of Punjab  
Department of Finance  
(Finance Personnel-2 Branch)

Dated, Chandigarh:06.09.2021

To

- i) Additional Chief Secretary-cum-Financial Commissioner,  
Department of Revenue, Punjab
- ii) Principal Secretary, General Administration, Punjab Civil  
Secretariat;

Subject: Implementation of recommendations of 6th Punjab Pay  
Commission-Grant of Special Pay to personal staff working in the  
Punjab Civil Secretariat and Financial Commissioner Secretariat.

Sir/Madam,

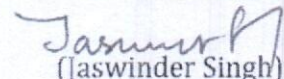
I am directed to invite a reference to Government circular  
letter No. 3/10/10-5FP2/835, dated 23.12.2011 and subsequent circulars  
issued in this regard from time to time and say that the Governor of Punjab,  
after due consideration of recommendations of 6th Punjab Pay Commission,  
has decided to grant the Special Pay to the personal staff at double of the  
existing rates.

2. The Special Pay shall be admissible only to employees of  
Punjab Civil Secretariat and Financial Commissioner Secretariat.

3. The other existing terms and conditions for grant of Special  
Pay shall continue to be in force.

4. These orders shall be effective from the 1<sup>st</sup> July, 2021.

Yours faithfully,

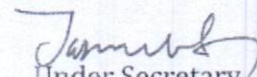
  
(Jaswinder Singh)  
Under Secretary  
Mithun Chawla

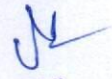
No. I/242838/2021

Dated, Chandigarh: 06.09.2021

A copy each is forwarded to:-

- (i) The Principal Accountant General (Audit) Punjab, Chandigarh.
- (ii) The Principal Accountant General (A&E) Punjab, Chandigarh.

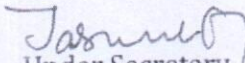
  
Under Secretary  
Mithun Chawla

  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

No. I/242838/2021

Dated, Chandigarh: 06.09.2021

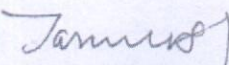
A copy of the above is forwarded to the Personal Secretary / Chief Secretary, Government of Punjab for information and necessary action.

  
Under Secretary  
Mithun Chawla

No. I/242838/2021

Dated, Chandigarh: 06.09.2021

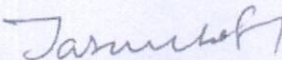
A copy of the above is forwarded to the Secretary, Government of Punjab, Department of Personnel for necessary action.

  
Under Secretary  
Mithun Chawla

No. I/242838/2021

Dated, Chandigarh: 06.09.2021

A copy is forwarded to all the District Treasury Officers/Treasury Officers in the State for information and necessary action.

  
Under Secretary  
Mithun Chawla

No. I/242838/2021

Dated, Chandigarh: 06.09.2021

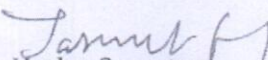
A copy of the above is forwarded to the following for information and necessary action:-

- (i) Chief Principal Secretary/ Chief Minister, Punjab, Chandigarh.
- (ii) Principal Secretary/ Chief Minister, Punjab for Information to Hon'ble Chief Minister.
- (iii) State Information Officer/NIC., Punjab Civil Secretariat, Chandigarh.

No. I/242838/2021

Dated, Chandigarh: 06.09.2021

A copy of the above is forwarded to the Director, Public Enterprises and Disinvestment with the request that the requisite monitoring of these instructions applicable on the organization may please be ensured.

  
Under Secretary  
Mithun Chawla

Internal Distribution:

- (i) Directorate of Financial Resources and Economic Intelligence.
- (ii) All Branches in the Department of Finance.

  
Assistant Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Punjab Technical University

No.PTU/DR/HR/ 432

Dated: April 30, 2013

As approved by the Vice-Chancellor on the recommendations of the Committee constituted to consider grant of Special allowance to the employees of the University, the following is hereby notified in the light of State Govt. Notification No.3/10/10-5FP2/839 dt 23/12/2011. The said benefit be released as per the content of the notification admissible w.e.f 1.12.2011" Secretarial (Special) pay admissible under these orders shall be treated as part of basic pay for all intents and purposes including calculation of various types of allowances and pensionary benefits." The due arrears may also be released as per the approval :

For Category 'A' :

Secretarial (Special) Pay to be treated as enhanced from Rs. 2000/- to Rs. 2500/- w.e.f 1.12.2011 (Basic Pay + GI + SI)

For Supdt.-I

Secretarial (Special) pay to be released @ Rs. 2000/-p.m w.e.f 1.12.2011 (Basic pay+GP+S.pay)

For Category 'B' 'C' & 'D':

Sr. Asstt.

Secretarial (Special) pay to be released @ Rs. 900/-p.m w.e.f 1.12.2011 (Basic pay+GP+S.pay)

Jr. Asstt.

Secretarial (Special) pay to be released @ Rs. 500/-p.m w.e.f 1.12.2011 (Basic pay+GP+S.pay)

Clerks:

Secretarial (Special) pay to be released @ Rs.240 p.m w.e.f 1.10.2010 & Rs. 400/-p.m w.e.f 1.12.2011 (Basic pay+GP+S.pay)

Office Assistants:

Secretarial (Special) pay to be released @ Rs. 240/-p.m w.e.f 1.10.2010 & Rs. 320/-p.m w.e.f 1.12.2011

Attendant & Helper:

Secretarial (Special) pay to be released @ Rs. 240/-p.m w.e.f 1.10.2010

cc: { Vice-chancellor, Registrar, Finance officer

Deputy Registrar (HRM)  
JK Gujral Punjab Technical University  
Jalandhar

Deputy Registrar (HRD)

Deputy Registrar (HRM)  
JK Gujral Punjab Technical University  
Jalandhar

I.K GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR  
(OFFICE OF REGISTRAR)

pb 907  
New

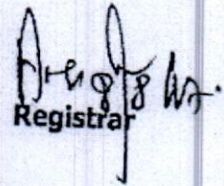
No. IKGPTU/Reg/N/1286

Dated: 08.08.2017

**Notification**

This is in continuation to the earlier Notification No. IKGPTU/Reg/N/1261 dated 31.05.2017 regarding Implementation of all the notifications of Punjab Govt. in the I.K Gujral Punjab Technical University, issued from time to time.

In this regard it is clarified that the above said notification was issued only for following the pay and allowances of the IKGPTU employees.

  
Registrar

Endst. No. IKGPTU/REG/Notification/1387-1391

Date: 08.08.2017

**Cc to:**

1. OSD to Vice Chancellor: For information of Vice Chancellor
2. All HODs, IKGPTU
3. Deputy Registrar (HRD)
4. Deputy Registrar (ITS): For uploading on Website
5. File

  
Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

  
Registrar

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar



No.4 / 7 /09-2FP1/ 374  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL BRANCH-1)

Dated: Chandigarh the: 12<sup>th</sup> August, 2009

To

All Heads of Departments,  
Commissioners of Divisions,  
Registrar High Court of Punjab and Haryana,  
District and Sessions Judges and  
Deputy Commissioners in the State.

**Subject: Implementation of the recommendations of the Fifth Punjab Pay Commission - House Rent Allowance.**

Sir,

I am directed to address you on the subject cited above and to say that in pursuance of the recommendations of the Fifth Punjab Pay Commission the Governor of Punjab is pleased to take the following decisions:-

(i) The revised classification of cities/ towns in the State, for the purpose of grant of House Rent Allowance and the admissible rate of House Rent Allowance to Government employees shall be as under:-

Sr. No.	Population of City/Town	Category	House Rent Allowance (% of Basic Pay)
(i)	50 lakhs and above	A	30
(ii)	5 lakhs and above but less than 50 lakhs	B	20
(iii)	50,000 and above but less than 5 lakhs	C	12.5
(iv)	Less than 50,000 including villages and unclassified areas	D	10

(ii) The eligibility for the grant of House Rent Allowance to the employees shall be determined with reference to the place of posting of the employees. The city of Patiala and Bathinda will be categorized as B-1 and House Rent Allowance @ 15% of the Basic Pay will be admissible to the employees of these 2 cities.

(iii) The other existing terms and conditions regarding grant of House Rent Allowance shall continue to be in force.

2. The above decisions shall be effective from the 1<sup>st</sup> August, 2009

Yours faithfully,

(Gurmail Singh )  
Under Secretary Finance

No.4 / 7 /09-2FP1/ 375

Dated the 12<sup>th</sup> August, 2009

A copy each along with a spare copy is forwarded to:-

- (i) The Accountant General (Audit) Punjab, Chandigarh;
- (ii) The Accountant General (Accounts and Entitlement), Punjab, Chandigarh.

(Gurmail Singh )  
Under Secretary Finance


Endst. No.4 / 7 /09-2FP1/ 376

Dated the 12<sup>th</sup> August, 2009

A copy each is forwarded to:-

- (i) The Secretary to Government of Himachal Pradesh, Department of Finance, Shimla;
- (ii) The Finance Secretary, Chandigarh Administration, Chandigarh;
- (iii) All the District Treasury Officers/Treasury Officers/ in the State for information and necessary action.
- (iv) The Director ( E & G ) Ministry of Finance, Department of Expenditure, Pay Research Unit, New Delhi.

Superintendent

  
Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

No.3/28/2011-4FP/II/612

GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PERSONNEL-2 BRANCH)

Dated, Chandigarh, the 3rd October, 2011

To

All Heads of Departments,  
Commissioners of Divisions,  
Registrar, High Court of Punjab and Haryana,  
District and Sessions Judges and  
Deputy Commissioners in the State.

Subject: Implementation of the recommendations of the Fifth Punjab Pay Commission  
—Grant of Mobile Phone Allowance.

Sir,

I am directed to invite a reference to the subject cited above and to say that after careful consideration of the recommendations of the Fifth Punjab Pay Commission, the Governor of Punjab is pleased to decide that the employees of the State Government shall be entitled to a fixed Mobile Phone Allowance at the rates mentioned below:-

Sr.No.	Category of Employees	Rate per mensem (in Rupees)
1.	Group- A	500
2.	Group- B	300
3.	Group- C	150
4.	Group- D	100

2. The grant of Mobile Phone allowance shall be subject to the following conditions:-
  - (a) The employees will have to provide mobile numbers on which their superior or general public can contact them for official work. These numbers can also be hosted on any Government website.
  - (b) Those employees who are already entitled to Mobile Phone Facility may elect to retain the same. In the case of such employees, the unutilized amount, if any, on their residential telephone will be allowed to be adjusted against their higher utilization of the mobile phone services.
  - (c) The payment shall be made alongwith the salary of the employees.
3. These orders shall be effective from the 1<sup>st</sup> October, 2011.

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Yours faithfully,  
*Jasbir Kaur*  
(JASBIR KAUR)  
Under Secretary Finance  
3.10.11

File No. FD-FP-2023(MBAL)/1/2020-4FP2

I/89494/2020

Government of Punjab  
Department of Finance  
(Finance Personnel-2 Branch)

Dated, Chandigarh: 13.10.2020

To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioner, Principal Secretaries & Administrative Secretaries to Government of Punjab;
- ii) All Heads of the Departments of the State;
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners & District & Session Judges and;
- vi) Secretary, Punjab Vidhan Sabha.

Subject: Amendment in Mobile Phone Allowance.


To Madam,

I am directed to invite a reference to Government circular letter No. FD-FP-2023(MBAL)/1/2020-4FP2/1/55050/2020 Dated 27.07.2020 vide which the fixed Mobile Allowance admissible to employees of the State Government was reduced and to say that the Government of Punjab, after careful consideration, has decided to withdraw the above said instructions dated 27.07.2020 and restore the fixed Mobile Allowance admissible to employees of State Government as follows:-

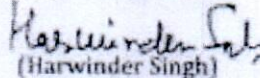
Sr. No.	Group of Employees	Rate per mensem (in Rupees)
1	Group - A	500
2	Group - B	300
3	Group - C	250
4	Group - D	250

2. The other terms and conditions or instructions already issued in this regard shall remain unchanged.

3. These orders shall be effective from the 1<sup>st</sup> November, 2020.

  
Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

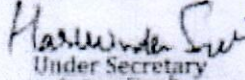
Yours faithfully,

  
(Harwinder Singh)  
Under Secretary  
Finance Branch

No. FD-FP-2023(MBAL)12020-4FP2

Dated, Chandigarh: 13.10.2020

- A copy each is forwarded to:-
- (i) The Principal Accountant General (Audit) Punjab, Chandigarh.
  - (ii) The Principal Accountant General (A&E) Punjab, Chandigarh.

  
Under Secretary  
Finance Branch

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

GOVERNMENT OF PUNJAB  
DEPARTMENT OF FINANCE  
(FINANCE PENSION POLICY AND COORDINATION BRANCH)

Dated, Chandigarh: 09.11.2021

DR (HRM)-I  
To

- i) All Special Chief Secretaries, Additional Chief Secretaries, Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab
- ii) All Head of Departments of the State
- iii) All Commissioners of Divisions;
- iv) The Registrar, Punjab and Haryana High Court, Chandigarh;
- v) All Deputy Commissioners and District & Sessions Judges and;
- vi) Secretary, Punjab Vidhan Sabha

**Subject:-** Implementation of recommendations of 6<sup>th</sup> Punjab Pay Commission. - Dearness Relief to the Pensioners/Family Pensioners of Government of Punjab w.e.f. 01.01.2016.

I am directed to refer to this Department's Letter No. 3/01/2021-3FPPC/276, D-2021 and No. 3/01/2021-3FPPC/281, Dated-29.10.2021 and to convey that Government of Punjab is pleased to announce Dearness Relief to all the Pensioners of Government of Punjab w.e.f. 01.01.2016 as under:-

Dearness Allowance / Dearness Relief as on	Rate of DA/DR in revised pay scales.
01.01.2016	Nil
01.07.2016	02%
01.01.2017	04%
01.07.2017	05%
01.01.2018	07%
01.07.2018	09%
01.01.2019	12%
01.07.2019	17%

IK Gujral Punjab Technical University  
Department of Finance & Accounts  
Receipt / Dispatch No. 3902  
Date: 26/11/21 Sent To: \_\_\_\_\_

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Endst. No. 03/01/2021-3FPPC/299

Dated, Chandigarh: 09.11.2021

A copy of this is also forwarded to the following for information and necessary action:-

1. Accountant General (A & E), Punjab. Pension-III Branch, Sector 17, Chandigarh
2. Accountant General (Audit), Punjab, Chandigarh
3. Accountant General, Haryana, Chandigarh.
4. Accountant General, Himachal Pradesh, Shimla.
5. Deputy Accountant General, Office of the Accountant General, Himachal Pradesh and Union Territory, Sector 17, Chandigarh.
6. The Secretary, Punjab Vidhan Sabha.
7. All District Treasury Officers and Treasury Officers in the State of Punjab;
8. Assistant Pay and Accounts Officer, Punjab Bhawan, New Delhi.
9. Director, Pensions and Pensioner's Welfare, Punjab, Chandigarh;
10. Director, Public Relations, Punjab, Chandigarh;
11. Chief Accountant, Reserve Bank of India, Department of Government and BankAccounts, Central Office C-7, Bandra Kurla Complex, Post Box No.8143, Bandra Mumbai.

*Harinder Singh*  
Superintendent

Endst. No. No. 03/01/2021-3FPPC/300

Dated, Chandigarh: 09.11.2021

A copy of the above is forwarded to the following for information and necessary action:-

1. General Manager, Operation, Parliament Street, State Bank of India, New Delhi.
2. Development Manager (P& S Banking State Bank of Patiala), H.O. The Mall, Patiala;
3. Regional Manager, Indian Overseas Bank, Showroom Nos. 11-13, Madhya Marg, Sector-7-C, Chandigarh ;
4. Regional Manager, Central Bank of India, Regional Office, 427-A GhumarMandi Ludhiana .
5. Regional Manager, Central Bank of India, Regional Office, 1, Queens Road, Civil Lines, Amritsar
6. Regional Manager, State Bank of India, Zonal Office PB Nos 113, 68-69 Bank Square Sector-17, Chandigarh,
7. The Zonal Manager, Bank of India 181-82, Sector 17, Chandigarh;
8. Punjab National Bank, Feroze Gandhi Market, Ludhiana.;
9. Regional Manager, Punjab National Bank, Regional Office, Neeland Road, Amritsar;
10. Regional Manager, Punjab National Bank, Regional Office Feroze Gandhi Market, Pakhowal Road, Ludhiana ;
11. Regional Manager, Punjab National Bank, Regional Office, Civil Lines, Jalandhar
12. Regional Manager, Punjab National Bank, Regional Office, Jalandhar Road, Hoshiarpur
13. Regional Manager, Punjab National Bank, Kapurthala;
14. Zonal Office, Punjab National Bank, Sector 17, Chandigarh ;
15. Manager, State Bank of India, Banking operations department, Local Head office, Sector-17, Chandigarh;
16. Zonal Manager, United Commercial Bank, Zonal Office, SEO no. 1092-03, Sector-22 C, Chandigarh

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Deputy Registrar (HRM)  
IK Gujral Punjab Technical Uni  
Jalandhar

49. Asst. General Manager, State Bank of India, C.P.P.C. 2<sup>nd</sup> Floor, Sector 5, Panchkula
50. President Punjab Irrigation Retd. Engineers Welfare Association, SCO 212, Sector 36-D, Chandigarh.
51. Pritpal Singh, President, State Karamchhari Cell, BJP, Punjab, B-XXV-1028/4, Basti Jodhewal, Ludhiana
52. Sh. PremSagar Sharma, President, Punjab State Pensioners Mahasangh, Ward No. 3, Samrala.
53. Punjab Pensioners Welfare Association (Regd.), Distt: Hoisharpur, Head Office: Room No:19, Mini Secretariat, Hoisharpur.
54. Excise and Taxation Department, Punjab, Pensioners Welfare Association, # 2063-B/5, Shergill Residence (Nani House), Guru TegBahadur Nagar, Lehal, Patiala.
55. Sh. Sukhdev Singh DIG (R), Former Director, President Punjab Police Pensioners Welfare Association, Chandigarh, Room No:716-A, 7th Floor, Punjab Police Hqrs, Chandigarh.
56. Sh. B.R. Gupta, General Secretary, Punjab Raj Pensioners Union, Chandigarh, # 847 sec-11, Panchkula-134109.
57. Sh. DewanGarg, President, Senior Citizen (P&S) Welfare Association, 43, Power Colony, LehraMuhabbat, Distt. Bhatinda (Punjab) -151111.
58. Sh. Sanjay Khosla, SafaiMajdoor Union (Regd.), Town Hall, Amritsar.
59. Punjab Excise & Taxation Pensioners Welfare Association, 724-Block 1, Bhai Randhir Singh Nagar, Ludhiaba - 141012.
60. Chairman, Pensioners Information Centre Management Committee, Mini Secretariat, Ludhiana.
61. The Regional Manager, Punjab National Bank (Pension Branch), Regional Office, Bikajee Park, New Delhi.
62. General Secretary, BBMB Pensioners & Senior Citizen Welfare Association, H.No.500, MohallaIndra Nagar, Nangal Township, Distt. Ropar (Punjab).

*Harinder Kumar*  
Superintendent

*[Signature]*  
Deputy Registrar (HRM)  
JK Gujral Punjab Technical University

Deputy Registrar (HRM)  
JK Gujral Punjab Technical University  
Jalandhar

ਆਈ.ਕੇ.ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ  
(ਰਜਿਸਟਰਾਰ ਦਫ਼ਤਰ)

ਦਫ਼ਤਰੀ ਹੁਕਮ

ਵਿਸ਼ਾ: ਇਸਤਰੀ ਕਰਮਚਾਰੀਆਂ ਲਈ ਚਾਈਲਡ ਕੇਅਰ ਲੀਵ ਦਾ ਉਪਬੰਧ ਕਰਨ ਬਾਰੇ।

ਬੇਰਫ਼ ਆਫ਼ ਗਵਰਨਰਜ਼ ਦੀ 67 ਵੀਂ ਇੰਕਤਰਤਾ ਦੀ Item no: 67.8 ਮਿਤੀ 19.03.2018 ਅਤੇ ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰਸਿੱਠ ਵਿਭਾਗ ਦੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: (ਪੀ.ਪੀ.3.ਸ਼ਾਖਾ) ਪੱਤਰ ਨੰ:6/26/2011-6ਪੀ.ਪੀ. 3/2046 ਮਿਤੀ: 22.12.2011 ਅਤੇ 6/26/2011-6ਪੀ.ਪੀ.3/1276 ਮਿਤੀ: 08.08.2012 ਅਨੁਸਾਰ ਯੂਨੀਵਰਸਿਟੀ ਵਿੱਚ ਕੰਮ ਕਰ ਰਹੀਆਂ ਇਸਤਰੀ ਕਰਮਚਾਰੀਆਂ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਚਾਈਲਡ ਕੇਅਰ ਲੀਵ ਲੈ ਸਕਦੀਆਂ ਹਨ:-

1. ਯੂਨੀਵਰਸਿਟੀ ਦੀਆਂ ਕਰਮਚਾਰੀਆਂ ਜਿਨ੍ਹਾਂ ਦੇ ਬੱਚੇ ਨਾਬਾਲਿਗ (18 ਸਾਲ ਤੋਂ ਘੱਟ) ਹੋਣ, ਸਾਰੀ ਸੇਵਾ ਦੌਰਾਨ ਵੱਧ ਤੋਂ ਵੱਧ ਇੱਕ ਸਾਲ (365 ਦਿਨ) ਦੀ ਚਾਈਲਡ ਕੇਅਰ ਲੀਵ ਲਈ ਜਾ ਸਕਦੀ ਹੈ।
2. ਇਹ ਛੁੱਟੀ ਵੱਧ ਤੋਂ ਵੱਧ ਦੋ ਬੱਚਿਆਂ ਦੀ ਦੇਖਭਾਲ ਕਰਨ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀਆਂ ਜ਼ਰੂਰਤਾਂ ਲਈ ਜਿਵੇਂ ਕਿ ਪ੍ਰੀਖਿਆ ਦੇਣ ਲਈ ਜਾਂ ਬਿਮਾਰੀ ਆਦਿ ਦੀ ਸੂਰਤ ਵਿੱਚ ਲੈ ਸਕਣਗੇ। ਇਸ ਸਬੰਧੀ ਡਾਕੂਮੈਂਟਰੀ ਸਬੂਤ ਵੀ ਪੇਸ਼ ਕਰਨਾ ਹੋਵੇਗਾ।
3. ਇਸ ਛੁੱਟੀ ਦੌਰਾਨ, ਕਮਾਈ ਛੁੱਟੀ ਦੇ ਕੇਸਾਂ ਅਨੁਸਾਰ ਬਣਦੀ ਯੋਗ ਲੀਵ ਸੈਲਰੀ ਐਡਮਿਸੀਬਲ (admissible) ਹੋਵੇਗੀ।
4. ਅਜਿਹੀ ਛੁੱਟੀ ਇਕ ਤੋਂ ਵੱਧ spell ਵਿੱਚ ਮਾਈ ਜਾ ਸਕੇਗੀ, ਪਰ ਇਕ ਕੈਲੰਡਰ ਸਾਲ ਵਿੱਚ 3 spell ਤੋਂ ਵੱਧ ਛੁੱਟੀ ਨਹੀਂ ਦਿੱਤੀ ਜਾਵੇਗੀ।
5. ਇਹ ਛੁੱਟੀ 15 ਦਿਨਾਂ ਤੋਂ ਘੱਟ ਨਹੀਂ ਦਿੱਤੀ ਜਾਵੇਗੀ।
6. ਜੇਕਰ ਕੋਈ ਇਸਤਰੀ ਕਰਮਚਾਰੀ ਅਣਅਧਿਕਾਰਤ ਤੌਰ ਤੇ ਗੈਰ ਹਾਜ਼ਰ ਰਹਿੰਦੀ ਹੈ ਅਤੇ ਚਾਈਲਡ ਕੇਅਰ ਲੀਵ (CCL) ਦੇਣ ਲਈ ਬੇਨਤੀ ਕਰਦੀ ਹੈ ਤਾਂ ਉਸ ਨੂੰ ਕਿਸੇ ਵੀ ਹਾਲਤ ਵਿੱਚ ਇਸ ਛੁੱਟੀ ਦਾ ਲਾਭ ਨਹੀਂ ਦਿੱਤਾ ਜਾਵੇਗਾ।
7. ਇਹ ਛੁੱਟੀ ਲੀਵ ਅਕਾਊਂਟ ਨੂੰ ਡੇਬਿਟ ਨਹੀਂ ਹੋਵੇਗੀ, ਪਰ ਇਸ ਛੁੱਟੀ ਸਬੰਧੀ ਛੁੱਟੀਆਂ ਦਾ ਖਾਤਾ ਨਿਰਧਾਰਤ ਪ੍ਰੋਗਰਾਮ (ਕਾਪੀ ਨੰਬਰ) ਅਨੁਸਾਰ ਮੈਨਟੇਨ ਕੀਤਾ ਜਾਵੇਗਾ ਅਤੇ ਇਸ ਦਾ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦੀ ਸੇਵਾ ਪੱਤਰੀ ਵਿੱਚ ਇੰਦਰਾਜ ਕੀਤਾ ਜਾਵੇਗਾ।
8. ਇਹ ਛੁੱਟੀ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ ਜਿਲਦ-1, ਭਾਗ 1 ਦੇ ਰੂਲ 8.15 ਦੇ ਉਪਬੰਧਾਂ ਦੇ ਸਨਮੁੱਖ ਇੱਕ ਹੱਕ ਵਜੋਂ ਕਲੇਮ ਨਹੀਂ ਕੀਤੀ ਜਾ ਸਕੇਗੀ।
9. ਇਹ ਛੁੱਟੀ ਕਮਾਈ ਛੁੱਟੀ ਦੀ ਤਰ੍ਹਾਂ ਹੀ ਮਨਜ਼ੂਰ ਕੀਤੀ ਜਾਣੀ ਹੈ। ਇਸ ਦੀ ਪੂਰਵ ਪ੍ਰਵਾਨਗੀ ਸਮਰੱਥ ਅਥਾਰਟੀ ਪਾਸੋਂ ਪ੍ਰਾਪਤ ਕੀਤੀ ਜਾਵੇਗੀ।

Tamara / All dealing  
K. J. / Seal

25/1/18

Assistant Registrar (HRM)  
JK Gujral Punjab Technical University

Assistant Registrar (HRM)  
JK Gujral Punjab Technical University  
Jalandhar

**I.K Gujral Punjab Technical University, Jalandhar**  
Department of Human Resource Management

IKGPTU/AR/HRM/5704

Date: 12/3/2019

**Office Order**

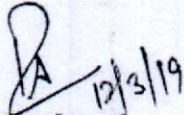
**Subject: Policy regarding Leave Rules for Faculty of IKGPTU.**

As approved by the Vice Chancellor on 25.02.2019, the amendment in point No. 14 (a) I of notification No. IKGPTU/REG/N/01 dated 01-01-2018 with regards to casual leave granted to a whole time permanent teacher of the University is hereby re-notified as under inline with Punjab Govt. norms.

**Casual Leave:**

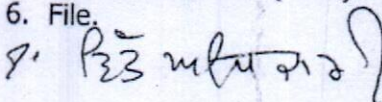
A whole time teacher of the University shall be eligible for casual leave each year as mentioned below:

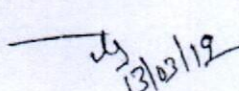
- |   |          |
|---|----------|
| (a) To employees with 10 years service or less                                  | -10 days |
| (b) To employees with more than 10 years service but less than 20 Years service | -15 days |
| (c) To employee with over 20 Years service                                      | -20 days |
| (d) To all female Teachers irrespective of their length of service              | -20 days |

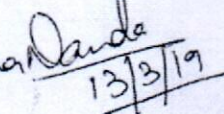
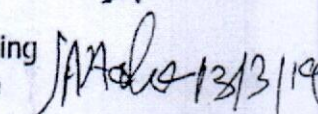

  
**Parvesh Kumar Aspal**  
**Assistant Registrar (HRM)**

Cc to:

1. I/C Secretariat VC office-For info of VC.
2. Registrar- For information pl.
3. All HODs of the University-Teaching/Non-Teaching
4. DR(Computers) to upload on University website
5. Deputy Registrar (HRM)
6. File.

7. 

  
13/03/19  
**Deputy Registrar (HRM)**  
**IK Gujral Punjab Technical University**  
**Jalandhar**

  
13/3/19  
  
13/3/19  
  
**Deputy Registrar (HRM)**  
**IK Gujral Punjab Technical University**  
**Jalandhar**



# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Dated: 01.01.2018

Ref. No. : IKGPTU/Reg/N/ 01

## NOTIFICATION

Sub: Policy regarding Leave rules for faculty of IKGPTU.

As approved by Vice-Chancellor on 29.12.2017, following leave rules for faculty and other academic staff members of I.K. Gujral Punjab Technical University are hereby notified.

Leave in the case of University Teachers and other academic staff members:

### 1. In these Rules:

- Leave includes "Casual Leaves", "Special Casual Leave", "Duty Leave", "Earned Leave", "Half Pay Leave", "Commutated Leave", "Extra-Ordinary Leave", "Leave not due", "Maternity Leave", "Child care Leave", "Paternity Leave", "Study Leave" "Sabbatical Leave".
- "Earned Leave" means leave earned on the basis of actual service rendered including the vacations.
- "Half Pay Leave" means earned in respect of completed years of service calculated accordingly to the rules hereinafter contained.
- "Commutated Leave" means leave as provided hereinafter.
- "Completed years of service" means continuous service of the specified duration under the University and includes periods spent on duty as well as on deputation with Government and leave including Extra-Ordinary Leave, unless otherwise provided.

**Note:** Notwithstanding anything contained in these rules, medical leave in respect of teachers in the service of the University on the date immediately preceding that on which these revised rules come into force, will be accounted for separately and granted according to the rules, which were immediately previously in force.

### Right of Leave

Leave cannot be claimed as matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority. In case a teacher is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory in all cases.

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## 2. Earning of Leave

Except as otherwise provided in these rules, leave shall be earned by period spent on duty only.

## 3. Commencement and Termination of Leave

- (a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
- (b) Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave, except in case where for administrative reason, permission for suffixing, prefixing holidays to leave is specifically withheld.

**Note:** Teachers are normally expected to be present on the last day of the term and on the opening day of the term after a vacation. However, in exceptional or special circumstances, combination of vacations might be allowed to any kind of leave except casual leave.

## 4. Return to Duty on Expiry of Leave

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

## 5. Combination of Leave


Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

## 6. Grant of Leave Beyond the Date of Retirement and on Resignation

No leave shall be granted beyond the date on which a teacher must retire, provided that a teacher may be paid equivalent of leave salary in respect of the period of earned leave at his credit at the time of retirement on superannuation subject to the following conditions:-

- (a) The payment of cash equivalent of leave salary for earned leave shall be limited to maximum of 300 days.
- (b) In respect of a teacher who retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo-moto issue an order granting cash equivalent of leave salary for earned leave, if any at the credit of the teacher on the date of his retirement subject to maximum number of 300 days. The cash payment for unutilized earned leave shall include pay and allowances.

Provided further that a teacher who is retired by the University by giving him pay and allowances in lieu of notice, cash equivalent of leave salary shall be allowed only for the period of leave excluding that period for which any allowances in lieu of notice have been allowed:

  
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- i. Where the services of a teacher are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted suo-motto by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum number of 300 days.
- ii. If a teacher resigns or quits service, he may be granted suo-motto, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service to the extent of half of such leave at his credit, subject to a maximum of 90 days.
- iii. If the teacher remains absent without leave or overstays his/her leave, he/she shall forfeit his/her entire salary for the period of absence; and if he/she remains absent without leave or overstays his/her leave for more than one week in India or for four weeks abroad, his/her office shall be liable to be declared vacant after following due procedure and giving adequate opportunity to him/her to explain his/her position and he/she shall be liable to pay an amount equivalent to his/her salary in lieu of notice for the prescribed period. However, the competent authority may grant exemption from such recovery on the merit of the case.

#### 7. Conversion of One Kind of Leave into another Kind.


- (a) At the request of teacher, the sanctioning authority may convert any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the teacher cannot claim such conversion as a matter of right.
- (b) The conversion of one kind of leave into another, shall be subject to adjustment of leave salary on the basis of leave finally granted to the teacher, that is to say any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

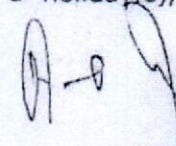
**Note:** Extraordinary Leave granted on medical certificate or otherwise may be converted retrospectively into leave not due subject to the provisions of Rules 14(h) (Leave not due).

#### 8. Re-joining of Duty on Return from Leave on Medical Grounds.

A teacher who has been granted leave on medical grounds will be required to produce a medical certificate of fitness before resuming duties in such manner and from such persons as may be prescribed.

In case of leave on medical certificate, if the day on which employee is certified medically fit for re-joining duty happens to be a holiday(s), he/she shall be

  
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automatically allowed suffix such holidays' to his medical leave & such day(s) shall not be counted as leave.

Prefixing and suffixing holidays to leave other than leave on medical grounds shall be allowed automatically except in case where for administrative reason, permission for suffixing/ prefixing holidays to leave is specifically withheld.

**9. Sanction of Leave.**

Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons.

**10. Leave Account:**

The leave account should be maintained for each teacher in the Department/Faculty concerned.

**11. Balance of Leave:**

The order sanctioning earned leave/half pay leave to a teacher shall thereafter indicate the balance of such leave at his credit.

**12. Leave year:**

The leave year means a calendar year i.e. January to December.

**13. Counting of leave of temporary service:**

Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of leave.

**14. Kinds of Leave admissible to Permanent Teachers:-**

**Permanent teacher** is a faculty member who has been confirmed by the University after successful completion of his/her probation period.

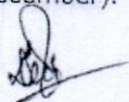
The following kinds of leave would be admissible to permanent teachers:

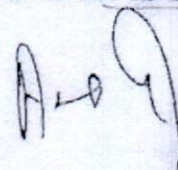
- (i) **Leave treated as duty:** Casual Leave, Special Casual Leave and Duty Leave.
- (ii) **Leave earned by Duty:** Earned Leave, Half Pay Leave and Commuted Leave.
- (iii) **Leave not earned by Duty:** Extra Ordinary Leave and Leave not due.
- (iv) **Leave on ground of Health:** Maternity leave and Paternity leave.
- (v) **Sabbatical leave, Study leave and Child care leave.**

The Board of Governors may in exceptional cases grant, for the reason to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

**(a) Casual Leave**

- I. A whole-time permanent teacher of the University shall be eligible for casual leave as approved by University inline with UGC norms i.e. 08 casual leaves per leave year (January-December).

  
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- II. Casual Leave cannot be carried over to the next leave year.
- III. Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate.
- IV. A teacher on casual leave cannot be treated as absent from duty and his pay shall not be intermitted.
- V. Public Holidays and Sundays falling in between the Casual Leave shall not be counted as part of Casual Leave.
- VI. Half day casual leave can be granted.
- VII. Casual leave not exceeding five days can be availed at a time.

**Note:** During the year of joining a teacher shall be entitled for Casual Leaves in proportion to his/her month of joining during a calendar year.

**(b) Special Casual Leave**

- I. Special Casual leave, not exceeding 10 days in a leave year, may be granted to a teacher for following:
  - i. To conduct examination of a University/ Public Service Commission/Board of examination or other similar bodies/institutions; and
  - ii. To inspect academic institutions attached to a statutory board, etc.
  - iii. To participate in literary, scientific, educational, symposia, cultural, athletic activities.
- II. In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- III. In addition, special casual leave to the extent mentioned below, may also be granted:
  - i. To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
  - ii. To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- IV. Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;

**Note:** Special casual leave shall be applied by applicant following the same process as that of Casual Leave alongwith a copy of invitation for service to be rendered or event to be attended. It shall be mandatory for a teacher after availing the special casual leave to submit a proof of attending the event/activity for which the leave was applied.

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(c) **Duty Leave**

I. Duty leave maximum 30 days in a leave year may be granted

- i. Attending conferences, congress, symposia/refresher seminars on behalf of the University and/or with the permission of the University.
- ii. Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University and accepted by the Vice-Chancellor.
- iii. Working in another Indian or Foreign University, any other agency, institution or organization when so deputed by the University
- iv. Participating in a delegation or working on a committee appointed by the Central government, State Government, the UGC, a sister university or any other academic body; and for performing any other duty assigned by University.

II. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

III. The leave may be granted on full pay.

*Provided*, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.


IV. Duty Leave may be combined with earned leave, half-pay leave or extraordinary leave.

V. Duty leave should be given also for attending meetings in the UGC, DST, etc where a teacher invited to share expertise with academic bodies, government or NGO.

**Note:**

- 1) In consideration of the interest of students during ongoing semester only 10% of total faculty strength of a department shall be recommended by concerned HoD, for attending Refresher course/GoC/Short Term Program/FDP etc. In such cases the concerned teacher shall give an undertaking that he/she shall complete the course by conducting extra classes within the semester only.
- 2) During vacations the faculty on vacation shall be allowed to attend Refresher course/GoC/Short Term Program/FDP etc. Detained faculty during vacations shall not be permitted to participate in such programmes.
- 3) No permission shall be granted to attend Refresher course/GoC/Short Term Program/FDP etc during probation period.
- 4) Duty leave shall not be availed without the prior approval of Vice-Chancellor or the competent authority.

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(d) **Earned Leave**

Earned Leave admissible to a teacher shall be:

- I.  $1/30^{\text{th}}$  of actual service including vacation; plus
- II.  $1/3^{\text{rd}}$  of the period, if any, during which he/she is required to perform duty during vacation.

**Note:**

- 1) For purpose of computation of period of actual service, all periods of leave except casual, special casual, and duty leave shall be excluded.
- 2) Earned Leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in case of higher study, or training, or leave with medical certificate or when the entire leave, or portion thereof, is spent outside India.
- 3) When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- 4) In case where only a portion of leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not, in the aggregate exceed 120 days.
- 5) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of the State Government.

Provided earned leave taken as leave preparatory to retirement can be availed upto maximum number of days as decided by the University from time to time. However, no leave for private employment except with Public Sector Undertaking of Government of India/Punjab shall be granted.

(e) **Half-pay Leave**


Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

**Note:** A completed year of service means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extraordinary leave.

(f) **Commutated leave**

Commutated leave not exceeding half the amount of half pay leave due may be granted on medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

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- I. Commuted leave during the entire service shall be limited to a maximum of 240 days;
- II. The total duration of earned leave & commuted leave taken in conjunction shall not exceed 240 days at a time.
- III. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- IV. No commuted leave may be granted under the provision unless the authority competent to sanction leave has reasons to believe that the teacher will return to duty on its expiry.

**(g) Extra-Ordinary Leave**

- I. A permanent teacher may be granted extra-ordinary leave:
  - i. When no other leave is admissible, or
  - ii. When other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- II. Extra-ordinary leave shall always be without pay and allowances. Extra-ordinary-Leave shall not count for increment except in the following cases:
  - i. Leave taken on medical certificate.
  - ii. Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided that the teacher has no other kind of leave to his credit.
  - iii. Leave taken for pursuing higher studies and
  - iv. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.
- III. Extra-ordinary Leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including period of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except, in cases where leave is taken on medical certificate. The total period of leave from duty shall in no case exceed five years in all during the entire period of service.
- IV. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

**(h) Leave Not Due**

- I. Leave not due may, at the discretion of the Vice-Chancellor be granted to a permanent teacher for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may

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be otherwise than on medical certificate. Such leave shall be debited against the half pay-leave earned by him/her subsequently.

- II. 'Leave not due' shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- III. A teacher to whom 'Leave not due' is granted shall not be permitted to tender his resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of illness incapacitating that teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Board of Governors.


Provided further that the Board of Governors may, in any other exceptional cases waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

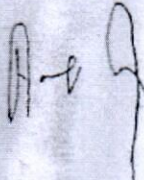
(i) **Maternity Leave**

- I. Maternity leave on full pay may be granted to a permanent woman teacher on full pay for a period not exceeding 180 days.  
*Provided* that no leave under this Rule shall be granted to a woman teacher who has two or more living children.
- II. Maternity leave under this Rule may also be granted in cases of miscarriage including abortion, subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female employee & application is supported by a medical certificate from such persons as may be prescribed by University.
- III. Maternity Leave may be combined with leave of any other kind, except casual leave, but the leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
- IV. Leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

(j) **Child Care Leave**

Women teacher having minor children may be granted leave upto two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period. In the cases, where the child care leave is granted more than 45 days, the

  
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University may appoint a part time/Guest substitute teacher with intimation to the UGC.

(k) **Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall be granted only upto two children.


(l) **Study Leave**

- I. Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education giving full plan of work.
- II. Subject to the terms contained in Clause of Study Leave, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in University, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- III. The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the BoG may, in the special circumstances of a case, waive the condition of two years service being continuous.

**Explanation:** In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- 1) the person is a teacher on the date of the application;
  - 2) there is no break in service; and
  - 3) the leave is requested for undertaking the Ph.D. research work.
- IV. Study leave shall be granted by the BoG on the recommendation of the Vice-Chancellor.
  - V. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

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- VI. Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.
- VII. No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the BoG. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the BoG to treat the period of shortfall as ordinary leave has been obtained.
- VIII. Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- IX. The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- X. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- XI. A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- XII. Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- XIII. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- XIV. A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University continuously double the period of study leave subject to maximum three years to be calculated from the date of his/her resuming duty after the expiry of the study leave.
- XV. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favor of the university, binding

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himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (XIV) above.

- XVI. The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

**Note:**

A teacher:


- 1) who fails to rejoin the service of the University on the expiry of his Study Leave, or
- 2) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
- 3) who within the said period is dismissed or removed from the service by the University, shall be liable to refund to the University, the amount of leave salary and allowances and other expenses incurred on the teacher or paid to him or on his behalf in connection with the course of study.

*Provided* that if a teacher had served in the University for a period of not less than half the period of service under the Bond on return from Study Leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted Study Leave without pay and allowances, he shall be liable to pay the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study.

**Explanation:**

- 1) If a teacher asks for extension of Study Leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules.
- 2) Notwithstanding the above, the Board of Governors may order that nothing in these rules shall apply to a teacher who within three years of return to duty from Study Leave is permitted to retire from service on medical grounds.

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- 2) A teacher who is on Sabbatical Leave could not take classes. However, if the Professor on Sabbatical Leave so desired he could guide research students and carry on research work himself during the period of Sabbatical Leave.
- 3) A teacher who is on Sabbatical leave should not attend the staff meeting, as well as other meetings of the Departmental Committees including the Departmental Selection Committees etc.

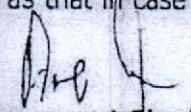
#### 15. Leave Performa(s):

The following leave performas are included as **Annexure-I**:

- I. Leave performas for casual leave/special casual leave/restricted/compensatory/Station Leave/Duty leave/Earned Leave
- II. Medical
- III. Paternity Leave/Maternity Leave
- IV. Request for attending National/International Conference/Workshop/Short Term Course/Seminar
- V. Joining report in case of earned leave/Half Pay Leave/Extra Ordinary Leave/Commutated Leave/Medical Leave

#### 16. Leave in case of faculty & other academic staff appointed on Adhoc/Contract/Temporary /Part-time basis.

Faculty & other academic staff appointed on Adhoc/Contract/Temporary/Part-time basis shall be allowed for Casual Leave only on the same pattern as that in case of permanent teachers.

  
(Dr. Amanpreet Singh)  
Registrar

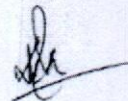
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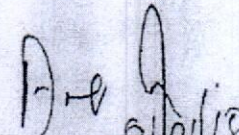
Dated: 01.01.2018

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1. OSD to Vice Chancellor: For information of Vice Chancellor
2. All HODs (Teaching & Non-Teaching)
3. DR(ITS): For upload on website
4. DR (HRD): For information

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IK Gujral Punjab Technical University  
Jalandhar

  
(Dr. Amanpreet Singh)  
Registrar

# IKG PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Application for Casual Leave/ Special Casual Leave/ Restricted/ Compensatory/ Station Leave/ Earned Leave

1. Applicant Name (Employee Code) : .....
2. Designation : .....
3. Department : .....
4. Leave applied for : Days.....Dated:-From.....to .....
5. Purpose : .....
6. Station Leave (if required) : Yes / No
7. Address during leave : .....

**(Signature of applicant)**

### Adjustment

Date	Time duration and Period No. (eg.,10am-12/2,3)	Room No.	Assigned to	Signature

### Details regarding CL (8)/ SPL (10) (Tick One)

Availed:-  
 Balance:-  
 Entered in leave register at Pg. No..... Sr. No. ....


**H.O.D**  
(Name :.....)

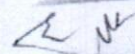
(Name & Signature of Dealing Hand)

**Dean (P&EP)**

**DR (HRD)**

Deputy Registrar (HRM)  
 IK Gujral Punjab Technical University  
 Jalandhar

  
 Deputy Registrar (HRM)  
 IK Gujral Punjab Technical University  
 Jalandhar



# IKG PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

## Application for Duty Leave/On Duty Leave

1. Applicant Name (Employee Code) : .....
2. Designation : .....
3. Department : .....
4. Leave applied for : Days.....Dated:-From.....to .....
5. Purpose : .....
6. Deputed by : .....  
(Attach duty orders issued by University)
7. Address during leave : .....  
: .....

(Signature of applicant)

### Adjustment

Date	Time duration and Period No. (eg.,10am-12/2,3)	Room No.	Assigned to	Signature

### Details regarding Duty Leave (30)

Availed:-

Balance:-

Entered in leave register at Pg. No..... Sr. No. ....

H.O.D


(Name : .....) )

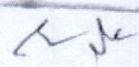
(Name & Signature of Dealing Hand)

Dean (P&EP)

DR (HRD)

Deputy Registrar (HRM)  
IKG Punjab Technical University  
Jalandhar

  
Deputy Registrar (HRM)  
IKG Punjab Technical University  
Jalandhar



# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/95

Dated : 3.03.2018

## NOTIFICATION

Sub: **Modification in Policy regarding Leave rules for faculty of IKGPTU.**

In partial modification of policy regarding leave rules for faculty of IKGPTU notified vide no. IKGPTU/REG/N/01-05 dated 01.01.2018, a permanent faculty member appointed on probation shall also be eligible for same number of Casual leaves as that of whole time permanent teachers during the period of probation.

— Sd —

(Dr. Amanpreet Singh)  
Registrar


Endst. No. IKGPTU/Reg/N/96-99

Dated: 3.03.2018

A copy is forwarded to the following officers for information and necessary action please.

1. OSD to VC: For information of Vice Chancellor, IKGPTU
2. All HoDs (Teaching and Non-Teaching)
- ✓ 3. DR (ITS): For upload on website
- ✓ 4. DR (HRD): For information and record please

23/3/18  
(Dr. Amanpreet Singh)  
Registrar

  
Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

I. K. Gujral Punjab Technical University, Jalandhar  
Jalandhar Kapurthala Highway, Near Pushpa Gujral Science City, Kapurthala - 144 603  
Ph. No. 01822 - 662521, 662501 Fax No. : 01822-255506, 662526, Email : registrar@ptu.ac.in



**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**

*Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)*

Ref. No. : IKGPTU/Reg/NF/4076

Dated : 01.11.2019

**NOTIFICATION**

**Sub: Grant of benefit of Earned leave in lieu on non-allowance of vacation during probation period.**

In continuation of the notice vide ref. No. IKGPTU/REG/294 dated 12.06.2017 issued by University, Vice Chancellor has approved conversion of not allowed vacations during probation period into earned leave as per following conditions:

1. Such conversion of earned leave shall be allowed only after successful completion of the probation period.
2. The conversion shall be for such period of vacation during which the faculty attended the office.
3. The conversion shall be as per the clause 1(b) policy regarding leave rules for faculty issued vide Notification No. IKGPTU/REG/N/01 dated 01.01.2018.
4. This will be applicable to all confirmed faculty members of University only.


  
(Dr. S.S. Walia)  
Registrar

Endst. No. IKGPTU/REG/NF/4077-4080

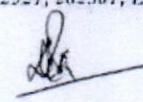
Dated: 01.11.2019

A copy is forwarded to the following officers for information please.

1. I/c Secretariat, O/o Vice Chancellor: For information of Vice Chancellor
2. All HODs (Non-Teaching)
3. Director (Main Campus): To inform all HoDs (Teaching) and Incharge, all constituent Campuses
4. Deputy Registrar (HRM)

  
(Dr. S. S. Walia)  
Registrar

*I. K. Gujral Punjab Technical University, Jalandhar  
Jalandhar-Kapurthala Highway, Near Pushpa Gujral Science City, Kapurthala - 144 603 Page 1 of 1  
Ph. No. 01822 - 282521, 282501, Email : registrar@ptu.ac.in*

  
Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

**I.K. Gujral PUNJAB TECHNICAL UNIVERSITY JALANDHAR**

(Registrar Office)

**Notification**

**No. IKGPTU/REG/N/2197**

**Dated: 04-06-19**

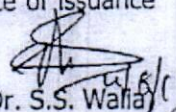
**Subject: Policy regarding leave rules for faculty of IKGPTU and TA/DA while participating in Refresher courses/Orientation Courses**

As per University Grants Commission letter no. F.5-1/2018 (HRDC) dated 4<sup>th</sup> June 2018, the following is added in the clause No. 14 (c) 'Duty Leave' admissible to Permanent Teachers notified by No. IKGPTU/REG/N/01 dated 01.01.2018:

"The period for which the regular teachers are participating in RCs/OPs etc. at UGC-HRDC's will be treated as 'ON DUTY' and not as on duty leave."

Further to this, as per UGC letter no. F.No. 1-13/2017 (HRDC) dated 04.06.2018 and 14.06.2018 'no Dearness Allowance shall be paid, only Travelling Allowance will be admissible to permanent teachers participating in RCs/OPs etc. at UGC-HRDC's.

This has approval of Vice-Chancellor, IKGPTU. The above is effective from the date of issuance of notification.


  
(Dr. S.S. Walia)  
Registrar


Endst. NO. IKGPTU/REG/N/ 2198-3003

Dated: 04-06-19

A copy of the above is forwarded to following for information & necessary action:

- (i) Incharge VC Secretariat- for kind information of Vice-Chancellor
- (ii) Director (IKGPTU - Hoshiarpur Campus)- to bring into notice of all concerned
- (iii) Director (IKGPTU-Main Campus & constituent campuses- to bring into notice of all concerned
- (iv) DR (HRM)- for record
- (v) Deputy Controller (Finance & Accounts)
- (vi) File

  
(Dr. S.S. Walia)  
Registrar

  
Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Receipt No : 12955/2020/Registrar Office

# I.K. Gujral Punjab Technical University (Registrar Office)


Dated: 03.01.2020

IKGPTU/REG/00/01

## Office Order

As per approval of Vice Chancellor It has been decided that all the cases related to apply Orientation and Refresher Course by faculty members at IKGPTU Main campus and its Constituent Campuses, shall be dealt at Director IKGPTU Main Campus and Director Constituent Campus levels. As per UGC norms a faculty member has to apply for refresher course after a gap of one year.

As and when the faculty members finally get short listed to attend the course, his/her case shall forwarded to HRM Branch for approval to attend such course. His/her departure report & joining report to HRM Branch through Director Main Campus for updation in his/her personal record along with copy of self attested copy of complete certificate.

  
(Dr. S. S. Walia)  
Registrar


Endst. No. IKGPTU/REG/00/02-05

Dated: 03.01.2020

A copy of the above is forwarded to the following for information and necessary action please.

1. I/C Secretariat, o/o Vice Chancellor: For information of Vice Chancellor
2. Director (Main Campus): To inform all Deputy Dean (Faculty), HoDs (Teaching) and Incharge, Constituent Campuses
3. Director, IKGPTU Hoshiarpur Campus
4. Deputy Registrar (HRM)



  
(Dr. S. S. Walia)  
Registrar

5  
Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Deputy Registrar (HRM)  
I.K. Gujral Punjab Technical University  
Jalandhar

06/1/19

(COB given)  
no scene  
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# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Dated: 06-06/16

Ref. No. : IKGPTU/Reg/N/ 1623

## NOTIFICATION

Board of Governors, IKGPTU in its 52<sup>nd</sup> meeting held on March 20<sup>th</sup>, 2014 on the recommendation of 26<sup>th</sup> meeting of Finance Committee, the faculty and the officers of University have been granted the following facility of travel grant scheme for attending National and International Conferences/Seminars.

### Title:

- 1) These regulations may be called Travel Grant Scheme for participants of Faculty Members / Officers of PTU to attend National and International Conference / Seminars.

### Applicability:

- 2) These regulations shall apply to the full time Faculty & Officers of PTU.
  - a) Who are appointed on regular basis.
  - b) Who are re-employed after retirement.
  - c) Who are appointed on contract basis (more than one year duration)
  - d) Who are on deputation to the University.
- 3) These regulations shall not apply to
  - a) Who are not employed full time basis.

### Admissibility:

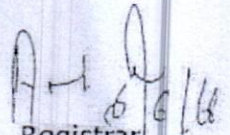
- 4) Maximum of Two visits in a year (Financial Year) for attending national or international level conferences / seminars of repute within any part of the country.
- 5) One conference / seminars of repute outside the country can be permitted.
- 6) The above shall be subjected to acceptance of research paper and allowing the paper to be physically presented during the conference / seminars or getting invitation to deliver key-note address.

I. K. Gujral Punjab Technical University, Jalandhar  
Jalandhar Kapurthala Highway, Near Pushpa Garden Science City, Kapurthala - 144 603

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

- 7) The Faculty Members / Officers desirous of attending Conference / Seminar must assess its relevance before sending paper, they must intimate their respective HOD / Deans / Directors about title of topic of Conference / Seminar, date, duration, place and title of paper. The HOD's / Dean / Director of the concerned Department will ascertain whether proposed Seminar / Conference is of high repute. They will further ascertain that such type of Conference / Seminar would not adversely affect the academic / administrative schedule of their Department and will not impede normal working of their Department.
- 8) Getting acceptance of Paper, respective HOD's / Dean's / Directors's will evaluate the Conference relevance & paper to be presented, whether papers will lead to a publication in the proceedings, preferably referral and send recommendations along with budget requirement to the Hon'ble Vice Chancellor for the approval of tour programme.
- 9) Approval of paper presentation, tour approval, tentative budget approval and advance sanction shall be accorded by the Hon'ble V.C.
- 10) Travel bill / claim along with approved letters and other documents should be submitted to the Finance & Accounts Department through their respective HOD / Dean / Director within the delegated power for payment of claim as per the rules in forces and claim beyond it shall be submitted to Hon'ble Vice Chancellor for his approval.
- 11) If a faculty is sent on official duty by Hon'ble Vice Chancellor for meeting / interaction within country or abroad, those visits will not be considered to be as his personal conference under this scheme.

  
Registrar


Endorsement No: 1684-1685

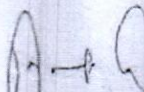
Dated: 06-07-16

Copy to:

1. Secretary to Vice Chancellor: For kind information to Vice Chancellor
2. All HODs
3. File

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

  
Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

  
Registrar

PTU DR HRD / 3964

Date: 03.01.2013


DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT

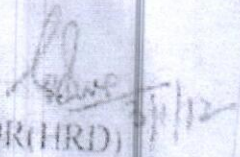
GRANT OF 20 DAYS CASUAL LEAVE TO ALL EMPOLYEEES

As approved by the Vice -Chancellor benefits of Casual Leave @ 20 per year is hereby extended to all the employees of the University wef 01.01.2013.

All HODs  
Director Finance  
Notice Board

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

  
Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

  
DR(HRD)  
03/01/13

**PUNJAB TECHNICAL UNIVERSITY**  
**(Department of Human Resource Development)**  
**OFFICE ORDER**

No. PTU/Dy Reg(HRD)/ SPL/424

Date : Jan 15, 2013

**Subject : Grant of Earned Leave @30 days per year to all employees**

As approved by the competent authority, benefit of Earned Leave @30 days per year is hereby extended to all the employees of the University w.e.f their regular date of joining in the University

CC to :-

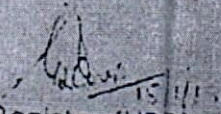
Vice Chancellor

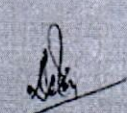
Registrar

Director Finance

Notice Board

For information please.

  
Deputy Registrar(HRD)

  
Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

Ref. No. : IKGPTU/Reg/N/68

Dated : 06.03.2018

## NOTIFICATION

Sub: **Reimbursement of Medical Bills as per the Medical Claim Policy of the University.**

In suppression of notification no. IKGPTU/REG/N/1292 dated 11.07.2016, it is re-notified that the Medical Bills submitted by the employees of IKGPTU will be reimbursed as per actual expenditure in case of hospitalization and SOPs adopted by Finance Office as under:

- (i) A minimum of 24 hours indoor hospitalization is necessary for eligibility of indoor medical expenses.
- (ii) HR Department shall process the request for advance upto 75% of the estimated expenditure by the claimant employee for treatment which must be recommended by the concerned doctor/hospital and forward to the Department of Finance & Accounts.
- (iii) The claimant shall fill the form 26 and get it verified, signed and stamped by the concerned doctor/hospital along-with other necessary documents. After that the form will be submitted to HR Department.
- (iv) HR Department shall forward the claim to the doctor empanelled by the University.
- (v) The doctor shall be paid Rs. 2000/- for verification of bills @ Rs. 200/- per bill as already approved by the Vice-Chancellor.
- (vi) HR shall forward the bills with deduction/clearance of bills as received from Medical Officer to Finance Officer.
- (vii) The Department of Finance & Accounts will check the calculations of the bills, budgetary provisions and as per the applicable schemes/rules of the University.

*Sd/-*  
(Dr. Amanpreet Singh)  
Registrar

Endst. No. IKGPTU/Reg/N/69-72

Dated: 06.03.2018

A copy is forwarded to the following officers for information and necessary action please.

1. OSD to VC: For information of Vice Chancellor, IKGPTU
2. All HoDs (Teaching and Non-Teaching)
3. DR (ITS): For upload on website
4. DR (HRD)

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

*Amanpreet Singh*  
(Dr. Amanpreet Singh)  
Registrar



# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/1798

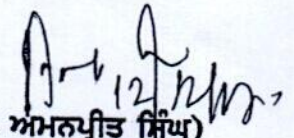
Dated : 12.12.2017

## ਨੋਟੀਫਿਕੇਸ਼ਨ

ਵਿਸ਼ਾ: ਸ਼ਰੀਰਕ ਤੌਰ ਤੇ ਅੰਗਹੀਣ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਕਨਵੇਂਨਸ ਅਲਾਊਂਸ ਦੇਣ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ (ਵਿੱਤ ਪ੍ਰਸੋਨਲ-2 ਸ਼ਾਖਾ) ਨੰਬਰ 3/6/2016-5ਵਿ.ਪ੍ਰ.2/634 ਮਿਤੀ 25/09/2017 ਅਨੁਸਾਰ ਅਤੇ ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ. ਦੇ ਦਫਤਰੀ ਹੁਕਮ ਨੰਬਰ ਪੀ:ਟੀ.ਯੂ./ਡਿ.ਰਜਿ(ਮ.ਸ.ਵਿ.)/4085 ਮਿਤੀ 17/01/2012 ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ ਸ਼ਰੀਰਕ ਤੌਰ ਤੇ ਅੰਗਹੀਣ ਕਰਮਚਾਰੀਆਂ ਦਾ ਕਨਵੇਂਨਸ ਅਲਾਊਂਸ 600/-ਰੁਪਏ ਪ੍ਰਤੀ ਮਹੀਨਾ ਤੋਂ ਵਧਾ ਕੇ 1,000/-ਰੁਪਏ ਪ੍ਰਤੀ ਮਹੀਨਾ ਦੇਣਾ ਮਿਥਿਆ ਗਿਆ ਹੈ।

ਇਹ ਹਦਾਇਤਾਂ ਮਿਤੀ 25/09/2017 ਤੋਂ ਲਾਗੂ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ।

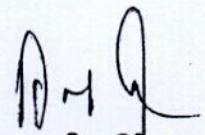
  
(ਡਾ. ਅਮਨਪ੍ਰੀਤ ਸਿੰਘ)  
ਰਜਿਸਟਰਾਰ

ਪਿੱਠ ਅੰ:ਨੰ:/ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ./ਰਜਿ./1799-1803

ਮਿਤੀ: 12/12/2017

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

1. ਸਮੂਹ ਵਿਭਾਗ ਮੁੱਖੀ (ਟੀਚਿੰਗ ਅਤੇ ਨਾਨ-ਟੀਚਿੰਗ)
2. ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ (ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ)
3. ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ (ਆਈ.ਟੀ.ਐਸ.): ਵੈਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਾਉਣ ਹਿੱਤ।
4. ਨੋਟਿਸ ਬੋਰਡ
5. ਸਬੰਧਤ ਫਾਈਲ

  
(ਡਾ. ਅਮਨਪ੍ਰੀਤ ਸਿੰਘ)  
ਰਜਿਸਟਰਾਰ

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

I. K. Gujral Punjab Technical University, Jalandhar  
Jalandhar Kapurthala Highway, Near Pushpa Gujral Science City, Kapurthala - 144 603  
Ph. No. 01822 - 662521, 662501 Fax No. : 01822-255506, 662526, Email : registrar@ptu.ac.in

English version

## **I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No.: IKGPTU/Reg/N/1798

Dated: 12.12.20217

### **Sub: Grant of Conveyance Allowance to Physically Handicapped Employees**

In reference to Department of Finance (Finance Personal-2 Branch), Govt. of Punjab letter No. 3/6/20216-5 Personnel Department dated 25/09.20217 on the above cited subject and in continuation of I.K.G.P.T.U. office order P.T.U./DR(H.R.D)/4085 dated 17/01/2012, the conveyance allowance of physical handicapped employees is <sup>100</sup>creased from Rs. 600/- to Rs. 1000/- per month.

These orders are implemented with effect from 25/09/2017.

(Sd/xxx)

(Dr. Amanpreet Singh)  
Registrar

Edrst. No. I.K.G.P.T.U./Reg/1799-1803


Dated: 12/12/2017

The copy of this is forwarded to the undermentioned for information and necessary action:

1. All HoDs (Teaching & Non-Teaching)
2. Deputy Registrar (Human Resource Development)
3. Deputy Registrar (I.T.S.): To upload on website
4. Notice Board
5. Concerned file

(Sd/xxx)

(Dr. Amanpreet Singh)  
Registrar

  
Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/1798

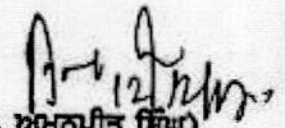
Dated : 12.12.2017

## ਨੋਟੀਫਿਕੇਸ਼ਨ

ਵਿਸ਼ਾ: ਸ਼ਰੀਰਕ ਤੌਰ ਤੇ ਅੰਗਹੀਣ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਕਨਵੇਂਨਸ ਅਲਾਊਂਸ ਦੇਣ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ (ਵਿੱਤ ਪ੍ਰਸ਼ੋਨਲ-2 ਸ਼ਾਖਾ) ਨੰਬਰ 3/6/2016-5ਵਿ.ਪ੍ਰ.2/634 ਮਿਤੀ 25/09/2017 ਅਨੁਸਾਰ ਅਤੇ ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ. ਦੇ ਦਫਤਰੀ ਹੁਕਮ ਨੰਬਰ ਪੀ:ਟੀ.ਯੂ./ਡਿ.ਰਜਿ(ਮ.ਸ.ਵਿ.)/4085 ਮਿਤੀ 17/01/2012 ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ ਸ਼ਰੀਰਕ ਤੌਰ ਤੇ ਅੰਗਹੀਣ ਕਰਮਚਾਰੀਆਂ ਦਾ ਕਨਵੇਂਨਸ ਅਲਾਊਂਸ 600/-ਰੁਪਏ ਪ੍ਰਤੀ ਮਹੀਨਾ ਤੋਂ ਵਧਾ ਕੇ 1,000/-ਰੁਪਏ ਪ੍ਰਤੀ ਮਹੀਨਾ ਦੇਣਾ ਮਿਥਿਆ ਗਿਆ ਹੈ।

ਇਹ ਹਦਾਇਤਾਂ ਮਿਤੀ 25/09/2017 ਤੋਂ ਲਾਗੂ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ।

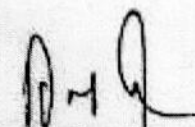
  
(ਡਾ. ਅਮਨਪ੍ਰੀਤ ਸਿੰਘ)  
ਰਜਿਸਟਰਾਰ

ਪਿੱਠ ਅੰ:ਨੰ:/ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ./ਰਜਿ./1799-1803

ਮਿਤੀ: 12/12/2017

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

1. ਸਮੂਹ ਵਿਭਾਗ ਮੁੱਖੀ (ਟੀਚਿੰਗ ਅਤੇ ਨਾਨ-ਟੀਚਿੰਗ)
2. ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ (ਮਾਨਵ ਸੋਤ ਵਿਕਾਸ)
3. ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ (ਆਈ.ਟੀ.ਐਸ.): ਵੈਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਾਉਣ ਹਿੱਤ।
4. ਨੋਟਿਸ ਬੋਰਡ
5. ਸਬੰਧਤ ਫਾਈਲ

  
(ਡਾ. ਅਮਨਪ੍ਰੀਤ ਸਿੰਘ)  
ਰਜਿਸਟਰਾਰ

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

I. K. Gujral Punjab Technical University, Jalandhar  
Jalandhar Kapurthala Highway, Near Pushpa Gujral Science City, Kapurthala - 144 603  
Ph. No. 01822 - 662521, 662501 Fax No. : 01822-255506, 662526, Email : registrar@ptu.ac.in

# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/ 3523

Dated : 9.08.2018

## NOTIFICATION

10.8.18

1/1804

Sub: **Ex-Gratia Payment.**

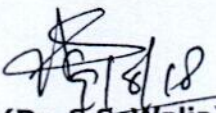
As approved by the Vice Chancellor, the payment of ex-gratia grant will be made as per Punjab Government rules notified vide 3/19/10-3FPPC/1251 dated 13.10.2010 and no. 3/19/10-3PPC/1368 dated 16.12.2011 or amended from time to time as applicable:

- I. Where death occurs in harness or the employee is permanently disabled and rendered unfit for further service, the ex-gratia payment shall be made at the rate of Rs. 1.00 lac on uniform basis.

These orders shall be deemed to have come into force retrospectively i.e. with effect from the 1st day of January, 2006

- II. In case of accidental or homicidal death of an employee during the performance of duty, his legal heirs will be entitled to a lump sum payment of Rs. 5.00 lac as Ex-gratia amount. However, the ex-gratia grant envisaged in these orders shall not be admissible in the case of those employees who commit suicide during the performance of duty.

These orders shall come into force with effect from 1st December, 2011.

  
(Dr. S.S. Walia)  
Registrar

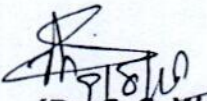
Endst. No. IKGPTU/REG/N/ 3524-3529

Dated: 09.08.2018

A copy is forwarded to the following officers for information please.

1. I/c Secretariat, O/o Vice Chancellor: For information of Vice Chancellor
2. All HoDs (Teaching & Non-Teaching)
3. Director, IKGPTU Main Campus
4. Incharge, All Constituent Campuses
5. DR (HRM)
6. Dy. Controller (ITS): For uploading on website

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

  
(Dr. S.S. Walia)  
Registrar

# I.K.Gujral Punjab Technical University, Jalandhar

(Office of the Registrar)

## Notification

No. IKGPTU/Registrar/Notification/ 1282.

Dated: 02.06.2017

Sub.: Policy of Appointment on Compassionate Grounds as per State Government.

The Board of Government in its 52<sup>nd</sup> meeting held on 20.03.2014 on the recommendations of HR Committee has approved the policy regarding grant of employment in the State Services Class-III and IV on compassionate ground as per State Govt. Norms. The salient features of the policy are as under:

The policy regarding grant of employment in the State Services Class-III and IV on compassionate grounds (is mainly contained in circular letter No. 11/27/94-2PPI/2364, dated 5.2.1996). This policy was framed on the basis of the judgement of the Hon'ble Supreme Court of India delivered in the case of 'Umesh Kumar Nagpal' State of Haryana and others (1994)4 S.C. cases (138). The Apex Court held that the object of compassionate appointments is to enable the penurious family of the deceased employee to tide over the sudden financial crisis and not to provide employment. It was further held that mere death of an employee does not entitle his family to compassionate appointment. The authority concerned must consider as to whether the family of the deceased employee is unable to meet the financial crisis resulting from the employee's death. The offering compassionate appointments as a matter of course irrespective of the financial condition of the family of the deceased and making compassionate appointments in posts above Class-III and IV is legally impermissible. The compassionate appointments cannot be granted after a lapse of reasonable period which must be specified in the rules. The consideration for such employment is not a vested right which can be exercised at any time in future. The object being to enable the family to get over the financial crisis which it faces at the time of death of the sole bread winner the compassionate employment cannot be claimed and offered whatever the lapse of time and after the crisis is over.

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It has been considered appropriate that there is need to review the whole policy on compassionate appointments by taking a cue from the policy of Government of India and to impose strict conditions so that compassionate appointments are available only to very deserving cases. Most of the vacancies that are available or accrue in direct quota posts in various departments are consumed by these compassionate appointments considerably reducing vacancies for carrying out recruitments from the open market. This has a direct reflection on the efficiency and working of the departments as it restricts the Government for making selections from a wider choice of candidates. Imposition of a cap on compassionate appointments will also protect the legitimate right of young qualified persons who are waiting for their turn for being recruited in various departments of the Government for years.

2. The State Government has decided to review the policy, on compassionate grounds strictly on the decision of the Hon'ble Supreme Court of India in the case of 'Umesh Kumar Nagpal' Versus State of Haryana referred as above. The Government has reconsidered all the earlier instructions issued from time to time on compassionate appointments and has decided to review the policy to provide the benefit only to deserving candidates as per directions of the Apex Court referred in Para-1 above.

3. Hence forth the objective of the Scheme is limited to grant of appointment on compassionate grounds to persons who fall in the categories mentioned below:-

- (1) A dependent member of the family of a person (bread-winner) killed or 100% physically disabled in terrorist action or by security forces acting in-aid of civil power in the State.
- (2) A dependent member of the family of the deceased Govt employee who dies in harness.
- (3) Disabled Ex-Servicemen (fit for Civil Service)
- (4) A dependent member of the family of the Defence Services Personnel

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(i) Killed in service while performing duties.

or

(ii) Who are severely disabled and totally unfit for re-employment.

NOTE-I Dependent Family Member' means:

(a) Spouse or

(b) Son (including adopted son) or

(c) Un-married Daughter (including adopted Daughter) or

(d) Un-married Brother or Un-married Sister in the case of unmarried Govt. Servant. Who was wholly dependent on the Govt. Servant/member of the Armed Forces at the time of death in harness.

NOTE-II Government Servant for the purpose of these instructions means a Govt. Servant appointed on regular basis and not one working on daily wage or casual apprentice or adhoc or contract or re-employment or 89 days basis.

NOTE-III Confirmed Work Charged Staff will also be covered by the terms Government Servant mentioned in Note II above.

NOTE-IV Service means a period prior to the date of superannuation. It does not include extension in service or re-employment after attaining the normal age of retirement in a civil post.

NOTE-V Re-employment does not include employment of ex-servicemen before the normal age of retirement in a civil post.

4. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT  
(a) Competent Authority for recruitment as per Standing Order of each Department and Departmental Service Rules.

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(b) Head of the Department in relation to the posts under his control and in the case of attached and subordinate offices.

(c) Secretary of the Department concerned in special types of cases.

5. POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE  
Group 'C or Group 'D' posts against direct recruitment quota available at the time of appointment in the Department of the deceased employee. If no such post is available the case may be referred to the Redeployment Cell in Department of Personnel for sponsoring the name of the candidate for appointment in other Departments against the available direct quota posts.

#### 6. ELIGIBILITY

(a) The family is indigent and deserves immediate assistance for relief from financial destitution. The authority concerned must consider as to whether the family of deceased employees is unable to meet the financial crisis resulting from employee's death.

(b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

#### 7. EXEMPTIONS

Compassionate appointments are exempted from observance of the following requirements:-

(a) Recruitment procedure i.e. without the agency of the Punjab State Subordinate Services Selection Board or the Employment Exchange.

(b) Clearance from the Surplus Cell of the Department of Administrative Reforms.

(c) The ban orders of filling up of posts issued by the State Government from time to time.

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### 8. RELAXATIONS

(a) Upper age limit could be relaxed wherever found to be necessary. In case of reserved categories of SC/BC, Widows the age relaxation may be allowed as per policy instructions issued from time to time. The lower age limit should however in no case be relaxed below 18 years of age in case of Group 'C' and below 16 years in case of Group 'D'. However the Administrative Department may relax upper age limit by 5 years in deserving cases.

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

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

NOTE In the case of an attached/ subordinate office the Secretary in the concerned Administrative Department shall be the competent authority for this purpose.

(c) Where a widow is appointed on compassionate Group 'D' post she will be exempted from the requirement of possessing the educational qualifications prescribed in the relevant rules provided the duties of the post can be satisfactorily performed by her without possessing such educational qualification.

### 9. DETERMINATION/AVAILABILITY OF VACANCIES

(a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.

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(b) Compassionate appointments can be made up to a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' or 'D' post. The appointing authority may hold back up to 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Subordinate Services Selection Board or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category wise. SC/ST/OBC/General depending upon the category to which he belongs. For example if he belongs to SC category he will be adjusted against the SC reservation point if he is ST/OBC He will be adjusted against ST/OBC/ point and if he belong to General Category he will be adjusted against the vacancy point meant for General Category.

(c) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilising any other vacancy e.g. sports quota vacancy.

(d) Employment under the scheme is not confined to the Department/office in which deceased Government servant had been working. Such an appointment can be given anywhere under the Government of Punjab depending upon the availability of a suitable vacancy meant for the purpose of compassionate appointment.

(c) If sufficient vacancies are not available in any particular office to accommodate the person in the waiting list for compassionate appointment it is open to the Administrative Department/office (through Administrative Department) to take up the matter with the Re-deployment Cell in the Department of Personnel to adjust the candidate in other Department/offices of the Government of Punjab.

### 10. WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

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## 11. WHERE THERE IS AN EARNING MEMBER

(a) In deserving cases even where there is already an earning member may be considered for compassionate appointment with prior approval of the Secretary of the Department concerned who before approving such appointment will consult the Department of Personnel and satisfy himself that grant of compassionate appointment is justified having regard to number of dependents assets and liabilities left by the Government servant income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.

(b) In case where any member of the family of the deceased servant is already in employment and is not supporting the other members of the family of the Government servant extreme caution has to be observed in ascertaining the economic distress of the members of the family of the Government servant so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

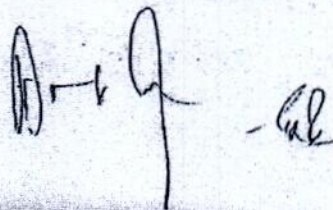
## 12. MISSING GOVERNMENT SERVANT

Cases of missing Government servants are also covered under the scheme for compassionate appointment subject to the following conditions:-

(a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 7 years from the date from which the Government servant has been missing provided that:

- (i) An FIR to this effect has been lodged with the Police.
- (ii) The missing person is not traceable and
- (iii) The competent authority feels that the case is genuine.

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(b) This benefit will not be applicable to the case of a Government servant:-

- (i) Who had less than 7 years to retire the date from which he has been missing or
  - (ii) Who is suspected to have committed fraud or suspected to have joined any terrorist organisation or suspected to have gone abroad.
- Compassionate appointment in the case of a missing Government servant also would not be a matter of right as in the case of others and it will be subject to fulfilment of all the conditions including the availability of vacancy laid down for such appointment under the scheme.

While considering such a request the results of the Police investigation should also be taken into account and. A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Department concerned in consultation with Department of Personnel.

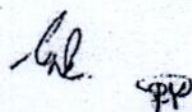
### 13. PROCEDURE

The Performa as in Annexure-I may be used by Departments/offices for ascertaining necessary information and processing the cases of compassionate appointment, along with the documents given in Annexure-II and submitted to the Appointing Authority within a period of 6 months from the date of death or disability of a person/employee as the case may be. Appointment must be made within period of one year within the Department and 2 years in other departments through Redeployment Cell. Genuine belated requests with cogent reasons for compassionate appointment can be entertained only within a period of 5 year from the date of death or disability of the employee/person with the special approval of the Personnel Department and Finance Department. Department/office should depute any senior official to meet the members of the family of the Government servant in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him within a period of 6 months. All applications for appointment on

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compassionate grounds should be considered in the light of these instructions and appointment be made by the Appointing Authority in all Departments. To solve the complicated cases a Committee of 3 officers one Chairman and 2 Members in the rank of Deputy Secretary/Director be constituted in each Department. The Committee may meet during the 2nd week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the Committee if necessary for better appreciation of the facts of the case. Recommendations of the Committee should be placed before the competent authority for a decision. If the competent authority disagrees with the Committee's recommendations the case may be referred to the next higher authority for a decision. In case of non-availability of posts in the Department the matter may be taken up with the Re-deployment Cell in Personnel Department which will adjudge the eligibility and suitability of the candidates in the meeting of the Committee already constituted for the purpose and recommend the names of the candidates to different departments for compassionate appointment.

#### 14. UNDERTAKING

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

#### 15. REQUEST FOR CHANGE IN POST/PERSON

When a person has been appointed on compassionate grounds to a particular post the set of circumstances which led to such appointment should be deemed to have ceased to exist. Therefore:-

- (a) He/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.

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(b) An appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on consideration of compassion should invariably be rejected.

#### 16. SENIORITY

(a) The interse seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits/ promotes may also be made with reference to their dates of appointment without disturbing the interse seniority of direct recruits/promotes.

(b) Date of joining by a person appointed on compassionate grounds shall be treated as the date of his/her regular appointment.

#### 17. GENERAL

(a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.

(b) It is not the intention to restrict employment of a family member of the deceased Group 'D' Government servant to a Group 'D' post only. As such a family member of such Group 'D' Government servant can be appointed to a Group 'C' post for which he/ she is educationally qualified provided a vacancy in Group 'C' post exists for this purpose.

(c) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganisation in the Department/office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible under the Scheme.

(d) Requests for compassionate appointment consequent on death of Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.

(e) Compassionate appointment will have precedence over absorption of surplus employees and regularisation of daily wage/casual workers with/without temporary Status.

*[Handwritten Signature]*  
Registrar 26/11/17

Endst No. IKGPTU/Registrar/Notification/1283-1287

Dated: 02.06.2017

Cc to:

Secretary to Vice Chancellor:

For information to Vice Chancellor please.

Deputy Registrar (HRD)

All HODs of IKGPTU

DR (ITS) For uploading on website

File

*[Handwritten Signature]*  
Registrar

Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

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**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/NF/ 3315

Dated 25.06.2019

**ਨੋਟੀਫਿਕੇਸ਼ਨ**

ਵਿਸ਼ਾ: ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ. ਦੇ ਗਰੁੱਪ 'ਡੀ' (ਦਰਜਾ-4) ਰੈਗੂਲਰ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਲੜਕੀ ਦੀ ਸ਼ਾਦੀ ਲਈ 50,000/- ਬਿਨਾਂ ਵਿਆਜ ਮੌਤਨਯੋਗ ਕਰਜ਼ਾ ਦੇਣ ਸਬੰਧੀ।

ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਜੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਅਨੁਸਾਰ ਆਈ.ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਗਰੁੱਪ 'ਡੀ' (ਦਰਜਾ-4) ਰੈਗੂਲਰ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਲੜਕੀ ਦੀ ਸ਼ਾਦੀ ਲਈ 50,000/- ਰੁਪਏ ਬਿਨਾਂ ਵਿਆਜ ਮੌਤਨਯੋਗ ਕਰਜ਼ਾ ਦੇਣ ਦਾ ਫੈਸਲਾ ਕੀਤਾ ਹੈ। ਇਹ ਕਰਜ਼ਾ ਹੇਠ ਲਿਖੀਆਂ ਸ਼ਰਤਾਂ ਦੇ ਆਧਾਰ ਤੇ ਹੀ ਦਿੱਤਾ ਜਾਵੇਗਾ:

1. ਇਹ ਕਰਜ਼ਾ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਗਰੁੱਪ 'ਡੀ' (ਦਰਜਾ-4) ਰੈਗੂਲਰ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਉਪਲੱਬਧ ਹੋਵੇਗਾ।
2. ਇਹ ਕਰਜ਼ਾ ਵੱਧ ਤੋਂ ਵੱਧ 40 ਮਾਸਿਕ ਕਿਸ਼ਤਾਂ ਵਿੱਚ ਵਸੂਲਿਆ ਜਾਵੇਗਾ। ਇਹ ਵਸੂਲੀ ਕਰਜ਼ਾ ਮਿਲਣ ਤੋਂ ਬਾਅਦ ਪਹਿਲੇ ਮਹੀਨੇ ਦੀ ਤਨਖਾਹ ਵਿੱਚੋਂ ਸ਼ੁਰੂ ਕੀਤੀ ਜਾਵੇਗੀ।
3. ਇਹ ਕਰਜ਼ਾ ਕਰਮਚਾਰੀ ਨੂੰ ਉਸ ਦੀ ਸੇਵਾ ਕਾਲ(ਪੂਰੀ ਸਰਵਿਸ) ਦੌਰਾਨ ਸਿਰਫ ਦੋ ਵਾਰ ਦਿੱਤਾ ਜਾਵੇਗਾ।
4. ਸ਼ਾਦੀ ਦੇ ਸਮੇਂ ਲੜਕੀ ਦੀ ਉਮਰ 18 ਸਾਲ ਤੋਂ ਘੱਟ ਨਹੀਂ ਹੋਣੀ ਚਾਹੀਦੀ। ਉਮਰ ਦੇ ਸਬੂਤ ਵਜੋਂ ਜਨਮ ਸਰਟੀਫਿਕੇਟ/ਸਕੂਲ ਛੱਡਣ ਦੇ ਸਰਟੀਫਿਕੇਟ ਦੀ ਗਜ਼ਟਿਡ ਅਧਿਕਾਰੀ ਪਾਸੋਂ ਤਸਦੀਕ ਸੁਦਾ ਫੋਟੋ ਕਾਪੀ ਕੇਸ ਨਾਲ ਲਗਾਈ ਜਾਵੇ। ਸ਼ਾਦੀ ਦੇ ਸਬੂਤ ਲਈ ਕਾਰਡ ਜਾਂ ਹਲਫੀਆ ਬਿਆਨ ਕੇਸ ਨਾਲ ਲਗਾਇਆ ਜਾਵੇ।
5. ਸ਼ਾਦੀ ਦੀ ਮਿੱਥੀ ਜਾਣ ਵਾਲੀ ਮਿੱਥੀ ਤੋਂ ਤਿੰਨ ਮਹੀਨੇ ਤੋਂ ਪਹਿਲਾਂ ਅਤੇ ਸ਼ਾਦੀ ਦੀ ਮਿੱਥੀ ਤੋਂ ਬਾਅਦ ਕਰਜ਼ੇ ਲਈ ਦਿੱਤੀ ਅਰਜ਼ੀ ਭੇ ਗੇਰ ਨਹੀਂ ਕੀਤੀ ਜਾਵੇਗਾ। ਇਹ ਰਕਮ ਸ਼ਾਦੀ ਦੀ ਮਿੱਥੀ ਤੋਂ ਦੋ ਮਹੀਨੇ ਪਹਿਲਾਂ ਕਢਵਾਈ ਜਾ ਸਕਦੀ ਹੈ।
6. ਚੂਜੀ ਲੜਕੀ ਦੀ ਸ਼ਾਦੀ ਲਈ ਕਰਜ਼ੇ ਦੀ ਰਕਮ (ਜੇਕਰ ਪਹਿਲਾਂ ਲਏ ਕਰਜ਼ੇ ਦੀ ਵਸੂਲੀ ਪੂਰੀ ਨਹੀਂ ਹੋਈ) ਪਹਿਲਾਂ ਲਏ ਕਰਜ਼ੇ ਦੀ ਬਕਾਇਆ ਰਕਮ ਅਤੇ ਹੁਣ ਲਏ ਜਾਣ ਵਾਲੇ ਕਰਜ਼ੇ ਦੀ ਰਕਮ ਦੋਨਾ ਨੂੰ ਮਿਲਾ ਕੇ 50,000/-ਰੁਪਏ ਤੋਂ ਵੱਧ ਨਹੀਂ ਹੋਵੇਗੀ।
7. ਸ਼ਾਦੀ ਦੀ ਮਿੱਥੀ ਤੋਂ ਇਕ ਮਹੀਨੇ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਵਲੋਂ ਵਰਤੋਂ ਸਰਟੀਫਿਕੇਟ ਦਿੱਤਾ ਜਾਵੇਗਾ। ਜੇਕਰ ਸਰਟੀਫਿਕੇਟ ਨਿਰਧਾਰਤ ਸਮੇਂ ਅੰਦਰ ਨਹੀਂ ਦਿੱਤਾ ਜਾਂਦਾ ਜਾਂ ਕਰਜ਼ਾ ਕਿਸੇ ਹੋਰ ਮੰਤਵ ਲਈ ਵਰਤਿਆ ਗਿਆ ਹੋਵੇ ਤਾਂ ਕਰਜ਼ਾ ਕਢਵਾਉਣ ਦੀ ਮਿੱਥੀ ਤੋਂ ਕਰਜ਼ਾ ਜਮ੍ਹਾਂ ਕਰਵਾਉਣ ਦੀ ਮਿੱਥੀ ਤੱਕ 12% ਸਲਾਨਾ ਦੱਛਿਤ ਵਿਆਜ ਦੇਣਾ ਪਵੇਗਾ।
8. ਜੇਕਰ ਪਤੀ ਅਤੇ ਪਤਨੀ ਦੋਨੋਂ ਸਰਕਾਰੀ ਸੇਵਾ ਵਿੱਚ ਹੋਣ ਤਾਂ ਉਹਨਾਂ ਦੋਵਾਂ ਵਿੱਚੋਂ ਕੋਵਲ ਇੱਕ ਨੂੰ ਹੀ ਇਹ ਸਹੂਲਤ ਉਪਲੱਬਧ ਹੋਵੇਗੀ। ਹਰ ਕਰਮਚਾਰੀ ਨੂੰ ਇਹ ਸਰਟੀਫਿਕੇਟ ਦੇਣਾ ਹੋਵੇਗਾ ਕਿ ਉਸ ਦੀ ਪਤਨੀ/ਪਤੀ ਸਰਕਾਰੀ ਸੇਵਾ ਵਿੱਚ ਨਹੀਂ ਜਾਂ ਜੇਕਰ ਹੈ ਤਾਂ ਉਸ ਵਲੋਂ ਇਸ ਮੰਤਵ ਲਈ ਕਰਜ਼ਾ ਨਹੀਂ ਲਿਆ ਗਿਆ/ਜਾ ਰਿਹਾ।
9. ਜੇਕਰ ਕਰਮਚਾਰੀ ਦੀ ਕਰਜ਼ੇ ਦੀ ਪੂਰੀ ਵਸੂਲੀ ਤੋਂ ਪਹਿਲਾਂ ਮੌਤ ਹੋ ਜਾਂਦੀ ਹੈ ਤਾਂ ਬਾਕੀ ਬਚਿੰਦੀ ਰਕਮ ਕਰਮਚਾਰੀ ਦੀ ਤਨਖਾਹ/ਗਰੈਚੂਟੀ ਵਿੱਚੋਂ ਵਸੂਲੀ ਜਾਵੇਗੀ ਅਤੇ ਇਸ ਰਕਮ ਨੂੰ ਵਸੂਲਣ ਸਬੰਧੀ ਯੂਨੀਵਰਸਿਟੀ ਦਾ ਸਭ ਤੋਂ ਪਹਿਲਾਂ ਹੱਕ ਹੋਵੇਗਾ।



I. K. Gujral Punjab Technical University, Jalandhar  
Jalandhar Kapurthala Highway, Near Pushpa Gujral Science City, Kapurthala - 144 603  
Ph. No. 01822 - 662521, 662501 Fax No. : 01822-255506, 662526, Email : registrar@ptu.ac.in

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Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

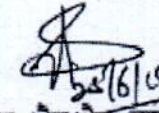




10. ਮੁਅੱਤਲੀ ਅਧੀਨ ਕਰਮਚਾਰੀ ਜਾਂ ਜਿਸ ਦੇ ਖਿਲਾਫ ਕੋਈ ਗੰਭੀਰ ਦੋਸ਼ ਹੋਣ ਜਿਨ੍ਹਾਂ ਦੇ ਸਿੱਟੇ ਵਜੋਂ ਉਸ ਨੂੰ ਨੌਕਰੀ ਤੋਂ ਬਰਖਾਸਤ/ਜਬਰੀ ਸੇਵਾ ਮੁਕਤ ਕੀਤੇ ਜਾਣ ਦੀ ਸੰਭਾਵਨਾ ਹੋਵੇ, ਨੂੰ ਇਹ ਸਹੂਲਤ ਉਪਲੱਬਧ ਨਹੀਂ ਹੋਵੇਗੀ।
11. 40% ਘਰ ਲਿਜਾਣ ਵਾਲੀ ਤਨਖਾਹ ਸਬੰਧੀ ਬਰਤ ਬਾਕੀ ਕਰਜਾ ਕੇਸਾਂ ਵਾਂਗ ਇਸ ਕੇਸ ਵਿੱਚ ਵੀ ਲਾਗੂ ਹੋਵੇਗੀ।
12. ਇਸ ਕਰਜੇ ਲਈ ਕਰਜਾ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਰਜਿਸਟਰਾਰ ਹੋਵੇਗਾ।
13. ਕਰਜਾ ਕੇਸ ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ (ਐਚ.ਆਰ.ਐਮ), ਰਜਿਸਟਰਾਰ ਦੀ ਪ੍ਰਵਾਨਗੀ ਸਹਿਤ ਕੇਸ ਵਿੱਚ ਵਿਭਾਗ ਨੂੰ ਰਾਜ਼ੀ ਜਾਰੀ ਕਰਨ ਲਈ ਭੇਜਣਗੇ।

ਇਹ ਕਰਜਾ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਹੇਠ ਲਿਖੇ ਦਸਤਾਵੇਜ਼ ਲਗਾਏ ਜਾਣ:

- ੳ. ਅਰਜੀ ਫਾਰਮ।
- ਅ. ਯੂਨੀਵਰਸਿਟੀ ਨਾਲ ਇਕਰਾਰਨਾਮਾ (ਜੁਡੀਸ਼ੀਅਲ ਪੇਪਰ ਤੇ)।
- ੲ. ਤਨਖਾਹ/ਗਰੈਚੂਟੀ ਵਿੱਚੋਂ ਬਕਾਇਆ ਰਕਮ ਕੱਟਣ ਸਬੰਧੀ ਅਨੁਲੰਗ (ਜੁਡੀਸ਼ੀਅਲ ਪੇਪਰ ਤੇ)।
- ਸ. ਲੜਕੀ ਦੀ ਉਮਰ ਦੇ ਸਬੂਤ ਵਜੋਂ ਇਸੇ ਪੱਤਰ ਦੇ ਪੰਨਾ ਨੰਬਰ 1 ਤੇ ਦਰਸਾਏ ਸਰਟੀਫਿਕੇਟਾਂ ਵਿੱਚ ਕਿਸੇ ਇੱਕ ਦੀ ਫੋਟੋ ਕਾਪੀ (ਤਸਦੀਕ ਸੁਦਾ)।
- ਹ. ਸ਼ਾਦੀ ਦੇ ਸਬੂਤ ਲਈ ਕਾਰਡ ਜਾਂ ਹਲਫੀਆ ਬਿਆਨ।
- ੲ. ਇਸੇ ਪੱਤਰ ਦੇ ਪੰਨਾ ਨੰਬਰ 1 ਤੇ ਲੜੀ ਨੰਬਰ 8 ਤੇ ਦਰਸਾਇਆ ਸਰਟੀਫਿਕੇਟ।


  
 (ਡਾ. ਐਸ.ਐਸ. ਵਾਲੀਆ)  
 ਰਜਿਸਟਰਾਰ

ਪਿੱਠ ਅੰ: ਨੰ./ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ./ਰਜਿ./3376-3381

ਮਿਤੀ : 25/06/2019

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਜਾਣਕਾਰੀ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

1. ਇੰਚਾਰਜ ਸਕੱਤਰੇਤ, ਉਪ ਕੁਲਪਤੀ ਦਫਤਰ: ਉਪ ਕੁਲਪਤੀ ਜੀ ਦੀ ਜਾਣਕਾਰੀ ਹਿੱਤ
2. ਸਮੂਹ ਵਿਭਾਗ ਮੁੱਖੀ (ਨਾਨ ਟੀਚਿੰਗ)
3. ਡਾਇਰੈਕਟਰ (ਮੈਨ ਕੈਂਪਸ): ਆਪ ਜੀ ਦੇ ਅਧੀਨ ਆਉਂਦੇ ਸਮੂਹ ਵਿਭਾਗ ਮੁੱਖੀ (ਟੀਚਿੰਗ) ਅਤੇ ਇੰਚਾਰਜ, ਸਮੂਹ ਕੰਸਟੀਚਿਊਟ ਕੈਂਪਸ ਨੂੰ ਜਾਣੂ ਕਰਵਾਉਣ ਹਿੱਤ
4. ਡਾਇਰੈਕਟਰ, ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ. ਹੁਸ਼ਿਆਰਪੁਰ ਕੈਂਪਸ
5. ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ (ਮਾਨਵ ਸੰਰ ਪ੍ਰਬੰਧਨ)
6. ਇੰਚਾਰਜ (ਆਈ.ਟੀ.ਐਸ.): ਯੂਨੀਵਰਸਿਟੀ ਦੀ ਵੈਬਸਾਈਟ 'ਤੇ ਅਪਲੋਡ ਕਰਵਾਉਣ ਹਿੱਤ।

  
 (ਡਾ. ਐਸ.ਐਸ. ਵਾਲੀਆ)  
 ਰਜਿਸਟਰਾਰ

Deputy Registrar (HRM)  
 IK Gujral Punjab Technical University  
 Jalandhar

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English version

## **I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No.: IKGPTU/Reg/NF/3375


Dated: 25.08.2019

### **Notification**

**Sub: Regarding Grant of Refundable Interest free loan of Rs. 50,000/- to Group 'D' (Category-4) Regular Employees for marriage of their daughters**

As per the approval of competent authority, it has been decided to sanction refundable interest free loan of Rs. 50,000/- to Group 'D' Regular employees of I. K. Gujral Punjab Technical University for marriage of their daughters. This loan will be applicable on the following terms and conditions:

1. This loan will be applicable for University employees of Group 'D' (Category-4).
2. This loan will be refundable in maximum 40 monthly instalments. Loan refund instalment will be started from the first month of salary.
3. This loan can be availed by the employee twice during his/her entire service.
4. The age of daughter at the time of marriage should not be below 18 years. As a proof of date of birth, photocopy of birth certificate/school leaving certificate, duly attested by Gazetted Officer is to be submitted. Marriage card or an undertaking is to be attached along with case application.
5. The case for loan will not be considered three months before or after fixed date of marriage. This amount can be withdrawn before two months before the date of marriage.
6. The loan amount in total will not exceed Rs. 50,000/- for marriage of second daughter if the loan amount is outstanding sanctioned for first daughter.
7. The concerned employee is to submit utilisation certificate within one month from the date of marriage. If utilisation certificate is not submitted within the stipulated time or used for other purpose, the concerned employee is to be charged with 12% interest from the date of loan imbursement to till date of return.
8. If husband and wife both are Govt. employees; this facility will be available for one only. Each employee will have to submit a certificate that his/her wife/husband is not in government service, if so, then he/she has not taken loan for this purpose.

  
Deputy Registrar (HR/II)  
IK Gujral Punjab Technical University  
Jalandhar

9. If employee dies before returning the loan amount, then University has the first right to deduct the balance amount from the salary/gratuity of concerned employee.
10. This facility will not be available for those employees who are under suspension or are facing serious charges resulting suspension or force retirement.
11. The condition for taking 40% home salary will be applicable for this loan also.
12. Registrar will be sanctioning authority for this loan.
13. Loan case duly approved by the Registrar will be forwarded to Department of Finance by the Deputy Registrar (H.R.M) for release of loan amount.

The following documents to be attached for availing this loan:

- a) Application Form.
- b) Agreement with University on judicial paper.
- c) Annexure regarding deduction of balance amount from salary/gratuity on judicial paper.
- d) Proof of age of daughter (attested copy)
- e) Affidavit or invitation card as a proof of marriage.
- f) Certificate mentioned at Sl. No. 1 and 8 of this letter.

(Sd/xxx)

(Dr.S.S. Walia)  
Registrar

Edrst. No. I.K.G.P.T.U./Reg/3376-3381


Dated: 25/06/2019

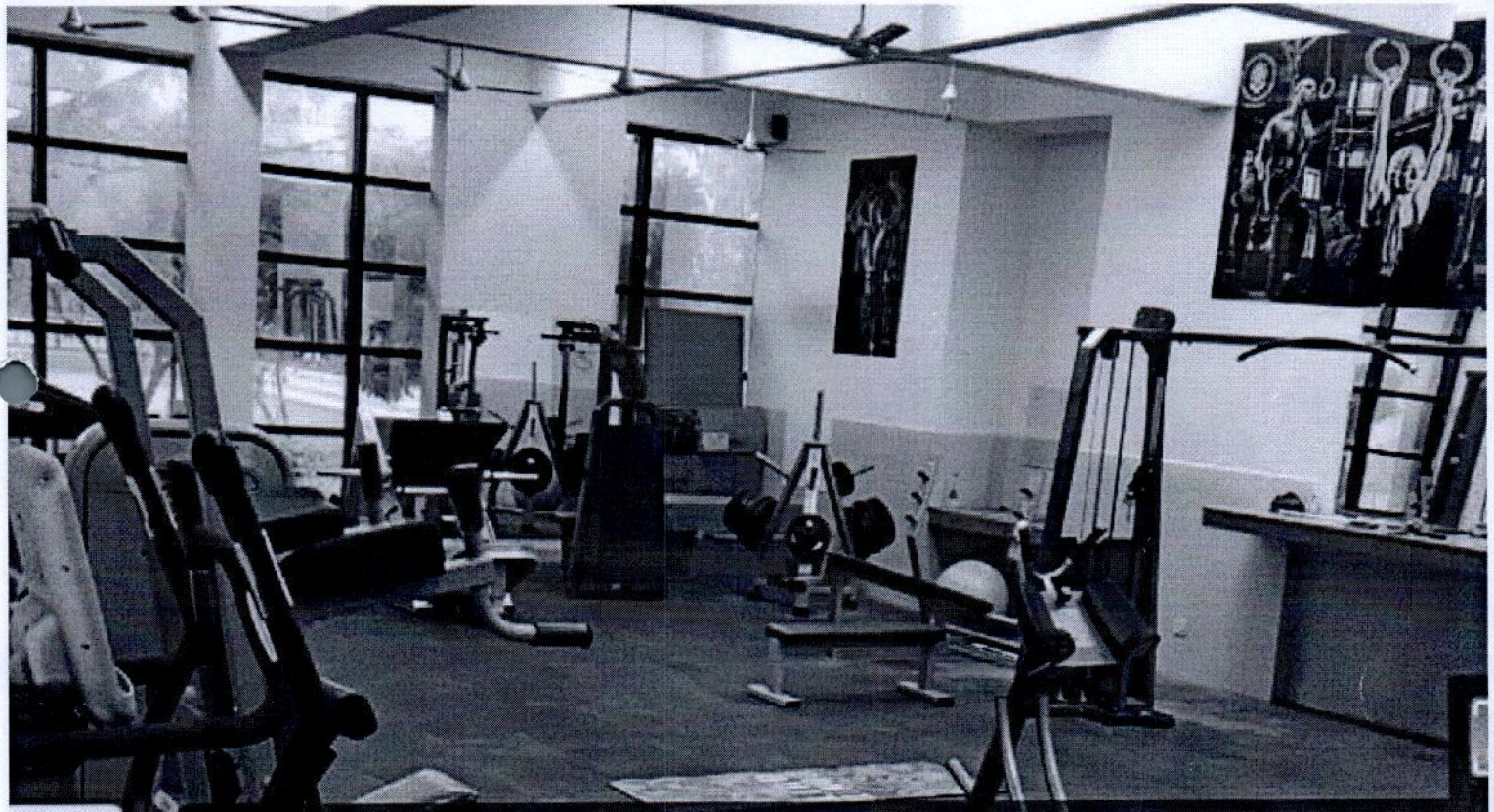
The copy of this is forwarded to the undermentioned for information and necessary action:

1. Incharge Secretariat Office of Vice-Chancellor – For information of Hon'ble VC
2. All HoDs (Non-Teaching)
3. Director (Main Campus): To inform all HoDs (Teaching) and Incharge, all Constituent Campuses.
4. Director, IKGPTU Hoshiarpur Campus
5. Deputy Registrar (Human Resource Management)
6. Incharge (I.T.S.): To upload on website

(Sd/xxx)

(Dr. S.S. Walia)  
Registrar

  
Deputy Registrar (HRM)  
I.K.G.P.T.U. Punjab Technical University  
Jalandhar



**Rasulpur Brahmanan, Punjab, India**

**Kapurthala - Jalandhar Rd, Rasulpur Brahmanan, Punjab, India**

**Lat 31.3518°**

**Long 75.462847°**

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Deputy Registrar (HRM)  
IK Gujral Punjab Technical University  
Jalandhar

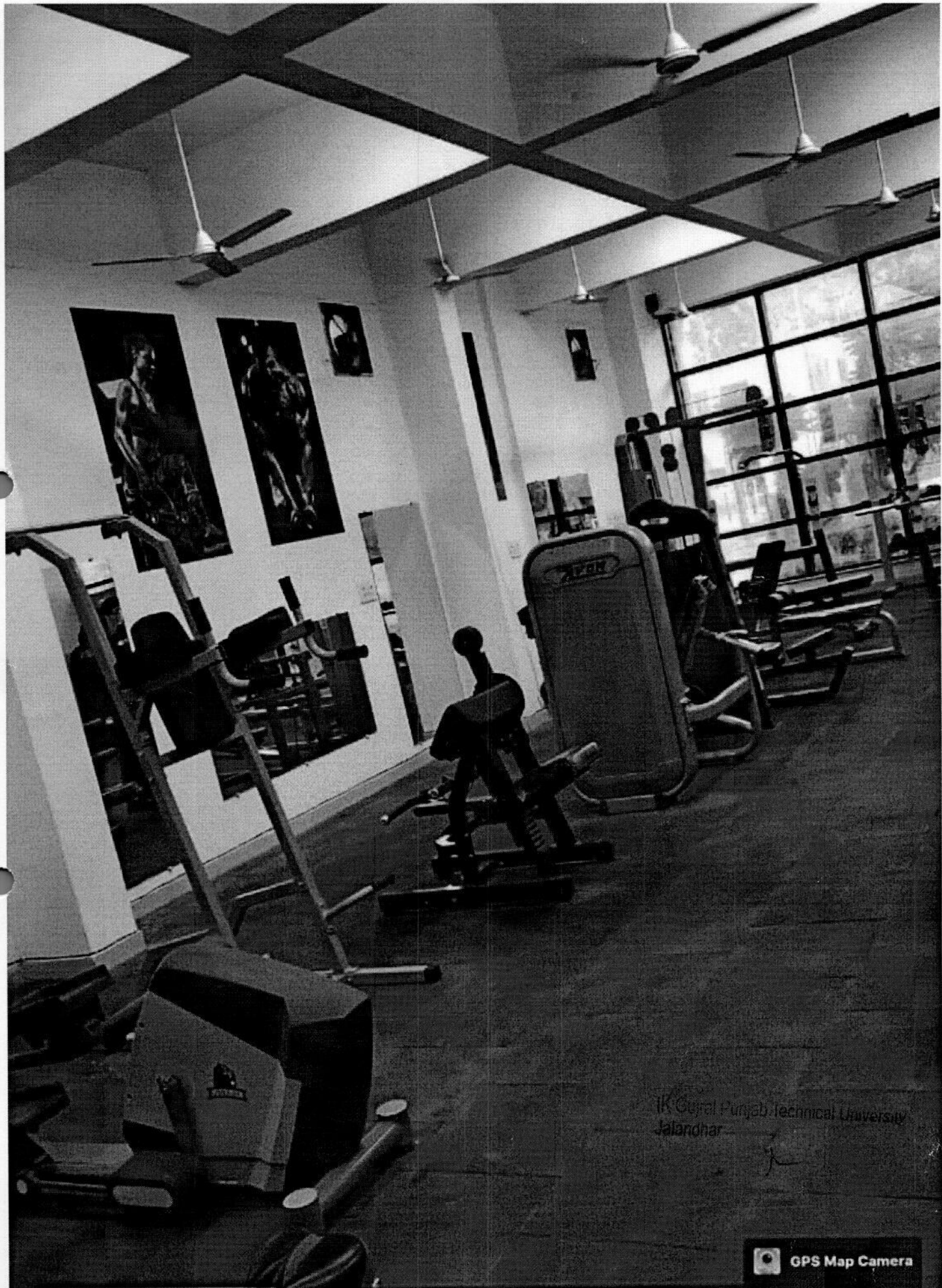


Dr. Jyoti K. (Ph.D.)  
IK Gujral Punjab Technical University  
Jalandhar

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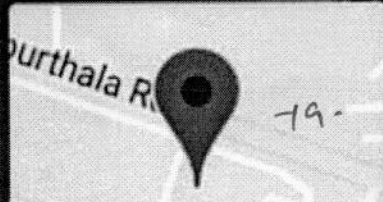


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144623, India



JK Gujral Punjab Technical University  
Jalandhar

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JK Gujral Punjab Technical University  
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**Rasulpur Brahmanan, Punjab, India**  
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144602, India



**Rasulpur Brahmanan, Punjab, India**

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India

Lat 31.351357°

Long 75.462468°

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# Rasulpur Brahmanan, Punjab, India

Kapurthala - Jalandhar Rd, Rasulpur Brahmanan, Punjab  
India

Lat 31.353485°

Long 75.454816°

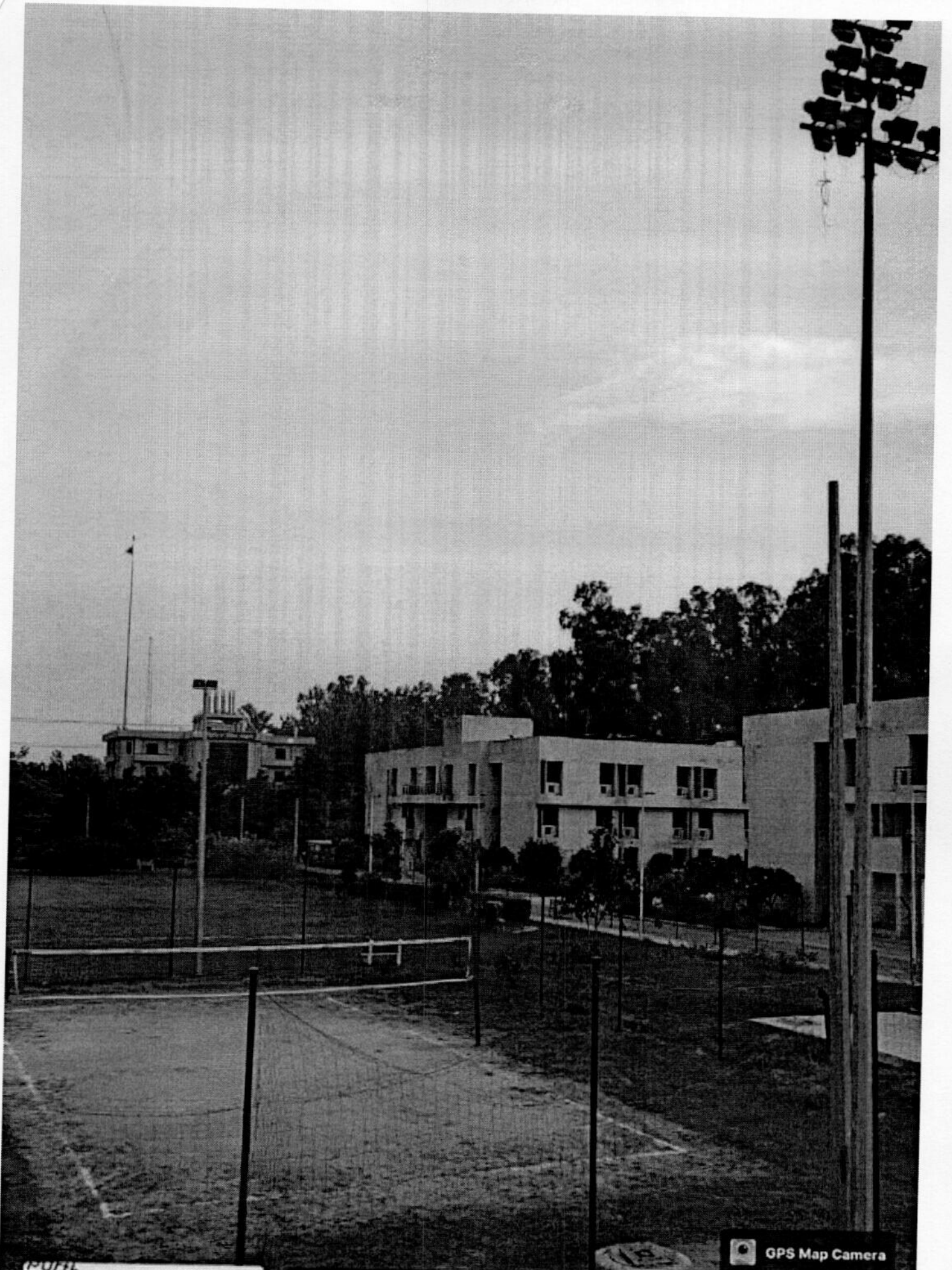
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BRITISH SIKH


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144623, India



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**Rasulpur Brahmanan, Punjab, India**  
Kapurthala - Jalandhar Rd, Rasulpur Brahmanan, Punjab  
144623, India



**Rasulpur Brahmanan, Punjab, India**

Kapurthala - Jalandhar Rd, Rasulpur Brahmanan, Punjab,  
India

Lat 31.352622°

Long 75.456096°

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**Rasulpur Brahmanan, Punjab, India**

Kapurthala - Jalandhar Rd, Rasulpur Brahmanan, Punjab, India

Lat 31.352728°

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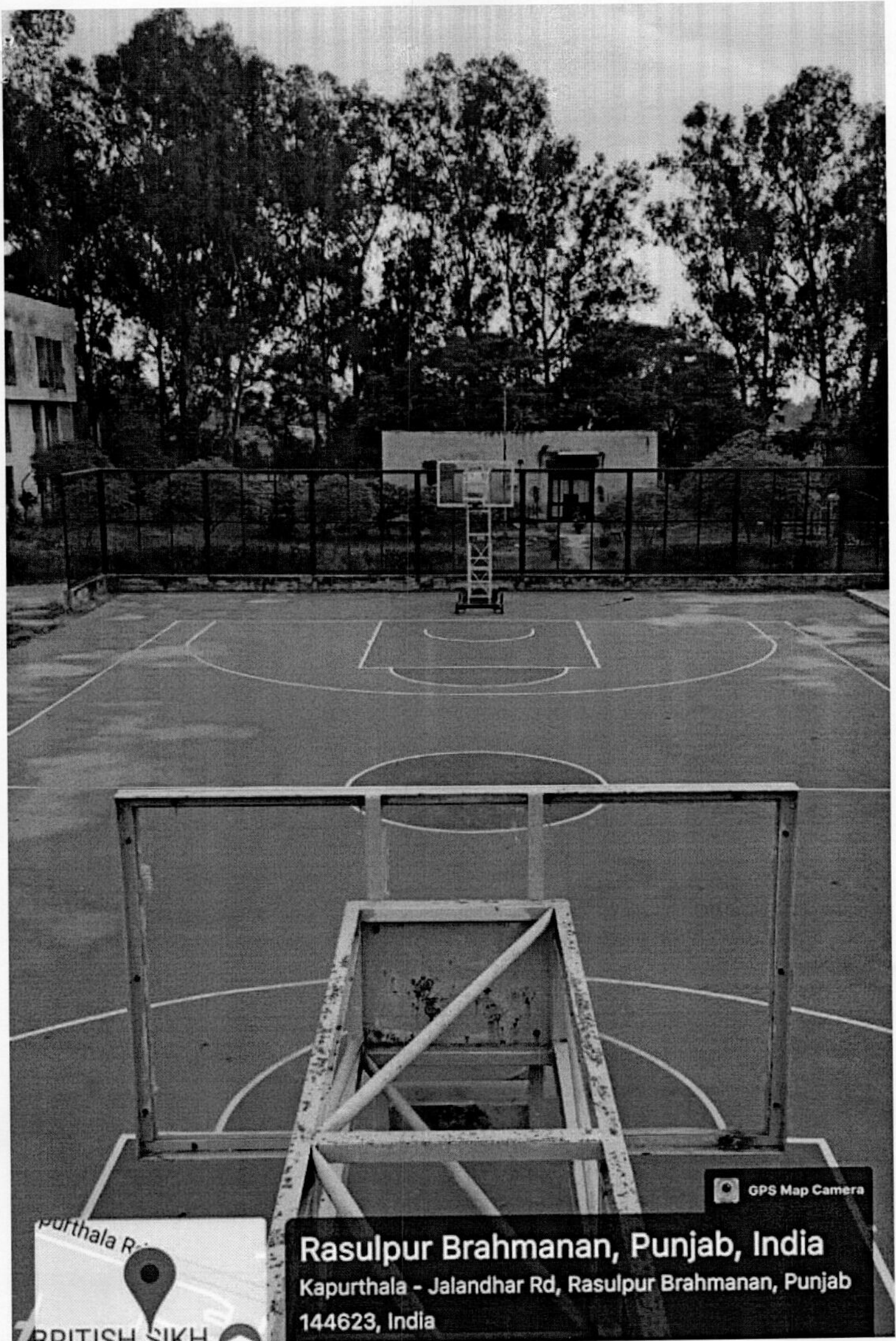
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Kapurthala - Jalandhar Rd, Rasulpur Brahmanan, Punjab,  
India

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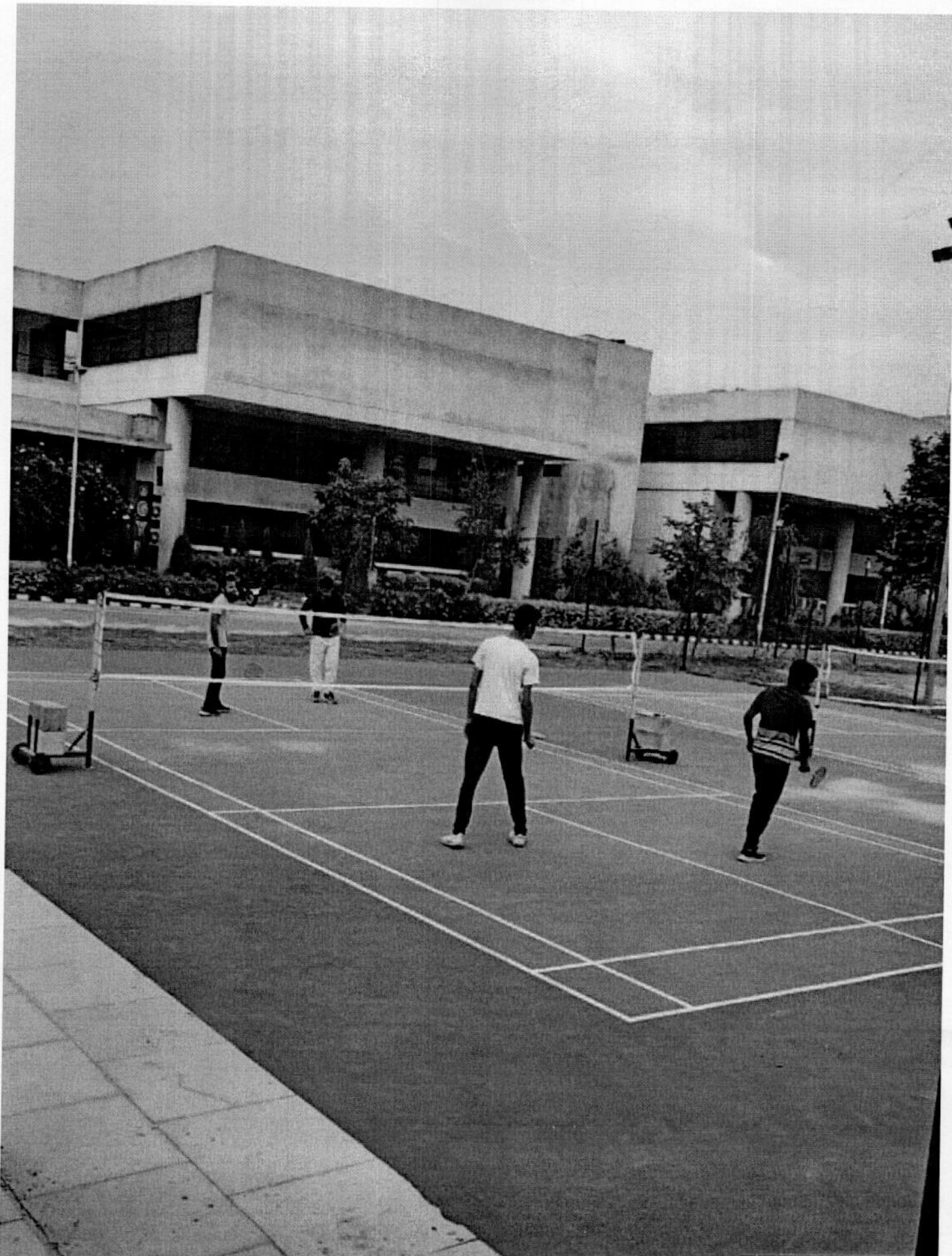
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Kapurthala Rd  
  
BRITISH SIKH

**Rasulpur Brahmanan, Punjab, India**  
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144623, India



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