

ਆਈ.ਕੇ.ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ
I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

ਏਜੰਡਾ
AGENDA

28ਵੀਂ ਮੀਟਿੰਗ
28TH MEETING

ਵਿੱਤ ਕਮੇਟੀ
FINANCE COMMITTEE



ਮਿਤੀ: 23-06-2016

ਸਮਾਂ : 3:00 ਦੁਪਹਿਰ ਬਾਅਦ

Date: 23-06-2016

Time: 03:00 PM

ਸਥਾਨ

ਪੰਜਾਬ ਸਕਿਲ ਡਵੈਲਪਮੈਂਟ ਮਿਸ਼ਨ
ਐਸ.ਸੀ.ਓ. 149-152, ਸੈਕਟਰ-17,
ਚੰਡੀਗੜ੍ਹ

Venue

Punjab Skill Development Mission
SCO 149-152, Sector-17,
Chandigarh

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28.01 To confirm the minutes of 27th meeting of Finance Committee held on 04.09.2015

The 27th meeting of the Finance Committee was held under the Chairmanship of Hon'ble Vice-Chancellor IKG PTU in the Office of Secretary, Technical Education and Industrial Training, Government of Punjab, Room No. 514, 5th Floor, Punjab Civil Secretariat-II, Chandigarh.

Minutes of the meeting were circulated to the members, no comments were received. The copy of minutes is placed at **Annexure 'A'**.

The matter is placed before Finance Committee for confirmation.

28.02: Action taken report on 27th meeting of Finance Committee

Item No.	Particulars	Action Taken
27.01	To confirm the minutes of the 26th meeting of FC. The Committee confirmed the minutes of the 26 th meeting of the Finance Committee.	Confirmed
27.02	Action taken report on 26th meeting of Finance Committee. The Committee reviewed action taken report on minutes of the 26 th meeting. The Committee advised that PDA scheme of UGC may be studied and Travel Grant Scheme be revised accordingly.	Placed as item no.28.09

27.03	<p>Audited Balance Sheet and Audit Report for the year 2013-14.</p> <p>The Committee deliberated on the Audited Balance Sheet presented to the Committee for the year 2013-14. The Committee suggested that Audited Balance Sheet should be sent to the Government for publishing in Gazette as per requirement of IKG IKG PTU Act and also desired that University may approach to the local fund Audit and AG Punjab for conducting of University Audit.</p> <p>The Committee recommends the Audited Balance Sheet along with notes to accounts of the University for the year 2013-14 to the BOG for its approval. Audited Balance Sheet along with the notes to accounts for the year 2013-14 is enclosed.</p>	Order dated 20.04.2016 has been issued by TE & IT, Govt. Of Punjab
27.04	<p>Revised Budget Estimates for the year 2014-15 and Budget Estimates for the year 2015-16.</p> <p>Revised Budget for the financial year 2014-15 and Budget Estimate for the year 2015-16 was presented to the Committee along with the key highlights of the Budget.</p> <p>After due deliberation, Committee approved the Revised Budget for the year 2014-15 and Budget Estimate for the year 2015-16 for Rs. 319.00 Crores and Rs.276.00 Crores respectively. It was decided that in future, detailed write up should be included in the budget proposal regarding various items in the budget and justification thereof.</p>	Implemented
27.05	<p>Approval of revision of fees and charges.</p> <p>The Committee considered the agenda and verified the revision of fee structure for Ph.D., program, and payment to expert for viva and college inspection.</p>	Implemented

27.06	<p>Status of service tax liability cases.</p> <p>The Committee noted the status report of the service tax matter and advised to defend the case strongly with tribunal and Commissioner Central Excise & Service Tax. The Committee advised that a senior advocate / expert should also be consulted to defend case properly in addition to present advocate.</p>	Status placed as item No. 28.13
27.07	<p>Approval of advance payment of fellowship to JRF in case of delay in release of Grant from UGC/AICTE.</p> <p>The Committee deliberated on the matter and ratified the decision taken by the Vice Chancellor for payment of advance against the fellowship grant. It was appraised to the Committee that UGC is in process to transfer the fellowship grant directly to the research scholar. Further, such a system of advance does not exist in other Universities and norms of UGC, the Committee therefore decided that no further advance to be given to any Research Fellow after 30.09.2015 and all advances should be recovered from them on receipt of grant.</p>	Implemented
27.08	<p>Approval of Delegation of Financial Powers.</p> <p>The Committee discussed the proposal of revision of delegation of Financial Power to the Officers of the University and after due deliberations, Committee suggested that a detailed proposal regarding delegation of power under various heads of budget be prepared. It was also decided to update purchase policy and Standard Operating Procedure. This should be done expeditiously.</p>	Placed as Item No. 28.04
27.09	<p>Approval of Transfer of Funds of Rs.75 Cr. to MRSTU Bathinda</p> <p>The committee ratified the decision to transfer Rs. 75 Cr. To MRSTU, Bathinda in compliance of Government order and recommended the same to the BOG for approval.</p>	Implemented

27.10	<p>Approval of Adjustment of advance of Rs.2,23,000/- of Late Sh. Jaspal Singh Joint Registrar.</p> <p>The Committee discussed the matter and after due deliberations, keeping in view of untimely demise of Mr. Jaspal Singh, approved the proposal.</p> <p>Committee advised that advances of more than a year should be recovered immediately from the salary of the employees and no further advance should be issued until previous advance have been adjusted.</p>	Implemented
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28.03: Approval of Revised Budget Estimates for the Financial Year 2015-16 and Budget Estimates for Financial Year 2016-17.

Revised Budget for the financial year 2015-16 and Budget Estimates for the Expenditure for year 2016-17 are worked out to Rs. 14455 lacs and Rs.33648 lacs respectively. It is proposed to incur expenditure of Rs33648 lacs as per following units of expenditure for the year 2016-17 (for Examination, Academic, Administration, Finance & Accounts, Distance Education, Constituent Colleges ,PG Regional Centers and other Scheme/Projects etc.).

There is deficit of Rs. 665 lacs in 2015-16 and Rs.19900 lacs, will be in 2016-17 which will be met out of Reserves and Surpluses/Interest on Corpus Fund/Corpus Fund, if required Budget at a glance is given below.

Sr. no	Heads	Budget Estimate 2015-16	Revised Budget Estimate 2015-16	Budget Estimate 2016-17
		Rs. In lacs	Rs. In lacs	Rs. In lacs
A	Revenue Receipts	12330	13790	13748
B	Revenue Expenditure	14800	9124	20799
C	Capital Expenditure	2980	353	5204
D	Civil works	9850	4978	7645
E (B+C+D)	Total Expenditure	27630	14455	33648
F (A-E)	Surplus / (Deficit)	(15300)	(665)	(19900)

Revised budget estimates for the financial year 2015-16 and budget estimates for the financial year 2016-17 are placed at **Annexure 'B'**.

Key highlights of the Budget 2016-17.

- Entrepreneurship and Skill Dev/Incubation centre etc. Rs. 50 lacs
- Academic Audit and Inspection Rs. 40 lacs
- Conferences/ Seminar/ workshop Rs. 60 lacs
- Grant in aid for promotion of S & T Rs. 60 lacs
- Brand building etc. Rs. 60 lacs
- Universal Value and Human Ethics Rs. 83 lacs
- Scholarships etc. Rs. 100 lacs
- Library and subscription of E journals Rs. 230 lacs
- Curriculum/Course material / LMS Rs. 340 lacs
- Research Innovation & Consultancy Activities etc. Rs. 535 lacs
- Computerization and Networking/ etc. Rs. 1543 lacs
- Exam. & Confidential work etc. Rs. 2000 lacs
- IKG PTU Academic Departments & Constituent Colleges Rs. 2160 lacs
- Fixed Assets etc. Rs. 1300 Lacs
- Provision for pay & pay revision Rs. 4663 lacs
- Construction of Infrastructure etc. Rs. 7645 lacs

The matter is placed for consideration and kind approval.

28.04: Manual of Policies and Procedures (SOP) for Finance, Accounts and Purchase.

Manual of Policies and Procedure (SOP) for Finance, Accounts and Purchase has been drafted to lay down necessary directives for the smooth and efficient functioning. The policies & procedures mentioned in this manual are subject to amendment, modification and changes to be incorporated with the approval of the competent authority from time to time.

This manual includes the delegation of financial power and purchase rule keeping in mind the day-to-day requirement of the University and smooth functioning at different level. While preparing the SOP, documents of Central University, Himachal Pradesh, Thapar University, Patiala, MRS Punjab Technical University, Bhatinda and other universities were also considered. The Draft proposed Mannual of Policies and Procedures (SOP) for Finance, Accounts and Purchase will be placed on table.

The matter is submitted for consideration and kind approval.

28.05:Approval of Audited Balance Sheet and Income & Expenditure for the Financial Year 2014-15.

The Balance Sheet and Income & Expenditure for the financial year 2014-15 has been prepared. This includes the figures of IKG PTU Main Campus, GZS Bathinda Campus, PG Regional Centers and PITs.

The financial statement has been audited by the University Auditors M/s K. Bhagat & Company, Chartered Accountants, Jalandhar. Audited Balance Sheet with notes to accounts will be placed on table.

The matter is placed before Finance Committee for consideration and kind approval.

28.06: Approval of Cashless Health Insurance Scheme.

The Government of Punjab has introduced a Cashless Health Insurance Scheme hereinafter referred as Punjab Government Employees and Pensioners Health Insurance Scheme (PGEPHIS) to cover indoor medical treatment expenses, specified daycare procedure and treatment of chronic diseases as specified or to be specified by State Government. As per para 13 of the notification, a similar scheme can be adopted by the Boards, Corporations and Public Sector Undertakings of Punjab Government for its Employees & Pensions in consultation with the State Government in Finance Department. As per the Punjab Govt. Notification No.21/28/12-SHS/758286/1 dated 20/05/2016 it has been intimated that the date for the enrollment of employees and pensioners under the scheme has been extended to 30th June 2016. The key features of the notification No. 21/28/12-5HB5/268, dated 20.10.2015. (Annexure 'C').

In view of the above, this scheme may be adopted in IKG PTU to extend the benefits of the scheme to the officers and employees of the University. The reimbursement of expenses over and above the claim limit as per scheme by the Insurance company shall be paid by the University as per its policy approved by the competent authority from time to time.

At present the Board in its 10th meeting held on 20.05.2010 has approved that "regarding medical allowance, members felt that it should be 10% of the basic pay subject to maximum limit of Rs. 500 per month and in case of hospitalization actual expenditure be reimbursed."

In the financial year 2015-16 the University has spend around Rs. 26 lacs on indoor medical reimbursements to staff and their dependents on actual claim

basis. In view of the above if approved in principal the University may take up the matter with the Finance Department of Govt. of Punjab department for further modalities and working out the financial liability for premium.

In the meeting of FC held on 16.03.2016 it was also discussed that Central Govt. Health Scheme may also be explored. As per information over website of CGHS the scheme covers 28 cities of which only Chandigarh is covered and no other city of Punjab is covered. The University may not get coverage in Punjab. In case it is decided to adopt CGHS scheme, It will have to get into the process of enlisting Hospitals in Punjab for treatment at CGHS rates.

The matter is placed before the Finance Committee for consideration decision.

28.07: Revision of Evaluation and Re-evaluation rates.

There is ongoing demand from the colleges for revision of evaluation rates. The Controller of examination has proposed for revision of evaluation and re-evaluation rate of answer books. This includes the rate of controller, head controller, evaluators and other allied services. The rates proposed are based on the rates applicable in other Universities in the region. COE has proposed to increase the existing rates by more than 50% for the different activities of the University. The detail proposal is placed at **Annexure 'D'**.

The matter is placed before the Finance Committee for consideration.

28.08: To consider the representation of Dr. Harmeen Soch Associate Professor for Pension Scheme.

Dr. Harmeen Soch has requested to consider her case for the benefit of Old pension Scheme as per the scheme applicable during her previous employment with GNDU.

She joined as Associate Professor in Department of Management at Punjab Technical University, Jalandhar on 30.11.2011 in response to the appointment letter ref. no. IKG PTU/DR/HRD/30832 dated 4/10/2011. She joined IKG PTU after taking no objection from her previous employer. As per her request she was covered under old pension scheme at GNDU.

In this regard her case is to be placed in the next meeting BOG (as per minutes of 61st Meeting of BOG held on (1.04.2016).

It is brought to the notice that the matter of such cases was placed as agenda item no. 53.8 in the meeting of BOG held on 6.08.2014. The matter placed before BOG is given below.

Previous service of an employee on joining the university will be counted for the purpose of Pension (Old/New only) if they have served under the Central Govt./Central Autonomous Body or state Govt./State Autonomous body/Recognized universities/other recognized educational institutions including institutions deemed to be the Universities, subject to the following conditions:

- (a) The employees who have rendered pensionable service in the above mentioned organizations, shall have to deposit the pension fund(including gratuity) with up to date interest received from the previous employer or by the employee concerned himself on joining the post or on sanction of the pension by the Vice Chancellor of this University.
- (b) Any employee of the above mentioned organizations who was covered under old pension scheme on 31.12.2013 or prior to that and gets selected and joins against a new post in this University after resigning his post on

technical grounds/submission of technical resignation will continue to be placed in the old pension scheme and GPF.

- (c) Subject to the above regulations, the rules framed by the Punjab Govt. relating to the pension scheme etc. for their employees along with amendments made from time to time shall be adopted in so far as these are consistent with the statute of University.
- (d) The regulations governing GPF of the GNDU Amritsar be adopted as such, as these are in lines with Punjab Govt. norms.

The matter was discussed in the BOG and it was desired that the matter may be put up in the next meeting of finance committee.

In compliance of the decision the HR section had moved note dated 2/09/2015 of DR(HR) on subject "Consider GPF and Pension Scheme to the Officers/faculty/staff", in response to which FO has informed vide note dated 25/02/2016 that "The matter was placed as item 24.06 in the 24th meeting of the Finance committee meeting held on 12.12.2012 in which following decision was taken " The committee discussed the matter and after due deliberations, the committee decided that the GPF of those employees/officers who are on deputation or on lien, the fund of those employees/officers may be sent to their parent department till the date of confirmation/end of the deputation period. On confirmation in the University existing provident fund scheme should be applicable.

At the time of joining her services with IKG PTU the University did not have any pension scheme for its employees except that the employees were covered under EPFO. So any employee joining IKG PTU gets the benefit of

scheme which the IKG PTU has adopted and extended to other employees at the time of their joining or subsequently adopted or implemented.

In light of the above, case of such employees who were covered under Old Pension Scheme and who applied through proper channel and their resignation in the parent Organization could be considered under the definition of technical resignation, then those may be considered eligible for the pension as per Govt. norms, only if such scheme is adopted as such with retrospective effect at IKG IKG PTU. Such employees will have to bring the pension contribution fund along with Gratuity and other terminal benefits as per norms along with upto date applicable interest from their parent organization. For such employees the University will have to adopt the Old Pension Scheme and create pension fund corpus for meeting such liability. The relevant paper are placed at annexure 'E'.

The matter is placed before committee for consideration.

28.09 To consider Professional Development Allowance Scheme for the Faculty of IKG PTU and its Constituent Colleges.

As desired by Finance Committee regarding review of travel grant scheme of IKG PTU for the faculty and consider the PDA Scheme, the matter was referred to Dean RIC for review and comments, Dean RIC has recommended to adopt PDA scheme as notified by the MHRD notification no. F.No.23-1/2008-TS-II dated 18/08/2009. The PDA scheme has been drafted which is placed below for consideration while drafting the PDA scheme documents of NIT and IIT were also considered.

Professional Development Allowance as provided by Sixth Central Pay Commission, Ministry of Human Resource Development vide its notification

F.No.23-1/2008-TS-II dated 18/08/2009 at item no. 8(iii) has approved a cumulative Professional Development Allowance of 3.00 Lakhs for every block period of 3 years (Rs. One lakh per year) may be made available to every member of the faculty on reimbursement basis to meet the expenses for participating in both national and international conferences, paying the membership fee of various professional bodies and contingent expenses. The same may be made available to every faculty member of IK Gujral Punjab Technical University. PDA Scheme is placed at annexure 'F'.

The matter is placed before committee for kind consideration and approval.

28.10: Regarding Honorarium for interview/Counselling of Ph.D programme.

The RIC department has proposed to grant honorarium for the staff involved in the admission process of Ph.D programmes at par with the staff involved in the counseling and admission process of Engineering & Management and other streams. As per proposal RIC department has been performing similar functions for central admission in the Ph.D programme through conduct of entrance tests eligibility checking, conduct of interview/counseling since 2010 for all candidates registered.

An approx. Rs. 2.43 cr. income and Rs.39 lacs would be the expenditure. As per RIC a total approx. 20 no. of staff are involved in the process and additional financials for payment of Hon. involved would be Rs. 20 lacs p.a.as per similar practice followed for Engg. And Management Admissions, Proposal of Dean RIC is placed at annexure 'G'.

The matter is placed before the committee for kind consideration.

28.11: Status of Service tax liability Cases.

Show cause noticeno C.No. IV(ST) Sp. Cell/LDH/IKG PTU/10/11/6657, dated 19-4-2012 for Rs. 108.68 Cr. and No. V(ST)Commr.Adj/48/2012/20356, dated 30.10.12 for Rs. 35.47 Cr was served by the office of the Commissioner of Central Excise, Ludhiana regarding taxable services treating Regional Centres (RCs) and Learning Centre (LCs) service as 'Franchise Services'. Thus, they appear to have evaded the serviced tax amounting to Rs. 144.15 Cr., which appears recoverable under Section 73(1).

In this regard, reply has been filed in the officer of Commissioner, Central Excise, Ludhiana and after several hearing, they issued an order No. F/S V(ST) Commr. Adj/14/2012/23452 dated 19-12-2013 for demand of Rs. 144 crore to be recovered from University with penalty.

Service of advocate Dr. Prabhat Kumar has been hired to represent IKG PTU at Tribunal, Central Excise, Delhi. After hearing the case, the Tribunal, Central Excise, Delhi has passed the following findings & directions:

- i) We hold that the appellant provided franchise service.
- ii) The extended period is not invocable.
- iii) Penalty under Section 78 ibid cannot be imposed.
- iv) The impugned demand has to be re-computed only for the normal period and taking the assessable value as equal to the aggregate amount collected by the appellant through LCs minus the amount paid to LCs. Needless to say that the amount of penalty under Section 76 ibid has also to be re-computed.

The University partially won the case and major portion of the liability has been waived off. As per email received from the Advocate, now the total liability would work out to Rs. 12.00 Cr. (approx.) plus interest and penalty.

In continuation to that order, to defend our case, services of advocate Dr. Prabhat Kumar have also been engaged to represent IKG IKG PTU in Hon'ble Supreme Court of India for filing appeal against the order of CESTAT. In this regard it is further informed that the University has further filed the appeal in the Apex Court through Advocate Dr. Prabhat Kumar and the appeal was heard on 9th May, 2016. The Advocate has informed vide email dated 19.05.2016 that ***(Copy placed at Annexure H):***

"Right now demand of service tax is not quantified and hence there is no recovery or stay thereof immediately. Commissioner has to adjudicate afresh and determine the liability. We can unofficially work out the demand since normal period of demand for one year has been confirmed @ 45-50% of the total fee collected from LCs. So, Commissioner has to grant fresh hearing for determination of the exact quantum."

Further the University has again received Show Cause Notice from the service tax Department vide its letter no. C.No.V(ST)CommrAdj/JAL/54/2016/2405 dated 15.04.2016 received on 21.04.2016 vide which he has raised service tax amounting to Rs.6,38,53,198/- for the period 2014-15. In this regard action has been initiated by the department and legal cell for filing the reply of the same through the Advocate.

This is for the information of the Committee.

28.12 Any other item with the approval of the chair.

Minutes of the Meeting of 27th Meeting of the Finance Committee of I.K.GUJRAL PTU, Jalandhar

27th meeting of the Finance Committee, IKG PTU, Jalandhar was held on 4-9-2015 at 10:00 AM in the office of Secretary, Technical Education and Industrial Training, Government of Punjab, Room No. 514, 5th Floor, Punjab Civil Secretariat-II, Chandigarh.

Following were present in the Meeting:

Sh. R. K. Verma, IAS, Vice- Chancellor, IKG Punjab Technical University Cum Secretary to Govt. of Punjab, Department of TE & IT, Punjab	Chairman
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Sh. Jasbir Singh, Additional Director, Department of Finance, Govt. of Punjab (On behalf of Pr. Secy. Finance)	Member
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Sh. H. D. Sekhri Deputy Director, Directorate of Technical Education & IT (On behalf of Pr. Secy. TE&IT)	Member
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Dr. M. P. Poonia, Director, NITTTR, Chandigarh	Member
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Dr. S.K.Mishra, Finance Officer, IKG Punjab Technical University, Jalandhar	Convener
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Sh. Sachit Jain, Joint Managing Director, Vardhman Textile could not attend the meeting and was granted leave of absence.

The Chairman welcomed the members to the first meeting of the newly constituted Financial Committee of PTU.

Agenda No.27.1 To confirm the minutes of 26th meeting of the Finance Committee held on 12th Feb. 2014

The committee confirmed the minutes of the 26th meeting of the Finance Committee.

Agenda No 27.2 Action taken report on 26th meeting of the Finance Committee

The Committee reviewed action taken report on minutes of the 26th meeting. The Committee advised that PDA scheme of UGC may be studied and Travel Grant Scheme be revised accordingly.

Agenda No 27.3 Audited Balance Sheet and Audit Report for the year 2013-2014

The Committee deliberated on the Audited Balance Sheet presented to the Committee for the year 2013-14. The Committee suggested that Audited Balance Sheet should be sent to the Government for publishing in Gazette as per requirement of IKG PTU Act and also desired that University may approach the local fund Audit and AG Punjab for conducting of University Audit.

The Committee recommends the Audited Balance Sheet along with notes to accounts of the University for the year 2013-14 to the BOG for its approval. Audited Balance Sheet along with the



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notes to accounts for the year 2013-14 is enclosed at Annexure-A.

Agenda No 27.4 Revised Budget Estimates for the year 2014-15 and Budget Estimates for the year 2015-16

Revised Budget for the financial year 2014-15 and Budget Estimate for the year 2015-16 was presented to the Committee along with the key highlights of the Budget.

After due deliberation, Committee approved the Revised Budget for the year 2014-15 and Budget Estimate for the year 2015-16 for Rs. 319.00 Crores and Rs. 276.00 Crores respectively. Copy of the Revised Budget and Budget Estimate is enclosed at Annexure-B.

It was decided that in future, detailed write up should be included in the budget proposal regarding various items in the budget and justification thereof.

Agenda No 27.5 Approval of revision of fees and charges

The Committee considered the agenda and verified the revision of fee structure for Ph. D., program and payment to expert for viva and college inspection.

Agenda No 27.6 Status of service tax liability cases

The Committee noted the status report of the service tax matter and advised to defend the case strongly with tribunal and Commissioner Central Excise & Service Tax. The Committee



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advised that a senior advocate / expert should also be consulted to defend case properly in addition to present advocate.

Agenda No 27.7 Approval of advance payment of fellowship to JRF in case of delay in release of Grant from UGC/AICTE

The Committee deliberated on the matter and ratified the decision taken by the Vice Chancellor for payment of advance against the fellowship grant. It was appraised to the Committee that UGC is in process to transfer the fellowship grant directly to the research scholar. Further, such a system of advance does not exist in other Universities and norms of UGC, the Committee therefore decided that no further advance to be given to any Research Fellow after 30.09.2015 and all advances should be recovered from them on receipt of grant.

Agenda No 27.8 Approval of Delegation of Financial Powers

The Committee discussed the proposal of revision of delegation of Financial Power to the Officers of the University and after due deliberations, Committee suggested that a detailed proposal regarding delegation of power under various heads of budget be prepared. It was also decided to update purchase policy and Standard Operating Procedure. This should be done expeditiously.

Agenda No 27.9 Approval of Transfer of Funds of Rs.75 Cr. to MRSTU Bathinda

The Committee ratified the decision to transfer Rs.75 Cr. to MRSTU, Bathinda in compliance of Government order and recommended the same to the BOG for approval.



8/9/15

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Agenda No 27.10 Approval of Adjustment of advance of Rs. 2,23,000/- of Late Sh. Jaspal Singh Joint Registrar

The Committee discussed the matter and after due deliberations, keeping in view of untimely demise of Mr. Jaspal Singh, approved the proposal.

Committee advised that advances of more than a year should be recovered immediately from the salary of the employees and no further advance should be issued until previous advances have been adjusted.


8/9/15
Finance Officer

Vice Chancellor
IKGPTU


8/9

Government of Punjab

Department of Technical Education and Industrial Training
(Technical Education - 2 Branch)

ORDER

The Governor of Punjab is pleased to entrust the audit of the accounts of the IK Gujral Punjab Technical University, Kapurthala to C & AG as per standard terms and conditions detailed below:-

- 1) The C&AG of India may suggest the appointment of a primary auditor to conduct the audit on his behalf and on the basis of directions/guidelines issued by him. Where such an auditor is not appointed expenditure incurred by C&AG of India in connection with the audit will be payable to him by the institution.
- 2) In addition to audit to be conducted by the primary Auditor, where so appointed, C&AG India will have the right to test check of the accounts and to comment on and supplement the report of the Primary Auditor.
- 3) The C&AG of India or any person appointed by him in connection with the audit, shall have the rights, privileges and authority as the C&AG has in connection with the audit of Govt. accounts.
- 4) The results of audit will be communicated by C&AG or any person appointed by him to the Governing body who shall submit a copy of the report along with its observation to the Govt. The C&AG will also forward a copy of the report direct to Govt.
- 5) The audit entrusted to the C&AG in public interest will be for a period of 5 years accounts from the year 2010-11 to 2015-16 in the first instance, subject to review of the arrangement after that period.
- 6) The scope, extent and manner of conducting audit shall be as decided by the C&AG.
- 7) The C&AG will have the right to report to Parliament/ State Legislature, the results of audit at his discretion.

Dated: Chandigarh
20-4-2016

M.P. Singh, IAS
Principal Secretary to Govt. Of Punjab,
Department of Technical Education and Industrial Training.

Endst. No. 12/3/2013-4TE2

Dated: 22-4-16

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

1. Principal Accountant General (Audit) Punjab;
2. Principal Secretary, Department of Finance;
3. Vice Chancellor, IK Gujral Punjab Technical University, Kapurthala; and
4. Director, Technical Education and Industrial Training;

Secretary Technical Education

IK Gujral Punjab Technical University
Vice Chancellor Office
Dy No. 40 Date 29.4.16
Sent to

Office of the Finance Officer
Receipt/Disbursement
Date 29-4-16 Sent to

PREFACE

Budget Provisions 2016-17

The I K Gujral PTU has come a long way since its inception in the year 1996. It has now crossed the threshold of teen era and has entered into the era of performing more matured functions for the students and all its stakeholders. Over a period of 20 years of its existence it has catered services to the lacs of students of Punjab and other states and has helped in establishing no. of institutions while taking care of needs and career of students from various disciplines of technical and management courses etc.

1) Technological advancement and innovations:

Most of the significant developments that one can observe today can be attributed to the impact of Science and Technology.

To keep pace with the developments in other spheres of human endeavor, PTU has to enrich the learning experiences of their students by providing them with State- of-the-Art educational technologies. Moving towards electronic data management and having institutional website to provide ready and relevant information to stakeholders are desirable steps in this direction. In other words, effective use of ICT in PTU will be able to provide ICT literacy to the campus community, using ICT for resource sharing and networking, as well as adopting ICT-enabled administrative processes. Therefore, the PTU has planned to invest towards making its Campus fully ICT enabled. **Budgetary provisions of Rs 15.43 crores in year 2016-17** this regard has been made to achieve the same.

2. Inculcating a Value System among Students

Although skill development is crucial to the success of students in the job market, skills are of less value in the absence of appropriate value systems. PTU shoulders the responsibility of inculcating the desirable value systems amongst the students. The seeds of values sown in the early stages of technical/Management education, mostly aimed at cooperation and mutual understanding, have to be reiterated and re-emphasized at the higher

educational institutions, through appropriate learning experiences and opportunities. In this regard Budget provision of Rs 83.00 lacs has been made in 2016-17

3. Curriculum Design and Development:

This is a key aspect for Universities and Constituent Colleges. Universities and Constituent colleges play a major role in the Curriculum Design and Development and thus are expected to have processes, systems and structures in place to shoulder this responsibility. Curriculum Design and Development is a complex process involving several steps and experts. The key aspect also considers the good practices of the institution in initiating a range of programme options and courses that are relevant to the local needs and in tune with the emerging national and global trends.

PTU has taken various steps towards this and thus trying to keep pace with the changing needs of the Industry and society. In this regard Budget provision of Rs 3.40 Crores has been made in 2016-17

3. Admission Processes

The process of admitting students to the programmes is a transparent, well administered mechanism, complying with all the norms of the concerned regulatory/governing agencies including state and central governments. Apart from the compliance to the various regulations the key aspect also considers the institutions efforts in ensuring equity and wide access as reflected from the student profile having representation of student community from different geographical area and socio-economic, cultural and educational backgrounds

PTU in this regard has taken good initiatives and has been leading in this area with the help of online registration and admission of students by tying up with NIC for its online admission processes for AICTE and Non AICTE courses. In this regard Budget provision of Rs. 330 lacs has been made in 2016-17

4. Research, Consultancy and Extension

PTU has the responsibility to enable faculty to undertake research projects useful to the society. Serving the community through extension, which is a

social responsibility and a core value to be demonstrated by institutions, is also a major aspect of this. The focus of this is on following Key Aspects:

- i) Promotion of Research.
- ii) Resource Mobilization for Research.
- iii) Research Facilities.
- iv) Research Publications and Awards.
- v) Consultancy.
- vi) Extension Activities and Institutional Social Responsibility.
- vii) Collaborations.

Research Publications and Awards. Exploration and reflection are crucial for any teacher to be effective in his/her job. Quality research outcome is beneficial for the discipline/ society/ industry/ region and the nation. Sharing of knowledge especially theoretical and practical findings of research, through various media enhances quality of teaching and learning.

Consultancy Activity organized or managed by the Faculty for an external agency for which the expertise and the specific knowledge base of the faculty becomes the major input. The finances generated through consultancy are fairly utilized by the institution. The faculty taking up the consultancy is properly rewarded.

There are formal agreement/ understanding between the PTU and other HEIs or agencies for training/student exchange/faculty exchange/ research/resource sharing etc.

In this regard PTU has taken steps towards providing **Budget provision in 2016-17 of Rs 6.15 Cr** for the fulfillment of the Research Objectives.

5. Infrastructure and Learning Resources:

For any Institution the adequacy and optimal use of the facilities available in an institution to maintain the quality of academic and other programmes on the campus is very important. It also requires on how every constituent of the institution - students, teachers and staff - benefit from these facilities. Expansion of facilities to meet future development is included among other concerns. The focus of this is captured in the following Key Aspects:

- i). **Physical Facilities** :Adequate infrastructure facilities are key for effective and efficient conduct of the educational programmes. The growth of the

infrastructure thus has to keep pace with the academic developments in the institution. The other supportive facilities on the campus are developed to contribute to the effective ambience for curricular, extra- curricular and administrative activities.

ii. Library as a Learning Resource: The library holdings in terms of books, journals and other learning materials and technology-aided learning mechanisms which enable students to acquire information, knowledge and skills required for their study programmes.

iii)IT Infrastructure: The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the Institute for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The PTU deploys and employs ICTs for a range of activities.

In this IKG PTU has kept provisions for Rs.2.30 Cr in the year 2016-17

6. Maintenance of Campus Facilities

The Institute has sufficient resources allocated for regular upkeep of the infrastructure. There are effective mechanisms for the upkeep of the infrastructure facilities and promote the optimum use of the same.

In this regard PTU has taken steps in providing Budget provision in 2016-17 of **Rs 77.65 Cr.** for the desired infrastructure and Maintenance of Campus facilities.

7. Student Support and Progression;

In any good HEI the efforts be made to provide necessary assistance to students, to acquire meaningful experiences for learning at the campus and to facilitate their holistic development and progression. It also looks into student performance and alumni profiles and the progression of students to higher education and gainful employment. The focus is on the following Key Aspects: 1 Student Mentoring and Support Facilitating mechanisms like guidance cell, placement cell, grievance redressal cell and welfare measures to support

students. Specially designed inputs are provided to the needy students with learning difficulties. Provision is made for bridge and value added courses in relevant areas.

PTU has made provision for a well-structured, organized guidance and counseling system to be in place.

Budget Provision in 2016-17 of Rs 9.65 Cr. has been made for the welfare of students in the form of Scholarship and Freeship schemes. Also for the development of interest in the students provisions have been made for various science exhibition and science city visits.

8. Environment Consciousness:

The HEIs have to display sensitivity to issues like climate change and environmental issues. They should adopt environment friendly practices and take necessary actions such as – energy conservation, rain water harvesting, waste recycling, carbon neutral etc. The institution has to be geared to promote an ambience of creativity innovation and improving quality. Best Practices of the institution leading to improvement and having visible impact on the quality of the institutional provisions are considered in these key aspects.

In this regard PTU has taken initiatives and positive steps towards achieving the desired objectives and provided sufficient **Budget provisions in 2016-17 of Rs.30 lacs.** to cater the needs of maintaining healthy Environment.

Key highlights of the provisions in Budget 2016-17.

• Entrepreneurship and Skill Dev/Incubation centre etc.	Rs.	50 lacs
• Academic Audit and Inspection	Rs.	40 lacs
• Conferences/ Seminar/ workshop	Rs.	60 lacs
• Grant in aid for promotion of S & T	Rs.	60 lacs
• Brand building etc.	Rs.	60 lacs
• Universal Value and Human Ethics	Rs.	83 lacs
• Scholarships etc.	Rs.	100 lacs

• Library and subscription of E journals	Rs.	230 lacs
• Curriculum/Course material / LMS	Rs.	340 lacs
• Research Innovation & Consultancy Activities etc.	Rs.	535 lacs
• Computerization and Networking/ etc.	Rs.	1543 lacs
• Exam. & Confidential work etc.	Rs.	2000 lacs
• PTU Academic Departments & Constituent Colleges	Rs.	2160 lacs
• Fixed Assets etc.	Rs.	1300 Lacs
• Provision for pay & pay revision	Rs.	4663 lacs
• Construction of Infrastructure etc.	Rs.	7645 lacs

				Annexure B	
I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR					
REVISED BUDGET 2015-16 & BUDGET ESTIMATES 2016-17					
Sr. No.	Head	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17	Schedule
Amt. in Lacs					
A	REVENUE INCOME				
	Academic Affairs/ Student affairs/ RIC	3270	3460	3143	1
	Examination- Regular & Distance Education Program	4670	6000	4689	2
	Distance Education Program	2460	2870	3030	3
	Administration /Finance & accounts	150	190	180	4
	Grant in Aid Receipt Provision	60	60	80	
	Regional Center- regular- PG course	660	410	530	5
	Mohali Campus & Constituent Colleges	1060	800	2096	6
	Total Income-A	12330	13790	13748	
B	REVENUE EXPENDITURE				
	Academic Affairs	985	581	625	7
	Student Affairs	330	137	305	7
	Research Innovation & Consultancy/ P&D	605	267	568	8
	Examination- Regular & Distance Education	1630	1815	1980	9
	Distance Education Program	2910	1568	8370	10
	Administration / Finance & Accounts	5070	3614	6440	11
	Grant in Aid Payment Provision	60	60	80	
	Regional Center- regular- PG course	360	293	320	12
	Mohali Campus & Constituent Colleges	2850	789	2111	13
	Total-B	14800	9124	20799	
C	CAPITAL EXPENDITURE				
	Fixed Assets PTU	2570	85	2834	14
	Civil Works PTU	9850	4978	7645	14
	Mohali Campus & Constituent Colleges	240	120	2160	14
	Regional Center- regular- PG course	170	148	210	15
	Total-C	12830	5331	12849	
D	TOTAL EXPENDITURE (B+C)	27630	14455	33648	
E	EXCESS OF INCOME OVER EXPENDITURE (A-D)	-15300	-665	-19900	

Schedule- 1				
I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
			Amt. in Lacs	
A	REVENUE INCOME			
	Department of Academic Affairs			
Sr. No.	Head	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
A	Affiliated Colleges			
1	Affiliation fees/ Continuation fees	920	1000	800
2	Application Processing & Inspection fees	90	90	50
3	Migration/ Misc. Income etc.	5	25	50
4	IRCUHVE	0	0	0
	TOTAL (A)	1015	1115	900
B	Student affairs			
1	University related fees-Students	1120	950	1000
2	Sports fees	15	25	14
3	Youth & cultural fees	15	25	14
	TOTAL (B)	1150	1000	1028
C	Engineering, Management admission			
1	Engineering admission counselling fee	200	175	200
2	Admission Processing fee (mgt. quota)	600	865	700
	TOTAL (C)	800	1040	900
D	Research, Innovation & Consultancy			
1	Ph.D fees/ Thesis fee	300	304	305
2	Research / Consultancy	5	1	10
	TOTAL (D)	305	305	315
	Grand total (A+B+C+D)	3270	3460	3143

Schedule- 2				
I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
			Amt. in Lacs	
A	REVENUE INCOME			
	Department of Examination (Regular/DEP)			
Sr. No.	Head	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
1	Regular Reappear Examination Fees etc.	4200	4650	4040
2	Revaluation fees etc.	200	420	360
3	Degree, DMC, PDC fees	220	380	219
4	Misc. & Excess/Late fees	50	550	70
	TOTAL	4670	6000	4689

Schedule -3				
I.K.G. PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
		Amt. In Lacs		
A	REVENUE INCOME			
	Directorate of Distance Education Program			
Sr. No.	Head	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
1	Tution & examination fees etc.	2400	2500	3000
2	Reappear Examination fees etc.	40	260	0
3	Degree, DMC,PDC fees etc.	10	60	0
4	Late & Misc fees etc.	10	50	30
	TOTAL	2460	2870	3030

Schedule- 4				
I.K.G. PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
		Amt. in Lacs		
A	REVENUE INCOME			
	Department of Administration/Finance & Accounts			
Sr. No.	Head	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
1	Interest Income	140	150	150
3	Misc. Income (Tender & application fees)	10	40	30
	TOTAL	150	190	180

Schedule - 5				
I.K.G. PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
		Amt. In Lacs		
A	REVENUE INCOME			
	REGIONAL CENTERS			
Sr. No.	Name of the Regional Centre	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
	PTU			
1	Amritsar College of Engg. & Tech. Amritsar	31	15	33
2	Beant College of Engg. & Tech. Gurdaspur	107	70	80
3	CT Instt. of Engg. Mgt. & Tech. Shahpur, Jalandhar	38	38	42
4	DAY Instt. of Engg. & Tech. Jalandhar	79	30	63
5	Doaba Instt. of Engg. & Tech. Ghataur, Kharar	45	25	30
6	Global Institute of Mgt. Amritsar (New)	0	10	12
7	GGs College of Modern Tech. Kharar	35	25	25
8	RIET Nawanshahr	40	46	55
9	Guru Nanak Dev Engg. College Ludhiana	85	70	65
10	Khalasa College Amritsar (New)	0	15	20
11	Ludhiana College of Engg. Tech. Kiani Kalan Ludhiana	15	5	7
12	Ramgarhia Instt. of Engg. & Tech. Phagwara	50	20	45
13	Shaheed Udham Singh College of Engg. & Tech. Tangori	50	20	23
14	Sri Sukhmani Instt. of Engg. & Tech. Derabassi	85	21	30
	Total	660	410	530

Schedule- 6				
I.K.G. PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
			Amt. In Lacs	
A	REVENUE INCOME			
PTU Main Campus Acedamic Depts./Constituent Colleges/Mohali Campus				
	PTU ADMC/Constituent Colleges	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
1	PTU Main Campus Acedamic Departments/Constituent Colleges	80	110	352
2	Batala	135	80	331
3	Dinanagar	68	70	200
4	Bhikhiwind	60	30	241
5	Hoshiarpur	470	450	500
6	Amritsar	44	20	2
7	Khunimazra	51	30	122
8	Sultanpur Lodhi	0	0	238
9	PITTTR	100	10	103
10	Mohali Campus	52	0	7
	Total	1060	800	2096

Schedule -7				
I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
		Amt. in Lacs		
B	REVENUE EXPENDITURE			
I	Department of Academic Affairs			
Sr. No.	Head	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
1	Meeting Exp etc (BOS/Acad/ Others, TA/DA/Honorarium to experts)	20	20	45
2	Adv. & Pub. Exp . Etc	100	2	10
3	Convocation & other function exp. Etc	20	5	20
4	Faculty Development Programs	60	60	0
5	Brand Building	50	42	60
6	Inspection etc	10	10	20
7	Translation work	5	2	65
8	Library:Newspaper,periodical & journals& magazine subscription	170	10	15
9	Academic visit & Membership fee etc.	140	5	20
10	Counselling Exp.(Adv.Hono.,Software charges etc)	330	260	330
11	Centre for Skill Development	80	5	10
12	Refund of affiliation/continuation Etc. To MRSTU	0	160	0
13	Academic Audit	0	0	20
14	Misc. (unforeseen)	0	0	10
	Total A	985	581	625
	II Department of Student affairs			
1	Meeting Exp etc	5	2	5
2	Adv. & Pub. Exp . Etc/Educational visit)	20	15	15
3	Sports affairs exp etc	60	45	95
4	Cultural affairs exp.etc.	60	30	60
5	NSS exp.etc.	15	10	10
6	Placement & Job Fairs exp.etc	15	2	0
7	Industrial Training & Industry defined Project exp.etc	10	2	0
8	Student facilitation centre exp. etc	15	3	10
9	Alumni Association exp.etc	20	2	0
10	Finishing School & employability exp.etc.	30	1	0
11	Scholarships exp.etc.	80	25	100
12	Misc. (unforeseen)	0	0	10
	Total B	330	137	305
	Total (I+II)	1315	718	930

Schedule -8				
I.K.G. PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
		Amt. in Lacs		
B	REVENUE EXPENDITURE			
III	Department of Research, Innovation & Consultancy			
Sr. No.	Head	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
1	Phd. Admission & examination Exp.	10	10	10
2	Travel Grant for Seminar/ workshop/ conference	50	50	50
3	Grants in Aid- Organizing conference/seminar/workshop	50	5	30
4	Grants in Aid- Research activities.	160	5	50
5	Entrepreneurship development/Skill Dev. and incubation centre	50	25	50
6	Intellectual property rights and patenting	10	0	10
7	Consultancy, Technical Transfer and collaboration.	10	0	10
8	Industry Defined Projects+Techpedia	10	0	5
9	Research E Journal etc Subscription, memberships etc.	150	130	165
10	Adv. & Pub. Exp. Etc.	15	2	10
11	Meeting Exp. Etc.	40	40	40
12	Grant in Aid JRF etc.	50	0	0
13	Grant in Aid for promotion of S&T	0	0	60
14	Misc. (unforeseen)	0	0	10
	Total(III)	605	267	600
IV	Department of Planining & Development			
1	Consultancy EDCIL/ Others etc.	0	0	50
2	Meeting Exp. Etc.	0	0	5
3	Repair & maintenance Etc.	0	0	3
4	Misc. (unforeseen)	0	0	10
	Total (IV)	0	0	68
	Grand Total (III+IV)	605	267	668

Schedule -9				
I.K.G. PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
			Amt. In Lacs	
B	REVENUE EXPENDITURE			
	Department of Examination(Regular & DEP)			
Sr. No.	Head	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
1	Confidential work- QP setting & Printing	250	350	440
2	Conduct/Evaluation of Exam	1200	1300	1300
3	Printing & Stationery Etc.	100	110	150
4	Transportation	30	5	30
5	Meeting & Hospitality exp.	10	10	10
6	Postage & telephone	10	15	20
7	Vehicle running & Maintenance	20	20	20
8	Misc. (unforeseen)	10	5	10
	Total	1630	1815	1980

Schedule -10				
I.K.G. PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
B REVENUE EXPENDITURE		Amt. in Lacs		
Directorate of Distance Education Program				
Sr. No.	Head	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
1	Share of admission fees to RC/LC/Study centre/Provisions etc.	1610	450	5725
2	Course Material/Digital Content/LMS	500	150	295
3	TA/DA (staff)	5	10	10
4	Vehicle Running/Hiring & Maintenance etc.	5	5	5
5	Advertisement & Pub. Etc/Brand Building etc.	100	20	150
6	Meeting & Hosp. Exp. Etc.	50	12	10
7	Printing & Stat. Etc.	10	6	10
8	Office Exp. Etc.	10	10	10
9	Repair & Maintenance etc.	5	5	5
10	Legal exp. Etc.	100	45	50
11	Restructuring of Distance Education Program/COD	100	650	20
12	Software Development charges	20	5	20
13	ICT & Digital connectivity exp. Etc.	50	5	20
14	Seminar /Staff Training	25	25	10
15	International conference & tie-up	10	5	10
16	Help Desk (24x7)	10	5	10
17	Duties & Taxes (service tax etc.)	300	160	2000
18	Misc. (unforeseen)	0	0	10
Total		2910	1568	8370

Schedule - 11				
I.K.G. PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
		Amt. in Lacs		
B	REVENUE EXPENDITURE			
	Department of Administration/ Finance & Accounts			
Sr. No.	Head	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
1	Pay & Allowance & Other Benefits etc.	3300	2400	4663
2	Wages (out -sourced/ contractual) etc.	500	600	700
3	TA/DA etc.	100	24	50
4	Vehicle running/Hiring & Maint. Etc.	100	60	100
5	Telephone Fax Postage etc	60	45	60
6	Meeting Exp etc	40	12	20
7	Printing & Stationery etc	50	32	40
8	Office Exp etc	60	23	62
9	Water & Electricity/genrator exp. Etc.	100	110	150
10	Adv. & Publicity Etc.	150	12	100
11	Repair & Maintenance/AMCs etc	230	100	150
12	Staff welfare & Training exp.etc.	75	20	50
13	Legal fee/TA/DA etc.	100	30	50
14	Bank charges etc.	10	2	10
15	Audit fee & consultancy charges etc	50	70	70
16	Soft. Charges etc/ CD/IT related services exp.etc.	30	5	50
17	Rent free accomodation etc.	10	2	10
18	Function expenses etc.	25	5	20
19	Medical reimbursement/Medical G I exp.etc.	50	40	50
20	Horticulture exp.etc	20	15	20
21	Duties & Taxes etc.	10	5	10
22	Misc. (unforeseen)	0	2	5
	Total	5070	3614	6440

Schedule - 12				
I.K.G. PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
			Amt. in Lacs	
B	REVENUE EXPENDITURE			
	REGIONAL CENTERS			
Sr.No.	Name of Regional Centre	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
	PTU			
1	Amritsar College of Engg. & Tech. Amritsar	9	9	10
2	Beant College of Engg. & Tech. Gurdaspur	23	11	23
3	CT Instt. of Engg. Mgt. & Tech. Shahpur, Jalandhar	25	17	20
4	DAV Instt. of Engg. & Tech. Jalandhar	35	21	25
5	Doaba Instt. of Engg. & Tech. Ghataur, Kharar	7	7	10
6	Global Institute of Mgt. Amritsar (New)	0	5	7
7	GGs College of Modern Tech. Kharar	25	11	20
8	RIET Nawanshehar	20	60	35
9	Guru Nanak Dev Engg. College Ludhiana	30	70	55
10	Khalsa College Amritsar (New)	0	5	10
11	Ludhiana College of Engg. Tech. Ktani Kalan Ludhiana	5	7	10
12	Rangarhia Instt. of Engg. & Tech. Phagwara	20	30	40
13	Shaheed Udham Singh College of Engg. & Tech. Tangori	22	15	15
14	Sri Sukhmani Instt. of Engg. & Tech. Derabassi	40	25	30
15	Scholarship to research / PG scholar	100	0	0
16	Misc. (unforeseen)	0	0	10
	Total	360	293	320

Schedule -13

I.K.G. PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

		Amt. In Lacs		
RECURRING EXPENDITURE				
PTU Main Campus Acad.Depts./Constituent Colleges				
Sr. No.	Head	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
	PTU Main Campus Acad.Depts./constituent Colleges			
1	PTU Academic Departments Main Campus	600	100	570
	Mansa	20	6	0
	Batala	750	40	33
	Dinanagar	90	40	50
	Bhikhiwind	50	26	18
	Hoshiarpur	185	55	33
	Khunnimajra/Mohali	160	65	82
	Amritsar	50	28	36
	Sultanpur Lodhi	0	3	20
	PITTTR	85	1	115
	Other Constituent Colleges	0	60	70
	Pay & Allowances and other Benifits etc Constituent Colleges	700	320	894
2	Mohali Campus	160	45	180
	Misc. (unforeseen)	0	0	10
	Total	2850	789	2111

Schedule -14				
I.K.G. PUNJAB TECHNICAL UNIVERSITY, JALANDHAR				
		Amt. in Lacs		
C	CAPITAL EXPENDITURE			
Sr. No.	Head	Budget Estimate 2015-16	Revised Budget 2015-16	Budget Estimate 2016-17
1	Equipments/Software Development(ERP/Networking) etc.	520	60	2074
2	Furniture & Fixture etc.	300	10	320
3	Vehicles etc.	50	0	0
4	Books & digital library etc.	150	5	230
5	Central research facility	1500	5	150
6	Misc. (unforeseen)	50	5	60
	Total (A)	2570	85	2834
	2. Fixed Assets (PTU Main Campus /Acad.Depts/Constituent Colleges/Mohali Campus)			
1	Equipments/Software Development etc.	50	65	1254
2	Furniture & Fixture etc.	100	30	608
3	Vehicles etc.	50	0	156
4	Books & digital library etc.	20	20	127
5	Misc. (unforeseen)	20	5	15
	Total (C)	240	120	2160
	3. Civil Work			
6	PTU Main Campus / PIT Kapurthala	8000	4600	5550
7	Mohali Campus	50	8	25
8	PITTTR Ladowali Road	400	0	200
9	PIT (Partially completed Buildings taken over,Batala, Bhikhivind, Sultanpur Iodhi, Dinanagar, Hoshiarpur, Khunimajra and Amritsar)	1100	300	1379
10	Other PIT's / Misc. (land handed over)/ CPS,Bassian Kothi,Raikot/Bazike,Ludhiana,PIT arniwala, PIT Sikhwala, PIT Nandgarh/Mansa	300	70	491
	Total (D)	9850	4978	7645
	Gross Total (C+D)	10090	5098	9805

Civil/Infrastructure Works							
S.No.	Head	Budget Estimate 2015-16	Actual upto 3.2016	Revised Budget Estimate 2015-16	Budget Estimate 2016-17	Justification for budget 2015-16	Justification for budget 2016-17
1	PTU main campus/PIT Kapurthala	8,000.00	4,584.00	6,000.00	5,590.00	Due to slow progress of sanctioned works, the budget has been revised downwards.	Construction works for an amount of about Rs. 215.0 Crores have already been sanctioned. Against this sanction, about Rs. 85.0 Crores have been released till 31.12.2015. About 3500 lacs will be required for ongoing construction of college buildings, library, seminar hall, auditorium, hostels etc. (Annexure-A). Rs. 50 lacs have been earmarked for additions/renovation etc. in the existing buildings. BOG in its 60th meeting has approved for planning and construction of residences at main campus, Kapurthala. 64 Nos. residences has already been approved in 31st meeting of BOG. The total covered area for these residences is about 10,000 Sq. ft. In addition, some sports facilities are also being developed. A provision of Rs. 500 lacs has been kept for these works.
2	Mohali Campus	50.00	5.00	10.00	25.00		Provision for renovation/addition/alteration of existing campus has been kept.
3	PITTR, Ladowali Road	400.00	-	-	200.00	Due to dispute in land area with GNDU, no construction work could be taken up.	Provision for a nominal amount has been kept by considering that dispute will be resolved in near future.
6	PIT (Batala, Bhikhiplind, Sultanpur Lodhi, Dinanagar, Hoshiarpur, Khurima) and Amritsar]	1,100.00	250.00	400.00	1,379.00	Due to slow progress of sanctioned works of PIT Sultanpur Lodhi, the budget has been revised downwards.	Rs. 921 lacs have been sanctioned for PIT Sultanpur Lodhi works (Annexure-B), out of which about Rs. 302.0 lacs has been released to FWD and balance Rs. 529 lacs will be spent in FY 2016-17 (Annexure-C). In total, Rs. 700 lacs will be required for renovation etc. of academic block, hostels, staff quarters, roads etc. at PIT Khurima as these buildings are to be handed over to ICICI foundation for establishment of Skill Development Centre (Annexure-D). Rs. 50.0 lacs has been released in FY 2015-16 and Balance (Rs. 650 lacs) will be required in FY 2016-17. Construction of one new academic block is being planned at PIT, Hoshiarpur, for which a provision of Rs. 100 lacs has been kept. Provision for Rs. 25.0 lacs for each other four PITs has been kept in the budget.
7	College of Professional studies, Bassian Kothi, Raikot, Ludhiana, PIT Amiwala, PIT Sikhewala, PIT Mandgarh/Mansa.	300.00	123.00	300.00	491.00		CLU for the part of the land allotted to PTU at Bassian Kothi has been sanctioned. Concept plans have been approved in 48th meeting of the Building Committee. Likely estimated cost of construction for this campus, as submitted by the Architect is Rs. 1227.0 lacs (Annexure-E) and it is expected that about 40% works will be executed in this financial year.
	Total	9,850.00	4,962.00	6,710.00	7,645.00		

I.K.G Punjab Technical University , Jalandhar

Exstimate SALARY Budget requirement for 2016-17

r No	Designation	No of Employees	Pay Scale	Gross present Monthly Salary	Epf of University share	Total Monthly Salary + Epf	Total Annualy liability for the year 2015-16
Academic							
1	Vice- Chancellor	1	75000 (Fixed)	170000	19710	189710	2276520
2	Officer (Dean)	3	(37400-67000+ AGP 10000)	505468	34817	540285	6483420
3	Officer (Deputy Librarian)	1	(15600-39100 + AGP 8000)	82035	8864	90899	1090788
4	Officer (Deputy Director)	1	(15600-39100 + AGP 8000)	57024	6202	63226	758712
5	Officer(AP/AD)	21	(15600-39100 + AGP 6000)	1488050	157749	1645799	19749588
6	Officer (SC) Deput.	1	(15600-39100 + AGP 6000)	49228	4873	54101	649212
	Total A	28		2351805	232215	2584020	31008240
Non Academic							
7	Registrar	1	(37400-67000+ AGP 10000)	133265	14585	147850	1774200
8	Officer (Finance Officer)	1	(37400-67000+ AGP 10000)	140985	15434	156419	1877028
9	Officer (Dy. Dean)	2	(37400-67000 + AGP 9000)	340022	30896	370918	4451016
10	Officer (JR/Director/EE)	3	(37400-67000 + AGP 8700)	420180	45734	465914	5590968
11	Officers (DR/Depty Con.)	4	(37400-67000 + AGP 8700)	470296	51088	521384	6256608
		5	(15600-39100 +GP 7600)	454091	39724	493815	5925780
12	Officer (AR/PRO/LO/AE/PROG. / ASS. DIRECTOR)	27	(15600-39100 + GP 5400)	1534854	168574	1703428	20441136
	Total B	43		3493693	366035	3859728	46316736
Ministerial Staff							
13	Senior Assistant	132	(10300-34800 + GP 4400)	6491643	691653	7183296	86199552
14	Clerks	27	(10300-34800 + GP 3200)	1018894	108176	1127070	13524840
Non-Ministerial Staff							
15	Administrative Assistant	1	(10300-34800 + GP 3800)	36722	0	36722	440664
16	Junior Draftman	1	(10300-34800 + GP 3200)	36126	3879	40005	480060
17	O.A.	117	(5910+20200 + GP 2400)	3179718	328933	3508651	42103812
18	Senior Technical Assista	1	(9300-34800 + GP 4200)	39691	4232	43923	527076
19	Driver	10	(5910+20200 + GP 2800)	341763	36618	378381	4540572
20	Attendant	29	(4900-10680 + GP 1800)	627499	64483	691982	8303784
21	Helper	1	(4900-10680 + GP 1650)	21275	2187	23462	281544
	Total C	319		11793331	1240161	13033492	156401904
	Gross Total A+B+C	390		17638829	1838411	19477240	233726880
Provision for increase in DA + Increments @ 20 % of Gross total							
Provisions for pay scales revision/promotions/New appointments @ 40% of Gross Total							
Provision for Sixth Pay Commission of Punjab Govt. from 01.01.2016 @ 30% of Gross Total							
Grand Total (Requirement For 2016-17)							
Grand Total (Requirement For 2016-17) rounded off in lacs							
Provision for Medical Reimbursement/LTC/leave Encashments/Gratuity etc.@5% of Gross Requirement							
Gross Provisions for Pay and Allowances & other benifits etc.							

I.K.G Punjab Technical University , Jalandhar

Constituent Colleges ESTIMATE SALARY BUDGET REQUIREMENT 2016-17

Particular	Status	No of Employees	Pay Scale	Gross present Monthly Salary	Epf of University share	Total Monthly Salary + Epf	Total Annually liability for the year 2015-16
Salary PIT Kapurthala							
Associate Professor	Regular GZS Staff	2	(37400-67000+ AGP 9500/9000)	65847	7077	72924	875088
Assistant Professor	Regular	1	(15600-39100 + AGP 6000)	233378	0	233378	2800536
Assistant Professor	Contract	5	Fixed	135000	0	135000	1620000
Total (A)		8		434225	7077	441302	5295624
Salary PIM Kapurthala							
Associate Professor	Regular	1	(37400-67000+ AGP 9000)	139811	0	139811	1677732
Assistant Professor	Regular	1	(15600-39100 + AGP 8000)	102540	11243	113783	1365396
Registrar	Regular	1	(15600-39100 + GP 5400)	49915	5519	55434	665208
Assistant Professor	Contract	3	Fixed	87000	0	87000	1044000
Total (B)		6		379266	16762	396028	4752336
Salary PIT Amritsar							
Registrar	Tenure	1	(37400-67000+ GP 10000)	147724	0	147724	1772688
Assistant Professor	Contract	4	Fixed	110000	0	110000	1320000
Programmer	Regular	1	(15600 - 39100 + GP 5400)	51965	6176	58141	697692
Total (C)		6		309689	6176	315865	3790380
Salary PIT Hoshiarpur							
Registrar	Deputation	1	(37400-67000+ GP 10000)	135095	12733	147828	1773936
Associate Professor	Regular GZS Staff	1	(37400 - 67000 + AGP 9000)	115242	0	115242	1382904
Assistant Professor	Deputation	1	(15600-39100 + AGP 6000)	54261	5326	59587	715044
Junior Technician	Regular GZS Staff	1	(5910 - 20200 + GP 2800)	35105	0	35105	421260
Assistant Professor	Deputation	14	Fixed	333000	0	333000	3996000
Total (D)		18		672703	18059	690762	8289144
Salary PIT Khunimajra							
Registrar	Tenure	1	(37400-67000+ GP 10000)	123195	0	123195	1478340
Assistant Professor	Regular	1	(15600-39100 + AGP 6000)	87970	9986	97956	1175472
Staffman	Regular GZS Staff	1	(9300 - 34800 + GP 4200)	49785	0	49785	597420
Assistant Professor	Contract	2	Fixed	50000	0	50000	600000

Total (E)		5		310950	9986	320936	3851232
Salary Mohali Campus							
Professor	Regular GZS Staff	1	(37400-67000+ AGP 10000)	188352	0	188352	2260224
Assistant Professor	Regular GZS Staff	1	(15600 - 39100 + AGP 8000)	74978	0	74978	899736
Technician	Regular GZS Staff	2	(5910 - 20200 + GP 2800)	71876	0	71876	862512
Senior Technician	Regular GZS Staff	1	(10300 - 34800 + GP 3800)	63775	0	63775	765300
Programmer	Regular	2	(15600 - 39100 + GP 5400)	103930	12352	116282	1395384
Total (F)		7		502911	12352	515263	6183156
Salary PIT Sultanpur Lodhi							
Registrar	Tenure	1	(37400-67000+ GP 10000)	116570	0	116570	1398840
Total (G)		1		116570	0	116570	1398840
Salary Batala							
Assistant Professor	Contract	9	Fixed	235000	0	235000	2820000
Total (H)		9		235000	0	235000	2820000
Salary Jalandhara							
Registrar	Tenure	1		0	0	0	0
Total (I)		1		0	0	0	0
Salary Bhikhiwind							
Registrar	Tenure	1	(37400-67000+ GP 10000)	123195	0	123195	1478340
Assistant Professor	Contract	4	Fixed	100000	0	100000	1200000
Total (J)		5		223195	0	223195	2678340
Salary Dinanagar							
Registrar	Tenure	1	(37400-67000+ GP 10000)	126876	0	126876	1522512
Assistant Professor	Contract	4	Fixed	100000	0	100000	1200000
Total (K)		5		226876	0	226876	2722512
Salary PITTTR							
Registrar	Tenure	1	(37400-67000+ GP 10000)	131090	0	131090	1573080
Total (L)		1		131090	0	131090	1573080
Salary Mansa							
Assistant Professor	Regular	1	(15600 - 39100 + AGP 8000)	105526	11582	117108	1405296
Total (M)		1		105526	11582	117108	1405296
Grand Total (A+M)		73		3648001	81994	3729995	44759940
Provision for increase in DA + Increments @ 20 % of Gross total							8951988
Provisions for pay scales revision/promotions/New appointments @ 40% of Gross Total							17903976
Provision for Sixth Pay Commission of Punjab Govt. from 01.01.2016 @ 30% of Gross Total							13427982
Grand Total (Requirement For 2016-17)							85043886

Fixed Assets PTU Main						
Sr. No.	Particulars	Administration	Computer	Academic	RIC	Grand Total
1	Equipment	520	1544	10	0	2074
2	Furniture & Fixture	300	14	6	0	320
3	Books & digital library etc.	0	0	230	0	230
4	Central research facility	0	0	0	150	150
5	Misc. (unforeseen)	20	5	20	15	60
	Total	840	1563	266	165	2834

Fixed Assets (Mohali Campus & Constituent Colleges)

Sr. No.	Particulars	Mohali Campus	Sultanpur	Dinanagar	Hoshiarpur	Bhikhiwind	Batala	Amritsar	Kapurthala	Grand Total
1	Equipments/Software Development Etc.	38	60	90	77	33	333	41	582	1254
2	Furniture & Fixture etc.	6	20	29	7	10	50	0	486	608
3	Vehicles etc.	21	60	25	25	25	0	0	0	156
4	Books & digital library etc.	5	0	2	3	2	10	0	105	127
5	Misc. (unforeseen)	10	0	5	0	0	0	0	0	15
	Total	80	140	151	112	70	393	41	1173	2160

JUSTIFICATION FOR REVISED BUDGET ESTIMATES 2015-16 & BUDGET ESTIMATES 2016-17

The Revised Budget Estimates 2015-16 are based on the information/justification received from the Department Concerned or has been moderated as per the receivables/payables on actual/estimated basis. The Budget Estimates for 2016-17 based on the information/justification received from the Department Concerned.

1. Department of Academics

The department has proposed the estimates for the income under the following heads of accounts

Income from Affiliation & Continuation fee from colleges (*Refer schedule 1 and 7 of Budget*)

There will be an estimate receipt of Rs.700 lacs on account of sanctioned intake of 1363 units of AICTE Courses and 767 Non AICTE courses @Rs.37500/- p.u. and Rs.25000/- p.u. for AICTE and Non-AICTE courses respectively.

Keeping in view the estimated approval of 50% of the new courses and variation applied by the colleges there would an estimated income of provisional affiliation fee of Rs.88 lacs. Thus an over all estimate of Rs.800 lacs have been estimated under this head.

An Application and Inspection fee of Rs.50 lacs on account of new courses have been estimated.

Migration and Misc. fee has been estimated at Rs.50 lacs keeping in view the previous year receipts.

The department intends to spend around Rs.315 lacs on accounts of various activities such as TA/DA, meeting expenses, Convocation and other functions, Brand building, e-journals and subscriptions, translation work, Academic visits national and international and Academic audit etc. For details kindly refer *schedule 7* of the Budget Estimates

Income from Admission processing/Counseling Fee (Engg., Management, Other courses etc.)

There is an estimate of receipts of Rs.900 lacs on account of admission/counseling fee@Rs.2000/-per student through centralized counseling and management quota seats to be filled by colleges from the new students of various courses. This has been estimated on account of filling of around 45000 seats out of the total sanctioned intake of 62000 students in various courses in the affiliated colleges.

Against this receipt the department intends to spend Rs. 330 lacs on account of advertisement on line counseling and honorarium expenses etc..

2. Department of Student Affairs (Kindly refer to Schedule 1 & Schedule 7 of Budget)

The department estimates a receipt of around Rs 1000 lacs for the University and student related fee from the students of affiliated colleges. This has been estimated at Rs 1150/-p.a. per student for new students and Rs.550/- p.a per student for old students. There would be an estimated income Rs.28 lacs on account of Sports and youth welfare fee from 186 colleges @ Rs.7500/- as sports fee and Rs.7500/- as youth welfare fee per college during 2016-17.

The department has proposed expenditure of Rs.320 lacs out of which it intends to spend Rs.155 lacs on the sports activities i.e. around 95 lacs, on youth welfare/cultural related activities around Rs.60 lacs during the year 2016-17.

The proposed expenditure on other activities such as Educational visits by students, Student facilitation centre, NSS, placement and job fairs and scholarships/freeships to Parent/Father Less Students and other misc./Admn. Expenses would be around Rs.165 lacs.

3. Department of Research Innovation and Consultancy. (Kindly refer to Schedule 1 and Schedule 8 of Budget)

The department has estimated an income of Rs. 305 lac on account of Phd Students related fees and Rs.10 lac on account of Research and consultancy work during the year 2016-17.

The income estimates from Phd students are based on Annual fee of Rs.12000 per student from 2100 students and Admission fee of Rs 25000 p.s. from 200 students.

The department intends to spend Rs 535 lacs on various activities such as Phd admission and conduct of viva meetings, Travel grant to affiliated colleges and staff of PTU, Grant for organizing conferences seminars and workshops etc. Grant in aid for research activities, for entrepreneurship and incubation centre and other grants in aid for promotion of Science and Technology related activities. For head wise details kindly refer *schedule 8* of Budget Estimates.

4. Department of Examination (Regular and DEP)(Kindly refer to Schedule 2 and 9)

The department of Examination has proposed estimated income of Rs.4689 lacs from the Examination activities of the students of Affiliated colleges. This includes Rs. 4040 lacs from Regular and Reappear Students as Exam fee for two semesters, Rs. 360 lacs from Reevaluation fee and Rs.219 lacs on account of issue degrees DMC PDC Transcripts etc. and Rs.70 lacs as misc and late fee during the year 2016-17.

The department has provided for expenditure of Rs.2000 lacs on various heads such as Confidential work Conduct and Evaluation work and other allied activities for smooth working of examination.

The head wise details are mentioned in the schedule of Revenue expenditure at *schedule 9* of the Budget Estimates.

5. Directorate of Distance Education (*Kindly refer to schedule 3 and 10*)

The directorate of distance education has provided an estimates of receipts of Rs. 3000 lacs from the admission fee of new and old students. This is based on expected new admission of 10000 students and continuation of old 5000 old students at an average fee of Rs 10000/- per semester. So from 15000 students @ Rs. 10000/- per semester an income of Rs. 3000 lacs has been expected from two semesters during the year 2016-17.

The department intends to spend Rs. 1725 lacs on account of delivery of education through LCs or Study Centres. Further the department has proposed provision of Rs. 4000 lacs for final settlement of old dues of RLFCs/LCs. The details will be worked out on actual payment and If needed the same would be met/ worked out of the Budget provision/Provision for Admn. Fee share made in previous respective years.

A provision of Rs. 295 lacs have been kept for Course Material, the development and digitalization of SLM Contents and their printing.

For head wise amount proposed to be spend kindly refer to ***schedule 10*** of Budget

A provision of Rs. 2000 lacs have been kept to meet the liability of Service tax (Rs.1200 lacs plus interest) in case the amount has to be deposited with the Service tax department. However the case is under process for filing appeal before the Apex Court against the orders of Appellant Tribunal.As per information from the Advocate on 19.05.2016 "Right now demand of service tax is not quantified and hence there is no recovery or stay there of immediately.

Commissioner has to adjudicate afresh and determine the liability. So, Commissioner has to grant fresh hearing for determination of the exact quantum."

Kindly Refer agenda point 28.10 of Finance Committee.

6. Department of Administration/Finance and Accounts

The administrative department has proposed an expenditure of Rs.6338 lacs. The major part of the same i.e. Rs.4663 lacs is proposed to be spent on pay and allowances & Rs.700 lacs for Wages for outsource /Contractual hiring of manpower. The major increase in provisions is on account of plan for starting Academic departments in the University

A provision of Rs. 300 lacs have been kept for the annual maintenance contracts for Lifts, Housekeeping, STP etc. and for annual water & electricity charges.

Further a provision of Rs.100 lacs has been made for Advt. and Publicity and Rs. 100 lacs for Vehicle running and maintenance for running buses and official/hiring of vehicles.

For head wise detail of expenditure kindly refer to **Schedule 11** of the Budget.

The Admn/Acad/DRIC and Planning & development department has further proposed to spend a sum of Rs 2834 lacs and for Academic departments /Constituent Colleges/Mohali Campus Rs. 2160 lacs on Non Recurring heads of expenditure.

8. Department of Planning and Development

The department has further proposed to spend a sum of Rs. 7645 lacs on various civil works of PTU main Campus Rs.5550 lacs , Mohali Campus PITTTR Rs.225 and Various Constituent Colleges Rs 1870 lacs

9. The computer department plans to connect the whole university campus with LAN network for which it has proposed expenditure of Rs.1173 lacs during the year 2016-17

For the University Automation and ERP it has proposed provision for Rs.370 lacs.

10. PTU Main Campus Academic Departments

The P&D department further proposed to start 8 New Academic departments including conversion of present IRCUHVE and PITK and PIMK into Academic departments. There would be 14 courses which will be offered in these 8 departments and with overall intake of 330 students.

For successful start of these courses the department has proposed Budget Estimate of recurring expenditure of about Rs.1544 lacs and on Non recurring expenditure Rs.1173 lacs. From the proposed intake there would be an estimated receipt of fees etc, will be Rs.352 lacs.

These provision are made on the basis of proposal of the concerned departments. However the provisions made are subject to recommendations to be suggested by EDCIL in its report.

Keeping in view all the above Budget provisions there would be an overall deficit of Rs 19900 lacs in Budget 2016-17 which would be met out of University reserves and Interest on the accumulated funds of the University.

GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH AND FAMILY WELFARE
(HEALTH - VERMANS)

NOTIFICATION

No. 21/28/12-SHDS/7543/14

DATE: 20/5/14

PUNJAB GOVERNMENT EMPLOYEES & PENSIONERS
HEALTH INSURANCE SCHEME (PGEPHS)

The Government of Punjab is pleased to extend the enrollment of employees, pensioners and other eligible persons up to 30.04.2015 under PGEPHS. This will be last opportunity for them to get enrolled under the scheme. The beneficiaries who do not get enrolled under the scheme up to the period they get employed now will be entitled for medical treatment (ambulance) as per existing State Scheme (Medical Assistant General (PMSAG) Rules, 1943 as amended from time to time through Treasury code. Purport of the order notification No. 21/28/12-SHDS/7543/14 will stand suspended to this extent.

This is issued in accordance with the approval granted by the Cabinet in its meeting held on 30.04.2014 conveyed to the Health Department by the General Administrative Cabinet Affairs Branch vide dt. 10.05.2014-3. Cabinet No. 2060/30.05.2014.

Dated, Chandigarh
 The 18.05.2014

Sd/-
Vini Mahajan, IAS
 Principal Secretary, Health and Family Welfare
 Punjab, Chandigarh

Encls. No. 21/28/12-SHDS/7543/14

Date: 20/5/14

A copy is forwarded to the Controller, Printing and Stationery Punjab, Chandigarh with a request to publish the notification in gazette and send 100 copies to the concerned departments for official use.

[Signature]
 UNDER SECRETARY HEALTH

Encls. No. 21/28/12-SHDS/7543/14

Date: 20/5/14

A copy is forwarded to Registrar Punjab and various High Courts All the District Commissioners, All Administrative Secretaries and All Heads of Departments in Government of Punjab.

[Signature]
 UNDER SECRETARY HEALTH

Encls. No. 21/28/12-SHDS/7543/14

Date: 20/5/14

A copy is forwarded to the Joint Secy for information and the necessary action.

- 1) Secretary, Punjab, Chandigarh, Chandigarh
- 2) Member, Punjab Health
- 3) The Secretary General, Punjab, Chandigarh
- 4) The Joint Secy Punjab, Chandigarh
- 5) Secretary Health and Family Welfare Punjab, Chandigarh
- 6) Director, Punjab, Chandigarh

[Signature]
 UNDER SECRETARY HEALTH

**PUNJAB GOVERNMENT EMPLOYEE'S & PENSIONERS
HEALTH INSURANCE SCHEME**

**THE SALIENT FEATURES OF PUNJAB GOVERNMENT EMPLOYEES AND
PENSIONERS HEALTH INSURANCE SCHEME**

1. BENEFICIARIES:

All personnel of the Punjab Government including All India Service officers, Serving, Newly Recruited, Retired and Retiring who are covered under the existing Punjab Medical Attendant Rules [CS(MA) Rules, 1940] shall be offered Health Insurance Scheme on compulsory or on optional basis as indicated below:

- a. PGEPHIS shall be compulsory to all serving Punjab Government Employees and Pensioners (herein after referred to as "Serving Employees and pensioners") who are presently covered under the existing Punjab Medical Attendant Rules [CS (MA) Rules, 1940].

Serving Employees and Pensioners shall have to mandatorily submit their Enrollment Form within the duration of Enrollment Period. In an event of their failure to get enrolled under the Scheme during the Enrollment Period, they shall be able to get enrolled in the subsequent renewal/ policy plan period of PGEPHIS. No fresh enrollment of the Serving Employees and Pensioners shall be allowed after the date of expiry of Enrollment Period except for any exceptional circumstances, under which coverage as well as payment of premium of such employees/pensioners shall be allowed on pro-rata basis (herein after referred to as employee/pensioner under exceptional circumstances).

- b. PGEPHIS shall also be compulsory to new Punjab Government Employees who would be joining after the date of expiry of Enrollment Period of the scheme (hereinafter referred to as "New Employees"). The enrollment of new employees, who join after the date of expiry of Enrollment Period, shall continue throughout the policy plan period. The coverage as well as payment of premium of new employees shall be on pro rata basis, for the remaining period of policy plan period from the date of their joining in the service. In an event a new employee avails hospitalization during the intervening period between his/her date of joining in the service and his/her enrollment, the new employee shall be entitled to receive treatment at the provider network on the reimbursement basis as per the package rates defined under the Scheme, subject to submission of bills/ claim within prescribed time period.

- c. PGEPHIS would be available on voluntary/ optional basis for the following categories:

- All IAS & IPS officers serving in the State- serving and retired who are covered under the existing Punjab Medical Attendant Rules [CS(MA) Rules, 1940].
- Serving & Ex-MLAs,

- Serving and Ex-Judicial officers including judges of Punjab & Haryana High Court.

In order to enroll under PGEPHIS, the beneficiaries falling under the category for which the scheme is available on optional basis, if covered under the existing Medical Attendant Rules, will have to opt out of the current reimbursement system, if applicable. Those who wish to opt for PGEPHIS shall exercise their option/ choice at the time of filling the Enrollment Form within the stipulated Enrollment Period. Those who do not opt for PGEPHIS during the duration of Enrollment Period, shall be able to exercise their option in the subsequent renewal/ policy plan period of PGEPHIS. No fresh enrollment of the beneficiaries falling under categories, for which the scheme is available on optional basis, shall be allowed after the date of expiry of Enrollment Period.

2. TARGET GROUP/ STATUS

Category	Applicability	Premium Liability
Serving Employees & Pensioners	Compulsory	State
After the closer of enrollment period	Compulsory	State (On pro rata basis)
New employees and employees/pensioners under exceptional circumstances.		
All India Service officers, Serving & Ex-MLAs, Serving and Ex-Judicial officers including judges of Punjab & Haryana High Court	Optional	State

Note :

In case husband and wife both are in Punjab Government job or one of them is retiree from Punjab Government, either one of them is eligible for the scheme. However, in case any employee/pensioner is taking medical reimbursement (as a dependent of spouse) from other source, he/she will not be eligible under the PGEPHIS.

3. INSURANCE COVERAGE:

The PGEPHIS will cover the indoor/ daycare entitlements as specified under the State Services(Medical Attendant Rules) [CS(MA)] Rules, 1940, except for exclusions and other things specified in PGEPHIS.

- a) **In-patient benefits** – The Insurance Scheme shall pay all expenses incurred in course of medical treatment availed by the beneficiaries in the empanelled hospitals/ nursing homes (24 hours admission clause) within the country, arising out of any illness/disease/injury and or sickness.

NOTE: In case of organ transplant, the expenses incurred for the Donor are also payable under the scheme.

- b) **Coverage of Pre-existing diseases:** All diseases under the Scheme shall be covered from day one. A person suffering from any disease prior to the inception of the policy shall also be covered.
- c) **Pre & Post hospitalization benefit:** Benefits up to 7 days Pre Hospitalization & up to 30 days Post Hospitalization respectively which would cover all expenses related to treatment of the sickness for which hospitalization was done. The beneficiary shall avail this benefit on cashless basis in empanelled hospitals. The pre and post hospitalization investigations shall be covered at CGHS Rates.

Coverage of Chronic Diseases: Medical reimbursement of bills against chronic diseases, that are covered under the existing Punjab Medical Attendant Rules [CS (MA) Rules, 1940] shall be admissible as long as either the patient is treated as indoor patient or as outdoor patient having valid "**Complicated chronic disease certificate**". **Complicated chronic disease certificate** has to be issued by State Government Medical Colleges, PGIMER Chandigarh, AIIMS Delhi and GMCH Chandigarh. The beneficiary shall avail this benefit on cashless basis from designated stores and hospitals in every district and block of Punjab and Chandigarh.

- e) **Day Care Procedures:** Given the advances made in the treatment techniques, many medical treatments, formerly requiring hospitalization, can now be treated on a day care basis. The scheme would also provide for day care facilities (less than 24 hours hospitalization) for such identified procedures. OPD services shall not be part of Day Care facilities.

- Eye Surgery
- Lithotripsy (kidney stone removal)
- Tonsillectomy
- D&C
- Dental surgery following an accident
- Surgery of Hydrocele
- Surgery of Prostate
- Few Gastrointestinal Surgery
- Genital Surgery
- Surgery of Nose/Throat / Ear
- Surgery of Urinary System.
- Dialysis
- Parenteral Chemotherapy
- Radiotherapy
- Treatment related to dog bite/snake bite etc.
- Treatment of fractures/dislocation, Contracture releases and minor reconstructive procedures of limbs which otherwise require hospitalization.
- Laparoscopic therapeutic surgeries that can be done in day care
- Identified surgeries under General Anesthesia or any procedure mutually agreed upon between Insurer/ TPA and Nodal Department.
- Coronary Angiography/ cardiac interventions done on daycare basis.

g) Maternity and Newborn Benefits:**a. Maternity benefit**

- This means treatment taken in Empanelled Hospital/Nursing Home arising from childbirth including Normal Delivery/Caesarean Section including miscarriage or abortion induced by accident or other medical emergency.
- This benefit would be limited to only first two living children in respect of Dependent Spouse/Female Employee covered from day one under the policy, without any waiting period.

b. Newborn benefit

Newborn child (single/twins) to an insured mother would be covered from day one up to the expiry of the current policy plan period for the expenses incurred for treatment taken in empanelled Hospitals/Nursing Homes/Day Care Clinics as In-patient during the currency of the policy and will be treated as part of the mother subject to eligibility under maternity benefit. However, next year the child could be covered as a regular member of the family subject to the eligibility of the member as per definition of the family as defined under Punjab Medical Attendant Rule [CS (MA) Rules, 1940].

- In first pregnancy, twins are born then the benefit will cease for second pregnancy. However, in second pregnancy twins are born then both will be covered till the expiry of the current policy.
 - Congenital diseases of newborn child shall be covered.
- h) The exclusions under the PGEPHIS shall be made available on reimbursement basis to the employees / pensioners as per existing policy and State Services (Medical Attendant Rules) [CS(MA)] Rules, 1940 as amended from time to time through Treasury route.
- i) Any treatment taken abroad will not be covered under PGEPHIS. Any employee / pensioner will have to take overseas Insurance cover before going abroad. Premium of such insurance cover will be borne by employee/pensioner. In case, any employee is going on Government tour, premium of such overseas insurance will be borne by the State Government.
- ii) Robotic Surgeries, Cochlear Implantation, liver transplantation and Stem Cell surgeries shall not be covered on cashless basis under the scheme. The employee/ pensioner will seek reimbursement as per the existing pattern to the extent of the State Medical Reimbursement Policy and procedures as per his/her entitlement under State Services (Medical Attendant Rules)[CS(MA)] rules, 1940

4. A. FAMILY SIZE:

- a. The Scheme shall cover a family and dependents as defined under Punjab Medical Attendant Rules [CS (MA) Rules, 1940]. New born shall be considered insured from day one till the expiry of the current policy irrespective of the number of members covered subject to eligibility under maternity benefit.

Note:

- i. For the policy period, new born would be provided all benefits under PGEPHIS and will not be counted as a separate member. The child will be treated as part of the mother.
 - ii. Verification for the new born could be done by any of the existing family members who are getting the PGEPHIS benefits.
 - iii. Member is required to enroll new born child at the time of renewal of the policy.
- b. All Members shall be insured till they are the member of the scheme unless withdrawn from the Scheme.

B. Age limit of dependent for the purposes of PGEPHIS includes:-

Age Limit of dependents shall be as defined under existing Punjab Medical Attendance Rules [CS (MA) Rules, 1940].

C. Income limit for dependency of family members –

Income Limit for dependency of family members shall be as defined under existing Punjab Medical Attendance Rules [CS (MA) Rules, 1940].

NOTE:

The definition of dependent shall be as per guidelines issued by Punjab Government from time to time.

D. Addition & Deletion of Family Members during currency of the policy:

- i) Addition to the family is allowed in following contingencies during the policy.
 - Marriage of the PGEPHIS beneficiary (requiring inclusion of spouse's name) or
 - Parents becoming dependants.
- ii) Deletion from Family is allowed in following contingencies:
 - a) Death of covered beneficiary.
 - b) Divorce of the spouse.
 - c) Member becoming ineligible (on condition of dependency)

E. New Employees

- a) As regards the new incumbents the coverage in the insurance scheme is compulsory. The data of such employees/ pensioners will be collected from the various departments by the Insurance Company.
- b) The respective department of the new employee would provide the data to the insurer. Each of the New Employee shall fill up the enrollment form and submit one recent passport size photograph of each of his/her

eligible family member including himself/herself to be enrolled, to the DDO of his/her department within 7 days of joining into the service.

- c) In an event a new employee avails hospitalization during the intervening period between his/her date of joining in the service and his/her enrollment, the new employee shall be entitled to receive treatment at the provider network on the reimbursement basis as per the package rates defined under the Scheme, subject to submission of bills/ claim within prescribed time period.
- c) The said employees would have to be covered in the Insurance Scheme from the date of joining. Thus for them the inclusion in the policy will be made by making payment of the pre defined monthly pro-rata premium rate which would be less than the yearly premium, if their date of joining into the service falls after the date of start of the policy.

5. IDENTIFICATION OF FAMILY:

Beneficiaries shall be identified by a "Photo ID Card" issued by the insurer/ TPA to all the beneficiaries which would contain Unique Health Identification Number (UHID No.) and all relevant details of the PGEPHIS members. This card would be used at the Provider Network to access 'Health' Insurance Benefits. The photograph printed on the ID will be taken as the proof for determining the eligibility of the beneficiaries.

6. SUM INSURED AND BUFFER / CORPORATE SUM INSURED:

A. BASE SUM INSURED:

The Scheme shall provide coverage for meeting all expenses relating to hospitalization of beneficiary members up to Rs. 3,00,000/- per family per year in any of the Empanelled Hospital/Nursing Home/Day Care Unit subject to prescribed rates on cashless basis through Photo ID Cards. The benefit shall be available to each and every member of the family on floater basis i.e. the total cover of Rs. 3.00 lakh can be availed by one individual or collectively by all members of the family. In an event the sum insured of Rs 3 lacs per family is exhausted, the coverage of the family shall be met through the Buffer Sum Insured of Rs 25 Crore available to each and every beneficiary of the group, on group floater basis, to be maintained by the Insurance Company.

In an event the Buffer Sum Insured of Rs 25 crores gets completely exhausted, the cashless reimbursement more than Rs 3.00 lacs will not be available to any employee/ pensioner and the over and above expenses shall be met by the State Government as per the extent of the medical reimbursement policy and procedures. In such circumstances, the Insurance Company will inform the employee/pensioner that further treatment shall not be available on cashless but reimbursement basis as per existing pattern at PGI/ AIIMS rates and the employee/pensioner will seek the reimbursement over and above Rs. 3.00 lacs as per existing pattern to the extent of the medical reimbursement policy and procedures. The concerned DDO will seek the reimbursement from concerned Civil Surgeon/Directorate of Health & Family Welfare who will examine the bill as

per the entitlement of the claimant as per State Services (Medical Attendant Rules) [CS(MA)] Rules, 1940. If that particular bill(s) as per the entitlement(s) is less than Rs. 3.00 lacs then no amount will be reimbursed to the employee and if the bill(s) is more than Rs. 3.00 lacs then additional amount will be reimbursed to the employee through Treasury Route.

B. BUFFER / CORPORATE SUM INSURED:

An additional Sum Insured of Rs. 25 Crore shall be provided by the Insurer as Buffer/Corporate Floater. This will be used in case hospitalization expenses of a family exceed the base sum insured of Rs 3.00 lakhs. Insurer is required to inform the Nodal Department with the details on case to case basis electronically.

7. PAYMENT OF PREMIUM:

In case of serving employees/pensioners and mentioned as a opted category, the premium of the main member as well as dependent(s) (as defined in the State Services (Medical Attendant Rules) [CS(MA)] Rules, 1940) will be paid by the State Government.

8. ENROLLMENT PERIOD:

- a) The enrolment period shall start with immediate effect from the date of notification of the Scheme and will be completed by 31-12-2015, except for i) "new employees", who shall be eligible to get covered under PGEPHIS after the date expiry of the enrollment period, w.e.f their date of joining into the service and ii) "employees/pensioners under exceptional circumstances", who shall be eligible to get covered under PGEPHIS after the expiry of the enrollment period and policy of employees/pensioners under exceptional circumstances" shall start after 30 days from the date of submissions of their enrollment form to the insurance company.

Every employee/ pensioner will ensure his/her enrolment along with dependants before 15-12-2015 enabling the Insurance Company to deliver the enrolled insurance cards upto 31.12.15.

- b) The insurance policy coverage/ Policy Plan Period shall commence from 1st January 2016 and will expire on midnight 12.00 am of 31-12-2016.
- c) Beneficiaries under optional category as well as serving employees and pensioners, shall have to submit their enrollment forms through their DDOs within the enrollment period. Enrollment of such beneficiaries shall not be allowed after the expiry of the enrollment period.
- d) The Scheme shall provide health insurance coverage to all the beneficiaries who submit their enrollment form within the enrollment period for a Policy Plan Period of twelve months initially.
- e) In the case of new employees (employees joining after the expiry of enrollment period) and Employees/Pensioner under exceptional circumstances, the enrolment will continue throughout the policy plan period. In this case, coverage as well as payment of premium shall be allowed on pro-rata basis.

9. PERIOD OF INSURANCE AND PERIOD OF CONTRACT:

The Scheme will be introduced from the date agreed by the Punjab Government/ PHSC. The period of Insurance Contract will be effective from the date/ date of signing of SLA and shall expire three months after the date of expiry of policy plan period or at completion of all the obligations of the insurance company, whichever is later: subject to renewal of policy on yearly basis based on parameters fixed by the Punjab Government/ PHSC at its absolute discretion. Without prejudice to the unconditional and independent right of the Punjab government/ PHSC to take any suitable legal or other remedial measure, the Punjab Government/ PHSC reserves the right to terminate the contract if the policy is not renewed in the subsequent year with the same Insurance Company, for any reasons whatsoever.

In case the contract is terminated after the expiry of the Policy Plan Period, the Insurer shall continue to remain liable for making payments in respect of all the claims lodged with it or the TPA in respect of all the claims/ invoices of Provider Network and Beneficiaries on or before the date of expiry of the policy plan period.

10. PROVIDER NETWORK:

10.1 The hospitals in Punjab, Chandigarh and NCR area (Gurgaon, Noida and Delhi), that shall be included for providing medical facilities to the Beneficiaries under the Scheme shall be identified by the Insurer or by the TPA appointed by the Insurer, as per the prescribed minimum qualifying criteria of the hospitals and shall be empanelled by the TPA after seeking prior approval from the State Government/ PHSC. The Government Hospitals, Government Medical College, / Research Institutes located in Punjab, Chandigarh and NCR area (Gurgaon, Noida and Delhi) shall be automatically included in the Provider Network.

10.2 Modus Operandi to be followed for treatment at various Network Hospitals for all types of treatment shall be as under:

- i) **For private hospitals in Punjab, Chandigarh & Panchkula :** Rates shall be determined in accordance with the PGEPHIS Schedule of Rates. For treatments that have not been mentioned in the PGEPHIS rates, the rates applicable shall be either CGHS Rates or negotiated rates with the hospital whichever is less.
- ii) **For Govt. hospitals in Punjab & Chandigarh :** Rates shall be determined in accordance with the PGEPHIS Schedule of Rates, fixed by the Nodal Department/ State Government. For treatments that have not been mentioned in the PGEPHIS rates, the rates shall be internal rates of the respective Govt. Hospital. The treatment provided shall be essentially on cashless basis, however in cases where cashless services has not been rendered by the hospital, due to any reasons whatsoever, the beneficiary shall be eligible for reimbursement, subject to submission of the claim to the TPA within 30 days from the date of discharge from the hospital. The

reimbursement shall be made at Govt Hospital rates or PGEPHIS Rates, whichever is less.

- iii) **For PGIMER, GMCH-32 and State Medical Colleges:** The Internal rates of respective hospital/institution shall be applicable. The treatment availed by the beneficiary shall be on reimbursement basis, subject to submission of the claim to the TPA within 30 days from the date of discharge from the hospital. The reimbursement shall be made at respective Govt Hospital rates, where treatment is taken or PGEPHIS Rates, whichever is less.
- iv) **For private hospitals in NCR area (Gurgaon, Noida and Delhi):** The CGHS-New Delhi rate shall be applicable. The treatment availed by the beneficiary shall be on reimbursement basis, subject to submission of the claim to the TPA within 30 days from the date of discharge from the hospital.

The treatment provided shall be essentially on cashless basis, however in cases where cashless services has not been rendered by the hospital, due to any reasons whatsoever, the beneficiary shall be eligible for reimbursement at the CGHS rates or the hospital rates, whichever is less, subject to submission of the claim to the TPA within 30 days from the date of discharge from the hospital.
- v) **For Govt. hospitals in NCR area (Gurgaon, Noida and Delhi):** The internal rates of the respective Govt. hospital shall be applicable. The treatment availed by the beneficiary shall be on reimbursement basis, subject to submission of the claim to the TPA within 30 days from the date of discharge from the hospital. The reimbursement shall be made at the respective Govt Hospital rates, where treatment is taken or PGEPHIS Rates, whichever is less.
- vi) **For Private Hospitals in remaining parts of the country:** The reimbursement to the beneficiary against the claim of the treatment availed in the private hospital located anywhere in India except Punjab, Chandigarh and NCR area (Gurgaon, Noida and Delhi), shall be made in accordance with the PGEPHIS rates, irrespective of the actual expenditure incurred by the beneficiary. For treatments that have not been mentioned in the PGEPHIS rate list, the reimbursement shall be made in accordance with the PGIMER Rates, Chandigarh.
- vii) **For Govt Hospitals in remaining parts of the country:** The reimbursement to the beneficiary against the claim of the treatment availed in the Govt hospital located anywhere in India except Punjab, Chandigarh and NCR area (Gurgaon, Noida and Delhi), shall be made in accordance with the internal rates of the respective Govt. hospital OR PGEPHIS rates, whichever is lower.

- 10.3 A) Both Public and Private Health Providers which provide hospitalization and/or a Day Care Services would be eligible for

inclusion under the PGEPHIS, subject to such requirements for empanelment as agreed between the Punjab Government/ PHSC and Insurers. PGEPHIS aspires to provide to all its beneficiaries high quality medical care services that are affordable. The private hospitals shall be empanelled by the TPA/ Insurer, for providing cashless treatment, in Punjab, Chandigarh and NCR area (Gurgaon, Noida and Delhi). The Hospitals/Nursing Homes/Day Care Clinics interested to join the PGEPHIS should be preferably accredited with NABH/JCI (Joint Commission International)/ACHS (Australia) or by any other accreditation body approved by International Society for Quality in Health Care (ISQua) as minimum eligibility criteria for empanelment of hospitals. Such Hospitals/Nursing Homes/Day Care Clinics should comply with the following minimum qualifying criteria:

- Should have at least 25-bed indoor treatment capacity along with full fledged Operation Theatre and Intensive Care Unit. Eye Hospitals catering to OPD procedures such as cataract and other eye surgeries, which are covered under the Scheme, may have less than 25 beds.
- Should have atleast three permanent M.B.B.S doctors and at least one postgraduate doctor (M.D/M.S) on its roll. The Hospital should also have atleast one DM/ MCh Doctor for the each super speciality catered to by the Hospital.
- Should have atleast three permanent trained nurses, who are registered with nursing council of India, on its roll.
- Should have facility of in-house pharmacy and pathological lab or tie-ups for pathological tests/pharmacies to ensure completely cashless treatment of the Beneficiaries.
- Should have the facility of 24 hrs nursing staff/medical staff consisting of fully qualified doctor(s), round the clock and 24hrs admission facility.
- Shall agree to the rates/duration of stay for various procedures as mentioned in PGEPHIS Schedule of Rates.
- Shall install necessary infrastructure such as computer, fax machine, software, hardware at its own cost etc for implementing e-preauthorization and facilitating online transmission of radiological images/ modalities and identify minimum two coordinators to coordinate with patient, treating doctor, TPA and billing department of the hospital.
- Shall provide preferred and priority admission to the beneficiaries and ensure that hospitalization of the members is completely cashless i.e. arrange for funds for the medicines/investigations not available with the hospital or have necessary tie-up with the diagnostic centers/pharmacies for the facilities not available in the hospitals.

B) General purpose hospital having 25 or more beds with the following specialties : General Medicine, General Surgery, Obstetrics and Gynecology, Paediatrics, Orthopedics (excluding Joint Replacement), ICU and Critical Care units, ENT and Ophthalmology, Imaging facilities, in house laboratory facilities and Blood Bank.

C) Specialty hospitals (specialties list given below) Hospitals having less than 50 beds can apply as a specialty hospital -provided they have at least 10 beds earmarked for the specialty applied for with at least 15 additional beds – Thus under this category a single specialty hospital would have at least 25 beds. However, under this category a maximum of three specialties is allowed.

- Cardiology, Cardiovascular and Cardiothoracic surgery
- Urology - including Dialysis and Lithotripsy
- Orthopedic Surgery - including arthroscopic surgery and Joint Replacement
- Endoscopic surgery
- Neurosurgery
- Gynaecology and Obstetrics

D) Super-specialty Hospitals- with 150 or more beds with treatment facilities in at least three of following Super Specialties in addition to Cardiology & Cardiothoracic Surgery and Specialized Orthopaedic Treatment facilities that include Joint Replacement surgery

- Nephrology & Urology incl. Renal Transplantation
- Endocrinology
- Neurosurgery
- Gastro-enterology & GI –Surgery incl. Liver Transplantation
- Oncology – (Surgery, Chemotherapy & Radiotherapy)

These hospitals shall provide treatment /services in all disciplines available in the hospital.

E) Cancer hospitals having minimum of 50 beds and all treatment facilities for cancer including radiotherapy (approved by BARC / AERB). Already empanelled hospitals for Cancer treatment in the State will continue to be empanelled hospitals.

NOTE - A:

- a) Such Hospitals/Nursing Homes/Day Care Clinics that obtained entry level pre accreditation certificate from NABH would also be eligible for empanelment under PGEPHIS.
- b) The Hospitals/Nursing Homes/Day Care Clinics which are already empanelled under CGHS in Punjab, if, desires to be get empanelled under PHEPHIS shall be eligible for empanelment under the Scheme.
- c) In addition, the empanelled Hospitals/Nursing Homes/Day Care Clinics having in-house diagnostic Laboratories or using the linked diagnostic laboratories shall also apply for National Accreditation Board for Testing & Calibration Laboratories (NABL) certification of the Laboratory.

- d) The diagnostic labs setup in the district hospitals under PPP mode shall be covered under the scheme.

Note - B:

- 1) Hospitals/Nursing Homes/Day Care Clinics that have already applied for accredited under NABH/JCI/NABL shall inform the office of Insurer with supportive document.
- 2) Those applying to NABH/JCI for accreditation to join the PGEPHIS shall also agree to the PGEPHIS package rates and to the clause 10.4-A and 10.4-B mentioned below.

10.4 (A) Criteria for Empanelment of Hospitals/Nursing Homes/Day Care Clinics in addition to the NABH /JCI / ACHS / ISQua/ NABL criteria.

- i) Fully equipped and engaged in providing Medical and/ or Surgical facilities. The facility should have an operational pharmacy and diagnostic services. In case health provider does not have an operational pharmacy and diagnostic services, they should be able to tie-up with the same in close vicinity so as to provide 'cash less' service to the patient.
- ii) Those Hospitals/Nursing Homes/Day Care Clinics undertaking surgical operations should have a fully equipped Operating Theatre of their own.
- iii) Fully qualified doctors and nursing staff under its employment round the clock.
- iv) Agreeing to the cost of packages for each identified procedures as approved under the PGEPHIS scheme.
 - a) These package rates shall mean and include lump sum cost of inpatient treatment/day care/diagnostic procedures for which PGEPHIS beneficiary is admitted from the time of admission to discharge including (but not limited to) Registration charges, Admission charges, Accommodation charges including Patients diet, Operation Charges, Injection charges, dressing charges, Doctors/ Consultant visit charges, ICU/CCU charges, Monitoring charges, Transfusion charges, IRC charges of listed investigations, Anesthesia charges, Preamanesthetic checkups, Operation Theater charges, Procedural Charges/Surgeon charges, Cost of surgical disposables and sundries used during hospitalization, Cost of Medicines and Drugs, Blood, Oxygen etc, Related routine and essential diagnostic investigations, Physiotherapy charges etc, Nursing care and charges for its services. The list is an illustrative one only.
 - b) In order to remove the scope of any ambiguity on the point of package rates, it is reiterated that the package rate for a particular procedure is inclusive of all sub-procedures and all related procedures to complete the treatment procedure. The patient shall not be asked to bear the cost of any such procedure/item.
 - c) No additional charge on account of extended period of stay shall be allowed, if, the extension is due to infection or the consequences of surgical procedure or due to any improper procedure.

- d) Cost of implants is payable in addition to package rates as per Punjab Medical Attendance Rules for defined implants or as per actual, in case there is no prescribed ceiling rates.
- e) Cost of External Equipments required for treatment as permissible under PMA Rules is payable in addition to package rates subject to ceiling rates for defined External Equipments under Punjab Medical Attendance Rules or as per actual, in case there is no prescribed ceiling rates.
- f) Expenses incurred for treatment of new born baby are separately payable in addition to delivery charges to mother.
- g) **Package rates envisage duration of indoor treatment as follows:**
- Upto 12 days: for Specialized (super specialty) Treatment.
 - Upto 7 days: for other Major surgeries.
 - Upto 3 days: for Laparoscopic surgeries/ Normal delivery.
 - -1 day: for Day Care/ Minor surgeries.
- h) **Entitlements for various types of wards:** Beneficiaries shall be entitled to facilities of private, semi-private or general ward depending on their pay drawn in pay band/ pension. These entitlements are amended from time to time and the latest order in this regards needs to be followed. The entitlement is as follows:-

Sr.No.	Group of Employee	Entitlement
1	Group-D	General Ward
2	Group-B&C	Semi-Private Ward
3	Group-A	Private Ward

NOTE:

- a) Treatment in higher Category of accommodation than the entitled category is not permissible.
- b) The package would cover the entire cost of treatment of the patient from date of admission to his/ her discharge from hospital and any complication while in hospital, making the transaction truly cashless to the patient as per PGEPHIS package rates.
- c) The applicable PGEPHIS rates under the Scheme would be for the policy period and shall not be amended during the currency of the policy. Rates for such procedures which are not in the PGEPHIS list, can only be considered, if, finalized during the policy period.
- d) Procedures will be subject to Cashless services and a preauthorization procedure, as per Clause – 12.
- v) Maintaining the necessary records as required and the Insurer or its representative/State Government/Nodal Department will have an access to the records of the insured patient.

- vi) Allowing the Insurer or its representative / State Government / Nodal Department to visit, carry out the inspection as and deemed fit.
- vii) The Private Empanelled Hospitals/Nursing Homes/Day Care Clinics be legally responsible for user authentication.
- viii) Has to display its status of being a preferred provider of PGEPHIS at the reception/admission desks and to keep the displays and other materials supplied by the Insurer for the ease of beneficiaries, State Government and Insurer.
- ix) Agrees to provide a separate help desk headed by paramedical for providing the necessary assistance round the clock to the PGEPHIS beneficiary.
- x) These empanelled Hospitals/Nursing Homes must have the capacity to submit all claims / bills in electronic format to the Insurance Company, and must also have/ should be ready to establish at its own cost, the dedicated equipment, software and connectivity for such electronic submission.
- xi) The provider should have suitable backup arrangements, so that in the event of any unforeseen situations, the affected portion of the data should be retrievable in totality.
- xii) In case the PGEPHIS approved rates are more than what is being charged for same procedure from other (non- PGEPHIS) patients or institutions, then the hospital has to offer the same reduced rates for the said procedure by allowing appropriate discount to PGEPHIS.
- xiii) The Hospital agrees that any liability arising due to any default or negligence in providing or performance of the medical services shall be borne exclusively by the hospital that shall alone be responsible for the defect and / or deficiencies in rendering such services.

10.5 (B) Additional Benefits to be Provided by Empanelled Hospitals/Nursing Homes /Day Care Clinics

In addition to the benefits mentioned above, both Empanelled Public and Private Hospitals/Nursing Homes/Day Care Clinics should be in a position to provide following additional benefits to the PGEPHIS beneficiaries:

- i) Free pre and post hospitalization consultation under pre and post hospitalization cover period.
- ii) PGEPHIS rates for diagnostic tests done under pre and post hospitalization cover period.

11. DELISTING OF HOSPITALS:

Empanelled Hospitals/Nursing Homes/Day Care Clinics would be delisted by the Insurer from the PGEPHIS network after the approval for the same has been accorded by the State Govt./ PHSC, if, it is found that guidelines of the Scheme are not followed by them and services offered are not satisfactory as per laid

down standards. Based on recommendation of the Insurer, the Nodal Department shall initiate disciplinary proceedings against erring NWHs for the following reasons: (i) Infrastructure deficiencies (ii) Equipment deficiencies (iii) Man power deficiencies (iv) Service deficiencies (v) Violation of service contract agreement (vi) Misconduct/ fraudulent activity. Nodal Department shall have the rights to approve one or more of the following disciplinary actions at its sole discretion:

- (i) Withholding of payments: Cashless treatment is the bedrock and the primary non-negotiable of this Scheme. Any violation of this condition shall result in immediate withholding of entire payments of the hospital. Payments shall be released only after the hospital repays the patient and takes corrective measures.

A particular claim may also be withheld in case of any service deficiency in management of any case and the payment may be released based on the expert opinion obtained by the Govt. or after rectification.

- (ii) Levy of penalty: In cases where all the payments have been released to the NWHs, a penalty shall be levied on the NWH for violations attracting disciplinary action.
- (iii) Suspension: The NWH shall be liable to be suspended in all cases of violations of agreement.
- (iv) De-empanelment of specialities: The NWH can be de-empanelled for a particular speciality in case of service deficiencies in that particular speciality or completely as per the discretion of the State Govt/ Nodal Department.
- (v) Delisting: The NWH shall be delisted for repeated violation of service contract agreement and other service deficiencies for a period of not less than one year.

12. CASHLESS ACCESS SERVICE:

The TPA/ Insurer has to ensure that all PGEPHIS members are provided with adequate facilities so that they do not have to pay any deposits at the commencement of the treatment or at the end of treatment to the extent of the Services as covered under the Scheme. The service provided by the Insurer along with the responsibilities of the Insurer as detailed in this clause is collectively referred to as the "Cashless Access Service."

The services have to be provided by the Empanelled Hospitals/Nursing Homes/Day Care Clinics to the beneficiary based on Photo ID Card authentication only without any delay. The beneficiaries shall be provided treatment free of cost for all such ailments covered under the Scheme within the limits/sub-limits of defined package rates and sum insured, i.e., not specifically excluded under the scheme.

A. Pre-Authorization for Cashless Access in case of Emergency/Planned Hospitalization for Listed /Non Listed packaged procedures:

Packaged procedures would mean the rates for various procedures approved by the State Govt. for PGEPHIS. It would be the responsibility of the TPA/ Insurer to have all empanelled hospitals/nursing homes/ day care clinics agreed to the same. Request for Authorization shall be forwarded by the Empanelled Hospitals/Nursing Homes/Day Care Clinics after obtaining due details from the treating doctor in the prescribed format i.e. "Request for Authorization Letter" (RAL). The RAL needs to electronically send to the 24-hour Authorization /Cashless department of the TPA along with contact details of treating physician, through e-preauthorization mode. The medical team of TPA would get in touch with treating physician, if necessary.

- a. The RAL (Request for Authorization Letter) should reach the Authorization Department of TPA from the time of admission to not later than 24 hrs of admission, in case of emergency or within 3 days prior to the expected date of admission, to within 6 hrs of admission and not later than 12 hrs of admission in case of planned admission. The RAL form should be duly filled in all cases. There should be No Nil, or Blanks, which will help in providing the outcome at the earliest. Along with RAL copies of diagnostic test reports and radiological images should also be forwarded electronically.
- b. Upon failure of compliance of the provisions of the above "clause a", the clarification for the delay needs to be forwarded along with RAL by the Empanelled Hospitals/Nursing Homes/Day Care Clinics.
- c. If, given medical data is not sufficient for the medical team of Authorization Department to confirm the eligibility, it will be responsibility of the Empanelled Hospitals/Nursing Homes/Day Care Clinics, upon receipt of any query/ demand of any additional information from the TPA, to provide the complete details without any further delay, failing which it would be treated as violation of the norms.
- d. In case of non listed procedure, the Empanelled Hospitals/Nursing Homes/Day Care Clinics and Insurer shall negotiate the cost of package based on the type of treatment required; the agreed amount shall become a package rate of that procedure.
- e.
 - i) Insurer guarantees payment only after receipt of RAL and the necessary medical details. Only after TPA has ascertained the rates as per PGEPHIS prescribed rates and or negotiated the packages (if no rates are fixed by PGEPHIS), with provider, TPA shall issue the Authorization Letter (AL)/ Additional Information/ request/ Denial Letter/ Query Letter, as the case may be.
 - ii) The TPA shall process the RAL within 2 hours of its receipt at its end and shall send to the Provider Hospital, either an Authorization Letter or a Denial Letter or any other letter seeking additional information as required for concluding the admissibility of the case, not later than 2 hours from the time of the receipt of the RAL at its end.



- iii) In the event of asking for some additional information and no response being received from the Provider Hospital, the TPA/Insurer shall ensure that the required information is obtained from the treating doctor or the Beneficiary or the Network Hospital through any other mode of communication including those other than e-RAL for enabling it to take the final decision. The report of the IRC shall be mandatorily taken by the TPA in Cardiac cases and Joint Replacement cases in case of the admissions taking place in Network Hospitals. However under no circumstances, in emergency cardiac cases, the issuance of authorization shall be withheld for want of IRC Report, which can be obtained later to rule out any discrepancy in cardiac angiogram or any other report received from the Network Hospital, for which an explanation may be sought from the Network Hospital. In cases of planned admissions in Network Hospitals, where any radiological investigation/ diagnostic modality that can be reported by IRC is conducted, the report of the IRC may be taken on case to case basis. The report of IRC shall not be taken by the TPA in cases of admissions taking place in Government Hospitals.
- iv) The TPA after receipt of RAL from the Network Hospital on its web portal shall immediately send Requisition Letter to the IRC, not later than 60 minutes after the receipt of the RAL, intimating the name, card number and CCN Number of the beneficiary, to seek report of the IRC as per the format contained in the SLA.
- v) In case of payment of expenses by the Beneficiary to the hospital because of non resolution of query of the hospital or delay in issuance of authorization letter to the hospital, the Insurer shall unconditionally and without any demur make the reimbursement of the hospitalization expenses incurred by the Beneficiary at the actual rates charged by the hospital, irrespective of the package rates, not exceeding the maximum limit of Rs. 3 lacs of the Sum Insured.
- vi) In an event a Member goes to a Provider Hospital and inspite of showing his/her ID card to the hospital authorities within stipulated time period, is denied cashless hospitalization by the hospital, for any reason whatsoever, including but not limited to, denial by the Hospital at its own end without receiving any denial from the TPA or the wrongful denial by the TPA or delay in issuance of authorization by the TPA for any reasons or any other circumstances whatsoever and no fault lies with the Member, he/ she may submit his/ her claim to the TPA as per the check list for reimbursement within 60 days of date of discharge from the hospital. In such cases, the TPA/Insurer shall extend full cooperation to the Beneficiary and depending upon merit/ genuineness of the case, determine the admissibility of the claim within the purview of the Scheme and settle the claim within 15 days of receipt of the claim, in accordance with terms and conditions of the Scheme.
- f. In case the ailment is not covered, TPA can deny the authorization. In such case it would be the responsibility of the Empanelled Hospitals/Nursing Homes/Day Care Clinics to inform the beneficiary accordingly. The TPA shall clearly mention explicit and justifiable reasons for the denial of cashless access in the Denial Letter issued to the Network Hospital or to the Beneficiary. The TPA shall deny the cashless treatment to any Beneficiary, only if the respective treatment/ procedure is not admissible as per the terms and conditions laid in the Scheme. The TPA shall not, under any circumstances whatsoever, deny cashless treatment to the Beneficiary on account of non receipt/ delayed receipt of the query response from the Provider Hospital. The TPA shall exercise its own independent discretion, taking into account all clinical parameters/ conditions/

eligibility terms and conditions, along with the report of IRC, wherever applicable, to decide upon the admissibility of the case. No case shall be rejected by the TPA/ Insurer, solely based upon the reporting of the IRC. IRC shall not be allowed to decide upon the rejection or admissibility of any RAL received from the Network Hospital. IRC shall only provide interpretations/ findings on radiological image/ modality sent to it by the Insurer/ Network Hospital, establish radiological extent of disease, point out discrepancies, if any, between its own report and report of the Network hospital and provide grading on the extent of the disease as interpreted radiologically.

- g. The TPA/ Insurer needs to file a report to Nodal Department explaining reasons for denial of every such claim on day to day basis.
- h. Authorization letter (AL) shall be numbered, signed and stamped by the Doctor of the TPA. It shall mention the name of the treatment or medical procedure for which the amount has been authorized and the amount guaranteed as a PGEPHIS package rates and negotiated rates for such procedure for which package has not been fixed earlier. Empanelled Hospitals/Nursing Homes/Day Care Clinics must see that these rules are strictly followed.
- i. The guarantee of payment is given only for the necessary treatment cost of the ailment covered and mentioned in the request for Authorization letter (RAL) for hospitalization.
- j. In case of non listed procedure, the Empanelled Hospitals/Nursing Homes and Insurer shall negotiate the cost of package based on the type of treatment required, the agreed amount shall become a package rate of that procedure

Note:

In cases where the beneficiary is admitted in a hospital during the current policy period but is discharged after the end of the policy period, the claim shall be paid under operating policy in which beneficiary was admitted.

13. CLAIM SETTLEMENT:

The Empanelled Hospital/Nursing Home shall be reimbursed the cost of treatment as per PGEPHIS Package Rates with hospitals. The Insurance Company shall settle the claims of the Hospitals/Nursing Homes within 15 days of receipt of the complete bills along with the discharge summary of the patient. The claim settlement progress will be scrutinized and reviewed by the State Government/ PHSC.

14. REPUDIATION OF CLAIMS:

In case of any claim is found untenable, the TPA/ Insurer shall communicate reasons to the Health provider and Designated Authority of the State / Nodal Department for this purpose with a copy to the Beneficiary. All such claims shall be reviewed by the State Government/ PHSC on monthly /quarterly basis

15. RIGHT OF APPEAL AND REOPENING OF CLAIM:

The Empanelled Hospitals/Nursing Homes shall have a right of appeal to Nodal Department against the TPA/ Insurer, if, the Health Care Provider feels that the

claim is payable. The Nodal Department can direct the Insurer/ TPA to re-open the claim, if, proper and relevant documents as required are submitted.

16. REVIEW OF PAID CLAIMS:

The Nodal Department will have the right to reopen a settled claim and to direct the TPA/ Insurer to settle for an appropriate amount within a period of 3 months of payment of the claim. The TPA and insurer further agree to provide access to the PHSC their records for this purpose. All the claims settled by the Insurer to the Empanelled Hospitals/Nursing Homes based on the bills received from the hospitals in conformity with the PGEPHIS package rate arrived at and also based on the pre-authorization given by the Insurer/ TPA will be reckoned as final and will not be subject to any reopening by any authority except the Nodal Department.

17. ENROLMENT:

The enrolment of the beneficiaries would be undertaken by the Insurance Company selected by State Government/Nodal Department. The Insurer shall enroll the beneficiaries as per procedure laid down below and shall issue Photo ID cards to all the PGEPHIS beneficiaries.

- (a) No fresh enrollment of serving employees or pensioners will take place after the date of expiry of Enrollment Period. However, in the case of new employees, whose date of joining falls after the date of the expiry of the enrollment period and Employees/Pensioner under exceptional circumstances, the enrolment will continue throughout the year. Beneficiaries falling under optional category who did not opt for the Scheme in the first year, shall be eligible to opt in the subsequent renewals.

The Scheme shall provide health insurance coverage for a Policy Plan Period of twelve months to all the beneficiaries who have got enrolled under the Scheme within the Enrollment Period. Though the date of start of policy of the new employees and Employees/Pensioner under exceptional circumstances shall vary from member to member, depending upon the date of joining of such member/ date of enrolling under the scheme. The date of expiry of policy shall be co-terminus for all the beneficiaries.

- (b) Insured will have the option to change the details regarding dependent beneficiary in the ID card, however the total number of dependents cannot be more than the number fixed at the time of next renewal of the Scheme.
- (c) The Insurer will arrange for preparation of the Photo ID Card as per the Guidelines provided.
- (d) At the time of delivering the card, the Insurer shall provide a booklet/ Guide Book along with Photo ID Card to the PGEPHIS beneficiary indicating the list of the Networked Hospitals, the availability of benefits and the names and details of the contact person/persons, and toll-free number. The insurer shall also make available the soft copy of guide book on its website, that can be downloaded by the beneficiary, in case required.
- (e) To address the problems of incorrectness, functionality of cards etc and if enrolment of the beneficiary could not be done for any reason, inspite of submission of the Enrollment Form to the Insurance Company; the same would be done at by the TPA within 15 days of receipt of any such complaint.

- (f) Photo ID Cards along with the Guide Book shall be handed over by the Insurance Company to the DDOs for onward delivery to the employee/pensioner.
- (g) Insurance Company will also provide a web-based enrollment application/employees registration platform/e-enrollment module. The enrollment forms for the employees/pensioners and option/enrollment form for the employees/pensioners under optional category will be available after the designated date, on the website "www.pbhealth.gov.in" along with the procedure to fill such forms. A copy of the forms will be made available to all the DDOs. The forms can be filled online as well as offline but have to be submitted in hardcopy through DDO to Insurance Company. The Insurance Company will collect the filled forms from DDO and handover the Insurance Cards of the main member and dependent(s) to the DDO for onward delivery to the employee/pensioner. The insurance Company shall provide right to print ID Card to the DDO of the department. DDO, however won't have any rights to make any amendments/modifications/alterations in the enrollment database of the employees. Every employee/pensioner will be notified regarding enrollment with Unique Health Identification Numbers. In case of misplacement of the card/non availability of the card, this Unique Health Identification Numbers can be used for taking treatment in the designated hospitals.

The empanelled Hospitals/Nursing Homes/Day Care Clinics and the beneficiaries shall have the access to the dedicated website to see their relevant information.

- (h) Nodal Department at the State Health Department will also monitor data related to Insurance plan like enrolment etc through this website.
- (i) The beneficiaries falling under the category of compulsory enrollment shall remain the member of the scheme with future renewals automatically awarded. The beneficiaries falling under the category of optional enrollment, if wish to opt out of the scheme, shall be required to submit the declaration to the Department of Health & Family Welfare Punjab for discontinuation from the Scheme at the time of next renewal of the Scheme. In such cases the benefits shall cease on the expiry of the policy.

18. ENROLMENT PROCESS:

The process of enrolment shall be as under:

A. Serving Employees:

1. Departments and offices will notify the employees to join compulsory PGEPHIS without existing Medical reimbursement under PMA rules.
2. DDO would be the contact point for the Insurance Companies and shall be responsible for validating the enrollment forms filled by the employees and forwarding it to the Insurance Company.
3. Enrolment forms giving details about self and family and options given by employees/pensioners falling under optional category would be consolidated by the Administrative Department/ respective Department. The data of the beneficiary and dependent members to be covered along with 1 recent passport size colored photo of each member, has to be provided in the

enrolment form, which will be collected by the Insurance Company from the DDOs of various departments on weekly/monthly basis during the enrollment period.

4. Insurance Company will issue Photo ID Cards on the basis of information received in the Enrolment Form filled by the beneficiaries, received through DDOs.
5. Such Photo Id Cards along with the guide book shall be handed over to the respective DDO of the employee for onward delivery to the employees within 15 days of receipt of filled Enrollment Form and not later than 5 days prior to the commencement date of the Policy Plan Period, by the Insurance Company.

B. Pensioners

1. In case of pensioners, wide publicity of the Scheme should be given through various media sources like advertisement in local newspapers, Cable network etc.
2. The notification of the Scheme will be available on the website "www.pbhealth.gov.in" giving details of the proposed Scheme.
3. Information can also be disseminated through pensioners associations and other related agencies.
4. Enrolment forms, along with the procedure to fill such forms, could be downloaded/ filled online through the website "www.pbhealth.gov.in" along with the procedure to fill such forms.
5. Pensioners would fill up the enrolment form giving details relating to self and dependent members along with 1 recent passport size photos of each member. The forms can be filled online as well as offline but have to be submitted in hardcopy through DDO to Insurance Company. The Insurance Company will collect the filled forms from the DDOs.
6. Photo Id Cards of the pensioners along with the guide book shall be handed over to the respective DDO, where he/ she was last serving, for onward delivery to the pensioner, within 15 days of receipt of filled Enrollment Form and not later than 5 days prior to the commencement date of the Policy Plan Period, by the Insurance Company.

C. For New Employees:

- a. All New Employees shall be compulsorily covered under PGEPHIS.
- b. At the time of their entry into service they are required to carry out required documentary formalities related to enrolment under the Scheme at their respective places of posting.

- c. Employee shall fill up form enrolment form, providing 1 recent passport size photographs of the family each (individual) and submit the filled Enrolment Form to the DDO of his/ her Department within 7 days of joining into the service.
- e. Insurer shall arrange to collect the enrolment form & family photograph from the respective DDOs under acknowledgement, after receiving intimation from the DDO.
- f. After required processing of the Enrolment Form at the Insurer's/ TPA's end, ID card shall be issued by the insurer and handed over to the to the DDO for onward delivery to the new employee.
- g. The insurance cover shall be effective from the date of joining of an employee.

Note: The Insurer will have to complete the following activities before the start of the Policy Plan Period:

- Empanelment of the Hospitals/Nursing Homes/Day Care Clinics.
- Setting up of Project Office/ District Offices -
- Setting up of adequate infrastructure required for the implementation of the Scheme.

19. EXCLUSIONS:

The Insurer shall not be liable to make any payment under this Scheme in respect of any expenses whatsoever incurred in connection with or in respect of:

A. Hospitalization Benefits:

1) Conditions that do not require hospitalization:

- a) Condition that do not require hospitalization. Outpatient Diagnostic, Medical and Surgical procedures or treatments unless necessary for treatment of a disease covered under Day-Care procedures or Inpatient hospitalization.
- b) Expenses incurred at Hospital or Nursing Home primarily for evaluation / diagnostic purposes only, during the hospitalized period. Expenses on vitamins and tonics etc unless forming part of treatment for injury or disease as certified by the attending physician. Expenses on telephone, tonics, cosmetics / toiletries, etc.
- 2) Any dental treatment or surgery which is corrective, cosmetic or of aesthetic procedure, including wears and tears etc, unless arising from disease or accident which requires hospitalization for treatment.
- 3) **Congenital external diseases etc:** Congenital External Diseases or defects or Anomalies.
- 4) **Sex change** or treatment which results from or is in any way related to sex change.

5) **Vaccination/Cosmetic or of aesthetic treatment: Vaccination:** Inoculation or change of life or cosmetic or of aesthetic treatment of any description and Plastic Surgery other than as may be necessitated due to an accident or as a part of any illness. Cost of Spectacles / Contact Lens.

6) **Suicide etc:** Intentional self-injury/Suicide/Self manmade injuries.

7) **Naturopathy, Homeopathy, Unani, Siddha, Ayurveda:**

- a) Homeopathy, Unani, Siddha, Ayurveda treatment unless taken as inpatient in a network hospital.
- b) Naturopathy, unproven procedure or treatment, experimental or alternative medicine including acupressure, acupuncture, magnetic and such other therapies etc. Any treatment received in convalescent home, convalescent hospital, health hydro, nature care clinic or similar establishments.

8) **External and/or durable Medical/Non-medical equipment** of any kind used for diagnosis and/or treatment except covered under PGEPHIS scheme.

B. Maternity Benefit Exclusion Clauses:

1. Those insured persons who are already having two or more living children will not be eligible for this benefit. Claim in respect of only first two living children will be considered in respect of any one insured person covered under the policy or any renewal thereof. In such situation any such child born during the policy period, the same shall be covered as an additional member at the time of renewal only.
2. Expenses incurred in connection with voluntary medical termination of pregnancy during the first twelve weeks from the date of conception are not covered except induced by accident or other medical emergency to save the life of mother.
3. Pre-natal and post-natal expenses are not covered unless admitted in Hospital/nursing home and treatment is taken there.

20. CALL CENTER SERVICES:

I. Toll Free Number

State wide toll free medical helpline number "104" shall be available to all the beneficiaries for taking any information/ clarification regarding enrollment, benefits available under the Scheme, exclusions, list of enrolled private as well as government hospitals, process to be followed for lodging claim with Insurance Company or with State Government and for redressal of any complaint regarding enrollment, treatment, exclusions, benefits etc available under the Scheme. The complaint will be redressed in a time bound manner.

21. DISPUTE RESOLUTION AND GRIEVANCE REDRESSAL:

If any dispute arises between the parties during the subsistence of the policy period or thereafter, in connection with the validity, interpretation, implementation or alleged breach of any provision of the scheme, it will be settled in the following way:

a. Dispute between Beneficiary and Health Care Provider/Care Provider and the TPA/ Insurance Company:

1) District level Grievance Redressal committee

Grievance Redressal committee shall be set up in each District for all possible Redressal of grievance of beneficiaries/Health provider by the Insurer. The committee will constitute following members:

- i. Deputy Commissioner,
- ii Civil Surgeon
- iii Deputy Medical Commissioner
- iv Representative of Insurance Company

The Committee will resolve the Grievance within 30 days from the date of receiving the application. Any Party, if not satisfied with the decision of the committee, can reach to the State Level Committee.

• State level Grievance Redressal committee:

The next level of Grievance Redressal will be State Level SGRC consisting having following members.

- I Principal Secretary, Health & Family Welfare Punjab
- ii Managing Director, PHSC
- iii Director Health Services, Punjab
- iv State Representative of Insurance Company
- v Nodal Officer, PGEPHIS

The Committee will resolve the Grievance within 30 days from the date of receiving the application. The Decision of the Committee shall be final & binding to all the parties.

b. Dispute between TPA/ Insurance Company and the State Government

A dispute between the State Government /Nodal Department and Insurance TPA/ Company shall be referred to the respective Chairmen/ CEO's/CMD's of the Nodal Department for resolution. In the event that the Chairmen/ CEO's / CMD's are unable to resolve the dispute within {60 } days of it being referred to them, then either Party may refer the dispute for resolution to a sole arbitrator who shall be jointly appointed by both parties, or, in the event that the parties are unable to agree on the person to act as the sole arbitrator within {30 } days after any party has claimed for an arbitration in written form, by three arbitrators, one to be appointed by each party with power to the two arbitrators so appointed, to appoint a third arbitrator.

- The law governing the arbitration shall be the Arbitration and Conciliation Act, 1996 as amended or re-enacted from time to time.
- The proceedings of arbitration shall be conducted in the English Language.
- The arbitration shall be held in Chandigarh, Punjab.

22. NODAL DEPARTMENT:

- a) The Punjab health System Corporation would be the Nodal Department for the implementation of PGEPHIS.
- b) A Coordination Committee having the representatives from The Department of Health & Family Welfare, Punjab, Finance, Planning, Pensioner Welfare and Department of Administrative Reforms & Public Grievances for monitoring the implementation of the Scheme on a regular basis.
- c) The Punjab health System Corporation will monitor data related plan like enrolment, empanelment of hospitals, authorization status, claims status,

Note: Any liability arising due to any default or negligence in providing or performance of the Insurance Services shall be borne exclusively by the Insurer who shall alone be responsible for the defect and / or deficiencies in rendering such services. The complete financial and legal liabilities, if any, arising consequent to the operationalization of the Scheme or the Policy, shall rest exclusively and unconditionally with the Insurance Company.

23. OPERATIONAL TERMS AND CONDITIONS APPLICABLE TO THE REIMBURSEMENT CLAIMS.

- All hospitals of the Punjab Health Systems Corporation (PHSC), Civil Hospitals, Government Hospitals and Government Medical Colleges/ Research Institutes located in the State of Punjab and Chandigarh and Govt Hospitals in New Delhi shall be automatically included in the list of Provider Hospitals where the beneficiaries can avail medical services as covered under the terms and conditions of the Scheme. In an event, the aforesaid hospitals fail to provide cashless treatment, beneficiary shall be entitled to avail reimbursement of his/her claim, subject to the submission of claim within 30 days from the date of discharge from the hospital.
- The reimbursement to the beneficiary against the claim of the treatment availed in the private hospital located anywhere in India except Punjab, Chandigarh and NCR area (Gurgaon, Noida and Delhi), shall be made in accordance with the PGEPHIS rates, irrespective of the actual expenditure incurred by the beneficiary, subject to the submission of claim within 30 days from the date of discharge from the hospital. For treatments that have not been mentioned in the PGEPHIS rate list, the reimbursement shall be made in accordance with the PGIMER Rates, Chandigarh.

- The treatment in PGIMER, GMCH-32 and State Medical Colleges of Punjab and Government Hospitals in NCR area (Gurgaon, Noida and Delhi) will be covered at Govt. Hospital rates as applicable in such Govt. Hospitals or PGEPHIS Rates, whichever is less. The consumables, medicines/investigations that are not available in Govt. Hospital and are purchased by the beneficiary from outside shall also be reimbursed by the TPA to the Beneficiary, at the PGEPHIS Rates or the rates as billed by outside source, whichever is less.
- The beneficiaries shall bear all the expenses incurred on treatment/hospitalization in the Govt. Hospitals, where the treatment is not available on cashless basis and shall later claim for reimbursement from the TPA, within 30 days from the date of discharge from the Govt. Hospital.
- Benefits up to 7 days Pre Hospitalization & up to 30 days Post Hospitalization respectively which would cover all expenses related to treatment of the sickness for which hospitalization was done shall be covered on cashless basis at PGEPHIS Rates, in empanelled private hospitals in Chandigarh, Punjab and Panchkula; on reimbursement basis in Government Hospitals at respective Govt. Hospital rates or PGEPHIS Rates, whichever is less; on reimbursement basis in the private hospitals in remaining parts of the country at PGEPHIS rates or the rates as billed by the private hospital, whichever is less, subject to the submission of bills to the TPA within 60 days of the date of discharge from the hospital.
- Medical reimbursement of bills against chronic diseases, that are covered under the existing Punjab Medical Attendance Rules, shall be admissible as long as either the patient is treated as indoor patient or as out door patient having valid "Complicated chronic disease certificate". Treatment can be had from any hospital/Nursing Home/clinic located anywhere in India. Complicated chronic disease certificate" has to be issued by State Government Medical Colleges, PGIMER Chandigarh, AIIMS Delhi and GMCH Chandigarh. The beneficiary shall avail this benefit on cashless basis in designated stores and empanelled hospitals in all the districts of Punjab and Chandigarh.

24. CHECKLIST FOR REIMBURSEMENT CLAIMS:

- 1 Copy of Photo I.D. Card.
- 2 Original Hospital bill with bill breakup details, Pharmacy bills with prescriptions.
- 3 Original reports with Laboratory Bills, and prescription for investigations.
- 4 Original Radiological Investigation reports with Images.

- 5 Original or attested Discharge summary of the hospital with Date and Time of admission & discharge mentioned in it.
- 6 Claim form signed by the patient or the claimant.
- 7 Death certificate in death cases.
- 8 For the medicines purchased, the bills in original and prescription by the treating doctor/ hospital.
- 9 FIR or MLC report in accident, if the case has been registered with Local police station.
- 10 Bar codes, Batch Number and Invoices for the stents, implants, catheters etc.

L.K. Gujral Punjab Technical University, Jalandhar

Note

There is ongoing demand for the revision (requests from colleges / institutes enclosed Flag-B) of evaluation rates from the evaluation centres. It is noteworthy that there is no enhancement since 2010. However the examination fees restructured in this duration and there had been revision in conduct rates but not evaluation rates. The other universities in the region like Punjab University, Chandigarh and GNDU, Amritsar has made revision lately (Flag-C). In order to motivation amongst the faculty, it is proposed that the evaluation rates may be revised under the following heads.

Rates of evaluation (Table-A) and Re-evaluation (Table-B)

(Table-A)

S. no.	Particular	Present Rates	Proposed rates
1	Controller (Normally Principal of College)	Rs. 0.50/- paise per answer book	Rs. 0.75/- paise per answer book
2	Assistant to Controller	Rs. 0.25/- paise per answer book	Rs. 0.50/- paise per answer book
3	Head Examiner	Rs. 1.50/- per answer books	Rs. 2.25/- per answer books
4	Evaluation of answer books (Not below the rank of Assistant Professor) having atleast 3 years of experience	Rs. 12.00/- per answer books	Rs. 18.00/- per answer books
5	Checking Assistant (not below the rank of clerk)	Rs. 1.00/- per answer book	Rs. 1.50/- per answer book
6	Clerk (with each Head Examiner)	Rs. 0.50/- paise per answer book	Rs. 0.75/- paise per answer book
7	Helper/Attendant	Rs. 0.45/- paise per answer book	Rs. 0.68/- paise per answer book
8	Security Cleaning	Rs. 0.25/- paise per answer book	Rs. 0.38/- paise per answer book
9	Rent charges (Including electricity / AC/Generator Set, Transport etc.)	Rs. 0.50/- paise per answer book	Rs. 0.75/- paise per answer book
10	Refreshment Charges	Rs. 1.25/- per answer book	Rs. 1.88/- per answer book
11	Stationery	Rs. 0.30/- paise per answer book	Rs. 0.45/- paise per answer book
12	Data entry (under double entry system)	Rs. 2.00/- per answer book	Rs. 2.00/- per answer book
Total		Rs. 20.40/-	Rs. 29.85/-

(Table-B)

S. no.	Particular	Present Rates	Proposed rates
1	Re-evaluation of answer books by a faculty member (not below the rank of Assistant Professor having atleast 3 years of experience)	Rs. 15.00/- per answer sheet	Rs. 20.00/- per answer sheet (in case of re-evaluation upto 05 answer books the payment will be made Rs. 100/- only).

* Examination fees and examination rates be revised by 10% after every three years.

Submitted for further necessary action please

[Signature]
Paramjit Singh
(As-Secretary Training)

[Signature]
Dy. Controller of Examination

[Signature]
Controller of Examination

[Signature]
Hardeep Singh
(As-Secretary Branch)

DRCHR
Co. ARCH
SRM
Presented today. A factual report has put up for consideration in the next BOG Meeting.
PENSION CASE of Dr. HARMEEN KAUR SOCH
 Associate Professor cum Director In-charge,
 Punjab Institute of Management
 I. K. Gujral Punjab Technical University

Handwritten signature
 18-02-16

V.C. IKGPTU.

Dr. Harmeen Kaur Soch worked as regular lecturer (Assistant Professor) from 25.09.2001 to 29.11.2011 in the Department of Commerce and Business Management, Guru Nanak Dev University, Amritsar. Prior to this, she has also worked as Lecturer in D.A.V. College, Jalandhar as adhoc basis from July 1999 to March 2000 and also at Guru Nanak Dev University College Amritsar from 21.07.2000 to 24.01.01.

She joined as Associate Professor (Management) at Punjab Technical University, Jalandhar on 30.11.2011 and continues to work there since then. She had joined this university after seeking No Objection from her previous employer. Now she is a confirmed employee of IKG Punjab Technical University. She was covered under Old Pension Scheme at GNDU Amritsar as had joined prior to 31.12.2013.

According to Punjab Government Rules, she can be placed in the Old Pension Scheme ONLY as she is moving from one State Institution of Punjab to another State University of Punjab (Please refer to Annexure A)

The Rules of Guru Nanak Dev University also provide similar facility to its employees. (Please Refer to Annexure B) Calendar Volume I Page 176 Statute (b)

The Rules of Punjabi University Patiala also have the similar rules for its employees. (Please refer to Annexure C) Page 104 Rule 9 (1) Calendar Volume I

The Rules of Panjab University Chandigarh also provide the same facility for its employees. (Please refer to Annexure D).

The two relevant citations are enclosed (Please refer Annexure E)

- In the light of above said rules she seeks to be placed under Old Pension Scheme as per rules. For this, there is no need to take this item to the Finance Committee or the Board of Management of IKG Punjab Technical University, Jalandhar. A simple executive order to this effect can be passed by the Honourable Vice Chancellor. Still, if it is required to be taken to the Finance Committee and Board of Management, then an early action may be taken in this direction as 4 years have passed since she joined IKGPTU.
- The authorities have not as yet opened her GPF Account even when it has nothing to do with any kind of Pension Scheme. It has not only affected her compulsory saving habit but also led to her incurring a loss of interest on her previous G. P. F. Account lying dormant with G.N.D. University, Amritsar
- She is entitled to be designated as Professor under DGC rules since November 2014 and also Eligible to be considered for the same under HT grades since November 2015. The Post of Professor that was advertised more than four years back continues to be vacant. This may kindly be advertised.

IKG Punjab Technical University
 Vice Chancellor Office
 Dary No. 23 Date 23.2.16
 Sent to *Handwritten signature*

23.2.16
 12/2/16



ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

ਸੂਚਨਾ ਦਾ ਅਧਿਕਾਰ ਐਕਟ, 2005

SPIO(Nodal Officer)
PTU, Jalandhar.
Ph.No. 01822-662564

Ref. No. PTU/RTI/N/ 3223

Dated : 12/12/14

MS. HARMEEN KAUR

D/o S. H.S. Soch
9, Lane No. 5,
Hukkam singh road,
AMRITSAR.

Subject : Supply of Information under RTI Act 2005.

Case No. 3948

Dear Applicant

Please refer to your appeal on the subject mentioned above. This information is received from Deputy Registrar(HRD), PTU vide ref. No. PTU/DR/HRD/ 2249, dt. 02.12.2014 attached herewith.

Note : 01 Page is attached.

J. S. Soch 12/12/14
Addl. SPIO (Nodal Officer)
PTU, Jalandhar

PUNJAB TECHNICAL UNIVERSITY JALANDHAR
(Dept. of HRD)


SPIO Nodal

PTU Jalandhar

Subject: Information under RTI

Case no. 3948

In this regard, it is to inform you that the matter regarding considering GPF & pension scheme to the officers/faculty/staff was put up to the Board of Governors in its 53rd meeting held on 6.8.2014 and the Board decided that the matter be put up to the next meeting of Finance Committee.


Deputy Registrar (HRD)

**PUNJAB INSTITUTE OF MANAGEMENT (PIM)
PUNJAB TECHNICAL UNIVERSITY MAIN CAMPUS**

D. No. PIM/DIR/918

MONDAY, 30 JUNE, 2014

The Registrar
Punjab Technical University
Kapurthala

Subject: Final Request – Admissibility of Pension Scheme

Respected Sir,

As per my previous requests vide letter nos. PIT/DOM/68 dated May 17, 2012; PITK/DOM/438 dated June 5, 2013 and PITK/DOM/493 dated July 26, 2013, I have repeatedly been requesting you to kindly let me know the admissibility of old pension scheme and GPF to me as per Punjab Government Rules. I received one response from the University on 18/05/2012 stating that I can get my fund deducted under EPF or NPS. Subsequent to this I had submitted rules pertaining to pension and GPF vide circulars of Punjab Government which clearly showed that I am entitled to old pension scheme under rules. In my last letter, I had even mentioned that my professional plans at my parent University i.e. Guru Nanak Dev University (wherein I was entitled under the old pension scheme as I had joined prior to 01.01.2004) were contingent upon the admissibility of pension at PTU.

Because of no response from PTU and a final notice from GNDU regarding no further leave to be given to me, I had no option but to resign from GNDU hoping that a State Government University like PTU will follow rules laid down by Government of Punjab and ensure that its employee is not part of any financial loss on its account. I have been receiving innumerable verbal assurances that a decision in my case will be taken soon and that the matter to this effect is in the pipeline. However, no written confirmation of any decision has been given to me by the University till date.

It may be noted that no response from the University for almost 3 years has lead to a lot of mental agony and harassment to me not to mention the lacs of Rupees which I have not been able to save because of silence / indecision on the part of PTU because of non-admissibility of General Provident Fund (GPF) and pension to me. It may be worthwhile to note here that my GPF account at GNDU is also lying dormant for the last three years in which my interest income per year use to be approximately 1 lacs per year. Not to mention INR 2,50,000 (approx) which I use to get deducted every year out of a salary of INR 6,50,000 (approx). Had the University started deducting my payment towards GPF in 2011 itself, it would have grown immensely by now.

I would also like to bring to your kind notice here that whenever I had moved my file for admissibility of GPF and the old pension scheme to me, I was verbally asked every time to submit supporting documents which were pertinent to my case. I have been doing so a

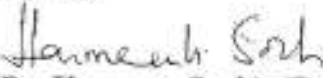
Haameen h. Sarh 86 *encl. 1006, 968, 876, 1102, 875, 891, 892, 973 of Civil Services*

**PUNJAB INSTITUTE OF MANAGEMENT (PIM)
PUNJAB TECHNICAL UNIVERSITY MAIN CAMPUS**

number of times but never received any response. I am once again submitting all documents / rules / circulars of Punjab Government which are applicable in my case. Please note that the concept of pension has been clarified by courts time and again. It is not a charity or bounty nor is it a gratuitous payment solely dependent on the sweet will of the employer. It is earned for rendering long-term service and is often described as deferred portion of compensation of past service. I have been selected on merit at PTU because of my past service and experience. And to be considered under the old pension scheme is my valuable right.

This letter may kindly be treated as a final request from my part regarding admissibility of old pension scheme as per Punjab Government Rules (copy attached). It is also requested that I may kindly be responded to within 15 days of receipt of this letter.

Thank you,
Regards,


(Dr. Harmeen Soch)
Director Incharge

CC: Hon'ble Vice Chancellor Sir

**PUNJAB INSTITUTE OF MANAGEMENT (PIM)
PUNJAB TECHNICAL UNIVERSITY MAIN CAMPUS**

D. No. PIM/DIR/957

MONDAY, JULY 14, 2014

To
The Public Information Officer (PIO)
Punjab Technical University
Kapurthala

Subject: Information regarding pension case

Respected Sir / Madam,

Kindly provide me each and every detail of progress on the file numbers PIT/DOM/68 dated May 17, 2012; PITK/DOM/438 dated June 5, 2013 and PITK/DOM/493 dated July 26, 2013 and PIM/DIR/918 dated June 30, 2014 addressed to the Registrar, PTU regarding admissibility of old pension scheme and GPF as per Punjab Government Rules to the undersigned.

Thanking You.
Yours sincerely,


(Harmeen Soch)
Director Incharge

D. No. PIT/DOM/68

Date: May 17, 2012

To
The Vice Chancellor
Punjab Technical University
Kapurthala

Subject: Provident Fund Deduction

Sir,

It is requested that my case for provident fund deduction be processed at the earliest. I joined PTU on Nov 30, 2011 and as yet no provident fund has been deducted from my salary. When I approached the establishment, I was told that the orders were sent last year to accounts. And when I approached the accounts department, I was told that they have not received any order till date.

I am losing the opportunity to save money apart from the loss of interest on the amount had I saved some.

Kindly, get my case processed at the earliest.

Thanking you.

Best regards,

Harmeena Kaur Soch
(Harmeena Kaur Soch)
Associate Professor
PITK

ਮਹਾਂਸ਼ਾਹ
ਤੁਹਾਡੇ ਕੇਸ ਲਈ ਜਿਵੇਂ ਕਿ
ਪਿਛਲੇ ਸਾਲ ਤੋਂ
ਮਾਨਵਰਤ ਵਿਭਾਗ ਦੇ ਇਸ ਤਰ੍ਹਾਂ
ਕੋਈ ਆਰਡਰ-2 ਦੀ ਕਾਪੀ ਨਹੀਂ
ਹੈ।
ਜੇ ਵੀ ਇਹ ਤੁਹਾਡੇ ਕੋਲ ਮੌਜੂਦ
ਮਾਨਵਰਤ ਦੇ ਪਿਛਲੇ ਵਿਭਾਗ
ਲਿਖਾਇਆ ਜਾਵੇ ਤਾਂ
17/5

PUNJAB INSTITUTE OF TECHNOLOGY, KAPURTHALA (PITK)
DEPARTMENT OF MANAGEMENT (DOM)

D. No. PITK/DOM/438

Dated: June 5, 2013

To
The Director
Punjab Institute of Technology,
Kapurthala

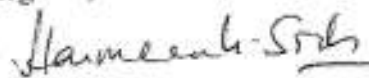
Subject: Confirmation of admissibility of Old Pension Scheme

Respected Sir,

It is requested that admissibility of Old Pension Scheme may kindly be confirmed to me keeping in view the teaching service rendered by me as assistant professor in the Department of Commerce and Business Management of Guru Nanak Dev University, Amritsar from Jan 21, 2001 to Nov 29, 2011 prior to joining Punjab Technical University, Kapurthala.

Thanking you.

Regards,


(Harmeen Soch)
Associate Professor (Marketing)

**PUNJAB INSTITUTE OF TECHNOLOGY, KAPURTHALA (PITK)
DEPARTMENT OF MANAGEMENT (DOM)**

D. No. PITK/DOM/493

FRIDAY, 26 JULY 2013

The Director,
Punjab Institute of Technology (PTU Main Campus),
Punjab Technical University,
Kapurthala.

Subject: Reminder – admissibility of Pension Scheme

Respected Sir,

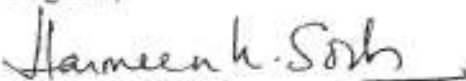
As per my earlier letter D. No. PITK/DOM/438 dated 5/6/2013 you are requested to once again confirm the admissibility of pension scheme to me.

My sanctioned leave at me parent university (Guru Nanak Dev University, Amritsar) ends on August 28, 2013 and my future professional plans are contingent upon the admissibility of pension to me at PTU.

A few desired documents are attached with this file for your kind perusal.

Thanking you.

Regards,



(Harmeen Soch)

Associate Professor (Management)



ਰਜਿਸਟਰਾਰ ਦਫਤਰ
OFFICE OF REGISTRAR

ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ
PTU PUNJAB
TECHNICAL
UNIVERSITY
Estd. Under Punjab Technical University Act, 1994
(Punjab Act No. 1 of 1997)

Dated 4/10/2011

Ref. No. PTU/DR/HRD/30839

Dr. Harmeen Sach
D/o Dr. Dalbhajan Singh Sach
9, Harman Singh Road,
Lane No. 5, Amritsar - 143001

Dear Sir /Madam

With reference to your application and subsequent interview held on 6.8.2011, I am directed to offer you the appointment to the post of Associate Professor(Management) in pay band 4 (Rs. 37400-67000) with AGP of Rs. 9500/- for Department of Management at Kapurthala Campus of PTU on the terms & conditions mentioned below:

1.	Post	The appointment will be made on probation of one year from the date of joining. The period of probation can be extended.
2.	Pay	Pay Band 4 (Rs. 37400-67000) with AGP 9500/- plus allowances as admissible under the PTU Norms for Department of Management at Kapurthala Campus, of PTU approved by the Board of Governors, PTU. You should note that no request for re-fixation of your pay will be entertained under any circumstances.
3.	Leave	You will be governed by the leave rules of PTU norms for Department of Management at Kapurthala Campus of PTU approved by the BOG, PTU
4.	Duty	You will be required to work during the day /night shift as per the needs of the PTU for Department of Management at Kapurthala Campus of PTU.
5.	Travelling Allowance	No joining time pay or travelling allowance will be allowed in joining the post or on leaving the service
6.	Medical Examination	A medical certificate from the prescribed medical authority about sound health and physical fitness for service in the Institute will be required before joining. The University will issue a letter for the medical examination to the respective authority. You will be required to appear before the said authority for examination and certificate thereof. Accordingly your appointment will be subject to fitness certificate by the said medical authority. You are required to please get the medical checkup done before joining. In case you have any problem you may please approach us for further assistance. Further, those who have been working in Govt. or semi Govt. Dept. and

"Punjab is a prosperous Knowledge Society"

		produce an attested copy of medical fitness certificate from their previous employer, at the time of joining this institute.
7.	Character	You should produce at the time of joining the duty, the Character Certificate on the attached proforma from a responsible person.
8.	Termination of service	During the period of probation or temporary appointment, services are liable to termination with one month's notice in writing given by either side. After confirmation, the condition for termination of service shall be according to Statutes / Rules of the University.
9.	Medical Attendance and Treatment	The Employees of Department of Management at Kapurthala Campus of PTU will be entitled to reimbursement of medical expenses incurred by them on themselves and their dependents as approved by the BOG of PTU from time to time.

11. At the time of your joining the following certificate in original (with attested copies) have to be produced for verification and return:

- SSLC or School Certificate in proof of Date of Birth
- Certificate relating to educational, technical qualification and previous services, if any.
- In addition, you are requested to submit a declaration that you are not under bond or agreement or under obligation to serve the Central Govt., a State Govt., University or a Public Authority/Undertaking, Institution.

12. Other Conditions:

- No Employee of the Institute can contract plural marriage without the permission of the BOG.
- Every employee of the institute has to take an oath of allegiance to India and to the Constitution of India as per prescribed form. The oath will be administered by the HOD/Centre concerned. Forms of attestation are accordingly attached herewith.
- The duties and responsibilities will also include the activities as assigned by the Competent Authority from time to time.

13. General

All other terms & conditions of service and rules of discipline and conduct as contained in the Statutes and the rules framed there under shall be applicable. Those who are already in Govt. service are required to produce relieving order and last pay certificate indicating therein the date of next increment from their employer at the time of joining this institute.

If the above terms and conditions are acceptable, you should report for duty in any case not later than **31 Oct 2011**.

You will obtain clearance from your present employer before joining duty.

AV

You should acknowledge the receipt of this letter by return of post and intimate the date when you will join the post offered. If no reply is received within 10 days of receipt of this letter, it will be presumed that you are not interested in the offer and the same will stand cancelled.

Yours faithfully



Deputy Registrar

Copy to:-

PS to VC for kind information of the VC

Registrar

Director (Finance)

Personal File

Item No. 61.14 **SIC orders in complaint case 466,467,468,469,471&472 filed by Sh. Sadhu Ram Kusla**

The status was noted.

Item No. 61.15 **Decision on services of NetIIT (Consultant)**

The Board discussed the matter and approved the same.

Item No. 61.16 **Progress regarding preparation of strategic plan and DPR for the University by EdCIL.**

The Board discussed the matter and decided that DPR be completed in time bound manner. EdCIL to make a presentation before the Board in the next meeting.

Item No. 61.17 **Preparation of detailed project report regarding University Management System (ERP)**

The Board discussed the matter and desired that while preparing DPR, the success stories of similar implementation in some of the good universities/ institutions must be considered.

Item No. 61.18 **Any other item with the permission of Chair.**

(a) Representation of Dr. Harmeem Soch, Associated Professor, IKGPTU

The representation regarding Pension case of Dr. Harmeem Soch be put up in the next meeting.

(b) Status of Grievances on Portal

Board took serious note of pending grievances and directed that pendency should be addressed immediately by the concerned authorities of the University. It was also desired that University should make its Grievances Portal more user friendly.

Meeting ended with a vote of thanks to the chair.

Universal Human Values. As a part of their work, they will either develop models or prototypes or implement their research ideas on a small scale. Each fellow will have a mentor to guide their research work.

Details attached in **Annexure-IX.**

Sewa Fellowship:

Bhagat Singh Vivevakananda Vichar Kendra (BVVK) Sewa Internship is for students of PTU. In this program students stay in villages and slums to do the various projects in their summer vacations. The main objectives of the Sewa internship is to understand the problems and hardships of the people living in the villages and slums and to identify their needs and problems and involve them in problem-solving, develop among themselves a sense of social and civic responsibility, utilize their knowledge in finding practical solutions to individual and community problems. This internship will be held under the guidance of faculty member to be identified by BVVK, Youth and cultural affairs, PTU.

Details attached in **Annexure-X**

The item is placed before the Board of Governors for consideration and approval.

Item No. 53.8 To consider GPF & pension scheme to the officers/faculty/staff

To consider the admissibility of Old Pension Scheme including (General Provident Fund) to those employees who join PTU after rendering the service under the Central Govt/Central Autonomous Body or State Govt./State Autonomous Body/recognised universities/other recognised educational institutions including Institutions deemed to be universities under old pension scheme.

A proposal with supporting documents is placed at **Annexure-XI**

Recommendations placed before the Board for consideration & approval.

Previous service of an employee on joining this university will be counted for the purposes of Pension (Old/New only) if they have served under the Central Govt/Central Autonomous Body or State Govt./State Autonomous Body/recognised universities/other recognised educational institutions including Institutions deemed to be universities, subject to the following conditions:

(A) The employees ,who have rendered pensionable service in the above mentioned organisations, shall have to deposit the Pension Fund (including gratuity) with up to date interest received from the previous employer or by the employee concerned himself on joining the post or on sanction of the pension scheme by the Vice Chancellor to this university.

(B) Any employee of the above mentioned organizations who was covered under Old Pension Scheme on 31.12.2003 or prior to that ,and gets selected and joins against a new post in this university after resigning his post on technical grounds/submission of technical resignation will continue to be placed in Old Pension Scheme including General Provident Fund.

(C) Subject to above said Regulations, the rules framed by the Punjab Government relating to

Pension Scheme etc, for their employees along with amendments made from time to time shall be adopted in so far as these are not inconsistent with the Statutes of the university.

(D) The Regulations governing General Provident Fund of Guru Nanak Dev University, Amritsar be adopted as such, since these are on the lines of Punjab Government.

Supporting Documents

1. Perusal of Punjabi University Patiala Calendar, at page 104 under Rule 9 (1) (**Annexure XI C**) provides the sanction of Pension and counting of previous service rendered by the employee.

Guru Nanak Dev University Amritsar Calendar under Rule 10 and Rule 11(l) appearing at page 115 and 116 (**Annexure XI D**) has approved counting of previous service towards sanction of Pension for the new employees.

Punjab University Chandigarh at page 183 of its Calendar under Rule 3.14 also refers to counting of previous service towards sanction of Pension for the employees (**Annexure XI B**)

2. In that event the incumbent has to bring his share of Pension and Gratuity from the former institution as per rules along with update interest.

3. The Circular Issued by Govt. of India No. 6/10/2008-6ivppq/723 dated 24-10-2008 duly adopted by Punjab Government has finally clinched this issue by stating at the end that these instructions have to be followed as such in letter and spirit. These are that employees coming from Central Govt. or State Govt. joining new postings after resigning on technical grounds/submission of technical resignation shall only be placed UNDER OLD PENSION scheme provided that their joining the earlier posting under govt was covered under Old Pension Scheme prior to 1.1.2004.

4. The Civil Service Rule of Punjab Govt. regarding Retiral Benefits of Pension (Old/New) , Gratuity, and C.P.F. have always been followed by the different State Universities of Punjab including Punjab University Chandigarh since their inceptions. Moreover, the university employees were covered under Chapter III Volume II.

5. Guru Nanak Dev University Amritsar in its Calendar Volume 1 at page 115 under Rule 10 has referred to acceptance of all amendments made by Punjab Govt. from time to time. (**Annexure XI D**).

Punjabi University, Patiala has also adopted this regulation to the same effect under para 10 and the decision of syndicate taken on 29.10.2003, para 5 (**Annexure XI C**)

6. The Statutes relating to GPF adopted by Guru Nanak Dev University are enclosed as (**Annexure XI F**)

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

Subject : - Consider GPF and Pension Scheme to the Officers / Faculty / Staff.

The matter was placed as item no. 24.06 in the 24th meeting of the Finance Committee held on 12.12.2012 in which following decision was taken

The Committee discussed the matter and after due deliberations, the Committee decided that GPF of those employees / officers who are on deputation or on lien, the fund of these employees / officers may be sent to their parent department till the date of confirmation / end of deputation period. On confirmation in the University, existing provident scheme should be applicable.

The copy of the agenda item and minutes is attached for further necessary action.

Office of the Finance Officer
Receipt/Despatch No. 118
Dt 25/12/12 Sent to DR (HRD)

DR,
HRD

Finance Officer

ਆਈ ਕੇ ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ

(ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ ਵਿਭਾਗ)

ਨੋਟ

ਮਿਤੀ 2/9/15

ਆਈ .ਕੇ.ਜੀ/ਪੀ.ਟੀ.ਯੂ/ਡਿ.ਰਜਿ./ਮ.ਸ.ਵਿ.ਵਿ.65/8

ਵਿੱਤ ਅਧਿਕਾਰੀ

ਵਿਸ਼ਾ:- ਵਿੱਤ ਕਮੇਟੀ ਦੀ ਮੀਟਿੰਗ ਲਈ ਐਜੰਡਾ ਆਇਟਮ ਵਿਚਾਰਣ ਹਿੱਤ।

ਹਵਾਲਾ :- ਆਪ ਜੀ ਦੇ ਵਿਭਾਗ ਦੇ ਪੱਤਰ ਨੰ: ਪੀ.ਟੀ.ਯੂ / ਵਿੱਤ ਤੇ ਲੇਖਾ /ਐ.ਫ ਉ. /142 ਮਿਤੀ 28/08/15 ਦੇ ਸਬੰਧ ਵਿੱਚ।

ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ ਵਿਭਾਗ ਵੱਲੋਂ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਐਜੰਡਾ ਆਇਟਮ ਵਿੱਤ ਕਮੇਟੀ ਦੀ ਮੀਟਿੰਗ ਵਿੱਚ ਵਿਚਾਰਣ ਹਿੱਤ ਤੇਜ਼ੀਆਂ ਜਾਂਦਾ ਹੈ। ਜਿਸਦਾ ਵੇਰਵਾ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੈ :-

- 1) ਸਾਰੇ ਅਧਿਕਾਰੀ/ਫੈਕਲਟੀ / ਕਰਮਚਾਰੀਆਂ ਲਈ ਜੀ.ਪੀ.ਐਫ ਅਤੇ ਪੈਨਸ਼ਨ ਸਕੀਮ ਲਾਗੂ ਕਰਨ ਸਬੰਧੀ।
- 2) ਸਾਰੇ ਅਧਿਕਾਰੀ ਅਤੇ ਕਰਮਚਾਰੀਆਂ ਲਈ ਲੀਵ ਇਨਕੈਸ਼ਨ/ ਗਰੁੱਪ ਗ੍ਰੈਜੂਅਟੀ ਸਕੀਮ ਲਾਗੂ ਕਰਨ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਸਬੰਧੀ ਪ੍ਰਸਤਾਵਨਾ ਅਤੇ ਸਬੰਧਤ ਦਸਤਾਵੇਜ਼ ਨਾਲ ਨੱਥੀ ਹੈ ਜੀ।

ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ
(ਮਾਨਵ ਸ੍ਰੋਤ ਵਿਕਾਸ ਵਿਭਾਗ)

Agenda Item No. 1 : To consider the proposal for Group Leave Encashment Scheme and Group Gratuity Scheme for University employees

The competent authority has approved the financial proposal of LIC of India for Group Leave Encashment Scheme and Group Gratuity Scheme for University employees as details given below :-

(a) Group Leave Encashment Scheme : Rs. 4,04,57,197/-

(b) Group Gratuity Scheme : Rs. 3,46,04,497/-

Fresh proposals as received amounting to Rs. 51880967 for Group Gratuity Scheme and Rs. 54472392 are attached as (Annexure 'A' and 'B')

The matter regarding Group Leave Encashment Scheme and Group Gratuity Scheme for employee is placed before the Finance Committee for deliberation.

Agenda Item No. 2 : To consider GPF and Pension Scheme to the Officers/faculty/Staff

The matter regarding admissibility of Old Pension Scheme including (General Provident Fund) to those employees who join PTU after rendering the service under the Central Govt/Central Autonomous Body or State Govt./State Autonomous Body/recognized Universities/Other recognized educational institutions including Institutions deemed to be universities under old pension scheme has been discussed in by the Board of Governors in its 53rd meeting held on 06.08.2014. After deliberation upon the issue, the Board has desired the matter may be put up to next meeting of Finance Committee.

A proposal with supporting documents is placed at Annexure 'C'.

Recommendations placed before the Board are as under

Previous service of an employee on joining this University will be counted for the purpose of Pension (Old/New only) if they have served under the Central Govt/Central Autonomous Body or State Govt./State Autonomous Body/recognized Universities/Other recognized educational institutions including Institutions deemed to be universities, subject to the following conditions :

(a) The employees, who have rendered pensionable service in the above mentioned organisations, shall have to deposit the Pension Fund (including gratuity) with up to date interest received from the previous employer or by the employee concerned himself on joining the post or on sanction of the pension scheme by the Vice Chancellor to this University.

(b) Any employee of the above mentioned organizations who was covered under Old Pension Scheme on 31.12.2003 or prior to that and gets selected and joins against a new post in this University after resigning his post on technical grounds/submission of technical resignation will continue to be placed in Old Pension Scheme including General Provident Fund.

(c) Subject to above said Regulations, the rules framed by the Punjab Government relating to Pension Scheme etc, for their employees along with amendments made from time to time shall be adopted in so far as these are not inconsistent with the Statutes of the University.

(d) The Regulations governing General Provident Fund of Guru Nanak Dev University, Amritsar be adopted as such, since these are on the lines of Punjab Government.

A proposal with the following supporting documents is placed at Annexure 'C'.

1. Perusal of Punjabi University Patiala Calendar, at page 104 under Rule 9 (1) provides the sanction of Pension and counting of previous service rendered by the employee.

Guru Nanak Dev University, Amritsar Calendar under Rule 10 and Rule 11(i) appearing at page 115 and 116 has approved counting of previous service towards sanction of Pension for the new employees.

Punjab University Chandigarh at page 183 of its Calendar under Rule 3.14 also refers to counting of previous service towards sanction of Pension for the employees.

2. In that event the incumbent has to bring his share of Pension and Gratuity from the former institution as per rules along with update interest.

3. The circular issued by Govt. of India No. 6/10/2008-6ivppq/723 dated : 24.10.2008 duly adopted by Punjab Government has finally clinched this issue by stating at the end that these instructions have to be followed as such in letter and spirit. These are that employees coming from Central Govt. or State Govt. joining new postings after resigning on technical grounds/submission of technical resignation shall only be placed UNDER OLD PENSION scheme provided that their joining the earlier posting under govt was covered under Old Pension Scheme prior to 1.1.2004.

4. The Civil Service Rule of Punjab Govt. regarding Retiral benefits of Pension (Old/New), Gratuity and C.P.F have always been followed by the different State Universities of Punjab including Punjab University Chandigarh since their inceptions. Moreover, the University employees were covered under Chapter III Volume II.

5. Guru Nanak Dev University Amritsar in its Calendar Volume 1 at page 115 under Rule 10 has referred to acceptance of all amendments made by Punjab Govt. from time to time.

Punjabi University, Patiala has also adopted this regulation to the same effect under para 10 and decision of syndicate taken on 29.10.2003, para 5.

6. The Statutes relating to GPF adopted by Guru Nanak Dev University are enclosed.

The matter may kindly be taken up in the forthcoming Finance Committee Meeting.



I.K. Gujral Punjab Technical University

Jalandhar-Kapurthala Highway, Kapurthala

=====

Professional Development Allowance Scheme

In line with the MHRD guidelines, IKGPTU should support its faculty by providing financial support for professional development and creation of research facilities in the institution. Training of faculty will provide quality teachers for students thereby strengthening higher education. Therefore, Professional Development allowance per year and start-up research grant can be provided to University teachers.

Professional Development Allowance as provided by Sixth Central Pay Commission, Ministry of Human Resource Development vide its notification F.No.23-1/2008-TS-II dated 18/08/2009 at item no. 8(iii) has approved a cumulative Professional Development Allowance of 3.00 Lakhs for every block period of 3 years (Rs. One lakh per year) may be made available to every member of the faculty on reimbursement basis to meet the expenses for participating in both national and international conferences, paying the membership fee of various professional bodies and contingent expenses. The same may be made available to every faculty member of IK Gujral Punjab Technical University.

The PDA can be utilized for the following purposes:

1. For attending academic conferences/courses etc.
 - (i) For attending international conferences and national conferences/symposium/Workshops in India as well as abroad for presentation of Oral or poster paper/chairing sessions. The allowance can be utilized towards the following :
 - (a) Travel Cost (TA/DA)
 - (b) Payment of Registration Fee
 - (c) Visa fee (if any)
 - (d) Medical insurance
 - (e) Boarding and lodging charges

(ii) For attending summer and winter course/training programs/executive programs/scientific and technical meetings/interactions in India as well abroad. The allowance can be utilized towards the following:

- (a) Travel Cost (TA/DA)
- (b) Payment of Registration Fee
- (c) Visa fee (if any)
- (d) Medical insurance
- (e) Boarding and lodging charges

2. Payment of Annual and or Life membership of professional Bodies (National/International).

3. Payment of Publication fee for papers for reputed Journals.

4. Purchase of following materials required for professional development.

- I. Books, Teaching aids, Learning materials (Printed and Electronic media)
- II. Journals and/or Proceedings, Scientific and Technical Magazines, Periodicals(Full or part thereof) Back volumes of journals
- III. Stationary items and stationary cabinets
- IV. Office furniture/office equipment
- V. Software and/or data bases and up-gradation
- VI. Photocopying of notes, secretarial assistance
- VII. Desktop computer and/or Laptop computer and their up-gradation
- VIII. Computer peripherals
- IX. Any other contingent expenses relevant for professional development
- X. Minor research equipment

The non-consumable items procured out of PDA shall be properly accounted for and shall remain property of the University. However, any non-consumable items mentioned at serial no. (ii), (vii),(viii), and (x) above may be taken away by the concerned faculty from the department , on payment of book values as per book values as per University rules during the period of service or within 3 years of retirement/leaving the service of University.

Additional terms and condition for 1(i) and (ii):

- i. There shall not be any restriction on the number of events/programs/conferences as mentioned at 1(i) and 1(ii) to be attended by faculty member during the non-teaching days, holidays and vacations. However, keeping in view that the academic assignments do not suffer the maximum number of teaching days for which a faculty member can participate in the events/programs/conferences shall be restricted to 14 in each calendar year.
- ii. Faculty member shall be allowed to attend/participate professional development activities without contribution as research paper provided participation is limited to one event per year.

The date of implementation of PDA may be taken as the date of its notification.

I.K.Gujral Punjab Technical University
Finance Officer Office

No. I.K.G.PTU/F.O./29

Dated :- 02/05/2016

Subject : Travel Grant Scheme.


Kindly refer to Finance Officer letter No. 1069, dated 1.3.2016 and reminder letter no. IKGPTU/FO/07, dated 20.04.2016 regarding reviewing the travel grant scheme and submit the comments.

But till date, no comments have been received. It is requested kindly to submit your comments by 5.5.2016 so that the same could be incorporated in the Action Taken Report of next Finance Committee.


2/5/16
Finance Officer


Dean RIC

PDP is for the faculty
which is to be approved by
the PTU.


03/05/16

Receipt/Despatch No. 655
Dt. 3/5/16 Sent to

DR
PA

2

F. No. 23-1/2008-TS.II
Government of India
Ministry of Human Resources Development
Department of Higher Education
Technical Section-II

Shastri Bhawan, New Delhi
Dated: 18th August, 2009

To

The Director,
All Centrally Funded Technical Institutions

Subject: -Revision of pay of teaching and other Staff in Centrally Funded Technical Institutions (CFTIs) following the pay revision of the Central Government employees on the recommendation of 6th Central Pay Commission (6th CPC).

Sir,

I am directed to say that the Government of India have decided, after taking into consideration the recommendations made by the Govardhan Mehta Committee, to revise the Pay of teaching and other staff of Centrally Funded Technical Institutions following the pay revision of the Central Government employees on the recommendation of 6th CPC. The revised pay and other service conditions as approved by the Government of India for the teaching and other staff in CFTIs are as under: -

1. For Indian Institutes of Technology (IITs), Indian Institute of Science (IISc.) Bangalore, Indian Institutes of Management (IIMs), National Institute of Industrial Engineering (NITIE), Mumbai and Indian Institutes of Science Education & Research (IISERs).

(i) Lecturers

- (1) Lecturers are not part of the regular faculty cadre in these Institutes. Appointment at this level may be made as Lecturer-cum-Post Doctoral Fellow on contract basis to enable bright young Ph.Ds to teach and earn experience in premier institutions.
- (2) At the entry level they may be placed in Pay Band PB-3 of Rs.15600-39100 with Academic Grade Pay (AGP) of Rs.6000/-p.m. with seven non-compounded advance increments.
- (3) To encourage fresh PhDs to join the teaching system, at least 10% of the total faculty strength should be recruited at this level of Lecturer-cum-Post Doctoral Fellow. However, relaxation in respect of educational qualifications could be given up to 25% of total Lecturers recruited. The reasons for such relaxations should be duly recorded and reported to the Board of Governors of the respective institutions.
- (4) After one year of post Ph.D experience, these **Lecturers-cum-Post Doctoral Fellows** shall be placed in the AGP of Rs.7000/-p.m.

(ii) Assistant Professors

- (1) To be appointed in PB-3 with AGP of Rs. 8000/-p.m. For direct recruits, minimum pay in the Pay Band to be fixed at Rs.30000/-.
- (2) For appointment as Assistant Professor, one should have a Ph.D with first class or equivalent in the appropriate branch with a very good academic record throughout and at least three years' industrial/research/teaching experience, **excluding however, the experience gained while pursuing Ph.D.**

(iii) Associate Professors

- (1) To be appointed in PB-4 (Rs.37400-67000) with AGP of Rs.9500/-p.m. For direct recruits, minimum pay in the PB-4 to be fixed at **Rs. 42800/-**.
- (2) For appointment as Associate Professor, one should have a Ph.D with first class or equivalent in the appropriate branch with a very good academic record throughout and a minimum of six years Teaching/ Industry/ Research experience, of which at least three years' should be at the level of Assistant Professors, Senior Scientific Officer/ Senior Design Engineer.

(iv) Professors

- (1) To be appointed in PB-4 (Rs.37400-67000) with AGP of Rs.10500/- p.m. For direct recruits, minimum pay in the Pay Band to be fixed at **Rs. 48000/-**.
- (2) For appointment as Professor, one should have a Ph.D with first class or equivalent with a very good academic record and a minimum of 10 years' experience.
- (3) Up to a maximum of 40% of the posts of Professors **at any given point of time** will be eligible for AGP of Rs. 12000/- p.m. after 6 years' of regular service in AGP of Rs. 10500/- p.m. subject to performance evaluation based on research publications, Ph.D supervision, teaching and consultancy services etc.

2. **For other Centrally Funded Technical Institutions.**

The pay structure and designations for all other Centrally Funded Technical Institutions will generally be the same as per the scheme of revision of pay of teachers, etc in Universities, etc. as notified by the Ministry of HRD vide letter No.1-32/2006-U.II/U.I (i) dated 31st December, 2008 and clarification issued thereon from time to time. However, in the case of National Institutes of Technology (NITs), Indian School of Mines University (ISMU), Indian Institutes of Information Technology (IIITs) and Schools of Planning & Architecture (SPAs), the following accelerated promotional benefits will be given while maintaining the UGC Pay Structure and designations:

- (a) Seven non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D awarded in the relevant discipline.

- (b) (i) An Assistant Professor possessing the degree of Ph.D in the relevant discipline and with regular service of 3 years' at AGP of Rs.6000/- p.m. shall be eligible for moving to AGP of Rs.7000/- p.m.
- (ii) An Assistant Professor possessing the degree of Ph.D in the relevant discipline and with regular service of 3 years' at AGP of Rs.7000/- p.m. shall be eligible for moving to AGP of Rs.8000/- p.m.
- (iii) An Assistant Professor possessing the degree of Ph.D in the relevant discipline and with regular service of 3 years' at AGP of Rs.8000/- p.m. shall be eligible for moving to AGP of Rs.9000/- p.m., and re-designated as Associate Professor.
- (c) Associate Professor completing 4 years' of regular service in the AGP of Rs.9000/- and possessing a Ph.D degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the UGC and by the university, if any. No teacher other than those with a Ph.D shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs.10000/- p.m.
- (d) Up to a maximum of 20% of the sanctioned post of Professors shall be placed in PB-4 in the AGP of Rs.12000/- p.m. after regular service of 6 years' as Professor in the AGP of Rs.10000 and the minimum pay in the Pay Band will be fixed at Rs.48000/- p.m. Other eligibility conditions will be as laid down by the UGC.
- (e) All promotions will be based on performance evaluation and subject to fulfillment of other conditions laid down by MHRD letter No.1-32/2006-U.II/U.I (i) dated 31st December, 2008.
3. Existing faculty of IITs and ISMU, Dhanbad shall be given the replacement pay being proposed for IITs, as personal to them. Revised pay, as given in Para 2 above will be applicable for those recruited on or after the date of issue of these orders.
4. **Directors:** As regards the Directors of the Centrally Funded Technical Institutions (CFTIs), it was decided to follow a two-tier structure as in the case of faculty positions, as under:-
- (a) For Directors of IITs, IIMs, IISc Bangalore, IISERs, NITIE, Mumbai, a fixed pay of Rs.80,000/- p.m.
- (b) For Directors of NITs, IITs, ISMU, Dhanbad, NIFT, Ranchi, SPAs, SLIET, NERIST, CIT, NITTTRs, pay of Rs.75,000 plus Special Allowance of Rs.5000/- p.m, as applicable to Vice Chancellors of Universities.
5. **Cadre of Librarians and Directors of Physical Education** will be given the revised pay and other benefits as notified vide MHRD letter No. 1-32/2006-U.II/U.I (i) dated 31st December, 2008. The qualifications and the age of superannuation (60 years) will remain unchanged.

6. The revised pay of Scientific Officers/Design Staff shall be mapped into the normal replacement pay of 6th CPC. However, if the Scientific Officers / Design Staff are doing teaching work, their revised pay as approved for the teaching staff shall be applicable.

7. **Faculty Structure:** The flexible faculty structure will continue in those institutions where it is already in operation. However, institutions like ISMU/IITs which were earlier under the IIT pay structure will have the same faculty structure as in UGC scheme except for the accelerated promotions as provided under Para 2 above. The Ministry of Human Resource Development (MHRD) will devise suitable academic criteria for those institutions which may like to change over to a four-tier flexible faculty structure.

8. **Other service conditions:**

(i) Annual increment will be at the rate of 3% of the pay as per the CCS (RP) Rules, 2008 (pay in the pay band plus applicable AGP).

(ii) Pay in the pay band and Academic Grade Pay shall not exceed the limits set in the CCS (RP) Rules, 2008 i.e. Rs.80000/-.

✓ { (iii) A cumulative Professional Development Allowance for Rs.3 lakhs for every block period of 3 years (Rs. One lakh per year) may be made available to every member of the faculty on reimbursable basis to meet the expenses for participating in both national and international conferences, paying the membership fee of various professional bodies and contingent expenses.

(iv) Revised pay scales will be effective from 1.1.2006 and other allowances from 1.9.2008 and pay of existing incumbents will be fixed as per the formula given in the CCS (RP) Rules, 2008 and the Fixation Table given in Annex-1 of Ministry of Finance OM No.1/1/2008-1C dated 30th August, 2008. This is further subject to the proviso that the revised pay of existing incumbents as on 1.1.2006 will not be less than the minimum pay at the entry level for direct recruits in each category in the case of IITs, IIMs, IISc, IISERs and NITIE. This would effectively mean that:

a) Assistant Professors in the pre-revised scale of Rs.12,000 - Rs.18,300 with basic pay ranging from Rs.12,000/- to Rs.15,780/- p.m. will be placed at the minimum of Rs.30,000/- p.m. For those incumbents with pre-revised basic pay of more than Rs.15780/-, their revised pay will be determined by multiplying the existing pay as on 1.1.2006 by a factor of 1.86 and rounding off the multiple figure to the next multiple of 10 as given in Rule 7 (1)(a)(i) of the CCS (RP) Rules, 2008.

b) In the case of Associate Professors in the pre-revised scale of Rs.16,400 - Rs.20,000 with basic pay ranging from Rs.16,400/- to Rs.18,200/- p.m., the minimum will be fixed at Rs.42,800. For those incumbents with pre-revised pay of more than Rs.18200/-, the revised pay will be as per Fixation Table corresponding to pre-revised pay scale of S-26 as given in Annexure-I of Ministry of Finance's O.M.No.1/1/2008-1C dated 30th August, 2008.

c) In the case of Professors in the pre-revised scale of Rs.18400-22400 with basic pay ranging from Rs.18400 to Rs.20400 p.m. will be placed at the minimum of Rs.48000/-. For those incumbents with pre-revised pay of more than Rs.20400/-. the revised pay will be as per Fixation Table corresponding to pre-revised pay scale of S-29 as given in Annexure-I of Ministry of Finance's O.M.No.1/1/2008-IC dated 30th August, 2008.

(v) In respect of other categories of institutions, pay fixation will be made as per CCS (RP) Rules, 2008 and the Fitment table issued by MHRD for UGC funded institutions vide letter No.3-1/2009-U.I dated 4th June, 2009, which is available on the web-site of MHRD.

9. **For Registrars, Dy. Registrar, Asstt. Registrar.** UGC pay scales will apply to Registrar, Dy Registrars, Assistant Registrars of IITs, IISERs, NITs, IISc and Deemed to be Universities subject to they possessing the qualifications and experience as prescribed by UGC from time to time. For others, normal replacement scale as per CCS (RP) Rules, 2008 will apply. Age of superannuation will, however, continue to be 60 years.

10. Anomalies, if any, in the implementation of this order may be brought to the notice of the Department of Higher Education, Ministry of Human Resource Development.

Yours faithfully,


(Pratima Dikshit)
Director (IC)

Copy to: -

1. Principal Secretary to Prime Minister, South Block, New Delhi.
2. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.
3. Secretary, Department of Expenditure, North Block, New Delhi.
4. Secretary, Department of Personnel & Training, North Block, New Delhi.
5. Secretary, Department of Agriculture Research and Education, Krishi Bhawan, New Delhi.
6. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhawan, New Delhi.
7. Acting Chairman, All India Council for Technical Education, New Delhi.
8. Secretary, University Grants Commission, New Delhi.
- ✓ 9. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.


(Pratima Dikshit)
Director (IC)



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY
G T Road Bye Pass, Jalandhar- 144011, Punjab (India)

Guidelines for utilization of "Professional Development Allowance".

Ministry of Human Resource Development vide its notification F.No.23-1/2008-TS-II Dated 18.8.2009 regarding the pay revision of Teaching staff of Centrally Funded Technical Institutes has sanctioned a cumulative Professional Development Allowance of Rs. 3 Lakhs. The same will be available to every member of faculty on reimbursable basis in a block period of 3 years (Rs One Lakh per year).

The Professional Development Allowance can be utilized for the following purposes.

1. For Attending Academic Conferences/ Courses etc:

- (i) For Attending International Conferences and National Conferences/Symposium/Workshops in India as well as abroad for presentation of Oral or Poster Paper/Chairing Sessions. The allowance can be utilized towards the following:
 - a) Travel Cost (TA/DA)
 - b) Payment of Registration Fee
 - c) Visa fee (If any)
 - d) Medical Insurance
 - e) Boarding and Lodging Charges
- (ii) For Attending Summer and Winter Courses/ Training Programs/Executive Programs/Scientific and Technical Meetings/interactions in India as well as abroad. The allowance can be utilized towards the following:
 - a) Travel Cost (TA/DA)
 - b) Payment of Registration Fee/Course Fee
 - c) Visa fee (If any)
 - d) Medical Insurance
 - e) Boarding and Lodging Charges

Other Terms and Conditions regarding item (1) -

- (i) There shall not be any restriction on the number of events/programs/conferences as mentioned at 1 (i) and 1 (ii) to be attended by Faculty member during the non teaching days, holidays and vacations. However keeping in view that the academic assignments do not suffer the maximum number of teaching days for which a faculty member can participate in the events/programs/conferences shall be restricted to 14 in each Calendar year.
- (ii) Faculty member shall be allowed to attend these even without any contributed papers for their professional development provided such participation is limited to one event per year.

2. Payment of Annual and/or Life membership of Professional Bodies (National or International).
3. Payment of Publication fee of papers for reputed Journals.
4. Purchase of following materials required for professional development;
- (i) Books, Teaching Aids, Learning Materials (Printed and Electronic Media)
 - (ii) Journals and/or Proceedings, Scientific and Technical Magazines, Periodicals (Full or Part thereof) Back Volumes of Journals
 - (iii) Stationery Items and Stationery Cabinets
 - (iv) Office Furniture/Office Equipments/ Air Conditioner/Heater etc
 - (v) Softwares and/or data Bases and Upgradation
 - (vi) Photocopying of Notes, Secretarial Assistance
 - (vii) Desktop Computer and/or Laptop Computer and their up-gradation.
 - (viii) Computer peripherals.
 - (ix) Any other contingent expenses relevant for professional development.

The non-consumable items procured out of PDA shall be properly accounted for and shall remain property of the Institute. However, any non-consumable items mentioned at serial nos. 4(ii), 4(vii), 4 (viii) and 4(ix) above may be taken away by the concerned faculty from the Department, on payment of book values as per income tax rules during the period of service or within 3 years of retirement/leaving the service of Institute.

The date of implementation of Professional development allowance shall be taken as 1.9.2008.

Any other condition or enhancement of scope of PDA approved by the Board of Governors of the Institute.


Director



IKGPTU/RIC/4555-1
Dt 21-4-16
IKGPTU/RCO/Recpt/269
21-4-16
Annex-G

LK GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Department of Research, Innovation & Consultancy

Subject: Proposal regarding honorarium for interview/ counseling of PhD program

In IKGPTU, the university employees involved in the central admission duties such as admission counseling for eligibility checking duties for graduation /post graduation admission in regular and courses offered through distance education are given additional honorarium as one month salary.

This is to bring to your kind notice that RIC department of IKGPTU have been performing similar functions for central admission in the PhD program through conduct of entrance test, eligibility checking, conduct of interview/ counseling since 2010 for all candidates registered with approved supervisors in university system.

Therefore, to bring the uniformity of honorarium for similar duties, it is submitted that additional honorarium as one month salary may be approved for university staff members involved in the duties of central admission in the PhD program through conduct of entrance test, eligibility checking, and conduct of interview.

Submitted please.

[Signature]
21/04/16

Ph.D coordinator

Recommended for approval pr.

[Signature]

21/04/16

Dean (RIC)

IKG. Punjab Technical University
Vice-Chancellor
Diary No. 69-09-5-16
Sent to Dean RIC

Horrible VC To Finance Committee

Office of the Finance Officer
Receipt/Despatch No. 796
21/04/16 Sent to

[Signatures]
9/5/16
DR-PA
SA
16/6

Dean, RIC

113

[Signature]
21/05/16

[Signature]
27/5

Reference to Proposal regarding honorarium for interview/
Counseling of Ind. Program. for discussion in F.C. Agend.

The complete details regarding no. of admissions
process duration, income & expenditure be
provided. In this regard I have requested
Dr. Hitesh over telephone today also.

For necessary inf. & funding to Dean Ric. for m/a.

12/10/16

Please provide

~~F.O.~~


10/6

Dean-RIC

AS
19/10/16
Dr Hitesh

Petal
13/10/16

Alphyl
14/10/16

FO

IKGPTU/RIC/4801
DT 10/10/16

Office of the Finance Officer
Receipt/Despatch No. 222
D/Ls... 06.../Sent to...

Dt 16/11/16

Details of expenditure and income during the year 2015-16

Income

Session	Type of fee	No. Of candidates applied for entrance test	Fee (per candidate)	Total fee received
May/June 2015	No. Of candidates applied for PhD admission	767	2000	1534000
	No. Of candidates registered (including selected candidates of May/June 2014 & Nov/Dec 2014 whoes result is valid)	164	25000	4100000
Nov/Dec 2015	No. Of candidates applied for PhD admission	38	2000	76000
	No. Of candidates registered (including selected candidates of Nov/Dec 2014 & May/June 2015 whoes result is valid)	54	25000	1350000
Semester/Annual fee (April 2015 to March 2016)				16381000
Synopsis Extension fee (April 2015 to March 2016)				460000
Thesis submissions fee				195000
Extension fee of PhD for one year				220000
Total fee received during 2015-16				2,43,16,000/-

Expenditure

May/June 2015	During paper setting/Entrance/ interview	325363/-
Nov/Dec 2015	During Interview	9078/-
Conduct of RDC of synopsis/thesis (April 2015 to March 2016)		Approx. 25,00,000/-
Turnitin software annual charges (may vary)		4,00,000/- (a/p/over)
Service charges for online PhD portal (may vary)		5,00,000/- (a/p/over)
Purchase of OMR Sheet reader software & scanner (One time charges)		1,28,350/-
Total Expenditure during 2015-16		Approx 39,00,000/-

Moreover, maximum about 20 regular employees/Officers (Dean (1), Asstt. Registrar (1), Asstt. Prof. (max. 10), Sr. Asstt (6), clerk (1), OA (1), attendant(1)) and 11 contract employees (Clerk(7), attendants (4)) are involved during interview/ counselling.

15/11/16
15/11/16

Aph 2
16/06/16

From: prabhatkumar@prabhatkumar.com <prabhatkumar@prabhatkumar.com>
Sent: 19 May 2016 17:37
To: 'Legal Ptu'
Cc: S K Mishra; Dr. Amanpreet Singh; Dinesh Juneja
Subject: Order of Supreme Court admitting appeal no 4622 of 2016

Right now demand of service tax is not quantified and hence there is no recovery or stay thereof immediately.

Commissioner has to adjudicate afresh and determine the liability. We can unofficially work out the demand since normal period of demand for one year has been confirmed @ 45-50% of the total fee collected from LCs.

So, Commissioner has to grant fresh hearing for determination of the exact quantum.

Dr. Prabhat Kumar

From: Legal Ptu [<mailto:legal.ptu@gmail.com>]
Sent: Thursday, May 19, 2016 5:01 PM
To: prabhatkumar@prabhatkumar.com
Cc: Sh. S.K.Mishra ; Registrar sir; Sh. Dinesh Juneja
Subject: Re: Bill for balance payment and order of Supreme Court admitting appeal no 4622 of 2016

Sir

Please provide the opinion regarding further course of action as no stay has been granted as per Orders.

--
Regards:

Legal Cell
Punjab Technical University

S U P R E M E C O U R T O F I N D I A
R E C O R D O F P R O C E E D I N G S

Civil Appeal No(s). 4622/2016

PUNJAB TECHNICAL UNIVERSITY
(NOW I K GUJRAL PUNJAB TECHNICAL
UNIVERSITY)

Appellant(s)

VERSUS

COMMISSIONER OF CENTRAL EXCISE
& SERVICE TAX, LUDHIANA

Appellant(s)

(With application(s) for amendment of cause title and ex-parte stay
and office report)

Date : 09/05/2016 This appeal was called on for hearing today.

CORAM : HON'BLE MR. JUSTICE A.K. SIKRI
HON'BLE MR. JUSTICE R.K. AGRAWALFor Appellant(s) Dr. Prabhat Kumar, Adv.
Mr. Rajesh Kumar, Adv.
Mr. Ammu Suresh, Adv.
Mr. R. K. Srivastava, Adv.

For Respondent(s)

UPON hearing the counsel the Court made the following
O R D E R

Appeal admitted.

To be heard along with Civil Appeal Nos. 9161-64 of 2013.

(Ashwani Thakur)
COURT MASTER(Tapan Kr. Chakraborty)
COURT MASTER



**OFFICE OF THE PRINCIPAL COMMISSIONER,
CENTRAL EXCISE & SERVICE TAX COMMISSIONERATE
JALANDHAR**

**HQRS. AT- CENTRAL EXCISE HOUSE, F-BLOCK, RISHI NAGAR,
LUDHIANA-144001.**

Ph. 0161-2679440

e-mail : commradj207@gmail.com

C.No.V(ST)Commr Adj/JAL/54/2016/ 2455

253
21/4/2016
Dated 21/4/16

SHOW CAUSE NOTICE

Whereas it appears that the **L.K. Gujral Punjab Technical University (IKGPTU), Jalandhar-Kapurthala Highway, Near Science City, Kapurthala** (hereinafter referred to as the Noticee) a university established under the Punjab Technical University Act, 1996 (Punjab Act No 1 of 1997) have provided the taxable services of **"Franchisee Services"** to the Regional Centres (RCs) and Learning Centres (LCs) appointed by them and appear to have evaded the provisions of Section 66, 68, 69 and 70 of the Finance Act, 1994 (hereinafter referred to as the Act) read with Rule 4, 5, 6 & 7 of the Service Tax Rule, 1994 (hereinafter referred to as the Rules) in as much as during the period from **01/04/2014 to 31/03/2015** the Noticee received the payments for the above mentioned services provided by them but they did not get themselves registered with the department, did not pay the appropriate service tax and also did not file the prescribed returns with the department. Thus, they appear to have evaded the service tax amounting to **Rs. 6,38,53,198/- (inclusive of Educ. Cess and SHE Cess)** which appears recoverable from them under Section 73 of the Finance Act, 1994 along with interest under section 75 of the act. By these violations, they also appear liable for penal action under Section 76 & 77 of the Act.

Briefly, stated the facts of the case are that the scrutiny of documents downloaded from the site of university through internet revealed that the Noticee was having a huge network of education institutes. It was further observed that in addition to regular class room education through affiliated colleges they were also running the Distance Education Programs through around 1000 education institutes termed as the "Learning Centres" situated all over India and was having around 1,50,000 students.

Based on the information, the staff of the Service Tax Special Cell of this office visited the premises of the Noticee on 17.03.2011 and 06.04.2011 to collect the information. On both the occasions, the staff of the Noticee was busy in the examination of work on their system. Some documents were supplied by them. A letter was issued to the Registrar of the Noticee with a request to depute an authorised representative/official conversant with the matter on 19.04.2011. In response to the letter, Sh. Rajinder Dogra, Assistant Registrar, (DEF) of the Noticee appeared on 19.04.2011. He in his statement rendered in consultation with Sh. Dinesh Jureja, Assistant Registrar (Finance and Accounts) under Section 14 of the Central Excise Act, 1944 as made applicable to Service Tax matters inter-alia stated as under:

- That he was looking after the General Administration in the Directorate of Distance Education Program.
- That Distance Education Program was one of the wings in PTU which offered courses of various streams through Distance Education mode i.e. through Learning Centres only, which the Noticee was having throughout India.
- That the Regular affiliated colleges are not covered under the Distance Education.

(22) The format of style of any advertisement and hoarding to be placed/put up in the RC and LCs under the RC shall be done with the prior written approval of the PTU.

(23) (29)

c) in Para 4.3 of the said agreement Titled "Obligation of the Learning Centres " it has been mentioned that

"(1) Each LC shall abide by all the terms and conditions laid down in the letter of its authorization read with the guidelines issued by the PTU.

(2).....(9)

- That they were making advertisements in the leading newspapers and on the basis of applications were appointing eligible persons as Regional Centres and Learning Centres as per the approved procedure and norms of PTU.
- That in the case of RCs, a written MOU is signed by the Noticee and appointment is made for a specified period ranging from 2.5 to 5 years and in the case of LCs, authorization letters are issued which are renewed every year.
- That the job profiles of RC and LC are explained at page 15 & 16 of the LC operation Manual Version 8.1
- That they are charging Rs. 1,00,000/- per year from RC as authorization fee and in the case of LCs processing fee of Rs. 15,000/-, authorization fee Rs. 40,000/- and per course fee of Rs. 10,000/- is charged.
- On being questioned that the authorization fee charged from the LC are nothing but representational rights given to LC, he only stated that the authorization fee is the initial fee charged from LC to start with the course.
- That the fees such as processing fee, authorization fee and per course fee are not charged from affiliated colleges
- That the LC is bound to fix a board at the learning centre as authorized "PTU Learning Centre"

1. Further, the LC operation manual Version 8.1 of the Noticee has been scrutinized and at page 14, 15 & 16 of the said manual obligations of the PTU, Regional Centre and Learning Centre have been provided.

2. From the above, statement of Sh. Rajinder Dogra, Assistant Registrar, (DEP) of the Noticee and scrutiny of the LC operation manual Version 8.1, it appeared that the working relation between the Noticee and their RCs and LCs were nothing but a franchisee agreement between them as the LCs and RCs were representing the PTU by way of using and promoting their brand name and also paying for the same.

3. The term Franchise has been defined in Section 65(47) of the Finance Act, 1994 (as amended) according to which

FRANCHISE means an agreement by which the franchisee is granted representational right to sell or manufacture goods or to provide service or undertake any process or identified with franchisor whether or not a trade mark, service mark, trade name or logo or any such symbol, as the case may be, is involved.

Further, the term Franchisor has been defined in Section 65(48) of the Finance Act, 1994 (as amended) according to which

Franchisor means any person who enters in to franchise with a franchisee and includes any associate of franchisor or a person designated by the franchisor to enter into franchise on his behalf and the term "franchisee" shall be construed accordingly

4. A perusal of the sample copy of the "Memorandum of Understanding" entered into by the Noticee through its Dean (PTU) with M/s Synnare Infoways, 3789/1, Jagatjeet Nagar, Ludhiana appointing them as Regional Centre (RC) reveals that the agreement between the PTU and its RCs and LCs is nothing but a Franchisee agreement as can be seen from the some of the points of the agreement as discussed below:-

a) In para 4.1 titled "Obligations of PTU" it has been mentioned that :-

"(1) PTU will appoint RC and allot zone of operation under this MOU, and shall monitor the working of the RC, and may at its sole discretion, for the development of the system, restructure zone(s) allotted to the RC or advertise for new RC where performance of RC is poor or not up to the satisfaction of the University.

(2).....(12)

b) in Para 4.2 of the said agreement Titled "Obligation of the Regional Centre (RC)" it has been mentioned that

14. The franchisee is under an obligation not to engage in selling goods or providing services identified with any other person.

23.2 To make the coverage of franchise service more comprehensive, effective from 16/6/2005, amendments have been made to define "franchise" as an agreement by which the franchisor grants representational rights to franchisee to sell or manufacture goods or provide service or undertake any process identified with the franchisor, by any symbol such as a trade mark, service mark, trade name or logo. No other condition is required to be fulfilled for levy of service tax.

23.3 In view of the amended definition, License Production Agreements where principal allows production of goods bearing his brand name by another person would be covered under the purview of service tax under this category. Similarly, if rights are granted for rendering services identified with the principal on his behalf, such services by the principal to the service recipient would be taxable."

With the insertion of Negative list inserted vide Notification No. 20/2012-ST dated: 05/06/2012, w.e.f 01/07/2013, the above said service provided by the Noticee does not fall under the purview of list of services notified under Section 66D of the Finance Act, 1994.

Thus from the above clarifications read with paras 4 to 10 above, it can be seen that the "Memorandum of Understanding" between the Noticee and its RCs/LCs has all the ingredients of a Franchise agreement and it appears that these words in the "Memorandum of Understanding" that the agreement is not a franchising agreement have been purposefully added just to mislead the department.

17. On the issue, a statement under Section 73 (1A) of the Finance Act, 1994 bearing 17.09.32,224/- covering the period April 2013 to March 2014, has already been issued to the Noticee by the Commissioner, Central Excise Commissionerate, Jalandhar vide C. No. V (ST)Country/Adj/JAL/12/2015/1623 dated: 17/04/2015 and is pending adjudication.

18. For the further period, the jurisdictional Range Office, Kapurthala vide its letters: No. ST-07/KPT/PTU/14-15/18/15/386 dated: 13/10/2015 and reminders of even C.No 33 dated: 30.12.2015, 33 dated 25.01.2016, & 141 dated 29.02.2016, requested the Noticee to provide the information regarding amounts received by them for providing Franchise services. The noticee, finally vide his letter Ref No. IKGPTU/F&A/DR-F/01 dated: 07/04/2016, provided the details of collection of amount in respect of Franchisee Services from their Regional Centres & Learning Centres.

19. Based on the information supplied by the Noticee, a Service tax calculation chart titled Annexure-A has been prepared and it has been seen that the Noticee during the period from April 2014 to March 2015 has received an amount of Rs. 51,66,11,634/- for providing the Franchisee Services to its RCs and LCs but have not paid the service tax amounting to i.e. Rs. 6,38,53,198/- (inclusive of Edu. Cess and SHE Cess) (Rupee Six Crore thirty eight Lakhs fifty three Thousand and one hundred ninety eight only) which is recoverable from them under Section 73 of the Finance Act, 1994 along with interest under Section 25 of the Act.

20. The Noticee during the relevant periods neither got themselves registered with the Department nor paid the appropriate service tax on the services provided by them. The Noticee also did not file the returns prescribed as per law with the Department. Thus they have suppressed the fact of providing the taxable service from the Department with intent to evade payment of service tax and have violated the provision of Section 60, 68, 69 and 70 of the Act read with Rule 4, 5, 6 and 7 of the Rules. By these acts of omission and commission, they have rendered themselves liable to penal action under Section 77 & 78 of the Act.

21. Now, therefore, **L.K. Gujral Punjab Technical University (IKGPTU), Jalandhar-Kapurthala Highway, Near Science City, Kapurthala** are hereby called upon to show cause to the Commissioner, Central Excise Commissionerate, Jalandhar, Camp at, Rishi Nagar, P. Block, Ludhiana, within 30 days of the receipt of this notice as to why:

- (vi) Service tax amounting to **Rs 6,38,53,198/- (inclusive of Edu. Cess and SHL Cess)** should not be recovered under Section 73 of the Finance Act, 1994;
- (vii) Interest should not be demanded from them under Section 75 of the Act on the amount recoverable from them;
- (viii) Penalty under Section 77 of the Act should not be imposed upon them for non-filing the service tax returns by due date and not obtaining the Service Tax Registration as prescribed under law.
- (ix) Penalty should not be imposed upon them under Section 78 of the Act for non-payment of Service Tax on due dates.

13. The Noticee should produce at the time of showing cause all the evidence documentary or otherwise in which they intend to rely in support of their defense. They should also mention in their written explanation whether they wish to be heard in person or through their legal representative/ counsel before the adjudication of the case. If no such mention is made in their written explanation, it will be presumed that they do not want any personal hearing in the case.

14. They should also note that if no cause is shown against the action proposed to be taken within the stipulated period of 30 days or they do not appear before the adjudicating authority, without sufficient cause being shown, when the case is posted for hearing, the case will be decided ex-parte on the basis of evidence already available on record.

15. This show cause notice is issued without any prejudice to any other or further action that may be taken against the Noticee either in the case or any other case under the provisions of Chapter-V of the Finance Act, 1994 (32 of 1994) and the Service Tax Rules made there under, or any other Act or Law for the time being in force in India.


Principal Commissioner

**L.K. Gujral Punjab Technical University (IKGPTU),
Jalandhar-Kapurthala Highway,
Near Science City, Kapurthala.**

Copies to

- 1. The Assistant Commissioner, Central Excise Division-II, Jalandhar.
- 2. The Superintendent, Central Excise & Service Tax Range-V, Kapurthala.

**Superintendent (Adj.)
Principal Commissioner's Competency**

[illegible]

Period	Application Fee IT	Admission fee Non-IT	Online Tolum & Exam Fee	Adaptation /Exam Fee	Exam Fee	Degree, OMC, PDC Fee	Mktg./ Lab Fee	Registration Exam Fee	Administration Fee	Grand Total	Service Tax @12%	Edu. Class	S&H Rate	Total
09/14-15	4032/4487	1522/500	1700/2525	43159/305	3488/280	1973/320	2479/167	1476/330	4375/50	5159/1134	5159/3380	1276/858	5160/34	6395/199

2/04/16

Gertie's Place - Video Tax Program
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9/11/16
Johannes

At the time of the investigation, the following information was obtained from the records of the Department of Social Services, New York City:

[Signature]
 [Signature]
 Assistant Commissioner
 New York State Department of
 Central Excise Division
 Albany, New York