

**Minutes of 12<sup>th</sup> Meeting of Human Resource Committee held on September 03, 2013 at 11:00 A.M in the office of Director General, Pushpa Gujral Science City, Chandigarh**

**1. Promotion Policy of Administrative Staff of the University :**

At present, Punjab Technical University does not have a defined Promotion Policy for the Administrative and Supporting Cadres due to which difficulty is being experienced while dealing with certain promotion/upgradation cases. To overcome this issue, a draft Promotion Policy has been prepared as annexed at Flag 'A'.

**Recommendations of the Committee:**

The committee deliberated upon the promotion policy report drafted by a committee under the chairmanship of Dr. Nachhattar Singh and another policy drafted by the Registrar. The committee recommended that

- the detailed promotion policy for group B, C and D be put up in the next meeting of the Human Resource Committee scheduled for September 18, 2013.
- if an employee is found qualified for promotion as per the criteria prescribed in the Promotion Policy and the next post is not available, he/she shall be granted pay scale of the next post to avoid any financial stagnation. However, he/she can be designated to the higher post as and when the post becomes available.

**2. Career Advancement Scheme for Faculty :**

The Human Resource Committee vide its meeting held on March 26, 2013 had considered the benefit under CAS/Counting of past services rendered in Government/Private Institutes for faculty members of the University. The committee had recommended that the issue may be discussed in detail after taking into consideration the impact of the decision it may have, at various levels of the University Staff.

**Recommendations of the Committee :**

The committee recommended that for all intends and purposes, the service rendered by the employee in the PTU shall be counted for promotion. The matter regarding giving benefit of past service for pay fixation will be considered at the time of interview for selection. However, the person will be entitled for past service benefits in terms of gratuity, leave and CPF.

**3. Grade upgradation of Sh. Jashwinder Singh, Sr. Technical Assistant**



2



The Human Resource Committee vide its meeting held on 26.03.2013 had recommended the conversion of pay scale of Sh. Jashwinder Singh from 9300-34800 (GP 4200) to 10300-34800 (GP-3800) to overcome any anomaly at a later stage and to maintain Uniformity. This was recommended as a special isolated case.

Sh. Jashwinder Singh has again represented that he be given this benefit with the pay scale of 10300-34800 indicating Grade Pay as 4800 instead of 3800 as mentioned in Para 1 above. In support of his application, he has enclosed document indicating the same benefit being given at Guru Nanak Dev University, Amritsar to the category of Sr. Technical Assistant alongwith copy of the notification No. 5/138/09-3FPI/881 dated : 01.12.2011 highlighting the same benefit given to Technical category like Junior Engineer.

**Recommendations of the committee :**

The committee was informed that the PTU has a sanctioned post of Sr. Technical Assistant approved by its Board of Governors in the scale of 5800-9200, which stands revised to 10300-34800 (GP-3800). Therefore, the person cannot be given higher scale than the sanctioned post and the pay scale available with the PTU shall continue to be in force.

**4. To consider the contractual appointment of Pump Driver, Carpenter and Sewer Man**

The University had made appointments against the categories of Pump Driver, Carpenter and Sewer Man as per the approval of Board of Governors. The positions were advertised and filled up on contractual basis in the regular scale for two years. The tenure of the persons appointed against these positions is expiring in October 2013.

**Recommendations of the committee :**

The committee recommended that all such positions may be out-sourced.

**5. Recruitment of faculty/Directors at various Punjab Institute of Technology (PITs) for session 2013-14.**

The Board of Governors had approved setting up of PITs as per IIT norms and hiring of Faculty/Directors as per the norms applicable in IITs.

The University is facing extreme difficulty in finding suitable candidates at its PITs due to locational problems of the Institutes. To combat this situation, it is desired that:

