

Agenda for 20th meeting of Human Resource Committee to be held on September 27, 2013 at 11:00 A.M in the office of Director General, Pushpa Gujral Science City, Chandigarh.

Item 20.1 : Promotion Policy of Administrative Staff of the University :

In the light of recommendations of the H.R Committee vide its 19th meeting held on September 03, 2013 and a need to have a defined Promotion Policy for the Administrative and Supporting Cadres, a detailed Promotion Policy is attached as Annexure -I.

Item No. 20.2 : To re-consider the contractual appointment of Pump Driver, Carpenter and Sewer Man

The committee at its 19th meeting had recommended that all such positions be out-sourced.

The matter was reviewed again by the Vice Chancellor with the concerned departments and it was suggested that the case needs re-consideration by the H.R Committee keeping in view the continuous nature of tasks being performed by these incumbents.

Item No. 20.3 : Eligibility criteria for the post of Secretary/ Private Secretary to Vice Chancellor

The committee at its meeting September 03, 2013 had recommended that the item be deferred awaiting development of Organogram for personal staff of Senior Officer and preparation of the Promotion Policy to be put up in the meeting of HRC scheduled for September 18, 2013.

Item No. 20.4 : Recruitment of faculty/Directors at various Punjab Institute of Technology (PITs) for session 2013-14

As per recommendations of H.R Committee vide its meeting held on September 27, 2013, the organizational chart for PITs is attached as Annexure-II.



PROMOTION POLICY FOR THE STAFF OF PTU-2013

Preamble

This Promotion Policy relates to the promotion of officers and staff of PTU, covering Administrative/Accounts, Technical & others, Staff below formulated as follows:

1. **Short Title & Enactment:** The Policy shall be called "Promotion Policy for the Staff of PTU-2013".
2. **Applicability and Scope of the Policy:** The Policy will govern promotion of Administrative/Accounts, Technical & others, Staff.
3. **Effective Date:** This Policy would come into force from the date on which PTU Governing Body accords approval to the Policy.
4. **Person Oriented Promotion:** The person promoted at all levels will have a "Person Oriented Promotion Scheme. He / she will hold the higher post till he / she continues in the services of PTU against the sanctioned lower post against which he / she was recruited. On his / her promotion to the higher post, his / her lower post gets temporarily upgraded and will not fall vacant. It will fall vacant for recruitment at the level at which he / she was initially recruited, by direct recruitment only when he / she vacates the post on resignation / retirement / relieving on completion of contract period / termination.
5. **Rationale of the Scheme:** The scheme aims to deal with the problem of genuine stagnation and hardship faced by the employees due to lack of adequate promotional avenues and facilitate competent employees of PTU with proven merit record to their further career progression. Under the Scheme, Administrative/Accounts, Technical & others, Staff who have demonstrated superior performance and are efficient, on completion of the specified residency period in any particular cadre, shall be assessed and promotion to the next grade permitted. The scheme facilitates career advancement based on proven merit during the services of the concerned staff with PTU.

The basic purpose of the scheme is to recognize merit and reward persons with initiative and drive, particularly in relation to their contribution towards fulfillment of the objectives of the PTU.
6. **Higher Responsibility:** The Scheme envisages not merely placement in the higher pay scale / grant of financial benefits (through change of grade) to the employee concerned on personal basis but shall also make it mandatory on the part of the employee to shoulder enhanced / additional functional responsibilities, without requiring any creation of new posts for this purpose.
7. **Assessment Year:** The assessment years for reckoning the Policy would be the financial year i.e. 1st April to 31st March.
8. **Promotion Cycles:** The eligible cases for promotion will be considered twice in a year. Once in April for periods from October of the previous year to March of the current year and in second time in October for the period April to September of the current year.



9. **For purpose of the Promotion Policy, the following definitions will apply:**
- 9.1 **Screening Committee:** Screening Committee means, a committee constituted by the Appointing Authority to evaluate the Annual Confidential Reports (ACRs) for assessing the eligibility of the candidates for promotion as per the approved Promotion Policy of the University.
- 9.2 **Departmental Promotion Committee (DPC):** Departmental Promotion Committee (DPC) means, a committee constituted by the Appointing Authority to assess the candidates for promotion through test / interview / ACRs evaluation as prescribed in the Promotion Policy and recommend eligible candidates for promotion.
10. **Constitution of Screening / Departmental Promotion Committee:** These Committees will be constituted as approved by the competent authority of the University. For Promotion Policy, the 'Departmental Promotion Committee' shall mean the 'Selection Committee'.
11. **Methods of Performance Assessment:** Performance and contributions of all members of the PTU would be appraised with respect to productivity linked performance evaluation as reflected in the annual confidential reports and interview by the Departmental Promotion Committee. A written / trade test shall also be conducted for certain category of staff, where-ever required.
12. **Change Process:** The Governing Body in consultation with the Staff Rules Committee would review the Performance System and Promotion Policy at periodic intervals and would initiate corrective interventions as and when deemed fit.
13. **Time Tables:** The Promotion Policy does not envisage retrospective promotions. However, to avoid hardships to members due to system and institutional delays, the process of promotions would be started 90 days before the normal dates of Promotions i.e. January 1st and July 1st. The administration section of the University would publish a calendar of events to accomplish the process of promotions in 90 days.
14. **Date of Assessment:** Promotions shall normally be assessed from a fixed date i.e. 1st April and 1st October each year.
15. **Re-assessment for Promotion:** If an employee is not recommended for consideration under the Scheme by the Departmental Promotion Committee, he shall be considered for a re-assessment under the Scheme after a gap of one year only. There would be no relaxation in norms for the re-assessment.
16. **In-situ promotion to create higher grades:** The in-situ promotion in all categories will automatically create the higher grades for giving effect to the approved promotions but when the incumbent leaves the organization, the post will be filled up at the level the employee was originally recruited or at the level from where he has been earning in-situ promotions. Employees given promotion in situ will continue to be borne on the seniority list of lower cadre / post.
17. **Annual Confidential Report Rating Scale & Screening:** The employees who qualify the minimum residency period to be considered for promotion based on number of years will be first screened on the basis of grading in the Annual Confidential Reports (ACRs). For consideration for promotion, the ACRs shall be assessed on a 10 point scale as follows:

Outstanding	10
Very good	8
Good	6
Average	4
Below average	2



Only those employees who satisfy the minimum residency period and a minimum score based on ACRs for the assessment period as a whole shall be screened in and considered for promotion.

18. **Reckoning of length of service:** For calculating the length of service in PTU, nine months of regular and continuous service in the grade rendered by the officer would be taken as a completed year for consideration for promotion to the next higher grade.
19. **Retrospective promotion when not admissible:** Officers who go on scholarship and extraordinary leave are not eligible for promotion from retrospective date.

As a general rule, retrospective promotion will not be considered. However, if the promotion is delayed due to reasons not attributable to employee directly and if the candidate is recommended for promotion, the promotion shall be effective retrospectively from the date on which he became eligible.
20. **Promotion of Officers on Deputation abroad on Training - Benefit of retrospectives promotion:** Officer who are on deputation abroad on training at the time of their normal review will be considered on the following basis:

On return from abroad a duly constituted (if necessary specially constituted for this purpose) Departmental Promotion Committee will interview the candidate, if the officer has already been recommended for such interview by the Screening Committee (on the basis of ACRs). The Departmental Promotion Committee may if it deems fit recommend promotion from a retrospective date, not exceeding six months and in any case not earlier than the due date for review.
21. **Counting of leave etc. for minimum residency period:** The period of study leave / any other leave taken for improving the academic / technical / scientific accomplishments, shall not count towards the minimum residency period necessarily required to be put in the lower grade for promotion to the next higher grade.
22. **Outstanding performance and relaxation thereto:** Exceptionally meritorious candidates with all outstanding gradings may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in the entire career of a staff member.
23. **Acquisition of additional qualifications:** Acquisition of additional qualifications while in service will not make any employee ipso-facto eligible to be placed in a higher grade. However, employees acquiring additional qualifications during the service shall be given due weightage at the time of consideration of their case for promotion under the scheme.
24. **Pay Fixation on Promotion:** Upon promotion, the pay fixation will be done as per normal rules i.e. one notional increment in the feeder grade and fixation in the promoted grade as on the date of promotion.



25. The regular services means regular service rendered at Punjab Technical University, Jalandhar
26. Total Marks shall be divided into ACR+TEST+Interview.

Note: a) As far as the promotion policy for Faculty positions, Librarian, Placement Officer, Sports officer and all other similar positions having same AGP is concerned, the guidelines issued by the UGC from time to time shall be applicable.

b) Since, there is no promotion avenue for the post of Legal Officer and Public Relation Officer, they will be eligible for financial up-gradation alongwith designation in their own next cadre of Deputy Registrar as Deputy Registrar (Legal) & Deputy Registrar (Public Relations) as per PTU promotion policy.



PROMOTION POLICY FOR

IT POSITION

1. Residency Period

All the posts covered under the Promotion Scheme of PTU shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:

Designation	Pay Band	Grade Pay	Minimum Residency period linked to performance	Method of recruitment	No of posts available
Programmer	10300-34800	5000	--	Direct	01
System Analyst	15600-39100	5400	5 years	<ul style="list-style-type: none"> 50% by direct recruitment 50% by promotion 	01
System Manager	15600-39100	6600	5 years	<ul style="list-style-type: none"> 25% by direct recruitment 75% by promotion 	-
System Administrator	15600-39100	7600	5 years	<ul style="list-style-type: none"> 100% by promotion 	-

Designation	Pay Band	Grade Pay	Minimum Residency period linked to performance	Method of recruitment	No of posts available
Technical Assistant	10300-34800	3200	--	Direct	02
Sr. Technical Assistant	10300-34800	3800	5 years	50%- direct recruitment 50%- promotion	03
Technical Officer	10300-34800	5000	5 years	100% promotion	01

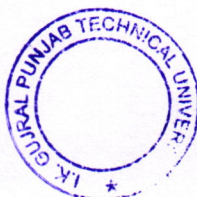
2. Criteria for Promotions

2.1 Annual Confidential Reports

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point -scale as per the following explanation:

The grading / marks in the Annual Confidential Reports of the staff member shall be as follows:-

Outstanding	10
Very good	8
Good	6
Average	4
Below average	2



- 2.2** All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in / will qualify to be called for interview:

Category of Staff	Minimum Credits in the ACRs or eligibility for interviews
Programmer/System Analyst/System Manager/System Administrator	50 each
Technical assistant/Sr. Technical Assistant/Technical Officer	50 each

- 2.3** Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.
- 2.4** The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

3. Procedure for Assessment for Promotions

- 3.1** Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will be considered for promotion by the Departmental Promotion Committee.
- 3.2** The performance in the interview will be graded on the marks to be divided into ACR+Test+Interview and the eligibility for promotion will be based on securing the minimum percentage as per the following table:

Category of Staff	Number of the years in the grade	
	5	6
	Minimum % marks in the interview for promotion	
System Analyst	80%	70%
System Manager	70%	60%
System Administrator	60%	50%
Category of Staff	Number of the years in the grade	
	5	6
	Minimum % marks in the interview for promotion	
Sr. Technical Assistant	80%	70%
Technical Officer	70%	60%

- 3.3** The Departmental Promotion Committee will be constituted as per the Staff Rules Policy approved by the Governing Body for Selection Committees.
- 3.4** A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 3.5** There will not be any age limit for a staff member for consideration for promotion.
- 3.6** An officer will be given 3 chances to appear before the Departmental Promotion Committee after he / she is found eligible for promotion on the basis of initial screening. In case he / she is not promoted in the 3 chances, he / she will be eligible for financial up-gradation under the ACP/MACP as applicable on employees of Punjab Govt. only.



PROMOTION POLICY FOR TECHNICAL POSITIONS

4. Residency Period

All the posts covered under the Promotion Scheme of PTU shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:

Designation	Pay Band	Grade Pay	Minimum Residency period linked to performance	Method of recruitment	No. of posts available
Supervisor (Civil/Electrical)	5910-20200	2400	--	Direct	Civil-03 Electrical-01
Junior Engineer	10300-34800	4800	5 years	<ul style="list-style-type: none"> • 50% by direct recruitment • 50% by promotion 	02
E.O. /A.E.	15600-39100	5400	5 years	<ul style="list-style-type: none"> • 75% by promotion • 25% by direct recruitment 	01/05
A.E.E	15600-39100	6600	5 years	<ul style="list-style-type: none"> • 75% by promotion • 25% by direct recruitment 	03
Executive Engineer	37400-67000	8700	8 years	Direct Recruitment/ Promotion	01

5. Criteria for Promotions

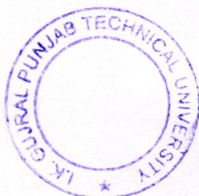
5.1 Annual Confidential Reports

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point –scale as per the following explanation:

The grading / marks in the Annual Confidential Reports of the staff member shall be as follows :-

Outstanding	10
Very good	8
Good	6
Average	4
Below average	2

- 5.2** All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in / will qualify to be called for interview:



Category of Staff	Minimum Credits in the ACRs or eligibility for interviews
Junior Engineer	50
E.O. /A.E.	50
A.E.E	50
Executive Engineer	60

- 5.3** Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.

The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

6. Procedure for Assessment for Promotions

- 6.1** Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will be considered for promotion by the Departmental Promotion Committee.
- 6.2** The performance in the interview will be graded on the basis of marks of ACR+Test+Interview and the eligibility for promotion will be based on securing the minimum percentage as per the following table:

Category of Staff	Number of the years in the grade	
	5	6
	Minimum % marks in the interview for promotion	
Junior Engineer	80%	70%
E.O. /A.E.	80%	70%
A.E.E	80%	70%
Executive Engineer	90%	80%

- 6.3** The Departmental Promotion Committee will be constituted as per the Staff Rules Policy approved by the Governing Body for Selection Committees.
- 6.4** A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 6.5** There will not be any age limit for a staff member for consideration for promotion.
- 6.6** An officer will be given 3 chances to appear before the Departmental Promotion Committee after he / she is found eligible for promotion on the basis of initial screening. In case he / she is not promoted in the 3 chances, he / she will be eligible for financial up-gradation under the ACP/MACP as applicable on employees of Punjab Govt. only.



PROMOTION POLICY FOR ADMINISTRATIVE POSITIONS-A

7. Residency Period

All the posts covered under the Promotion Scheme of PTU shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:

Designation	Pay Band	Grade Pay	Minimum Residency period linked to performance	Method of recruitment	No. of posts available
Clerk	10300-34800	3200	--	<ul style="list-style-type: none"> 70% Direct 30% through promotion 	200
Senior Assistant	10300-34800	3600	5 years	100% by promotion	-
Executive Assistant/Administrative Assistant	10300-34800	3800	5 years	75% by promotion	17
Superintendent	10300-34800	4400	5 years	50% by promotion	05
Assistant Registrar	15600-39100	5400	5 years	75% by promotion 25% by direct recruitment	19
Dy. Registrar/Dy. F.O/D.COE/Dy. Dean/	15600-39100	7600	5 years	75% by promotion 25% by direct recruitment	10/01/04/05
Director /COE/J.R	37400-67000	8700	5 years	100% by promotion	06/02/01

8. Criteria for Promotions

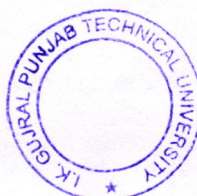
8.1 Annual Confidential Reports

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point –scale as per the following explanation:

The grading / marks in the Annual Confidential Reports of the staff member shall be as follows :-

Outstanding	10
Very good	8
Good	6
Average	4
Below average	2

- 8.2** All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in / will qualify to be called for interview:



Category of Staff	Minimum Credits in the ACRs or eligibility for interviews
Senior Assistant	50
Executive Assistant/Administrative Assistant	50
Superintendent	50
Asstt. Registrar	50
Dy. Registrar	50
Director	60

- 8.3 Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.

The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

9. Procedure for Assessment for Promotions

- 9.1 Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will be considered for promotion by the Departmental Promotion Committee.
- 9.2 The performance in the interview will be graded on the basis of marks of ACR+Test+Interview and the eligibility for promotion will be based on securing the minimum percentage as per the following table:

Category of Staff	Number of the years in the grade	
	5	6
	Minimum % marks in the interview for promotion	
Senior Assistant	80%	70%
Executive Assistant/Administrative Assistant	80%	70%
Superintendent	80%	70%
Assistant Registrar	80%	70%
Dy. Registrar	80%	70%
Director	90%	80%

- 9.3 The Departmental Promotion Committee will be constituted as per the Staff Rules Policy approved by the Governing Body for Selection Committees.
- 9.4 A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 9.5 There will not be any age limit for a staff member for consideration for promotion.
- 9.6 An officer will be given 3 chances to appear before the Departmental Promotion Committee after he / she is found eligible for promotion on the basis of initial screening. In case he / she is not promoted in the 3 chances, he / she will be eligible for financial up-gradation under the ACP/MACP as applicable on employees of Punjab Govt./UGC only.



PROMOTION POLICY FOR ADMINISTRATIVE POSITIONS-B

10. Residency Period

All the posts covered under the Promotion Scheme of PTU shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:

Designation	Pay Band	Grade Pay	Minimum Residency period linked to performance	Method of recruitment
Helper	4900-10680	1300	--	• In future there will be no regular recruitment, however, manpower will be engaged through out sourcing
Attendant	5910-20200	1900	5 years	100% by promotion
Office Assistant	5910-20200	2400	5 years	75% by promotion
Clerk	10300-34800	3200	5 years	30% by promotion

11. Criteria for Promotions

11.1 Annual Confidential Reports

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point –scale as per the following explanation:

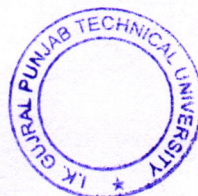
The grading / marks in the Annual Confidential Reports of the staff member shall be as follows :-

Outstanding	10
Very good	8
Good	6
Average	4
Below average	2

- 11.2** All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in / will qualify to be called for interview:

Category of Staff	Minimum Credits in the ACRs or eligibility for interviews
Attendant	50
Office Assistant	50
Clerk	50

- 11.3** Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.



The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

12. Procedure for Assessment for Promotions

- 12.1** Those staff members, who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will be considered for promotion by the Departmental Promotion Committee.
- 12.2** The performance in the interview will be graded on the basis of marks of ACR+Test+Interview and the eligibility for promotion will be based on securing the minimum percentage as per the following table:

Category of Staff	Number of the years in the grade	
	5	6
	Minimum % marks in the interview for promotion	
Attendant	70%	60%
Office Assistant	70%	60%
Clerk	70%	60%

- 12.3** The Departmental Promotion Committee will be constituted as per the Staff Rules Policy approved by the Governing Body for Selection Committees.
- 12.4** A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 12.5** There will not be any age limit for a staff member for consideration for promotion.
- 12.6** An officer will be given 3 chances to appear before the Departmental Promotion Committee after he / she is found eligible for promotion on the basis of initial screening. In case he / she is not promoted in the 3 chances, he / she will be eligible for financial up-gradation under the ACP/MACP Scheme as applicable on employees of Punjab Govt. only.



PROMOTION POLICY FOR ACCOUNTS POSITIONS-C

13. Residency Period

All the posts covered under the Promotion Scheme of PTU shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:

Designation	Pay Band	Grade Pay	Minimum Residency period linked to performance	Method of recruitment
Clerk	10300-34800	3200	--	<ul style="list-style-type: none"> • 70% Direct • 30% through promotion
Account Assistant	10300-34800	3600	5 years	100% by promotion
Executive Assistant/Administrative Assistant	10300-34800	3800	5 years	75% by promotion
Superintendent	10300-34800	4400	5 years	50% by promotion
Assistant Registrar/Secretary to VC	15600-39100	5400	5 years	75% by promotion 25% by direct recruitment
Dy. Finance Officer/Controller Finance	15600-39100	7600	5 years	75% by promotion 25% by direct recruitment
Director Finance	37400-67000	8700	5 years	100% by promotion

14. Criteria for Promotions

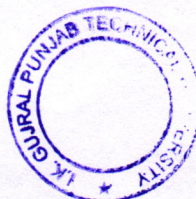
14.1 Annual Confidential Reports

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point -scale as per the following explanation:

The grading / marks in the Annual Confidential Reports of the staff member shall be as follows :-

Outstanding	10
Very good	8
Good	6
Average	4
Below average	2

- 14.2** All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in / will qualify to be called for interview:



14.3	Category of Staff	Minimum Credits in the ACRs or eligibility for interviews
14.4	Account Assistant	50
	Executive Assistant/Administrative Assistant	50
	Superintendent	50
	Assistant Registrar	50
	Dy. Finance Officer/ Controller Finance	60
	Director Finance	60

Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.

- 14.5** The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

15. Procedure for Assessment for Promotions

- 15.1** Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will be considered for promotion by the Departmental Promotion Committee.

- 15.2** The performance in the interview will be graded on the basis of marks of ACR+Test+Interview and the eligibility for promotion will be based on securing the minimum percentage as per the following table:

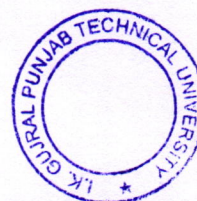
Category of Staff	Number of the years in the grade	
	5	6
	Minimum % marks in the interview for promotion	
Account Assistant	70%	60%
Executive Assistant/Administrative Assistant	70%	60%
Superintendent	80%	70%
Assistant Registrar	80%	70%
Dy. Finance Officer/ Controller Finance	80%	70%
Director Finance	80%	70%

- 15.3** The Departmental Promotion Committee will be constituted as per the Staff Rules Policy approved by the Governing Body for Selection Committees.
- 15.4** A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 15.5** There will not be any age limit for a staff member for consideration for promotion.
- 15.6** An officer will be given 3 chances to appear before the Departmental Promotion Committee after he / she is found eligible for promotion on the basis of initial screening. In case he / she is not promoted in the 3 chances, he / she will be eligible for financial up-gradation under the ACP/MACP Scheme as applicable on employees of Punjab Govt. /UGC only.

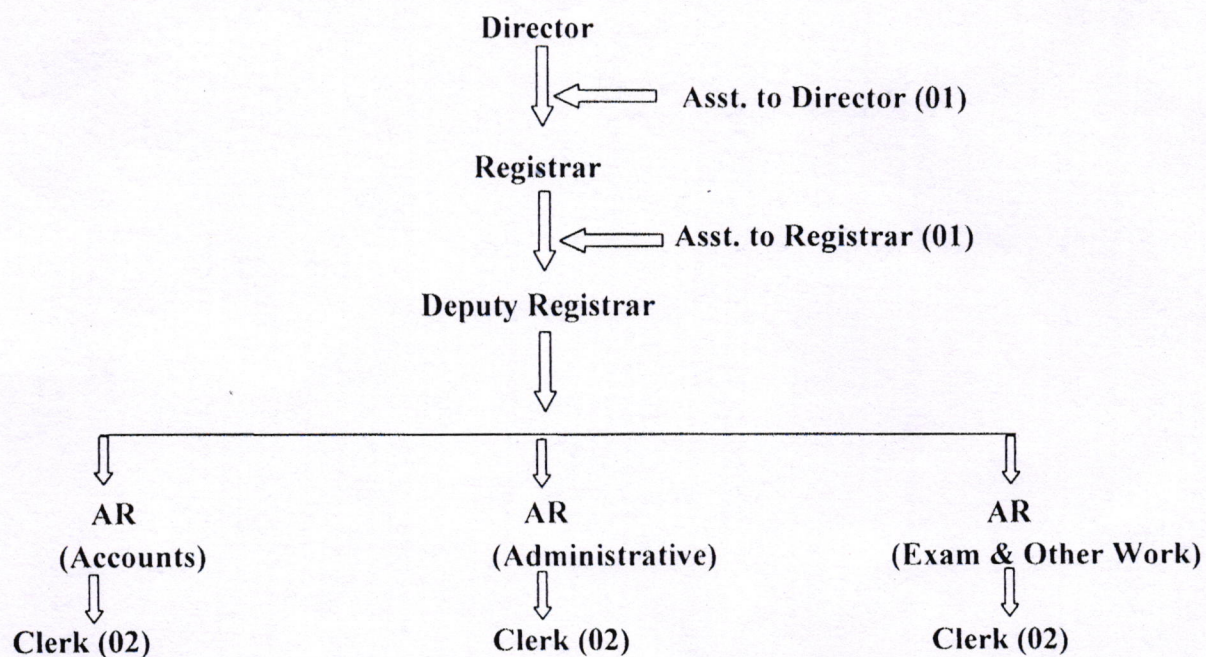


Promotion Scheme for Drivers

Designation	Pay band	Grade pay	Minimum number of years for Promotion
Driver	5910-20200	2000	
Driver-cum-Mechanic	5910-20200	2400	10
Driver-cum-Sr. Mechanic	5910-20200	2800	10



Organizational Chart for Administrative Staff for PITs
(PIT Batala, Khunimajra, Hoshiarpur, Kapurthala)



Other Supporting Staff (Attendant 02(01 each for Director & Register) to be outsourced.

