

Minutes of 21st meeting of Human Resource Committee held on January 17, 2014 at 11:30 a.m in the office of Director General, Pushpa Gujral Science City, Chandigarh

Item No. 21.1 : Creation of posts of Deputy Librarian and Professional Assistant Library

To cater to the needs of PITs, a Centralized Library is being planned to be set up. At present, the Library Management System is being managed by only One Assistant Librarian in the scale of 15600-39100 (AGP-6000).

It is proposed that the following posts at Sr. No. 1 & 3 be given a consideration for creation and positions from Sr. No. 1 to 3 subsequently be filled up through open advertisement:-

Sr. No.	Post	No. of Posts	Pay Scale	Qualifications
1.	Deputy Librarian	One	15600-39100 (AGP-8000)	As per UGC norms attached at Annexure A-1 .
2.	Assistant Librarian, Gr-II	Two	10300-34800 (GP 3800)	Already approved by BOGs as at Annexure A-1(i)
3.	Professional Assistant Library	Two	9300-34800 (GP 4200)	Copy attached at Annexure A-1(ii)

For posts at Sr. No.3, it is submitted that the said nomenclature exists under UGC norms only with the pay scale of 9300-34800 (GP 4200). To avoid any anomaly arising because of parity in pay scales of State Govt. and Central Govt., it is proposed that the said post of Professional Assistant Library be covered under the promotion channels and pay scale as applicable under State Govt. Norms to Assistant Librarian, Gr-II with pay scale of 10300-34800 (GP 3800)

The matter is placed before the Committee for consideration.

Recommendations of the Committee:

Since the main library will be in the new Academic Block which is under construction and is likely to take quite some time to come up, the Committee recommended that only one post at senior level is required at present to plan the future requirements of a Centralised Library. Accordingly, the Committee recommended creation of one post of Deputy Librarian as per UGC norms.



Item No. 21.2 : To re-consider the service conditions for the post of Controller of Examination, Dean, Finance Officer(PTU) and Registrar, Director (PITs)

A) As per the notification dated December 31, 2008 issued by Ministry of Human Resource Development, Govt. of India, the age of superannuation for the incumbents in the post of Finance Officer and Controller of Examination as per UGC norms is 62 years(Annexure-B). The same holds for the post of Registrar, Dean and Director to be appointed for PITs on IIT pattern(Annexure-B-i, B-ii)

B) The latter positions being on tenure basis, it is proposed that all such positions falling in the G.P/A.G.P of Rs. 10,000/- be taken as on tenure initially for a period of three years or till the attainment of age of 62 years whichever is earlier and extendable on contract basis for 3 years or attainment of age of 65 years whichever is earlier.

The matter is placed before the Committee for deliberation.

Recommendations of the Committee:

The Committee recommended that as per practice in other Universities, the positions of Directors of PIT, Registrar, Deans and Controller of Examinations may be treated as tenure posts. However, it was felt that the position of Controller of Finance be treated as a regular post.

The post of Registrar is already designated as tenure post for a period of 3 years as per the PTU Act. On similar lines, all tenure posts, shall be treated as on contract for a period of 3 years or on attainment of age of 65 years whichever is earlier. The tenure appointment can be extended for another term.

Item No. 21.3: To consider creation of posts for Academic and Administrative cadre at PIT-Mohali

The Officiating Director, PIT-Mohali has put up a proposal for creation of positions in Academic and Administrative cadre at PIT-Mohali Campus of PTU. The detail of the positions is at Annexure-C.

The matter is placed before the Committee for deliberation.

Recommendations of the Committee:

The Committee recommendations are as under:

1. The PIT Mohali, as envisaged should have clear focus on courses related to "Built Environment" and should strive to become a Centre of Excellence in this field and should emerge as first of its kind in the entire north region. All the courses related to Design, Planning, Construction/Materials and Execution/Technology of built environment along with the skill development centre should be added gradually in this campus.
2. After detailed discussions regarding requirements of posts for the architectural courses and civil engineering, the committee approved the creation of the following posts as per the UGC norms:



Architecture	-	Associate Prof - 01,
		Assistant Professor - 02
Civil Engg	-	Associate Prof-01,
		Assistant Professor - 01
Mathematics	-	Assistant Professor - 01
Physics	-	Assistant Professor - 01
Chemistry	-	Assistant Professor - 01
Geology	-	Assistant Professor - 01
Comm. Skills	-	Assistant Professor - 01

Total posts to be created -
Associate Professor- 02,
Assistant Professors- 08

- 4 + 2

Item No. 21.4: To consider protection of pay of the staff employed through open advertisement at PTU against the positions in C category

The BOGs at its 43rd meeting held on June 23, 2011 had approved protection of pay of all those employees who had been working on adhoc basis in the University prior to their regularization.(Annexure-D)

In this regard, few employees have given a representation that they were working on adhoc basis prior to joining on regular basis in PTU. Their earlier appointments were through duly constituted selection committees and were granted regular scales and accordingly they be also given the benefit of pay protection at PTU.

The matter is placed before the Committee for deliberation.

Recommendations of the Committee:

The Committee recommended the pay protection of such staff employed through open advertisement at PTU subject to their fulfilling the eligibility criteria for the same and verification. However the same for Ex-servicemen may be done as per rules.

Item No. 21.5: To consider formulation of policy for appointments on compassionate grounds

The Punjab Government had framed a policy vide circular letter No. 11/27/94-PPI/2364 dated : 05.02.1996 regarding grant of employment in the state services, Class III and Class IV on compassionate ground. This policy was framed on the basis of the judgement of the Hon'ble Supreme Court of India delivered in the case of " Umesh Kumar Nagpal State of Haryana and others" (1994) 4-S.C.Cases(138).The Apex Court held that the object of compassionate appointments is to enable the penurious family of the deceased employee to tide over the sudden financial crisis and not to provide employment.

The salient features of the policy are at Annexure-E.

The matter is placed before the Committee for deliberation.

Recommendations of the Committee:



The Committee recommended the adoption of policy for appointment on Compassionate ground as per State Govt. Norms.

Item No. 21.6: Promotion policy 2013 for PTU employees.

A Promotion policy was framed at the 20th meeting of Human Resource Committee held on 27 September 2013 for the Officers and Staff of PTU. The Board of Governors at its 51st meeting held on 08 October 2013 had suggested that the promotion policy so framed should be at par with the Punjab Government Rules and in sync with the regulations of PTU.

The matter is placed before the Committee for information.

Recommendations of the Committee:

The Committee noted the decision of BOG-PTU.

Item No. 21.7 : To re-consider the qualification for the post of Assistant Director (Cultural Activities)

The Board of Governors PTU vide its 48th meeting held on December 24, 2012 on the recommendations of Human Resource Committee held on 27.11.2012, had approved the eligibility criteria for the post of Assistant Director (Cultural Activities) as available under State Government norms.

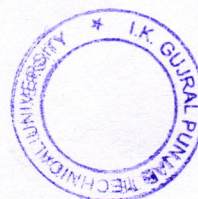
The post of Assistant Director (Cultural Activities) is since not available in Punjab Govt., the eligibility criteria applicable at State Govt. level for the post of Assistant Director (Department of Sports & Youth Services) in the pay scale of 10300-34800 (GP 4400) is as under :

- (a) MA Degree with 2nd class division from a recognized University / Institute
- (b) Bachelor's Degree with Social Science as one of the subjects from a recognized University / Institute
- (c) Matriculation or its equivalent qualification with Punjabi as a main subject from a recognized Board
- (d) Minimum 2 years of experience in National Service Scheme or National Cadet Corps
- (e) Candidates, who have MA Degree in any subject of Social Sciences and worked in the student's welfare, sports & cultural organization, and youth welfare activities, will be preferred.
- (f) For Ex-Servicemen: Should have worked on a post not below the rank of Lieutenant in the Armed Forces of the Union and have served for a period of minimum 5 years as Commissioned Officer.

Note: Preference will be given to those who have worked in the student's welfare, sports and cultural organization and youth welfare activities.

The matter is placed before the Committee for consideration.

Recommendations of the Committee:



The Committee recommended as under:

(a) Qualification and Experience criteria shall be at par with similar cadre as per UGC norms in the pay scale Rs. 15600-39100(AGP 6000)

(b) Matriculation or its equivalent qualification with Punjabi as a main subject from a recognized Board.

(c) Minimum 5 years of experience in Student's welfare, Cultural and Youth welfare activities is essential.

(d) For Ex-Servicemen: Should have worked on a post not below the rank of Lieutenant in the Armed Forces of the Union and have served for a period of minimum 5 years as Commissioned Officer.

Item No. 21.8 Any other item with the permission of Chair.

Item No. 21.8.1 To consider the promotion of Ms. Kiran Sharma, Clerk and Sh. Jasvir Singh, Attendant

A. Brief History of Ms. Kiran Sharma, Clerk

1. Ms. Kiran Sharma had joined as Clerk on regular basis in the pay scale 3120-5160 on 27.03.2006 vide appointment letter No. PTU/Reg/1454 dated : 21.03.2006.

2. She had been appointed as Clerk on compassionate and humanitarian grounds after the death of her husband Sh. Rajinder Sharma with the recommendations of District Administration, Jalandhar. Her services were confirmed on 21.03.2007.

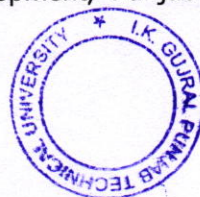
3. Ms. Kiran Sharma has been getting all the benefits with regards to pay revision, increments and other allowances as applicable to regular appointees.

4. As per the record available, the qualification of Ms. Kiran Sharma, Clerk is M.A, B.Ed and PGDCA.

5. The Punjab Government Promotion Policy for the secretarial services provides promotional avenue from the post of Clerk to the next category of Senior Assistant (10300-34800, Grade Pay 4400) after 5 years of regular service. Taking into account the regular appointment and confirmation of Ms. Kiran Sharma from 21.03.2007, the incumbent becomes eligible for promotion to the post of Senior Assistant with effect from 21.03.2011. Further promotions may be considered as and when due as per the then promotion policy of PTU.

B. Brief History of Sh. Jasvir Singh, Attendant

1. Sh. Jasvir Singh had joined as an Attendant on 01.02.1996 in the Apex Institute of Entrepreneurship and Business Development, Punjab. As per the Govt. of Punjab, Department of Technical Education and Industrial Training (Technical Education-1, Branch Order No. 5/5/2001-ITI(1)/1177 dated : 27.06.2001, Punjab Technical University had adopted the Apex Institute of Entrepreneurship and Business Development, Punjab along with its assets and liabilities including the existing staff of the Institute.



2. Sh. Jasvir Singh has been getting all the benefits with regards to pay revision, increments and other allowances as applicable to regular appointees.
3. As per the record available, the qualification of Sh. Jasvir Singh, Attendant is matric.
4. The Punjab Government Promotion Policy for the supporting services provides promotional avenue from 'D' to 'C' Category employees working under the control of the Director and who have an experience of working as such for a minimum period of five years and who have passed Matriculation examination from a recognized University or institution and who qualify a test in Punjabi type writing to be held by the appointing authority at such speed as may be specified by the Punjab Government time to time. Further promotions may be considered as and when due as per the then promotion policy of PTU.
5. Sh. Jasvir Singh is since not familiar with the keyboard function, it is proposed that he be promoted to the post of Office Assistant which also falls in 'C' category and has the basic qualification as Matric. The pay scale for the said post is 5910-20200(GP-2400).

The matter is placed before the Committee for consideration.

Recommendations of the Committee:

The Committee recommended as under:

1. Ms. Kiran Sharma may be promoted as Sr. Asstt as per State Govt. norms and subsequent promotion be taken up as per the promotion policy of PTU as and when implemented.
2. Sh. Jasvir Singh be promoted keeping in view his qualification, eligibility criteria and number of years of service required for promotion to the entry level in 'C' category, i.e Office Assistant/position available on the date of his promotion.

The meeting ended with a vote of thanks to the Chair.

APPROVED

R.S. Khandpur
(R.S.Khandpur)

h





Geet Ik <geetptu@gmail.com>

Approved Minutes of HR committee-PTU

1 message

R S Khandpur <rskhandpur@rediffmail.com>

Mon, Jan 27, 2014 at 11:26 AM

To: geetptu@gmail.com

Geet,

Amended and approved Minutes are attached.

Dr. R. S.Khandpur

On Sun, 26 Jan 2014 14:52:49 +0530 wrote
>Good afternoon sir !

Please find enclosed herewith the draft minutes of 21st meeting of Human Resource Committee held on January 17, 2014, for your perusal and approval please.

Regards

Geet


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63K





Geet Ik <geetptu@gmail.com>

draft minutes of HR committee-PTU

2 messages

Sun, Jan 26, 2014 at 2:52 PM

Geet <geetptu@gmail.com>

To: R S Khandpur <rskhandpur@rediffmail.com>, rskhandpur09 <rskhandpur09@rediffmail.com>



Cc: Harminder singh Bains <bains.ptu2010@gmail.com>

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Geet

2 attachments **minutes of 21st meeting of Human Resource committee.doc**
63K **minutes of 21st meeting of Human Resource committee.doc**
63K**Harminder Singh Bains** <bains.ptu2010@gmail.com>

Sun, Jan 26, 2014 at 8:07 PM

To: Geet <geetptu@gmail.com>

1 Plz check regarding minutes on engineering courses. It was decided to start centre of excellence and the students already admitted will be shifted to other colleges

2 The qualification for AD(cultural affairs) was Masters with three year experience in relevant field

[Quoted text hidden]

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Dr. H. S. Bains

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Approved Minutes of HR committee-PTU

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R S Khandpur <rskhandpur@rediffmail.com>

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