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Minutes of the meeting of the Human Resource Committee held on March 22, 2012 in the Office of DG, Pushpa Gujral Science City, Chandigarh.

Following members attended the meeting

1	Dr R.S Khandpur, DG, PGSC	Chairman
2	Dr Abhijit Mukherjee Director Thapar University	Member
3	Dr Buta Singh, Dean (Academics)	Member
4	Dr H.S. Bains, Registrar, PTU	Member
5	Mr S.K Misra DF (PTU)	Special Invitee

Registrar IIT Ropar could not attend the meeting

Item No. 1 Sanctioned strength of Clerks, Office Assistants, Attendants for PITs

The University is opening PITs at 20 different locations in the State (**Annexure-I**). To ensure the smooth working of the PITs, few Posts in the categories of Clerks, Office Assistants, Attendants are required to be sanctioned. The required no. of posts in each category is as under:

Category	Proposed no. of posts
Clerk	40 @ 2 for each PIT
Office Assistant	20 @ 1 for each PIT
Attendants	20 @ 1 for each PIT
Helpers	--
Drivers	--

Recommendations of the Committee:

The Committee discussed the issue and recommended that the structure of initial staff in each PIT will be as follows:

Director	-01
Asst. to Director	-01
Registrar/Administrative Officer	-01
Asstt. To Registrar	-01
Attendant (To be outsourced)	-02 (01 each for Director & Registrar)

It was advised that the posts may be filled up in a phased manner in relation to the development of the projects.



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Item No. 2 Case of pay protection of new employees of the University

The University had appointed employees in different categories from some other organisations. These employees have now requested to grant them the benefit of pay protection they were drawing at their previous employer prior to their joining this University. The detail of all such employees along with their basic pay, nature of job and their previous organization is enclosed at **Annexure-II**.

Recommendations of the Committee:

The committee deliberated upon the issue and desired that the details of all such employees who have rendered their service in a Govt./Semi-Govt. Deptt on regular basis in scale, prior to joining this University, along with the nature of their jobs be put up in the next HR committee meeting

Item No. 3 Case of conversion of present scale to the next higher scale of few employees.

Few employees of the University have requested for converting their scale to the next higher scale as notified under Punjab Government norms.

In this regard it is submitted that the Punjab Govt. has issued notifications granting conversion of few scales into higher pay scales specifying the nature and length of service required. The notifications are at **Annexure-III**

Recommendations of the Committee:

The committee examined the revision of pay scales notified by Punjab Govt. under reference above and recommended the conversion of present lower scale to next higher scale for incumbents presently working as Junior Engineer and Landscape officer as per the notification.

Item No. 4 Granting 3600 GP to the Clerks working in the University prior to their regularization.

This has reference to the notification no. 5/10/09-5FP1/983 dated 15.12.2011 issued by the Government of Punjab, Dept. of Finance, **Annexure-IV** on revision of pay scale of certain categories of the employees. The said notification was taken up through 22nd



Finance Committee meeting to the Board of Governors which at its 45th meeting held on 21.11.2011 had approved the implementation of the orders at the University.

Accordingly, the employees appointed in the category of Clerk from October 2010 were granted the conversion of scale of Rs. 5910-20200 (GP 1900) to Rs. 5910-20200 (GP 2400) with initial start of 9880 and 10300-34800 (GP 3200) with initial start of Rs. 13500/-

It is submitted here that the employees of the University who had been working as Clerk on adhoc basis in the University prior to their regularization have requested for allowing them the next higher GP of Rs. 3600 in the pay band 10300-34800 which has been extended to the category of Junior Assistants as per the notification referred above, taking into account the previous service in the cadre of Clerk for five years.

Recommendations of the Committee:

The Committee desired that the detailed analysis of the employees who may be eligible for the next higher Grade Pay of 3600, be put up in the next meeting along with the details of their regular appointment.

Item No.5 Revised pay scale of Office Assistants

Employees of the University currently working as Office Assistants had submitted a request stating that :-

- (a) Appointment to the post Office Assistant were made after advertisement of the post in 'C' Category by the University in the pay scale of 4900+1650 Grade pay and all these employees were appointed against the said post through a proper selection procedure.
- (b) The Govt vide notification number 5/10/09-5FPI/1023 dated 15 December 2011, has revised pay scales of all the Categories (minus Office Assistants) which has been duly approved by our BOGs on the recommendations of Finance Committee and is in the process of implementation.
- (c) In this notification the Attendants (Category D) have been given higher grade pay of Rs. 1800/- whereas no notification has been made for Office Assistants who are at a grade pay of Rs. 1650/- despite seeing in the 'C' Category.

With the approval of competent authority, the Office Assistants appointed in the pay scale of 4900+1650(Grade Pay) were placed in the grade meant for entry level of 'C' category i.e 5910+1900 Grade Pay (**Annexure-V**). However, all these employees have been made to give an undertaking that they shall be responsible for any recovery if notified by any statutory body/Govt at a later stage, if the said revision is not found in order and that they shall not claim the conversion of scale of



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5910+1900(Grade Pay) to scale as announced by Govt for next higher category of Clerks from time to time.

Recommendations of the Committee

The committee noted the matter.

Item No. 6 Extension in Tenure of employees on adhoc/contract basis

The following Officers were appointed on contract basis to promote the activities of Human Value workshops, Value Education Cell, foreign languages and industrial projects:

Sr. No.	Name of the Officer	Designation	Tenure Period
1.	Shri Jitender Narula	Assistant Registrar (Contractual)	01.02.2011 to 30.04.2011 01.05.2011 to 31.07.2011 01.08.2011 to 31.10.2011 01.11.2011 to 31.01.2012 01.02.2012 to 30.04.2012
2.	Shri Balmukund Meena	Programmer (Contractual)	
3.	Sh. Vishawdeep	Assistant Registrar (Contractual)	01.03.2011 to 30.09.2011 01.10.2011 to 31.12.2011 01.01.2012 to 31.03.2012 01.04.2012 to 30.06.2012
4.	Ms. Vandana Naithani	Co-ordinator Industrial Projects (Contractual)	21.06.2011 to 20.12.2011 21.12.2011 to 20.03.2012 21.03.2012 to 20.06.2012

The tenure of above incumbents had expired on the expiry of their respective tenures and were granted extension with the approval of the competent authority for a further period as required to ensure continuation of the assignments they were assigned..

The Board of Governors in its 44th meeting held on 5.10.2011, had authorized the Vice-Chancellor to make adhoc / contract appointments for one year.

Recommendations of the Committee

The committee noted the matter.



Item No. 7.

Pay fixation case of Mr. Jashwinder Singh, Senior Technical Assistant

Mr. Jashwinder Singh was appointed as Senior Technical Assistant in the pay scale of Rs. 9300-34800 + GP 4200 and he had joined the duties on 21.10.2011 in the above scale.

In this regard, the following is submitted:

- (a) The post of Senior Technical Assistant was got approved by the BOG in its 41st meeting on creation of Directorate of Distance Education and as per the recommendations of HR committee held on 10.11.2010 as per Punjab Govt. norms. The pay scale of the post was however not mentioned.
- (b) Subsequently, the post was advertized in the scale of Rs. 9300-34800 + GP 4200 on the pattern of the pay scales notified by Central Government as the same or equivalent cadre was not in Punjab Govt. Norms.
- (c) The University is following either the State Govt. /UGC/AICTE norms. To facilitate the release of the salary of the incumbent, the case is submitted for directions for fixing the salary in the scale of Rs. 9300-34800+GP 4200.

Recommendations of the Committee

The Committee discussed the issue and concluded that the matter doesn't need any consideration.

Item No. 8. To hire the employees on contract basis.

The University is hiring the employees in C & D category through Manpower Agency according to requirement raised by the different departments. The Present contract of manpower employees had expired in 31.12.2011 and was given extension with the approval of competent authority for three months w.e.f Jan 2.2012 to 31.3.2012. The following positions are presently filled up by manpower employees.

Sr. No.	Category	No. of Person
1.	Clerk/Data Entry Operator	56
2.	Attendant	42
3.	Driver	04
4.	Bus Helper	04



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5.	Lift Operator	04
6.	Head Mali (Gardner)	02
7.	Mali (Gardner)	15

Keeping in view the problems being faced by the manpower employees with regards to their monthly salary and other benefits such as payment of EPF etc. it is proposed that a panel of 150 employees of different categories should be filled up on contract by the University on consolidated salary. These positions should be advertised and selection should be made as per the performance in test(where ever required) and interview. Number of positions, qualification and salary of each category is recommended as below:-

Sl No.	Category	No. of Position	Minimum Qualification	Experi-ence	Proposed Consoli- dated Salary per month
(a)	Clerk	30	Graduation & PGDCA from recognized University. Passing of Punjabi Test at Matriculation level is mandatory. Must have typing speed of 35 words per minutes in English and Punjabi.	01 year	8000/-
(b)	Data Entry Opr	40	10+2 or equivalent from recognized Board. Passing of Punjabi Test at Matriculation level is mandatory. Must have typing speed of 35 words per minutes in English and Punjabi.	01 year	7000/-
(c)	Attendant	43	8 th with Punjabi.	01 year	6600/-
(d)	Driver	06	10 th with Punjabi.	01 year	8000/-
(e)	Bus Helper	03	8 th with Punjabi.	01 year	6600/-
(f)	Lift Operator	04	Matriculation with Punjabi. One/two years ITI in Electrical stream.	01 year	8000/-
(g)	Head Mali (Gardner)	01	8 th with Punjabi.	01 year	7000/-



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(h)	Mali (Gardner)	10	8 th with Punjabi.	01 year	6600/-
(i)	Plumber	01	Matriculation with Punjabi. One/two year OTI in plumbing work.	01 year	8000/-
(j)	Mason	02	Matriculation with Punjabi. One /two years ITI in mason work.	01 year	8000/-
(k)	Electrician	09	10 th passed and must be in possession of 02 years diploma in Electrical/Electronics from recognized ITI/Board.	01 year	8000/-
(l)	Computer Hardware Technician	01	10 th with Punjabi. One year diploma of Computer Hardware from recognized institution.	01 year	8000/-
Total		150			

The proposed consolidated salary in each category has been proposed taking into consideration the pay scale of Punjab Govt. (i.e. Pay + Grade Pay only). Since, the principal employer is liable to deduct/contribute towards EPF if monthly salary of an employee is Rs. 6500/- or less, the minimum monthly salary is proposed Rs. 6600/-. By adopting this, the University will not be liable towards deduction/contribution of EPF.

The present contract is since till March 31, 2012, it is also proposed that a manpower audit be conducted before the expiry of the contract so as to assess the actual requirement of employees in different categories required in the University.

Recommendations of the Committee:

The Committee deliberated upon the matter in detail and recommended that the present system of hiring the manpower on contract basis through agency be continued.



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Item No. 9 Creation of posts for Sports Dept. of the University

The University wishes to create the following posts for the Sports Dept. of the University keeping in view the importance of sports and physical education:

1. Assistant Sports Organizer – 04 (03 male 01 female)

Eligibility :

Master Degree in Physical Education / M.PEd with diploma in NIS and participated in Inter University/Senior National/Federation Cup Tournament.

Financial Implications: 21000/- P.M. (Consolidated)

The contract will be initially for a period of two years and extendable for other period.

2. Clerk – 02 As per Punjab Govt.

Recommendations of the Committee:

The proposal was not approved.

Item No. 10 Inter-se seniority of Faculty members.

The matter of Inter-se seniority of faculty members who are appointed directly and were promoted under CAS is to be decided. As per documents obtained from different Universities (**Annexure-VI**) the faculty promoted under CAS is at par with faculty recruited directly.

Recommendations of the Committee:

The Committee discussed the issue and concluded that the matter doesn't need any consideration.

Item No. 11 Appointment of Administrative Officers for PITs

Punjab Technical University has opened Punjab Institutes of Technology (PITs) at different locations within the State. Administrative Officers are required to be appointed with the qualification and scale of Registrar on IIT pattern. **Annexure-VII,**

Recommendations of the Committee:

The Committee discussed ,recommended the proposal to the Board of Governors and added that the appointment shall be on tenure basis for five years. The tenure may be



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renewed for not more than two terms depending upon the merit/performance and recommendations of the appointing authority. The number of posts to be sanctioned has already been discussed in agenda item No 1 wherein one post of Registrar is recommended for each PIT.

Item No. 12 Promotion case of Shri Jasvir Singh Attendant

Shri Jasvir Singh joined the Apex Institute of Entrepreneurship on 1.2.1996. This Institute was merged in PTU in the year 2001 with all its assets and liabilities (**Annexure-VIII**). He has claimed that as a senior employee of the University, he is eligible for promotion as per Punjab Govt. Promotion Policy in which 10% reservation is given for promotion from Group C to Group D.

Recommendations of the Committee

The Committee desired that the appropriate rule position be indicated and the detail be put up in the next meeting.

Item No.13 Creation of Posts for Publication Bureau

In a meeting held in the University campus on 17.11.2011, the panel of various subject experts have desired to set up a separate Publication Department (Publication Bureau) in University. In this regard, a series of meetings have been conducted on 15.12.2011 and 29.12.2011 under the chairmanship of Sh. Jagjit Singh Walia the Former Director, Publication Bureau, GNDU. The committee constituted for the same has recommended preparing the sketch/outline of Publication Bureau and developing the required infrastructure. To start this, the following positions need to be created and approved:

Director :

Pay Scale : 80,000/- per month consolidated
Qualification : B.Tech with Post Graduation + 15 years experience

Technical Assistant (as per Punjab Govt. Norms) :

Pay Scale : 10300-34800 (Grade pay 3800)

Qualification :

Graduation with 3 years experience in Printing & Publication from Govt. or Semi Govt. Institution.

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3 Years diploma from recognized Institution with 5 Yea experience in Printing and Publication from Govt. or Semi Govt. Institution.

Note :

1. The required experience is to be in the line of Printing and Publication requirements.
2. Candidate should have an experience or typing and setting in English, Punjabi and Hindi.
3. Candidate should have the required knowledge of working in MS Word, Page Maker, Corel Draw.
4. Before Interview practical test will be conducted to assess the proficiency of the candidates from the required job.

Recommendations of the Committee:

The proposal was not approved.

Item No. 14 Creation of posts for PIT, Mansa

The classes for B.Tech (Six year course) are going on at PIT, Mansa since last session. 03 Laboratories (Physics, Chemistry and Computer) are going to be started very soon. For this the following staff is required :

Junior Lab Assistant--03 (01 for each Lab)

Pay Scale : 5200-20200 (Grade pay 2000)

Qualification :

Bachelor's degree in Science of 3 years duration in appropriate field, Knowledge of Computer Applications.

Age limit 18 to 27 years

Junior Attendant (Semi-Skilled)/Lab Attendant -03(1 for each Lab)

Pay Scale : 5200-20200 (Grade Pay -1800)

Qualification

Matric pass with one year relevant training in relevant trade.

Recommendations of the Committee:

The Committee examined the proposal and recommended as follows:



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- a) Lab Assistant (Computer)—01
Lab Assistant (Sciences)—02
 - b) Qualification and Experience: Three years Diploma in Computer/Electronics Engineering/B.Sc /PGDCA/ITI/DoEACC (O level) or equivalent with 1st class + two years relevant experience for Diploma/PGDCA/B.Sc or 5 years relevant experience for ITI/DoEACC (O level)
 - c) Pay Scale: 5910-20200 (GP 1900)
 - d) IIT norms should be implemented only for faculty positions. For the ministerial and supporting staff, the Punjab Govt. norms as applicable for those positions be followed.

Item No. 15 Any other item with the permission of the Chair

Item No. 15.1 Eligibility criteria for the post of Estate Officer

The Board of Governors at its 43rd meeting held on June 23, 2011 on the recommendation of Human Resource Committee meeting held on May 25, 2011 had approved the eligibility criteria for the post of Estate Officer as:

B.A/B.Sc./Diploma in Engineering +10 years experience in management of Estate including security, Housekeeping, fire fighting, food services and all other activities relating to contractual services.

Or

B.Tech. + 5 years of experience in the management of Estate affairs.

On advertisement of the post and receipt of applications, it was observed that only one candidate could match the advertised criteria. Accordingly it was desired that the eligibility criteria be re-considered by Human Resource Committee.

Recommendations of the Committee:


The Committee analysed the existing criteria for the post of Estate Officer and recommended that the qualification for the advertised post must clearly mention whole of the eligibility criteria as approved by BOG and not simply management of estate affairs as mentioned in advertisement. The approved criteria is as follows:




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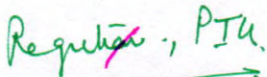
B.A/B.Sc./Diploma in Engineering with 10 years experience OR B.Tech with 5 years experience in management of Estate including security, Housekeeping, fire fighting, food services and all other activities relating to contractual services.

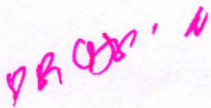
Meeting ended with a vote of thanks to the chair


Dr H.S. Bains
Registrar

Dr R.S. Khandpur
Chairman HRC


R.S. Khandpur


Registrar, P.T.U.


Dr R.S. Khandpur

