

**Agenda for the meeting of the Human Resource Committee to be held on 24.5.2011
in the Office of DG, Pushpa Gujral Science City, Chandigarh.**

Sr. No.	Item
1	To inform about the list of posts sanctioned by the Human Resource Committee and consequently approved by the BOG from time to time under various categories
2	Pay Protection of the employees of the University who have been regularized in the year 2010
3	Implementation of rules regarding granting Paternity Leave to University employees.
4	To consider the leave rules for Assistant Professors and other persons working in Academic Grade Pay
5	To inform about the extension in the contract period of manpower agency for the period of 03 months from 01.04.2011 to 30.6.2011
6	Amendment in the eligibility criteria for the post of Estate Officer
7	Amendment in the eligibility criteria of Legal Officer & Student Counsellor
8.	Implementation of the Punjab Civil Services (Rationalization of certain conditions of services) Act, 2011 (Punjab Act No. 8 of 2011)
9	Establishment of Centre for Holistic Technologies
10	To consider modification in the powers & obligations of Dean and Director of Directorate of Distance Education, PTU
11	To consider creation of one post of Assistant Executive Engineer (Civil) and two posts of Assistant Engineer (Civil) on regular basis
12	Any other item with the permission of the Chair



Item No. 1 To inform about the list of posts sanctioned by the Human Resource Committee and consequently approved by the BOG from time to time under various categories.

As desired by the Chairman Human Resource Committee in the last meeting, the complete detail of the Academic and Administrative posts is at **Annexure -I** for the information of the Committee.

Item No. 2 Pay Protection of the employees of the University who have been regularized in the year 2010

The adhoc employees of University who have been regularized against their respective positions in the year 2010 as per procedure adopted by the University in consequent to the approval of Board of Governors in its 36th meeting held on 23.11.2010 has represented that their pay be protected.

The detail regarding financial aspects is placed at **Annexure -II.**

The matter is placed before the Committee for approval.

Item No. 3 Implementation of rules regarding granting Paternity Leave to University employees.

The University has approved the Paternity Leave of 15 days to its employees as per Punjab Civil Services Rules letter no. 1/10/88-3FP2/3187 dated 9.4.2002 which is reproduced as below:

"A male Government employee (with less than two surviving children) on the request may be granted paternity leave for maximum fifteen days (after commuting 30 days half pay leave) during the confinement of his wife. This leave should not be normally refused."

It is proposed that the above rule may be implemented to University employees.

The matter is placed before the Committee for approval.

Item No. 4 To consider the leave rules for Assistant Professors and other persons working in Academic Grade Pay

A committee of the following members was constituted by the competent authority to consider the leave rules for Assistant Professors and other persons working in Academic Grade Pay:

- | | |
|---|----------|
| 1. Dr. N.P. Singh, Dean (DDE) | Chairman |
| 2. Dr. Buta Singh Sidhu, Dean (Acad) | |
| 3. Er. H.S. Bains, Registrar | |
| 4. Shri S.K. Mishra, Director (Finance) | |
| 5. Ms. Geet, Deputy Registrar (HR) | |
| 6. Dr. Hitesh Sharma, AP | Convenor |



The Committee in its meeting held on 19.5.2011 deliberated on the leave rules of GNDU, Punjabi University and other Universities including rules recommended by UGC and after consultation the committee recommended as under:

Since all these staff working on AGP (academic staff) are governed in all respect by UGC including their qualifications, grades and some other benefits. It is recommended that we may follow the UGC recommendations on all types of leave available to the above said faculty/staff working in PTU. It will be very convenient to adopt these rules and can be amended from time to time as is recommended by UGC. The UGC recommendations regarding leave rules are placed at **Annexure-III**.

The matter is placed before the Committee for approval.

Item No. 5 To inform about the extension in the contract period of manpower agency for the period of 03 months from 01.04.2011 to 30.6.2011

The present term of the contract of M/s TDS Management Consultant Pvt. Ltd has expired on 31.3.2011.

The detail of the posts sanctioned by the BOG and HR Committee in 'C' & 'D' category, filled against each category and the vacancy position against each category has been shown as under:

Sr. No.	Name of the Post	Sanctioned Posts	Filled Posts	Vacancy
1.	Clerk 'C' Category	200	145 + 12 (Adhoc)	43
2.	Driver	17	11	06
3.	Office Assistant 'C' Category	59	54	05
7.	Attendants 'D' Category	125	81+01 (Adhoc)	43
8.	Helper 'D' Category	40	35	05

Since there is a dire need of staff in C & D category, and the staff recruited in the last few months is not enough to cater to the expanding and growing needs of the University, the requirement of additional staff in C & D categories is being received from different wings of the University from time to time. In the light of this, approval from competent authority has been sought for an extension in the contract w.e.f 1.4.2011 to 30.6.2011.

The matter is submitted to Committee for information.



Item No. 6 Amendment in the eligibility criteria for the post of Estate Officer

The case for amendment in the eligibility criteria for the post of Estate Officer was taken up in the meeting of the Human Resource Committee held on 18.11.2011 and the following was recommended which was later on approved by BOG at its 42nd meeting held on 01.03.2011.

B.A/B.Sc/Diploma in Engineering + 15 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.

As per Punjab Govt. Gaz. Oct 21, 2005 (ASVN 29, 1927 SAKA) the eligibility criteria for the post of Estate Officer is equivalent to Sub Divisional Engineer which is reproduced as follows:

"Twenty Five percent from amongst the Junior Engineers working under the control of Chief Engineer, who possess a diploma in Engineering in Civil and who have an experience of working as such for a minimum period of ten years."

The matter is placed before the Committee for consideration.

Item No. 7 Amendment in eligibility criteria of Legal Officer & Student Counsellor

The Board of Governors in its 41st meeting held on 29.11.2010 on the recommendation of the HR Committee at its meeting held on 10.11.2010 had approved the qualification and experience criteria for the post of Legal Officer & Student Counsellor as follows:

Legal Officer:

Essential: First Class Bachelor's Degree in Law from recognized University or equivalent with five years experience relating to legal work in University/Govt. Office/PSU/Autonomous Body

Desirable: Experience of having worked as Legal Practitioner pertaining to administrative and academic matters.

Student Counsellor

Master's degree in Psychology or its equivalent with at least 55% of the marks

Subsequently both the positions were advertised and applications were received. But on scrutiny, none of the applicant was found eligible in meeting the prescribed criteria.

In light of this, it recommended that eligibility criteria for the post of Legal Officer and Student Counsellor be re-considered and laid down as under:



Legal Officer

Essential: First Class Bachelor's Degree in Law from recognized University or equivalent with **three years** experience relating to legal work in University/Govt. Office/PSU/Autonomous Body

Desirable: Experience of having worked as Legal Practitioner pertaining to administrative and academic matters.

Student Counsellor

Master's degree in Sociology or its equivalent with at least 55% of the marks. The candidate with engineering background will be preferred as the target students are from Engineering disciplines.

The matter is placed before the Committee for approval.

Item No. 8 Implementation of the Punjab Civil Services (Rationalization of certain conditions of services) Act, 2011 (Punjab Act No. 8 of 2011)

Govt. of Punjab, Dept. of Finance (Finance Personnel-1 Brach) vide notification no. 7/52/2010/4FPI/214 dated 7.4.2011 issued notification regarding implementation of Punjab Civil Services (Rationalization of Certain Conditions of Service) Act, 2011 (Punjab Act. No. 8 2011). The emoluments of the appointees who are appointed on or after 5.4.2011, of its coming into force shall be released strictly in accordance with the provisions of this Act. The copy of the Act is placed at **Annexure- IV**

The following persons have joined the University after 5.4.2011

Sr. No.	Name of the Officer / Official	Designation	Joining date	Scale
1.	Shri Navdeepak Sandhu	Placement Officer	28.4.2011	15600-39100 (AGP 6000)
2.	Shri Jagmeet Singh	Assistant Professor (Human Values)	29.4.2011	15600-39100 (AGP 6000)
3.	Shri Kuldeep Kumar	Helper	21.4.2011	4900-10680 (GP 1300)
4.	Shri Shiv Dyal	Helper	21.4.2011	4900-10680 (GP 1300)
5.	Shri Jagroop Singh	Helper	21.4.2011	4900-10680 (GP 1300)
6.	Smt. Gagandeep Kaur	Helper	25.4.2011	4900-10680 (GP 1300)
7.	Smt. Beena	Helper	25.4.2011	4900-10680 (GP 1300)
8	Shri Amandeep Singh	Helper	28.4.2011	4900-10680 (GP 1300)
8.	Shri Jaspal	Helper	5.5.2011	4900-10680 (GP 1300)

The University being an autonomous body governed by its own rules and regulations. The matter is submitted before the Committee for consideration.



Item No. 9 Establishment of Centre for Holistic Technologies

The University has introduced a course on Human Values at Professional Ethics in its academic curriculum. To further promote the subject and to ensure the implementation of vision of sustainable development, the University proposes to establish Centre for Holistic Technologies. The main objective of the Centre would be channelizing the knowledge and skills of faculties within the University and promoting entrepreneurship among the students for their overall personality development rather than leaving their skill unutilized in the monotonous jobs.

The detailed plan is placed as **Annexure-V** for consideration of the Committee.

Item No: 10 To consider modification in the powers & obligations of Dean and Director of Directorate of Distance Education, PTU

The post of Dean & Director sanctioned (in the same scale) for Directorate of Distance Education, PTU is leading to a confusion in the powers and duties of the same and hence the job description as proposed under needs to be defined elaborately;

"Dean shall be executive authority of Directorate whereas the Director shall be the administrative authority. The Dean shall be member of all statutory authorities wherein the Director shall be custodian of records and disciplinary authority of non technical cadre. The Dean shall be disciplinary authority of all teaching faculty"

Copy of the office order regarding establishment of Directorate is attached as **Annexure-VI**

Item No. 11 To consider creation of one post of Assistant Executive Engineer (Civil) and two posts of Assistant Engineer (Civil) on regular basis

A Committee was constituted by the Vice-Chancellor to consider the recruitment of technical staff for construction cell. The Committee observed that in response to the applications invited for the post of Assistant Executive Engineer (Civil) and two posts of Assistant Engineer (Civil) on contract basis, not too many applications were received because of the nature of vacancies being contractual. The Committee therefore proposed that to attract technically sound people and to monitor the quantum of work to be initiated by PTU in the forthcoming months the positions of Assistant Executive Engineer (Civil) and two posts of Assistant Engineer (Civil) be filled up on regular basis. The recommendations of the Committee are placed at **Annexure - VII**

Item No. 12 Any other item with the permission of the Chair



PUNJAB TECHNICAL UNIVERSITY JALANDHAR

LIST OF POSTS SANCTIONED IN THE UNIVERSITY SHOWING PAY SCALE/PAY BAND ALONGWITH ACADEMIC GRADE PAY OR GRADE PAY, NATURE OF POST, GUIDELINES UNDER WHICH THESE POSTS ARE TO BE REGULATED ETC.

S.No.	Name of Post	Scale/Pay Band + AGP or GP	Nature of Post	Guidelines under which regulated	No. of postsSanctioned	Whether tenure post or Regular	Remarks
1	Vice-Chancellor	Fixed (75,000+5000 Special Pay)	Academic	U.G.C.	1	Tenure	Tenure of the post may mentioned.
2	Deans	37400-67000 (AGP 10000)	Academic	U.G.C.	5	Regular	
3	Registrar	37400-67000 (GP 10000)	Non-Academic	U.G.C.	1	Tenure	
4	Chief Controller of Finance	37400-67000 (GP 10000)	Non-Academic (Please also see remarks column)	U.G.C.	1	Regular	The nomenclature of the post should be Controller of Finance as there is no post of Chief Controller of Finance as per UGC norms.
5	Director /Director (Finance)	37400-67000 (GP 8700)	Non-Academic	University/ Pb. Govt.	6+1 (DDE)	Regular	
6	Jt. Registrar	37400-67000 (GP 8700)	Non-Academic	University/ Pb. Govt.	1	Regular	
7	Controller of Exam	37400-67000 (AGP 10000)	Academic	U.G.C.	2	Regular	
8	Controller of Finance	37400-67000 (GP 10000)	Please see remarks column	U.G.C.	1	Regular	This post may be converted to any other post as highest Accounts post.
9	Deputy Deans	15600-39100 (GP 7600)	Academic	U.G.C.	5	Regular	As this post has been treated as Academic post in the university, the AGP of Dy. Deans may be allowed Rs.8000 instead of GP7600(which is not available under UGC norms) including the present incumbent.



S.No.	Name of Post	Scale/Pay Band + AGP or GP	Nature of Post	Guidelines under which regulated	No. of posts Sanctioned	Whether tenure post or Regular	Remarks
10	Deputy Registrar	15600-39100 (GP 7600)	Non-Academic	U.G.C.	8+3 (DDE)	Regular	
11	Director Sports	15600-39100 (GP 7600)	Academic	U.G.C.	1	Regular	As these posts are to be regulated under UGC norms, AGP of Rs.8000/-may be allowed to Director Sports instead of GP7600(which is not available under UGC norms) including the present incumbent.
12	Deputy Controller of Exam	15600-39100 (GP 7600)	Academic	U.G.C.	4	Regular	As these posts are to be regulated under UGC norms, AGP of Rs.8000/-may be allowed to Deputy Controller of Exam instead of GP7600(which is not available under UGC norms) including the present incumbent.
13	Assistant Professor	15600-39100 (AGP 6000)	Academic	U.G.C.	18+3+1+2	Regular	
14	Placement Officer	15600-39100 (GP 5400)	Non-Academic	University/ Pb. Govt.	01	Regular	
15	Assistant Director (Sports)	15600-39100 (AGP 6000)	Academic	U.G.C.	01	Regular	
16	Assistant Director (Youth Affairs)	15600-39100 (AGP 6000)	Academic	U.G.C.	01	Deputati-on /contract	
17	Landscape Officer	10300-34800 (GP 5000)	Non-Academic	University/ Pb. Govt.	01	Deputati-on /contract	
18	Student Counsellor	15600-39100 (AGP 6000)	Academic	U.G.C.	01	Regular	
20	Programmer	10300-34800 (GP 5000)	Non-Academic	University/ Pb. Govt.	02+01 (DDE)	Regular	



S.No.	Name of Post	Scale/Pay Band + AGP or GP	Nature of Post	Guidelines under which regulated	No. of posts Sanctioned	Whether tenure post or Regular	Remarks
21	Asstt. Registrar	15600-39100 (GP 5400)	Non-Academic	U.G.C.	16+03 (DDE)	Regular	GP has been corrected.
22	Secretary to VC	15600-39100 (GP 5400)	Non-Academic	University/ Pb. Govt.	1	Regular	
23	Legal Officer	15600-39100 (GP 5400)	Non-Academic	University/ Pb. Govt.	1	Regular	
24	Public Relation Officer	15600-39100 (GP 5400)	Non-Academic	University/ Pb. Govt.	1	Regular	
25	Estate officer	15600-39100 (GP 5400)	Non-Academic	University/ Pb. Govt.	1	Regular	
26	System Analyst	9300-34800 (GP 5400)	Non-Academic	University/ Pb. Govt.	01 (DDE)	Regular	
27	Sr. Technical Assistant	10300-34800 (GP 5000)	Non-Academic	University/ Pb. Govt.	01 (DDE)	Regular	
28	Superintendent	10300-34800 (GP 5400)	Non-Academic	University/ Pb. Govt.	6	Regular	
29	Executive secretary (PS)	10300-34800 (GP 5400)	Non-Academic	University/ Pb. Govt.	6	Regular	
30	A/c Asstt.	10300-34800 (GP 3200)	Non-Academic	University/ Pb. Govt.	6	Regular	
31	Admn. Asstt.	10300-34800 (GP 3200)	Non-Academic	University/ Pb. Govt.	4	Regular	
32	Ex. Assistant	10300-34800 (GP 3200)	Non-Academic	University/ Pb. Govt.	17	Regular	
33	Clerk	5910-20200 (GP 1900)	Non-Academic	University/ Pb. Govt.	200	Regular	
34	Driver	5910-20200 (GP 2000)	Non-Academic	University/ Pb. Govt.	10	Regular	
35	Office Assistant	4900-10660 (GP 1650)	Non-Academic	University/ Pb. Govt.	59	Regular	
36	Technical Assistant	10300-34800 (GP 3800)	Non-Academic	University/ Pb. Govt.	02	Regular	
37	Junior Engineer	10300-34800 (GP 3800)	Non-Academic	University/ Pb. Govt.	02	Regular	
38	Assistant Librarian	15600-39100 (AGP 6000)	Academic	U.G.C.	01	Regular	
39	Assistant Librarian Grade-II	10300-34800 (GP 3800)	Non-Academic	University/ Pb. Govt.	02	Regular	This designation may be re-designated as Technical Assistant Library to avoid future complications.
40	Research Assistant	10300-34800 (GP 3800)	Non-Academic	University/ Pb. Govt.	02	Regular	
41	Attendants	4900-10660 (GP 1400)	Non-Academic	University/ Pb. Govt.	125	Regular	



S.No.	Name of Post	Scale/Pay Band + AGP or GP	Nature of Post	Guidelines under which regulated	No. of posts Sanctioned	Whether tenure post or Regular	Remarks
42	Helper	4900-10660 (GP 1300)	Non-Academic	University/ Pb. Govt.	40	Regular	
43	Plumber	5910-20200 (GP 1900)	Non-Academic	University/ Pb. Govt.	01	Contract	
44	Carpenter (Grade I)	5910-20200 (GP 2400)	Non-Academic	University/ Pb. Govt.	01	Contract	
45	Electrician (Grade I)	5910-20200 (GP 2400)	Non-Academic	University/ Pb. Govt.	02	Contract	
46	Electrician (Grade II) Or Lift Operator	5910-20200 (GP 2400)	Non-Academic	University/ Pb. Govt.	02	Contract	
47	Pump Operator	5910-20200 (GP 1900)	Non-Academic	University/ Pb. Govt.	01	Contract	
48	Sewer man	4900-10680 (GP 1300)	Non-Academic	University/ Pb. Govt.	01	Contract	
49	Mechanic (Refrigeration & AC)	5910-20200 (GP 1900)	Non-Academic	University/ Pb. Govt.	02	Contract	

Posts of Construction Cell

S.No.	Name of Post	Scale/Pay Band + GP	Nature of Post	Guidelines under which regulated	No. of posts Sanctioned	Whether Regular or Contractual post	Remarks
1.	Executive Engineer	37400-67000 (GP 8700)	Non-Academic	University/ Pb. Govt.	01	Regular	
1.	Assistant Executive (Engineer) Civil	15600-39100 GP(7600)	Non-Academic	University/ Pb. Govt.	02	Contract	
2.	Assistant Executive (Engineer) Electrical	15600-39100 GP(7600)	Non-Academic	University/ Pb. Govt.	01	Contract	
3.	Assistant Executive Engineer (PH)	15600-39100 GP(7600)	Non-Academic	University/ Pb. Govt.	01	Contract	
4.	Assistant Engineer (Civil)	10300-34800	Non-Academic	University/ Pb. Govt.	03	Contract	GP is required to be mentioned
5.	Asstt. Engineer (Electrical)	10300-34800	Non-Academic	University/ Pb. Govt.	01	Contract	GP is required to be mentioned
6.	Astt. Engineer (AC)	10300-34800	Non-Academic	University/ Pb. Govt.	01	Contract	GP is required to be mentioned
7.	Astt. Engineer (PH)	10300-34800	Non-Academic	University/ Pb. Govt.	01	Contract	GP is required to be mentioned



S.No.	Name of Post	Scale/Pay Band + GP	Nature of Post	Guidelines under which regulated	No. of posts Sanctioned	Whether Regular or Contractual post	Remarks
8.	Asst. Engineer (Hort.)	10300-34800	Non-Academic	University/ Pb. Govt.	01	Contract	GP is required to be mentioned
9.	CHD/HD	Pb. Govt. scale	Non-Academic	University/ Pb. Govt.	02	Contract	Specific Pb. Pay scale and GP is required to be mentioned.
10	Supervisor Civil /Electrical	5910-20200	Non-Academic	University/ Pb. Govt.	04	Contract	GP is required to be mentioned



Statement of Financial Implication on account of Pay-protection

Name of Incumbant	Designation Pay Scale	Basic	Grade Pay	BP+GP	DA=45 %	Total BASIC+ DA	Special Allowance	H.R.A.	Medical Allowances	CCA Transp. Allowance	Grand Total	Last drawn Salary in Adhoc Service	Current Salary on Regular Service	Loss of emoluments	Strength of Regular staff selected from Adhoc staff	Amount for expenditure P.M (in Rs)	Amount for expenditure Annual (in Rs)
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	P.				
Clerk	Clerk 5910- 20200 +1900 GP	7990	1900	9890	4451	14341	0	1978	500	100	16919	16919	13487	3432	67	219114	2629368
		5910	1900	7810	3515	11325	0	1562	500	100	13487						
Driver	Driver 5910-20200 +2000 GP	7030	1650	8680	3906	12586	300	1736	500	100	15222	15222	13952	1270	6	6234	74808
		5910	2000	7910	3560	11470	300	1582	500	100	13952						
Attendant now Office Asst.	Attendant 4900-10680 +1650 GP	6540	1300	7840	3528	11368	0	1568	500	100	13536	13536	11408	2128	18	40456	485472
		4900	1650	6550	2948	9498	0	1310	500	100	11408						
Attendant	Attendant 4900-10680 +1400 GP	4900	1650	6550	2948	9498	0	1310	500	100	11408	13536	10995	2541	10	25410	304920
		4900	1400	6300	2835	9135		1260	500	100	10995						
Attendant now Helper	Attendant 4900-10680 +1300 GP	4900	1650	6550	2948	9498	0	1310	500	100	11408	13536	10830	2706	4	10824	129888
		4900	1300	6200	2790	8990		1240	500	100	10830						
Total															105	302038	3524456

The expenditure of salary will increase by approx. Rs 36.25 Lac per annum after pay protection of above PTU regular employees, who were working on adhoc basis in PTU before appointment on regular basis..



Appendix-VI**Leave Rules Recommended by the UGC for Teachers of the Universities/Colleges****1. Leave admissible to permanent teachers:**

The following kinds of leave would be admissible to permanent teachers

- (i) Leave treated as duty, viz.;
 - Casual leave;
 - Special casual leave; and
 - Duty leave
- (ii) Leave earned by duty, viz.;
 - Earned leave;
 - Half Pay leave; and
 - Commutated leave
- (iii) Leave not earned by duty, viz.;
 - Extraordinary leave; and
 - Leave not due
- (iv) Leave not debited to leave account -
 - (a) Leave for academic pursuits, viz.;
 - Study leave; and
 - Sabbatical leave/Academic leave
 - (b) Leave on grounds of health, viz.;
 - Maternity leave

Quarantine leave

The Executive Council/Syndicate may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.



2. Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

3. Special Casual Leave

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
 - (b) To inspect academic institutions attached to a statutory board, etc.

NOTE:

- (i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) In addition, special casual leave to the extent mentioned below may also be granted;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
 - (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.



Shaw

- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

4. Duty Leave

- (i) Duty leave may be granted for :
- (a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
 - (b) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
 - (c) working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university;
 - (d) participating in a delegation or working on a committee appointed by the Government of India, State Government, a University Grants Commission, a sister university or any other academic body, and
 - (e) for performing any other duty for the university.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.



Shaw

5. Earned Leave

(i) Earned leave admissible to a teacher shall be :

(a) 1/30th of actual service including vacation; plus

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

NOTE:

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note - 1.

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note - 2.

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.



Note - 3.

Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

6. Half-pay Leave

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

NOTE:

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

7. Commuted Leave

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no



Shaw

commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

B. Extraordinary Leave

(i) A permanent teacher may be granted extraordinary leave when:

(a) No other leave is admissible; or

(b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on



Sharma

medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

- (iv) The authority empowered to grant leave may commute retrospective periods of absence without leave into extraordinary leave.

9. Leave Not Due

- (i) Leave not due, may, at the discretion of the Vice Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Vice Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided further that the Executive Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

10. Study Leave

- (i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organisation and methods of education.



Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided. -

- 

previous approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.

(vi) (a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.

(vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

(ix) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.



- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.

- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause (xiii) and (xiv) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.

- (xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

11. Sabbatical Leave/Academic Leave

- (i) Permanent, whole-time teachers of the university who have completed seven years of service as Lecturer Selection Grade/Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.



Shaw

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii) A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

(iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

(v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

(vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

NOTE- I: The programme to be followed during sabbatical leave shall be submitted to the university for approval along with the application for grant of leave.

NOTE- II: On return from leave, the teacher shall report to the university the nature of studies, research or other work undertaken during the period of leave.



12. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

Adoption leave

Adoption leave may be provided as per the rules of the Central Government.

Duty leave

Duty leave should be given also for attending meetings in the UGC, DST etc. Where a teacher invited to share expertise with academic bodies, government or NGO.



Sharma

No.7/52/2010/4FPI/ 214

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-I BRANCH)

18/4/11

Dated, Chandigarh, the 7th April, 2011

To

All the Heads of the Departments,
Registrar, Punjab & Haryana High Court,
All Commissioners of Divisions,
All the Deputy Commissioners, and
All Sub-Divisional Officers (Civil)
in the State of Punjab.



Subject: - Regarding implementation of the Punjab Civil Services (Rationalisation of Certain Conditions of Service) Act, 2011(Punjab Act No.8 of 2011).

Sir/Madam,

I am directed to invite a reference to the subject cited above and enclose herewith a copy of the Punjab Civil Services (Rationalisation of Certain Conditions of Service) Act, 2011(Punjab Act No.8 of 2011), published in the Punjab Government Gazette (Extraordinary) dated the 5th April, 2011 for information and taking necessary action to implement the provisions of this Act.

2. Since this Act has come into force on and from the date of its publication in the Punjab Government Gazette (Extraordinary) i.e. 5th April, 2011, all appointments against the vacant posts of direct recruitment quota, on and from this date, are required to be made strictly in accordance with the provisions of this Act. Attention is, particularly, invited to the provisions contained in clause (c) of section 20 of the Act which *inter alia* provides that the provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in any letter of appointment or offer of appointment. Accordingly, the provisions of this Act apply even in those cases where letters of appointment and offers of appointment were issued before coming into force of this Act but the appointees concerned join service on or after the date of coming into force of this Act. Accordingly, the emoluments of the appointees who are appointed on or after the date of its coming into force shall be released strictly in accordance with the provisions of this Act.

3. Any violation of the provisions of this Act will be viewed seriously and will be punishable under the provisions of the relevant Punishment & Appeal Rules.

4. The Punjabi version of this circular letter will follow in due course.

D.A: As above.



Yours faithfully,

Jasbir Kaur
(JASBIR KAUR)
Under Secretary Finance (J)

18/4/11

A copy, alongwith a copy of its enclosures, is forwarded to:-

- (1) The Chief Secretary to the Government of Punjab, Chandigarh;
- (2) All the Financial Commissioners, Principal Secretaries and Secretaries Government of Punjab, Chandigarh

for information and necessary action.

D.A.: As above.

Tasbir Kaur
Under Secretary Finance (J)

To

- (1) The Chief Secretary to the Government of Punjab, Chandigarh.
- (2) All the Financial Commissioners, Principal Secretaries and Secretaries to Government of Punjab, Chandigarh.

I.D. No.7/52/2010/4 FPI/ 215

Dated, Chandigarh, the, 7th April, 2011

No.7/52/2010/4 FPI/ 216

Dated, Chandigarh, the, 7th April 2011

A copy each, alongwith a copy of its enclosures, is forwarded to the:-

- (1) The Principal Accountant General (Audit) Punjab, Chandigarh
- (2) The Principal Accountant General, Punjab (A & E) Punjab, Chandigarh

for information and necessary action in the matter.

D.A.: As above.

Tasbir Kaur
Under Secretary Finance (J)

No. 7/52/2010/4 FPI/ 217

Dated, Chandigarh, the 7th April, 2011

A copy, alongwith a copy of its enclosures, is forwarded to the Director, Disinvestment, Punjab, Chandigarh for information and necessary action. His attention, in particular, is invited to Section 17 of the Act for taking immediate necessary action in the matter.

D.A.:As above

Harinder Arora
Superintendent.

No. 7/52/2010/4 FPI/ 218

Dated, Chandigarh, the 7th April, 2011

A copy, alongwith a copy of its enclosures, is forwarded to the Director, Local Government, Punjab, Chandigarh for information and necessary action. His attention, in particular, is invited to Section 17 of the Act for taking immediate necessary action in the matter.

D.A.: As above

Harinder Arora
Superintendent.

No. 7/52/2010/4 FPI/ 219

Dated, Chandigarh, the 7th April, 2011

A copy, alongwith a copy of its enclosures, is forwarded to the Managing Directors/Chief Executive Officers of all the Public Sector Undertakings, Boards, Municipalities, Corporations, Companies, Authorities, Autonomous Statutory Bodies, Apex Cooperative Societies and Societies registered under the Societies Registration Act, 1860, which are wholly or substantially owned or controlled by the Punjab Government for information and necessary action. Their attention, in particular, is invited to Section 17 of the Act for taking immediate necessary action in the matter.



No.7/52/2010/4 FPI/220

Dated, Chandigarh, the 7th April 2011

A copy is forwarded to the Managing Director, INFOTECH. He is requested that the contents of this circular letter, alongwith those of its enclosures, may please be hosted on the website of the Punjab Government.

D.A.: Above

Kamlesh Arora
Superintendent

No.7/52/2010/4 FPI/221

Dated, Chandigarh, the 7th April. 2011

A copy, alongwith a copy of its enclosures, is forwarded to all the District Treasury Officers/Treasury Officers in the State for information and necessary action.

D.A.: Above

Kamlesh Arora
Superintendent

INTERNAL DISTRIBUTION

- (a) Directorate of Financial Resources & Economic Intelligence, Punjab, Chandigarh.
- (b) All the Branches of the Department of Finance.

---0---





Punjab Government Gazette

EXTRAORDINARY

Published by Authority

CHANDIGARH, TUESDAY, APRIL 05, 2011
(CHAITRA 15, 1933 SAKA)

LEGISLATIVE SUPPLEMENT

	Contents	Pages
Part I	Acts	
	The Punjab Civil Services (Rationalisation of Certain Conditions of Service) Act, 2011 (Punjab Act No. 8 of 2011)	.. 21—26
Part II	Ordinances	
	<i>Nil</i>	
Part III	Delegated Legislation	
	<i>Nil</i>	
Part IV	Correction Slips, Republications and Replacements	
	<i>Nil</i>	
	(xxxiv)	



* PART I

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

Notification

The 5th April, 2011

No. 12-Leg./2011.—The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 2nd April, 2011 and is hereby published for general information :—

**THE PUNJAB CIVIL SERVICES (RATIONALISATION OF CERTAIN
CONDITIONS OF SERVICE) ACT, 2011**

(Punjab Act No. 8 of 2011)

AN

ACT

to rationalise certain conditions of service of Government employees to be appointed by direct recruitment to the services or posts in connection with the affairs of the State of Punjab and for the matters connected therewith or incidental thereto.

BE it enacted by the Legislature of the State of Punjab in the Sixty-second Year of the Republic of India as follows :—

1. (1) This Act may be called the Punjab Civil Services (Rationalisation of Certain Conditions of Service) Act, 2011. Short title and commencement.

(2) It shall come into force at once.

2. In this Act, unless the context otherwise requires,—

Definitions.

- (a) "appointing authority" means an authority conferred with the powers to make appointment to any service or post in connection with the affairs of the State of Punjab under any Act, rules, regulations, bye-laws or executive instructions ;
- (b) "appointment by direct recruitment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government ;
- (c) "Government" means the Government of the State of Punjab ;
- (d) "period of induction" means the period of three years commencing from the date of appointment of a person under this Act to a service or post, which is extendable up to five years ;



(CHTR 15, 1933 SAKA)

... PART I DEPARTMENT OF LEGAL AND LEGISLATIVE
AFFAIRS, PUNJAB

Notification The 5th April, 2011

No. 12-Leg. 2011.-The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 2nd April, 2011 and is hereby published for general information ; THE PUNJAB CIVIL SERVICES (RATIONALISATION OF CERTAIN CONDITIONS OF SERVICE) ACT, 2011

(Punjab Act No. 8 of 2011)

AN
ACT

to rationalise certain conditions of service of Government employees to be appointed by direct recruitment to the services or posts in connection with the affairs of the State of Punjab and for the matters connected therewith or incidental thereto.

BE it enacted by the Legislature of the State of Punjab in the Sixty-second Year of the Republic of India as follows :

1. (1) This Act may be called the Punjab Civil services commencement
(Rationalisation Shon title and of Certain Conditions of t.
Service) Act, 2011.

(2) It shall come into force at once.

2. In this Act, unless the context otherwise requires, - Definitions,

(a) "appointing authority" means an authority conferred with the powers to make appointment to any service or post in connection with the affairs of the State of Punjab under any Act, rules, regulations, bye-laws or executive instructions;

(b) "appointment by direct recruitment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government :

(c) "Government" mean the Government of the State of Punjab;

(d) "period of induction" means the period of three years commencing from the date of appointment of a person under this Act to a service or post. which is extendable up to five years ;



- (e) "recruiting authority" shall include the Punjab Public Service Commission, the Punjab Subordinate Services Selection Board or any other authority or committee constituted to make recruitment by the Punjab Government ; and
- (f) "Service" means any Group 'A' Service, Group 'B' Service, Group 'C' Service or Group 'D' Service, constituted in connection with the affairs of the State of Punjab.

3. Save as otherwise expressly provided by or under this Act, this Act shall apply to all persons, appointed by direct recruitment to the services or posts in connection with the affairs of the State of Punjab on and from the date of its commencement.

Application of the Act.

4. This Act shall not apply to the,—

Exclusion of certain persons from operation of the Act.

- (a) members of All India Services serving in connection with the affairs of the State of Punjab ;
- (b) persons appointed to the Punjab Civil Service (Executive Branch) and Allied Services ;
- (c) persons appointed to the Punjab Civil Service (Judicial Branch) ;
- (d) persons not in the whole-time employment of the Punjab Government ;
- (e) persons paid out of contingencies ; and
- (f) persons appointed to the services or posts in connection with the affairs of the State of Punjab before the commencement of this Act.

5. Subject to the provisions of the Constitution of India and any other Act, rules, regulations, bye-laws or instructions providing for reservation of appointments or posts in favour of any class of citizens of India, the appointment by direct recruitment to the services and posts in connection with the affairs of the State of Punjab shall be on the principle of merit, fairness and open competition and subject to such conditions, as may be stipulated by the competent authority.

Appointment by direct recruitment.

6. A person after his appointment by direct recruitment shall remain on period of induction.

Period of induction.



7. (1) During the period of induction, a Government employee shall be entitled to receive all-inclusive fixed monthly emoluments equal to the minimum of the pay band of the post to which he is appointed, but he shall not be entitled to receive the grade pay, if any, attached to the post.

Emoluments during the period of induction.

(2) Notwithstanding anything contained in any other Act, rules, regulations, bye-laws, instructions or guidelines for the time being in force, the all-inclusive fixed monthly emoluments admissible under sub-section (1), shall not be varied, altered, modified or revised to the advantage or disadvantage of an employee during the period of induction.

(3) Save as otherwise expressly provided by or under this Act, during the period of induction, a Government employee shall not be entitled to any other allowance or monetary benefit whatsoever :

Provided that an employee, who holds a lien on another post, shall have the option to receive either all-inclusive fixed monthly emoluments admissible under this section or the pay and allowances admissible to him in respect of the post on which he holds a lien :

Provided further that where such Government employee holds a lien on another post, and his pay in respect of that post is more than the maximum pay of the post to which he is appointed under this Act, he shall be entitled to the maximum pay of the scale of new post as initial pay. In addition to this he shall be entitled to all the allowances admissible on such initial pay.

8. The service rendered during the period of induction shall not be counted either notionally or otherwise for any purpose whatsoever, and a Government employee shall not be entitled to any direct or indirect monetary benefit for the service rendered by him during the period of induction other than the all-inclusive fixed monthly emoluments admissible to him under this Act :

Non-reckoning of the service rendered during the period of induction for any other purpose.

Provided that if death of a Government employee occurs during the period of induction or the employee becomes permanently disabled and also becomes unfit for further service, his eligible dependent family member or members or he himself, as the case may be, shall be entitled to receive *exgratia* grant and gratuity on the pattern on which it is admissible to Government employees appointed on or after the first day of January, 2004 :

Provided further that where an employee holds a lien on another post and gives an option to receive pay and allowances in respect of that post, the service rendered by him during the period of induction, shall be counted for determining the qualifying service for pensionary benefits, subject to the condition that the pension contribution, if any, payable under the provisions of relevant rules or instructions is deposited by him.



9. On completion of the period of induction, the appointing authority shall make an assessment of the work and conduct of the Government employee in accordance with the procedure and standards of performance, as laid down by the competent authority by rules, regulations, instructions or orders issued in this behalf.

Performance appraisal.

10. If the appointing authority is of the opinion that the work and conduct of the Government employee during the period of induction, has been found to be satisfactory, it may confirm the Government employee from the day, following the day, on which the period of induction was completed satisfactorily :

Successful completion of period of induction.

Provided that if no order of confirmation is issued within a period of three months from the date of successful completion of the period of induction, the Government employee shall be deemed to have been confirmed from the day, following the day, on which the period of induction was completed satisfactorily.

11. From the day, following the day of successful completion of the period of induction, the Government employee shall be entitled to receive pay at the initial stage of the scale of pay applicable to the post to which he is appointed in accordance with the relevant Service Rules. In addition to this, he shall also be entitled to receive all allowances admissible under any relevant Act, rules, regulations, bye-laws, instructions or guidelines in force.

Pay and allowances on successful completion of period of induction.

12. The service rendered by the Government employee from the day, following the day of successful completion of the period of induction, shall be counted for all intents and purposes including seniority, pay, increment, promotion, assured progression, higher grade, leave or pensionary benefits admissible to him under any relevant Act, rules, regulations, bye-laws, instructions or guidelines in force.

Conditions of service on successful completion of period of induction.

13. (1) A person appointed under this Act, shall be assigned seniority from the day, following the day, on which he completes the period of induction satisfactorily.

Seniority.

(2) The seniority referred to in sub-section (1), shall be determined in accordance with the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

14. If the appointing authority is of the opinion that the work and conduct of a Government employee, during the period of induction has not been found to be satisfactory, or if he has failed to pass the departmental examination, if any, prescribed in the relevant Service Rules or departmental

Consequences of unsatisfactory work and conduct during the period of induction.



regulations, bye-laws or instructions within a period of three years from the date of appointment, it may,—

- (a) dispense with his services forthwith ; or
- (b) revert him to a post on which he holds a lien; or
- (c) extend the period of induction for a period of six months at a time, subject to the condition that the total period of induction including extension, if any, shall not exceed five years; and thereafter pass such orders, as mentioned in section 10 or in clauses (a) or (b) of this section, as the case may be.

15. During the extended period of induction, the Government employee shall continue to receive all inclusive fixed emoluments, as mentioned in section 7. Emoluments during the extended period of induction.

16. (1) The other conditions of Service during the period of induction shall be such, as may be stipulated by the Government from time to time. Other conditions of service during the period of induction.

(2) Till the conditions are stipulated by the Government under sub-section (1), the conditions of Service during the period of induction shall be, as provided hereinafter,—

- (a) A Government employee shall be entitled to,—
 - (i) casual leave of twelve days during each year of Service; and
 - (ii) extraordinary leave of thirty days on account of accident or serious illness, subject to the production of medical certificate, as required in the case of a regular Government employee. ;
- (b) A woman Government employee shall be entitled to,—
 - (i) maternity leave for a period of three months, subject to the same conditions, as are applicable in the case of a regular Government employee ; and
 - (ii) leave for miscarriage for a period of six weeks, subject to the same conditions, as are applicable in the case of a regular Government employee. ;
- (c) if a Government employee is required to travel in public interest, he shall be entitled to Travelling Allowance and Daily Allowance at the same rates, as are applicable in the case of a corresponding regular employee with the lowest grade ;



- (d) the services of a Government employee shall be terminable before the expiry of the period of induction by giving prior notice of one month from either side, or on payment of amount equal to the emoluments of one month in lieu of such notice ; and
- (e) in the matters of discipline and conduct, the provisions of the Act, rules, regulations, bye-laws or instructions, as are applicable to a regular employee shall apply *mutatis mutandis*.

17. This Act shall also apply *mutatis mutandis* to the persons appointed by direct recruitment in the State Public Sector Undertakings including Boards, Municipalities, Corporations, Companies, Authorities, Autonomous Statutory Bodies, whether incorporated or not, Apex Co-operative Societies and Societies registered under the Societies Registration Act, 1860, which are wholly or substantially owned or controlled by the Punjab Government.

Application of the Act to the State Public Sector Undertakings.

18. The Government may, from time to time, issue executive instructions relating to the matters to which the provisions of this Act apply :

Power to issue instructions.

Provided that such instructions shall be consistent with the provisions of this Act.

19. (1) If any difficulty arises in giving effect to any of the provisions of this Act, the Government may, by notification, published in the Official Gazette, make such order, not inconsistent with the provisions of this Act, as may appear to be necessary or expedient for the removal of difficulty :

Power to remove difficulties.

Provided that no such order shall be made after the expiry of a period of two years from the date of coming into force of this Act.

(2) Every order made under this section shall be laid, as soon as may be, after it is made before the State Legislature.

20. The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in any,—

Overriding effect.

- (a) other law for the time being in force ;
- (b) judgment, decree or order passed by any court ; or
- (c) rules, regulations, bye-laws, notification, order, policy, circular, instructions, advice, letter of appointment, offer of appointment or guidelines issued by any authority for the time being in force.

GOBINDER SINGH,

Secretary to Government of Punjab,
Department of Legal and Legislative Affairs.



**Concept Note for
Establishing a
Centre for Holistic Technologies (CHT)
@
Punjab Technical University**

Prepared by
Value Education Cell-PTU



Table of Contents

1. Genesis & Background	3
2. Vision	3
3. Mission	3
4. Basic Premise of the term 'Holistic Technology'	4
5. What is this concept– “Centre for Holistic Technology (CHT)”?	4
5.1. Energy:.....	4
5.2. Sustainable Architecture/ Technique/ Training	5
5.3. Technology & Tools (Scope & Ideas)	5
5.4. Agriculture:.....	5
5.5. Other Projects	6
6. Roadmap	6
7. Human Resource Requirement	8



1. Genesis & Background

Over a period of time, the university has realized that the students, coming out of technical institutions, are not competent enough to contribute to the society. Usually, it is observed that students after completing their studies indulge into indecisive and pre-conditioned means to settle down in their lives and yet fail to achieve their ultimate goals of happiness and prosperity. This causes frustration in them.

In the search for a solution to this problem, the university has taken a step to re-orient its direction towards establishing more humanistic education system. The university has introduced a course on "Human Values and Professional Ethics (HVPE)". This school of thought lays great emphasis on ensuring relationship with individuals & groups and establishing cyclical production systems. Hence to tangibilize the vision of sustainable development, the proposal as "Centre for Holistic Technologies" is presented.

2. Vision

PTU visualizes developing a model for Sustainable Development using Cyclical Production Systems/Holistic Technologies and its demonstration to the society for replication

3. Mission

The university seeks to achieve the above vision by:

- Involving the students in alternative research by giving them a live platform for experimentation e.g. alternative energy sources, eco-friendly architecture etc.
- Promoting entrepreneurship amongst the students rather than sticking up to trivial jobs
- Channelizing the knowledge and skills of faculties within the University
- Networking and collaborating with people who've done pioneering work in their respective area
- Involving the community for demonstration and testing of the research outcomes



4. Basic Premise of the term 'Holistic Technology'

The basic premise of Holistic technology (HT) is technology that is

- Designed with special consideration to the environmental, cultural, social and economic aspects of the community it is intended for.
- Typically requires fewer resources, is easier to maintain,
- Has a lower overall cost and minimal or no impact on the environment.

5. What is this concept– “Centre for Holistic Technology (CHT)”?

The university conceptualizes to develop a “Centre for Holistic Technologies (CHT)” in its campus on a **2-acre land**. The basic aim of CHT is to develop and demonstrate a model for sustainable development in tandem with nature. The idea of **CHT** calls for integrating various natural materials and energy sources for production therefore a variety of inter-dependant projects will need to be run simultaneously. Since, most of the projects conceptualized are at very nascent stages for the society and no proper documentation or research is available on the projects therefore implementation of the same will take place gradually and on project to project basis.

A few projects are given below:

5.1. Energy:

Renewable, efficient, pedal-powered, alternatives to fossil fuel, fuel from farms

5.1.1. Human Muscle Power

5.1.1.1. Pedal driven energy generator

5.1.1.2. Hand-driven equipments

5.1.2. Animal Power

5.1.2.1. Bullock-driven pump

5.1.3. Bio-mass Energy

5.1.3.1. Bio-gas Plant

5.1.4. Solar Energy

5.1.4.1. Sterling engine, Photo-voltaic cells

5.1.4.2. Solar-cooking

5.1.5. Wind Energy



5.2. Sustainable Architecture/ Technique/ Training

- 5.2.1. Design aspect – space management
- 5.2.2. Materials & Techniques – Rammed earth, Adobe bricks, Cob (mixed material), compressed earth block, steel & ceramics (wherever required) etc.
- 5.2.3. Solar powered, ventilation design (chimneys, Turbines, water coolers, wind catchers etc.), passive solar technique, types of materials for comfort
- 5.2.4. Technology & Services – Electricity, Temperature, Day-lighting, Drainage, Water-harvesting, Waste-Management

5.3. Technology & Tools (Scope & Ideas)

- 5.3.1. Develop new technologies for a technically and economically viable application.
- 5.3.2. Upgrade existing technologies or technologies used in the past
 - 5.3.2.1. Locate existing technologies or technologies used in the past
 - 5.3.2.2. Identify the best technology presently available or the innovation status in the scientific community
 - 5.3.2.3. Survey neighbouring areas to find out innovations
- 5.3.3. Open outlet for innovators to contact CHT
- 5.3.4. Technical assessment, improvisation and standardization of the technology to make it appropriate in the field and for fabrication, and carrying out its field testing.
- 5.3.5. Establishing its technical and economic viability.
- 5.3.6. Prepare detailed specification and manufacture layout.

5.4. Agriculture:

- 5.4.1. Environmentally sound, small-scale, simple, organic farming, alternative crops, composting, recycling, integrated pest management and alternatives to pesticides, small-scale irrigation, small-scale livestock projects etc.
- 5.4.2. Dairy Development and complementarity with farming



- 5.4.3. Agricultural tools: small-scale, simple, low-cost, home-made, hand-operated, animal-powered, solar-powered, wind-powered, etc.

5.5. Other Projects

The other projects such as Tree Plantation, Holistic Canteen/Mess and Theatre/Awareness campaign will also be executed as and when required.

6. Roadmap

- 6.1. To form a team/action group/department who will coordinate the entire project
- 6.2. The VE Cell may be assigned the task of implementing the entire project.
- 6.3. To define the manpower requirements for the projects – contractual and regular (if any)
- 6.4. To define the phases of introduction/construction/installation
 - 6.4.1. To define the detail scope for eco-friendly construction and develop the same
 - 6.4.2. To develop the land ready for natural farming, dairy and other primary projects for production in the very first phase
- 6.5. To identify and define structured programme for involvement of the working groups viz. students, faculties, university staff (willing participants), researchers, outside experts etc. for various projects
- 6.6. To document each and every research and develop a library
- 6.7. To develop structured programme for demonstration to the community at large. The participation of nearby community may also be thought of
- 6.8. Run structured programme for dissemination of the technology
 - 6.8.1. Motivate a manufacturer/ entrepreneur specially students
 - 6.8.2. Disseminate with the help of guest-agency.
 - 6.8.2.1. MNRE, DST, KVIC, CAPART, ICAR, NIF.
 - 6.8.2.2. Collaboration with an NGO/ a group/ an individual
 - 6.8.2.3. Community Development through Affiliated colleges



Bottlenecks:

1. Making the society aware of the need for implementation of such technologies
2. Simultaneous availability of non-renewable technologies until transition
3. Local entrepreneurs
4. Mobilizing technical community with commitment
5. Ensuring the applicability in the field in the long run.

Abbreviations:

MNRE	:	Ministry of New and Renewable Energy
DST	:	Department of Science and Technology
KVIC	:	Khadi and Village Industries Commission
CAPART	:	Council for Advancement of People's Action and Rural Technology
ICAR	:	Indian Council of Agricultural Research
NIF	:	National Innovation Foundation



7. Human Resource Requirement

S.No	Resource Required	Qty./ Units	Type of Expense	Remarks
1	Project In charge (Technical Person - ITI level with 5-7 yrs. Exp.) (In the field of Mechanical or Electrical)	2	Continuous	Regular
2	Maali/Farmer for Land	1	Continuous	Contractual
3	Helper for Land Up-gradation (to support Maali/Farmer)	2	Continuous	Contractual
4	Dairy Man	1	Continuous	Contractual
5	Electrician & Maintenance	-		Common resource with Univ.

Note:

1. The manpower mentioned above is supposed to be deployed dedicatedly for CHT.
2. However, the conceptualization and implementation of various projects would be done with the involvement of all those interested in the project. They may be from within the university or from affiliated colleges as well.
3. Therefore, no fixed requirement for officer rank manpower as such is suggested.



PUNJAB TECHNICAL UNIVERSITY JALANDHAR

Ref. No. PTU/REG/O.D/630

Dated 30/12/10

OFFICE ORDER

Subject: - Establishment of Directorate of Distance Education.

The BOG in its 25th meeting vide item No. 25.7 has approved the setting up of Directorate of Distance Education in the University in order to increase the effectiveness of distance education system.

To implement the decision of the Board the manpower requirement for establishing directorate has been approved in its 41st meeting. Directorate of Distance Education will start functioning w.e.f. 01.01.2011 and will be fully responsible for the following tasks and will independently deal with all matters pertaining to the distance education programme.

Directorate will have various sections dealing with Establishment, Academics, EDP, Accounts, Examinations & Administration

1. Duties and Functions of Directorate

Section	Responsibilities
HR	LC / RC Profile Management, LC Codes, LC Certificates, LC Establishment, RC Establishment, LC Operation Manual, Rules & Regulations, Infrastructure Norms, LC / RC Training, LC Audit, RC Audit, LC / RC Monitoring / Closure / Renewal, Additional Courses, LC Meets, Monthly RC Review Meets, Events
Academics	Syllabi and Scheme, Curriculum Revision, New Courses, Admission Analysis, Practical Guidelines, Projects / Industrial Training, Industry Tie-up / Industry Integration, Board of Studies, Placement Facilitation, Training Centre, On Campus Learning Centre, SIM Material, Computer Based Tutorials, Learning Management System, Broadcast / Telecast, Physical & Digital Library, Question Bank
EDP	Manage the entire database of the Learning centers, Student Profile Management, Admission Fee Deposit database, Roll Numbers / Eligibility, Examination Fee, Late Fee Management, Establishment Fee, Specialization Data, Absentee Data, Award Importing, Result Declaration, DMC Printing, Degree Printing, Migration, UMC, Challenge Evaluation, Re-totaling, Transcript issuance
Accounts	Admission Fee Deposit, Examination Fee Deposit, Establishment Fee Deposit, Disbursement of Share to LC / RC, LC / RC Incentive, Process applicable TDS, Examination Expenditure Disbursement, Additional Course & OTF Fee Share, Online Transfer, Other Claims & Disbursement
Examinations	Conduct of Practical Examinations, Practical Examiners / Observers / Paper setters / Evaluators, Establishment of Exam Centres, Establishment of Technology Centre, Online Testing, Model Question Papers, Date Sheet, Obtaining Student Strength, Setting of Question Papers, Packing & Distribution of Examination Material, Observance & Surveillance, Collection of Answer Sheets, Evaluation, Scanning of OMR Sheets, Declaration of Result, Dissemination of Result, Innovations in Testing Techniques



But

Dean Office / Administration	Policy Reforms, Governance & Overall Management, Communication with AIPTUDEPA, Communication with RC, Communication with Learning Centers, Communication to the Students, Feedback Mechanism, DEC Meetings, Student Facilitation Centre, Complaint Management, Documentation, Legal, Convocation
Admission	Academic Calendar, Admissions Forms & Testimonials, Roll No., ID cards, Eligibility Equivalence, Student Record File, Migration Approval, Fee Waiver / Scholarship

2. Vice-Chancellor's approval is necessary for the new recruitment.
3. The following Committee will work for the distribution of staff and guidelines for tying up the accounts work with Directorate of Distance Education:
 1. Dean (Directorate of Distance Education)
 2. Chief Controller of Finance
 3. Director Finance
4. The following Committee will work for the distribution of staff and guidelines for tying up the eligibility check work with Directorate of Distance Education:
 1. Dean (Directorate of Distance Education)
 2. Registrar
 3. Deputy Registrar (Administration)
5. The following Committee will consider the format of Degree Certificate & DMC after being prepared from Directorate of Distance Education:
 1. Dean (Directorate of Distance Education)
 2. Registrar
 3. Controller of Examinations (Directorate of Distance Education)

Organization structure of Directorate will be as under:

S.No	Post	No.	Job Profile
1	Dean	01	A) Policy Planning, Liasoning with other Institutions including IGNOU, AICTE, UGC B) Framing of policy in line with the recommendations of different committees C) Representation at different academic forms including the University and other organizations
2	Director	01	To head the Directorate
3	Controller of Examinations	01	To head the Examinations wing
4	Joint Registrar	02	Conduct of Examination, Evaluation and declaration of Result
5	Deputy Controller of Examinations	02	Conduct of Examination, Evaluation and declaration of Result



6	Deputy Registrar	03	1. Will be head of the Finance/ Accounts for DEP Program 2. Academics / Admission / Establishment
7	Assistant Professor	15	One Faculty for each discipline
8	Assistant Registrar	07	One for each section
9	System Analyst	01	To head the EDP Section
10	Programmer	01	Database Management
11	Sr. Technical Assistant	01	Collection of Data, Database Management and related work

[Signature]
Registrar

CC to: -

1. PS to VC for kind information of the Vice Chancellor
2. Dean (DEP) for necessary action



Minutes of the Meeting held on 16.05.2011 under the chairmanship of Dr. Nachhattar Singh, Advisor to V.C regarding recruitment of Technical Staff for Construction Cell.

Present:

1. Mr. H.S. Bains, Registrar
2. Mr. H. P. Singh, Executive Engineer
3. Ms. Geet, Deputy Registrar (H.R)

1.0 Preamble:

Applications for 01 post of Assistant Executive Engineer (Civil) & 01 post of Assistant Engineer (Civil) for Construction Cell were invited through press advertisement. In total six applications (four for Assistant Executive Engineer and two for Assistant Engineer) has been received. Out of six applications received one candidate was clearly qualified, one was not qualified and proper documents were not submitted by the balance candidates. To decide next course of action in this regard, Hon'ble Vice Chancellor has constituted a committee consisting of above officers.

2.0 Committee's observations are as under:

- i. There has been a very poor response to the advertisement on account of the fact that the posts advertised were on contractual basis and experienced/ already engaged persons may not opt to join on contractual basis. PTU is likely to get quality engineers only if recruitment is done on regular basis.
- ii. PTU is in the process of establishing a number of new institutes/regional campus at various locations in Punjab involving construction works of more than Rs. 200 Crores. For optimum utilization of funds and getting quality work done, PTU will be requiring quality and experienced manpower.
- iii. PTU will be requiring huge manpower for performing of various activities involved in construction. In case, PTU employ huge manpower for construction, their deployment will be an issue after completion of works. Thus, committee is of the view that part of the activities involved in construction may be outsourced.

In view of the various considerations, committee recommends the followings:

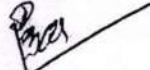
1. Applications received against one post of Asstt. Executive Engineer/Civil (one post) and Asstt. Engineer/Civil (one post) may be cancelled.
2. Out of the various activities listed below, a govt. agency like Edcil, Rites, Markfed etc. may be engaged for performing activities c), d) and f). Balance activities may be done by PTU themselves. Similar procedure is also being followed by the largest client (in construction) of the country i.e. NHAI:
 - a) Preparation and finalization of Design/Drawings of the institutes
 - b) Invitation and finalization of tenders for vendors and contractors
 - c) Supervision, monitoring and execution of works
 - d) Recording measurements and preparation of bills of vendors and contractors
 - e) Ensuring timely payments
 - f) Finalization and closing of contracts.

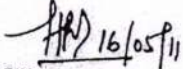


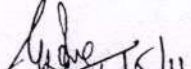
has

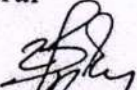
367
19/05/11

3. The construction works is expected to continue for 5-8 years, thereafter staff for maintenance will also be required and considering the quantum of work to be done by PTU out of the total activities listed at para 2 above, one Asstt. Executive Engineer/Civil and two Asstt. Engineer/Civil are recruited on regular basis.


(H.S. Bains)
Registrar

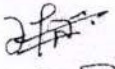

(H.P. Singh)
Executive Engineer


(Geet)
Deputy Registrar

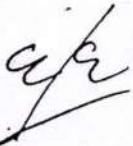

(Dr. Nachhattar Singh)
Advisor to V.C

Put up for further orders please.


B/W રૂબરૂ રી માર્ગ ની નિર્માણ કાર્યક્રમ


અધિકારી





May be discussed in 26th Building Construction Committee meeting scheduled to be held on 26/05/11.


EE/civil
18/05/11

Adv. to VC

Registrar

Copy to: Dr. R. S. Khandpur, DGSC - For kind information please. - by e-mail



VC
Despatch No. 362 Dt. 17-5-11
Construction Cell, PTU, Jalandhar

1815/11
1815/11
Dt. 18/05/11
Construction Cell, PTU, Jalandhar