

**I.K Gujral  
Punjab Technical University**

**AGENDA**

**27<sup>th</sup> Meeting of  
Internal Human Resource Committee**



**Venue:**

**Office of Registrar**

**I.K Gujral Punjab Technical University**

**Jalandhar-Kapurthala Highway**

**Kapurthala 144603, Punjab**

**Date and Time:**

**17<sup>th</sup> March, 2020 at 04:00 PM**



**Agenda for the 27<sup>th</sup> Meeting of the Internal Human Resource Committee to be held on 17.03.2020 in the I.K Gujral Punjab Technical University, Kapurthala.**

**Agenda items for Consideration and approval**

<b>Item No.</b>	<b>Item</b>	<b>Page No.</b>	<b>Annexure</b>	<b>Annexure Page No.</b>
27.1	Confirmation of minutes of 26 <sup>h</sup> meeting of Internal Human Resource held on 07.01.2020	<b>1</b>	<b>I</b>	<b>7-11</b>
27.2	Action taken Report	<b>1-4</b>	<b>II</b>	<b>12-17</b>
27.3	Placement/Promotion cases of Group- A officers.	<b>4-6</b>	<b>III</b>	<b>18-26</b>
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			<b>V</b>	<b>31-32</b>
			<b>VI</b>	<b>33</b>
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**Item No. 27.1:****Confirmation of minutes of meeting of Internal Human Resource held on 07.01.2020.**

Minutes of the 26<sup>th</sup> meeting of Internal Human Resource Committee is placed at **Annexure-I** for confirmation please.

**Agenda Item 27.2:****Action taken report on the proceedings of 26<sup>th</sup> meeting of Internal Human Resource held on 07.01.2020.**

<b>Agenda Item 26.2: Review of Action Taken Report on 25<sup>th</sup> meeting</b>	<b>Action</b>
<p><b>Agenda Item 25.2, 25.8, 25.10, 25.11 &amp; 25.13:</b> Cases regarding promotion and Assured Career Scheme (ACP) - 4,9,14.</p> <p><b><i>Recommendations of the Committee:</i></b></p> <p><b>25.2:</b> The committee discussed and deliberated on the issue and recommendations of sub- committee. It was unanimously decided by the committee that a detailed policy on Assured Career Progression and Promotion of such categories be prepared in line with Govt. of Punjab policy. For this Sh. R.S. Mittal was requested to prepare the draft of the policy. Once this policy is finalized, the recommendations of HR be put up in the meeting of BOG.</p> <p><b>25.8:</b> The committee discussed and deliberated on the issue. It was unanimously decided by the committee that a detailed policy on Promotion as well as Assured Career Progression, of such categories be prepared in line with Govt. of Punjab norms. For this Sh. R.S.Mittal was requested to prepare the draft for the same. Once this policy is finalized, the recommendations of HR be put up in the next meeting of BOG.</p> <p><b>25.10:</b> The committee discussed in details and recommended that comprehensive policy on ACP and promotion be prepared for this category of employees and the Chairman requested Sh. R.S Mittal to prepare and present the draft policy in the next meeting for further deliberation.</p> <p><b>25.11:</b> The committee discussed in details and recommended that comprehensive policy on ACP and promotion be prepared for this category of employee and the Chairman requested Sh. R.S. Mittal to prepare and present the draft policy in the next meeting for further deliberation.</p>	<p>The matter is under process.</p>



<p><b>25.13:</b> The committee discussed in details and recommended that comprehensive policy on ACP and promotion be prepared for such category of employees and the Chairman requested Sh. R.S. Mittal to prepare and present the draft policy in the next meeting for further deliberation.</p> <p><b>25.14:</b> As per previous practice the matter be included in the Policy.</p> <p><b>Action Taken:</b> Committee noted the matter and further recommended to constitute the following committee for the purpose of preparing promotion policy of Non-Teaching Staff:-</p> <ol style="list-style-type: none"> <li>1. Sh. Dinesh Juneja, Deputy Registrar (HRM) – <b>Convenor</b></li> <li>2. Sh. Kishore Luthra, Assistant Registrar (Legal Cell)</li> <li>3. Sh. Paramjit Singh Gill, Assistant Registrar (HRM) as representative of SC/STs</li> <li>4. Sh. R.S Mittal, Deputy Controller (F&amp;A) (Retd.), Govt. of Punjab-<b>Expert.</b></li> </ol>	
<p><b>Agenda Item 25.5: To re-consider the criteria of educational qualification for promotion from the post of Office Assistant to Clerk as per criteria of State Govt. Recommendations of the Committee:</b></p> <p>It was observed by the committee, that the qualification and experience etc. required for promotion as clerk, who are graduate, would remain same, as already notified by IKGPTU. However, to grant relief to the existing Office Assistants, who are matriculate the following promotion criteria be considered:</p> <ol style="list-style-type: none"> <li>a) Matric with Punjabi and 8 years of experience as Office Assistant in IKG PTU and</li> <li>b) English and Punjabi typing to be cleared with minimum speed of 30 words per minute.</li> </ol> <p>This will be subject to the approval of BOG.</p> <p><b>Revised recommendations in 26<sup>th</sup> HR Committee held on 07.01.2020:</b></p> <p>It was observed by the committee, that the qualification and experience etc. required for promotion as clerk, who are graduate, would remain same, as already notified by IKGPTU.</p>	<p>The minutes of meeting were approved by the 72<sup>nd</sup> meeting of BOG held on 23.01.2020. In this regard, a notification issued vide No. IKGPTU/REG/NF/41 dated 09.03.2020 (Copy enclosed).</p>



<p>However, to grant relief to the existing Office Assistants, who are matriculate the following promotion criteria be considered:</p> <p>a) Matric with Punjabi and 8 years of experience as Office Assistant in IKG PTU and</p> <p>b) English and Punjabi typing to be cleared with minimum speed of 30 words per minute.</p>	
<p><b>Agenda item 25.6: To consider the appointment of daughter of Late. Sh. Vikramjeet, Office Assistant, on Compassionate Ground, when she will attain the age of majority.</b></p> <p><b>Recommendations of the Committee:</b> The committee discussed the said case and also the case of son of late Sh. Jaspal Singh, Ex- Joint Registrar, IKGPTU. The committee recommended the all such cases be considered in line with the Punjab Govt. instructions/norms. However such policy be got prepared and approved from BOG.</p> <p><b>Action Taken:</b> In this regard, university has already notified a policy vide Notification No. IKGPTU/Registrar/Notification/1282 dated 02.06.2017. The same is enclosed.</p>	<p>The minutes of meeting were approved by the 72<sup>nd</sup> meeting of BOG held on 23.01.2020.</p> <p>A Separate Policy regarding the case of son of late Sh. Jaspal Singh, Ex-Joint Registrar, IKGPTU and similar is under process</p>
<p><b>Agenda Item 25.7: To enhance the Retirement Age from 58 years to 60 years for Category 'B' &amp; 'C' employees.</b></p> <p><b>Recommendations of the Committee:</b> The committee observed that the matter regarding retirement age of all employees as 60 years has already been approved by BOG in its 10<sup>th</sup> meeting. The committee also noted the reply of O/o of DTEIT in response to the letter of IKGPTU regarding clarification of retirement age of B &amp; C category. The committee recommended that the matter be brought to the notice of BOG in response to the directions of BOG as per 68<sup>th</sup> meeting.</p> <p><b>Action Taken:</b> Recommendations of the committee will be put for the approval of forthcoming meeting of Board of Governors, IKGPTU.</p>	<p>The minutes of meeting were approved in the 72<sup>nd</sup> meeting of BOG held on 23.01.2020.</p>
<p><b>Agenda Item 25.9: To consider grant of benefit of previous service to 09 employees of University.</b></p> <p><b>Recommendations of the Committee</b></p>	<p>Chronological date-wise details of the case are placed at <b>Annexure II</b> for further deliberation by the committee.</p>



<p>The committee discussed and deliberated on the matter in detail and Chairman desired that since the matter involves decisions of Court, BOG and opinion of Lawyers, the members should go through the case in detail, so that further discussions and recommendations could be made in the next meeting of HR Committee.</p> <p><b>Action Taken:</b> The detail of matter have forwarded to members for further necessary deliberations.</p>	
<p><b>Agenda Item 25.12: To consider the representation of Ms. Madhu Midha, Deputy Librarian.</b></p> <p><b>Recommendations of the Committee:</b></p> <p>The committee discussed the matter and heard the case in person also. The chairman desired that the members should go through the details of the case so that further deliberations could be made in the next meeting. Ms. Madhu Midha was also requested to provide the Decree sheet of the decision of the District Court.</p> <p><b>Action Taken:</b> Email sent by Ms. Madhu Midha to provide the Decree sheet of the decision of the District Court upto 06.01.2020. In response to the email, received copy of Decree sheet. The same was put up before the committee in 26<sup>th</sup> meeting. It was desired to put up the matter in next meeting.</p>	<p>Matter is put up again before the committee for further deliberation.</p>

**Agenda Item 27.3 : Placement/Promotion cases of Group-A officers.**

Minutes of High Power Human Resource Committee held on 21.01.2020 were placed before Board of Governors in its 72<sup>nd</sup> meeting vide item no. 72.6. The decision of BOG is reproduced as under:-

- 1) ***Board deliberated on the minutes of High Power Human Resource Committee held on 07.01.2020 and 21.01.2020. Chairman informed that Vice Chancellor has all Executive powers for promoting and placing the employees/officers/faculty on higher post/scale and implement the recommendations of High Power Human Resource Committee as decided in the 68<sup>th</sup> BOG meeting. Board approved the same.***
- 2) ***Board also decided that post of officers (all cadres in PB-3 i.e. 15600-39100 with GP 5400 and above) must be filled in the ratio of 60:40 through***



***promotion: direct or as per Govt. of Punjab and authorized the Vice Chancellor to implement the HR recommendations where the posts are available.***

3) ***Board also decided that the matter of creations of new posts involving financial implications be put to the Finance Committee for Financial approval.***

The copy of Minutes of High Power Human Resource Committee held on 21.01.2020 and relevant 72<sup>nd</sup> BOG are enclosed at **Annexure III.**

The decision of 10th BOG is reproduced as under:

*" The Board of Governors in its 10<sup>th</sup> meeting vide agenda item No. 10.5 held on 20.05.2003 has approved the report of Task Force Career Growth for the Technical & Administrative Personal. The Task Force Committee has recommended for administrative and support staff minimum residency period for eligibility for promotion to higher grade may be five years."* The copy enclosed at **Annexure IV.**

Based on the recommendations of High Power Human Resource Committee vide its meeting 21.01.2020 regarding **"Administrative Posts for University Administrative Main Campus"** the matters are placed before Committee:

<b>Pt. No</b>	<b>Recommendations of High Power Human Resource Committee</b>	<b>Matter for consideration</b>
I	The Post of Administrative Officer/Registrar in the pay scale of 37400-67000 (GP 10000) for constituents Campuses be filled up for the main Administration office of University through Promotion/Placement amongst the incumbents working as Director/Deputy Registrar/Deputy Controller who have completed Five years Regular service in the pay scale of 37400-67000 (GP 8700) or equivalent.	The detail case is placed for consideration and approval at <b>Annexure V</b>
II	The incumbents working as Deputy Registrar/ Deputy Controller who have completed five years regular service in the pay scale of 15600-39100 (GP-7600) be placed in the pay scale of 37400-67000 (GP-8700) as per University norms/UGC guidelines already implemented	The detail case is placed for consideration and approval at <b>Annexure VI</b>
III	Further the incumbents working as Deputy Registrar/Controller in the pay scale of 37400-67000 (GP-8700) be designated as Director (Admin.) placed against the post of Director in the pay scale of 37400-67000 (GP-8700)	The detail case is placed for consideration and approval at <b>Annexure VII</b>



IV	<p>The incumbents working as Assistant Registrars/ PRO/SVC/LO or equivalent who have completed five years regular service in the pay scale of 15600-39100 (GP-5400) be promoted/ placed as Deputy Registrar/Deputy Controller/DFO on the scale of 15600-39100 (GP-7600).</p> <p>The previously sanctioned posts of Administrative Offices/Registrar for constituents campuses, Director (37400-67000(GP-8700), Deputy Registrar /Deputy Controller/DFO for main campus and constituents campuses may be converted to 100% by promotion.</p>	<p>The detail case is placed for consideration and approval at <b>Annexure VIII</b></p>
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The matter is placed for further deliberation and recommendations.

**Agenda item 27.4:**

**Any other Item with the approval of Chairman.**



Minutes of the 26<sup>th</sup> Meeting of the Internal Human Resource Committee held on 07.01.2020 in the I.K. Gujral Punjab Technical University, Kapurthala.

The following were present in the meeting:

1. Dr. R.K Sharma, NIT, Kurukshetra- Chairman
2. Registrar, I.K. Gujral Punjab Technical University, Jalandhar
3. Registrar, Punjab Agriculture University, Ludhiana
4. Sh. R.S Mittal, Deputy Controller (F&A) (Retd.), Govt. of Punjab
5. Dr. Neelkanth Grover, Associate Professor (ME), IKGPTU
6. Deputy Registrar, HRM, IKGPTU- Convener

The convener welcomed the Chairman, Registrar and all the members of the Committee.

The chairman granted leave of absence to Registrar PAU, Ludhiana and Dr. Neelkanth Grover Associate Professor (ME), IKGPTU as they could not attend the meeting.

After that the discussion on the previous minutes & action taken report was taken up.

**Item No. 26.1: Confirmation of minutes of last meeting of Internal Human Resource held on 20.07.2019.**

*Recommendations of the Committee:*

Minutes were confirmed subject to the following changes:-

With regard to Agenda Item No. 25.5, committee discussed the matter to re-consider the criteria of educational qualification for promotion from the post of Office Assistant to Clerk and revised the conditions of the criteria regarding experience of Point 25.5 of 25<sup>th</sup> meeting, Office Assistant working in IKGPTU only from 8 years to 5 years. Other conditions will stand same and the minutes of the previous meeting in this regard stands amended accordingly.

**Agenda Item 26.2: Action taken report on the proceedings of 25<sup>th</sup> meeting of Internal Human Resource held on 20.07.2019.**

Action Taken Report	Decision
Agenda Item 25.2, 25.8, 25.10, 25.11 & 25.13: Cases regarding promotion and Assured Career Scheme (ACP) - 4,9,14.	Committee noted the matter and further recommended to constitute the following committee for the purpose of preparing promotion policy of Non-





**Recommendations of the Committee:**

**25.2:** The committee discussed and deliberated on the issue and recommendations of sub-committee. It was unanimously decided by the committee that a detailed policy on Assured Career Progression and Promotion of such categories be prepared in line with Govt. of Punjab policy. For this Sh. R.S. Mittal was requested to prepare the draft of the policy. Once this policy is finalized, the recommendations of HR be put up in the meeting of BOG.

**25.8:** The committee discussed and deliberated on the issue. It was unanimously decided by the committee that a detailed policy on Promotion as well as Assured Career Progression, of such categories be prepared in line with Govt. of Punjab norms. For this Sh. R.S.Mittal was requested to prepare the draft for the same. Once this policy is finalized, the recommendations of HR be put up in the next meeting of BOG.

**25.10:** The committee discussed in details and recommended that comprehensive policy on ACP and promotion be prepared for this category of employees and the Chairman requested Sh. R.S Mittal to prepare and present the draft policy in the next meeting for further deliberation.

**25.11:** The committee discussed in details and recommended that comprehensive policy on ACP and promotion be prepared for this category of employee and the Chairman requested Sh. R.S. Mittal to prepare and present the draft policy in the next meeting for further deliberation.

**25.13:** The committee discussed in details and recommended that comprehensive policy on ACP and promotion be prepared for such category of employees and the Chairman requested Sh. R.S. Mittal to prepare and present the draft policy in the next meeting for further deliberation.

**25.14:** As per previous practice the matter be included in the Policy.

**Action Taken:** With regard to all above agenda items, a draft policy is under preparation.

**Teaching Staff:-**

1. Sh. Dinesh Juneja, Deputy Registrar (HRM) – **Convenor**
2. Sh. Kishore Luthra, Assistant Registrar (Legal Cell)
3. Sh. Paramjit Singh Gill, Assistant Registrar (HRM) as representative of SC/STs
4. Sh. R.S Mittal, Deputy Controller (F&A) (Retd.), Govt. of Punjab- **Expert.**



**Agenda Item 25.5: To re-consider the criteria of educational qualification for promotion from the post of Office Assistant to Clerk as per criteria of State Govt.**

***Recommendations of the Committee:***

It was observed by the committee, that the qualification and experience etc. required for promotion as clerk, who are graduate, would remain same, as already notified by IKGPTU. However, to grant relief to the existing Office Assistants, who are matriculate the following promotion criteria be considered:

- a) Matric with Punjabi and 8 years of experience as Office Assistant in IKG PTU and
- b) English and Punjabi typing to be cleared with minimum speed of 30 words per minute.

This will be subject to the approval of BOG.

**Action Taken:** Recommendations of the committee will be put for the approval of forthcoming meeting of Board of Governors, IKGPTU.

**Agenda item 25.6: To consider the appointment of daughter of Late. Sh. Vikramjeet, Office Assistant, on Compassionate Ground, when she will attain the age of majority.**

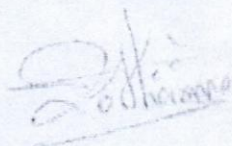
***Recommendations of the Committee:***

The committee discussed the said case and also the case of son of late Sh. Jaspal Singh, Ex- Joint Registrar, IKGPTU. The committee recommended the all such cases be considered in line with the Punjab Govt. instructions/norms. However such policy be got prepared and approved from BOG.

**Action Taken:** In this regard, university has already notified a policy vide Notification No. IKGPTU/Registrar/Notification/1282 dated 02.06.2017. The same is enclosed.

Committee discussed the matter and revised the conditions of the criteria regarding experience as Office Assistant in IKGPTU from 8 years to 5 year. Other conditions will stand same and the minutes of the previous meeting in this regard stands amended accordingly as per agenda point No. 25.5 of 25<sup>th</sup> meeting of Internal Human Resource Committee.

Committee observed that university has already notified the Policy vide Notification No. IKGPTU/Registrar/Notification/1282 dated 02.06.2017 approved by the Board of Governors in its 52<sup>nd</sup> meeting. So the committee recommends that all cases of appointment on compassionate ground be dealt as per the norms & procedure laid down by IKGPTU/ Punjab Govt. notification/ instructions issued from time to time. As far as consideration of giving appointment on compassionate ground to the dependent having higher qualification and offering him appointment under group A & B category of post, it is recommended that a separate proposal be prepared for consideration of HR committee and Board of Governors.





<p><b>Agenda Item 25.7: To enhance the Retirement Age from 58 years to 60 years for Category 'B' &amp; 'C' employees.</b></p> <p><i>Recommendations of the Committee:</i></p> <p>The committee observed that the matter regarding retirement age of all employees as 60 years has already been approved by BOG in its 10<sup>th</sup> meeting. The committee also noted the reply of O/o of DTEIT in response to the letter of IKGPTU regarding clarification of retirement age of B &amp; C category. The committee recommended that the matter be brought to the notice of BOG in response to the directions of BOG as per 68<sup>th</sup> meeting.</p> <p><b>Action Taken:</b> Recommendations of the committee will be put for the approval of forthcoming meeting of Board of Governors, IKGPTU.</p>	<p>Recommendations of the committee will be put for the approval of forthcoming meeting of Board of Governors, IKGPTU. It will also be brought to the notice of BOG that 04 employees of 'B' and 'C' cadre have already been retired in the age of 58 years as per Punjab Govt. norms.</p>
<p><b>Agenda Item 25.9: To consider grant of benefit of previous service to 09 employees of University.</b></p> <p><i>Recommendations of the Committee</i></p> <p>The committee discussed and deliberated on the matter in detail and Chairman desired that since the matter involves decisions of Court, BOG and opinion of Lawyers, the members should go through the case in detail, so that further discussions and recommendations could be made in the next meeting of HR Committee.</p> <p><b>Action Taken:</b> The detail of matter have been forwarded to members for further necessary deliberations.</p>	<p>The committee discussed and deliberated on details of the matter and desired that as the volume of the brief history was very high, chronological details date-wise may be prepared so that further deliberation could be made in the next meeting.</p>
<p><b>Agenda Item 25.12: To consider the representation of Ms. Madhu Midha, Deputy Librarian.</b></p> <p><i>Recommendations of the Committee:</i></p> <p>The committee discussed the matter and heard the case in person also. The chairman desired that the members should go through the details of the case so</p>	<p>Committee discussed the Decree order provided by Ms. Madhu Midha, Deputy Librarian and recommended to deliberate upon the case in next meeting.</p>

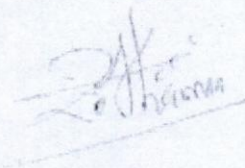
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that further deliberations could be made in the next meeting. Ms. Madhu Midha was also requested to provide the Decree sheet of the decision of the District Court.

Action Taken: Email has been sent to Ms. Madhu Midha to provide the Decree sheet of the decision of the District Court upto 06.01.2020. In response to the email, received copy of Decree sheet is enclosed for consideration.

Agenda item 26.6: Any other Item with the approval of Chairman.





## Annexure II

Chronological order of details of the 9 employees as per requirement of 26<sup>th</sup> HR meeting

Dates	Events	Status of event	An.
21-04-1997 and corrigendum 25-04-1997 and March-1998 in Tribune	<p>University issued advertisement to fill up the posts of Data Entry Operators.</p> <p>Applications were received from applicants and after scrutiny interview letters were issued to eligible applicants and interview was taken by the selection committee.</p> <p>Consequently the present incumbents were appointed as Data Entry Operator on adhoc/contract basis</p> <p>However no appointment letters was issued.</p> <p>As per incumbents the verbal orders were conveyed to them to start working as formal letter will be issued in due course of time basis since the year 1997/1998 and continuing in service without any break.</p>	The present incumbents worked on contract/ad-hoc basis since joining from 1997/98 and were continuing in services till 25-04-2014. After the decision of the court	A
23-01-2001	Government of Punjab Department of Personal (P.P. 111 Branch) issued notification No. 11/34/2000-4PP111/1301 in May-2001 that all those employees who have completed 3 years of services may regularized.	Not implemented by the University.	B
03-05-2001, Notice	A circular/ Notice has been issued by the University regarding regularizing of the services of the staff working in PTU is under process submission of documents/certificates/ degrees with regard to their qualifications on dated on 03-05-2001 and also constituted a committee headed by the then Registrar for screening to check the eligibility to regularize services of existing staff.	Certificates/documents was submitted and eligibility verified by the constituted committee, but appointment letters were not issued.	C
26-12-2001	A committee has been constituted on 26-12-2001 by the 7 <sup>th</sup> BoG to regularize the services of existing staff, recommendations of the committee approved in 7 <sup>th</sup> meeting of BoG on dated 26-12-2001 to grant the regular pay scale of Clerks apart from putting us on probation for one year and the nomenclature of existing post of DEO was changed as Clerk.	A Internal notice /circular has been issued by the University 01-03-2002 to grant regular pay scale vide office order no. PTU/OSD/SPL-1/Reg-1 dated 20-03-2002	D



17-07-2003	<p>University has not issued appointment letters to existing staff and representations were given to University administrations to implement the following notification:</p> <p>"Punjab Govt. (P.P. 111 Branch) No. 11/34/2000-4PP111/1301 of May-2001 regarding that all those employees who have completed 3 years of services may regularized"</p> <p>But no response was given by the University these employees moved to Hon'ble High Court, Chandigarh and CWP 10768 of 2003 was filed in Hon'ble High Court.</p>	<p>Hon'ble High Court issued a directions to University to decide the pending representation within three months.</p> <p>As per further direction that the matter is decided <b><i>STATUS QUO</i></b> regarding services of the petitioners shall be maintained.</p>	E
29-09-2003	<p>To comply the directions of Hon'ble High Court University constituted a committee headed by Dr. R. S. Khandpur to regularize the services of existing staff and the committee recommended to conduct a test and interview.</p> <p>Recommendations of committee accepted by the Board and a test and interview was notified through notice dated 29-09-2003.</p>	University notified schedule of test and interview on dated 29-09-2003	F
16-10-2003	University notified schedule of test and interview on dated 29-09-2003 had been challenged in Hon'ble under Court CWPNo. 16147 to implement Punjab Govt. (P.P. 111 Branch) No. 11/34/2000-4PP111/1301 of May-2001.	CWPNo. 16147 of 2003 was dismissed by Hon'ble High Court as pre-mature due to regularization process has been adopted by the university.	G
31-10-2003 6/7-11-2003	The applicants have been appeared in Test & Interview conducted by University for regularization.	The result of Test & Interview not published by the University.	
11-05-2004	<p>The applicant filed a contempt of Court No. 377 of 2004 due to non-deciding their case with in three months.</p> <p>In a reply the court COCP No. 377 of 2004 university maintained continuing our services. In view of this, regularization as requested by the petitioners can only be considered when the VB case and FIR 68 dated 18-10-2002 is decided &amp; the recommendations of the committee appointed by the BOG is approved by the Board.</p>	<p>A case has been registered against 95 officials recruited as ad-hoc during the term of Dr. H.S.Guram, Vice Chancellor without following proper selections procedure most of related to C &amp; D category after 2001.</p> <p>The case of applicants was unnecessarily linked up with the vigilance case just to prolong their rightful due. <b><i>As the names of these employees was not included in the FIR against the then VC</i></b></p>	H
20.08.2008	In pursuance of decision taken by the BOG in its 25 <sup>th</sup> Meeting held on 27 <sup>th</sup> March 2007	Since March 2002 the incumbants are being granted annual increments on	H1



	the Vice Chancellor is pleased to approve the pending increments	regular basis.	
07-08-2009	the Vigilance case was decided by ASJ, Jalandhar. The high officials arrayed as accused have been acquitted.	FIR 68 dated 18-10-2002 has been decided, but the upheld result of Test and Interview not declared as per the reply submitted in High Court in COCP No. 377 of 2004.	I
22-12-2009	University has issued an advertisement for recruitment of various level of staff without deciding the applications of applicants as per the directions of Hon'ble High Court.  The applicants have again filled CWP No. 20050 of 2009 to declare the result of test and interview conducted by the university in year 2003 to regularize the services of applicants.	Hon'ble High Court had issued notice to University to declare the result of Test and Interview conducted on 2003 by University to regularize the services.	J
21-09-2010	University replied in Hon'ble High Court the new advertisement has been issued and the applicants may also be directed to participate the process adopted by the University for the post of Clerks.	Hon'ble High Court issued the orders the case will be listed for final hearing within one year and again <b>STATUS QUO</b> with regards to petitioners service shall be maintained till than was granted to the applicants on 21-09-2010	K
Compliance Orders 09-10-2013 (cwp no.20050 of 2009)	A Public Interest litigation (PIL/cwp 9373/2012, 19491/2010 and 1304/2010) was filed by a NGO and all the cases of recruitment and regularizations were clubbed for hearing at double bench of Hon'ble High Court.	Hon'ble Court disposed of CWP 20050 of 2009 along with other PIL's through a common order i.e.  <i>in view of new board of the University has been constituted all the issues related in this petition must receive consideration of the Board. The endeavor should not only be to sort out the mess created but to ensure that there is a transparent procedure for future an employment does not take place on ad-hoc basis. It should be on regular basis. It is qua future recruitment/employment that a transparent procedure must be ensured so that similar situation does not come to pass. The grievance raised in these petitions are agreed to be placed before the Board of Governors of University which will take their final decision qua all aspects,</i>	L



		<i>within a maximum period of three months from today by agreeing to be placed before the BOG of the University.</i>	
24-03-2014	In view of Hon'ble Court disposed of CWP 20050 of 2009 along with other PIL's through a common order, 52 BoG meeting on 20-03-2014 under ITEM No 52.8 , has constituted a human resource committee to review the all process adopted by the university regarding recruitment/regularization.	23 <sup>rd</sup> HR Committee meeting held on 24-03-2014 which was approved by the Chairman, PTU Board on 28-03-2014 and report submitted to the Hon'ble Punjab & Haryana High Court.	M
25-04-2014	<p>Hon'ble court's order are reproduced as under:</p> <p><i>CM-5092-5103-5114-5109-2014</i></p> <p><i>Leave is granted to place on record the minutes of the 23<sup>rd</sup> meeting and the final decision with the compliance report Annexure R-1/B and the applications are allowed.</i></p> <p><i>CWPs-9373-2012-19491-2010-1304-2010-20050-2009 We have perused the final decision taken by the university stated to be in compliance of our order.</i></p> <p><i>No further directions are required.</i></p> <p><b>A photocopy of the order be placed in the connected files.</b></p> <p>(SANJAY KISHAN KAUL) CHIEF JUSTICE</p> <p>(ARUN PALLI) JUDGE</p>	<p>The details of Brief as per point in HR minutes is as under:</p> <p>The Registrar gave the background of the case with regard to 12 employees who did not take advantage of the Recruitment Policy dated 26.11.2009, and instead approached the Hon'ble Punjab &amp; Haryana High Court seeking regularization of their employment. The said employees have been working on adhoc appointments since the year 1997-98 and even could have been covered after the one time scheme to regularize the ad hoc employees as laid down by Hon'ble Supreme Court in Umma Devi's judgment in 2004. The said employees could not be regularized, firstly in view of pendency of the criminal case of the Vigilance Bureau and subsequently in view of the pendency of writ petition CWP No. 20050 of 2009 titled Arjun Singh and others versus state of Punjab and another which was eventually disposed off on 9.10.2013 wherein the Hon'ble High Court directed the Board of Governors to take a final decision for the said employees as well.</p> <p>After in depth deliberations, it has been deemed appropriate that the said employees be given the benefit of regularization of the employment as a</p>	N



		<p>one time measure being the first opportunity in their case for implementation of the verdict of the Hon'ble Supreme Court. Thus it is recommended that the services of the said employees be regularized only as one time measure taking into account their long</p> <p>service rendered to the University for more than 15 years and the law laid down by Hon'ble Supreme Court. HR committee reiterates its recommendations on items A &amp; B and further recommends that the Board may take judicious and considered view on item C in view of the long service rendered by the employees and the judgment of the Hon'ble Supreme Court in Umma Devi's case 2004.</p>	
26-05-2014	<p>University regularized the applicants with following directions to applicants:</p> <p><i>"your services are hereby regularized w.e.f. 25-04-2014 with no consequential benefits of seniority etc.</i></p> <p><i>You will be required to furnish an affidavit to the effect that you will not claim any seniority or other ancillary or other financial benefits in view of regularization of your services w.e.f. 25-04-2014."</i></p>	<p>University issued letters to the applicants have been regularized and letter issued w.e.f. 25-04-2014 without considering HR Report.</p>	O
29-07-2015	<p>The applicants given the representation to university authorities to grant benefits of services as per the decision of the 23<sup>rd</sup> HR Committee meeting held on 24-03-2014 which was approved by the Chairman, PTU Board on 28 -03-2014 and report submitted to the Hon'ble Punjab &amp; Haryana High Court.</p>	<p><i>The legal opinion has been sought by University <b>from University Counsel</b> who has appeared is reproduced as under:</i></p> <p>The petitioners in CWP 20050 of 2009 whoever are presently in service of PTU are <b>entitled in Law to be given all consequential service benefits of regularization of their services, in term of approval given without any rider vide order dated 28.03.2014 of the chairman of PTU's BOG upon the specific authorization to him by</b></p>	P



		<b>the PTU's BoG in that behalf.</b> Resultantly,they should be held by the PTU as entitled to all consequential service benefits of regularization of their past adhoc services to all intents and purposes, which will naturally include their pay protection seniority etc. by counting their entire past continuous adhoc service from the respective dates of their initial appointments on adhoc basis in 1997/1998 till date."	
24-04-2017	University had promoted all the employees who were recruited in the year 2010 after completion of three years of services to their next step as per eligibility. On the same pattern university promoted the applicants from Clerks to Senior Assistant after completion of three years i.e.(25-04-2014 to 24-04-2017).	1-Promotion from Clerk to Senior Assistant Ref No. IKGPTU/DR/HRD/593 dated 24-05-2017 2-Notification dated 24-05-2017, ref. no. IKGPTU/DR/573 <b>Seniority List on clerks 9</b> applicants 1 to 9	Q
26-10-2017 & 22-12-2017.	In continuation to their earliest pending requests, the applicants submitted request to university authorities on 04-12-2017 The following reply has been given to applicants is reproduced under: <i>"With reference to your application dated 04-12-2017, you are hereby again informed that your case has been put up to authority for inclusion as agenda item in HR Committee, date and time for which shall be fixed by the Vice-Chancellor."</i>	University reply to application Vide No. IKGPTU/DR/HRD/2780 dated 26-10-2017 and IKGPTU/DR/HRD/3941-A dated 22-12-2017.	R



## Minutes of Meeting

Minutes of meeting of High Power Human Resource Committee held on 21.01.2020 at IKGPTU Mohali Campus-I and following members attend the meeting

1. Sh. Raman Kumar Sharma, Sr. VP & Director, Honda Car Ltd. - Chairman,
2. Dr. Sanjay Kumar, Director, CSIR, Palampur
3. Sh. Sham Goyal, Deputy Director, Technical Education & Industrial Training, Punjab
4. Dr. S.S. Walia, Registrar, IKGPTU – Member Secretary

Dr. Vinod Kapoor could not attend the meeting due to prior engagement in other assignment. The Chairman allowed the leave of absence.

The members deliberated on the issues and recommended as under: -

**A Administrative Posts for University Administrative Main Campus:**

1. The posts of Administrative Officer/Registrar in the pay scale of 37400-67000(GP 10000) for Constituents Campuses be filled up for the main administration office of University through promotion/placement amongst the incumbents working as Director/Deputy Registrar/Deputy Controller who have completed five years regular service in the pay scale of 37400-67000(GP 8700) or equivalent.
2. The incumbents working as Deputy Registrar/Deputy Controller who have completed five years regular service in the pay scale of 15600-39100(GP 7600) be placed in the pay scale of 37400-67000(GP 8700) as per university norms/UGC guidelines already implemented.
3. Further the incumbents working as Deputy Registrar/Deputy Controller in the pay scale of 37400-67000(GP 8700) be designated as Director (Admin.) placed against the post of Director in pay scale of 37400-67000(GP 8700).
4. The incumbents working as Assistant Registrars/PRO/SVC /LO or equivalent who have completed five years regular service in the pay scale of 15600-39100(GP 5400) be promoted/placed as Deputy Registrar/Deputy Controller/DFO in the scale of 15600-39100 (GP 7600).

The previously sanctioned posts of Administrative Officer/Registrar for constituent campuses, Director (37400-67000 (GP 8700)), Deputy Registrar/Deputy Controller/DFO for Main Campus & constituent campuses may be converted to 100% by promotion.





**B Ministerial Non-Teaching posts for University Administrative Main Campus**

1. The posts of Superintendent in the pay scale of 15600-39100(GP 5400) are to be increased from 06 to 120 keeping in view the number of sanctioned posts of Assistant Registrar for University Administrative Office/Campus as per already approved ratio of Punjab Govt. 1:5:20:20 (AR:Suptd.:SA:Clerk) Board of Governors IKGPTU in its 52<sup>nd</sup> meeting. The posts be filled through working incumbents on completion of 5 years of regular service as Senior Assistant.
2. The posts of Clerk in the pay scale of 10300-34800(GP 3200) may be increased from 71 to 200 keeping in view the number of filled posts of Assistant Registrar for University as per ratio of Punjab Govt. 1:5:20:20 (Assistant Registrar:Superintendent: Senior Assistant: Clerk) in line with ratio 1:5:20:20 approved by Board of Governors IKGPTU in its 52<sup>nd</sup> meeting.
3. Post of SE/Chief Engineer: To supervise the work of construction and maintenance in the University. The post of SE or Chief Engineering with pay scale of 37400-67000 GP 10000 which is to be filled with incumbents through promotion/placement from the XEN/ equivalent who have completed five years regular service in GP 8700.
4. Post of Director: University has already started 4 campuses for which be 4 number of post of Director (Admin.) with the pay scale of 37400-67000(GP 8700) be created in this regard, which shall be filled as per the details mentioned at Para 'A'.

The already notified sanctioned posts details are attached as Annexure I

**C Technical and Non-Teaching Posts for University Campuses:**

1. University has sanctioned 218 faculty positions for its Academic campuses which started at constituent campuses since 2012 and main campus in 2016. However, non-teaching staff has not been sanctioned as per 1:1.1. The number of students in University campuses have been increasing gradually accordingly, to meet requirement of non-teaching staff

(Technical and ministerial) new posts as described below are required to be sanctioned.

(a) Number of sanctioned Faculty positions: 218



Page 2 of 3



(b) Number of Non-teaching positions required (1:1.1): 240

Cadre	No. of Posts Desirable	To be sanctioned	Remarks
1	2	3	4
Officers	OF=0.10F=21.8	22	Annexure-II
Ministerial (Higher)	MH=0.08F=17.44	18	Annexure-III
Ministerial (Lower)	ML=0.17F=37.06	37	Annexure-IV
Technical (Higher)	TH=0.30F=65.4	65	Annexure-III
Technical (Lower)	TL=0.30F=65.4	65	Annexure-IV
Supporting	SP=0.15F=32.7	33	Annexure-V
Total	1.1F=240	240	

Sh. Sham Goyal, Deputy Director, Technical Education & Industrial Training, Punjab, expressed that the creation of new posts shall be put up through Finance Committee and other cases may directly be put up to Board of Governors for approval.

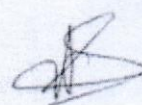
Keeping in view serial no. 'A' are put up to Board of Governors for consideration and approval and serial no. B and C regarding creation of new posts are to be put up to the Finance Committee for financial implication and subsequent approval of Board of Governors.





## Annexure-II

Sr.No.	Name of the Cadre/Group	Pay Scale GP	To be sanctioned			Remarks
			Total	Direct	Promotion	
1	Director, Computer Center	37400-67000 GP 10000	1	1		
2	Training cum Placement Officer	37400-67000 GP 9000	1	1		
3	Deputy Director, Sports	15600-39100 GP 8000	1	1		
4	Senior Medical Officer	15600-39100 GP 7600	1	1		
5	Director, Public Relations cum Editor	15600-39100 GP 7600	1	1		
6	Medical Officer	15600-39100 GP 5400	2	2		
7	Senior Scientific Officer	15600-39100 GP 7600	2	1	1	
8	Senior Technical officer	15600-39100 GP 5400	2	1	1	
9	Scientific officer	15600-39100 GP 5400	4	4	0	
10	Technical officer	15600-39100 GP 5400	4	2	2	
11	Student welfare Officer	15600-39100 GP 5400	2	1	1	
12	Student Facilitaion Officer	15600-39100 GP 5400	2	1	1	
13	Assistant PRO	10300-34800 GP 4800	1	1		

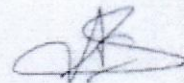




## Annexure-III

Cadre (Strength)	sub cadre	Proposed		Remarks Direct/Promotion
		PB/A(GP)	STGH	
Technical ( Higher Cadre)	Tech. Asst./SAS Asst./Jr.Engr	2/ GP 4200	29	100 % Direct
	Sr.TA/Sr.SAS Asst./Assr.Engr	2/GP 4600	21	50/50 %
	TA(SG II)/SAS Asst(SG II)/AEE	2/GP 4800	15	50/50 %
	TA (SG I) /SAS Asst.(SG I)/EE	2/GP 5400	NA	
	Total		65	

Cadre (Strength)	sub cadre	Proposed		Remarks Direct/Promotion
		PB/A(GP)	STGH	
Admin (Higher Cadre)	Accountant/Secretary	2/GP 4200	8	100 % Direct
	Accountant/Secretary	2/GP4600	6	50:50 %
	Accountant/Secretary (SG II)	2/GP4800	4	50:50 %
	Suptd/Accountant/Secretary (SG I)	2/GP 5400	NA	
	Total		16	





## Annexure-IV

Cadre (Strength)	sub cadre	Proposed		Remarks
		PB/A(GP)	STGH	
Technical ( Lower Cadre)	Technician/Work Asst	1/ GP 2000	29	100 % direct
	Sr. Technician/Lab Work Asst./Jr Lab Technician	1/ GP2400	21	50:50
	Technician/Lab/Work Asst (SG II)/Sr Lab Technician	1/GP 2800	15	50:50
	Technician/Lab/Work Asst (SG I)	2/ GP 4200	NA	
	Total		65	
Cadre (Strength)	sub cadre	Proposed		Remarks
		PB/A(GP)	STGH	
Admin (lower Cadre)	Jr.Assistant	1/GP2000	16	100 % direct
	Stenographer	1/GP 2400	12	50:50
	Sr.Assistant	1/GP2400		
	Sr.Stenographer	1/GP 2800	9	
	Assistant (SG II)	1/GP 2800		
	Stenographer(SG II)	2/GP4200		50:50
	Assistant (SG I)	2/GP4200	NA	
	Stenographer(SG I)	2/GP4600		
	Total		37	





## Annexure-V

Cadre (Strength)	Sub cadre	Proposed		Remarks
		PB/A(GP)	STGH	
Supporting	Security Guard/Attnd/Mali	1/ GP 1800	15	100 % (hiring through manpower agency)
	Sr. SG/Attnd/Mali/Care Taker (Higher scale)	1/GP 1900	11	
	SG/Attnd/Mali/Care Taker (SG II)	1/GP2000	7	
	SG/Attnd/Mali/Care Taker (SG I)	1/GP 2400		
	Total		33	





**I.K. Gujral Punjab Technical University, Jalandhar**

**Note**

IKGPTU/REG/n) 32

Dated: 10.2.2020

The decision of the agenda items placed before the Board of Governors in its 72<sup>nd</sup> meeting held on 23.01.2020 are reproduced as under for necessary action at your end:

**Item No. 72.5: To approve the minutes of Human Resource Committee meeting held on 20.07.2019 & 07.01.2020.**

**Board Decision:** Board approved minutes of Human Resource Committee meeting held on 20.07.2019 & 07.01.2020. Board authorized Vice Chancellor to implement the recommendations of Human Resource committee as decided in the 68<sup>th</sup> BOG meeting.

**Item No. 72.6: To approve the minutes of High Power Human Resource Committee meetings held on 07.01.2020 and 21.01.2020.**

**Board Decision: (1)** Board deliberated on the minutes of High Power Human Resource Committee held on 07.01.2020 and 21.01.2020. Chairman informed that Vice Chancellor has all executive powers for promoting and placing the employees/officers/faculty on higher post/scale and implement the recommendations of High Power Human Resource committee as decided in the 68<sup>th</sup> BOG meeting. Board approved the same.

**(2)** Board also decided that post of officers (all cadres in PB-3 i.e. 15600-39100 with GP 5400 and above) must be filled in the ratio of 60:40 through promotion: direct or as per Govt. of Punjab and authorized the Vice Chancellor to implement the HR recommendations where the posts are available.

**(3)** Board also decided that the matter of creations of new posts involving financial implications be put to the Finance Committee for financial approval.





**Item No. 72.17:** To consider and approve recommendations of the Committee of CAS.

**Board Decision:** Board approved those recommendations of the committee which are as per UGC/AICTE guidelines and norms and authorized the Vice Chancellor to implement.

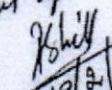
In the matter of Dr. RPS Bedi, Joint Registrar, Committee is of the view that the case should be disposed off by the competent authority, as per the directions of Hon'ble Punjab and Haryana High Court given in reference to the CWP 5233 of 2014. The Board approved the same.

The action taken in this regard may be communicated to this Office by 28.02.2020, so that the Board may be apprised in its next meeting.

  
Registrar

Deputy Registrar (HRM)

*For n.a. as per above pt.*

*10/2/2020  
Put up all cases  
for (HRM)   
10/2/2020*

*Guaranteed SA  
Amits (Clerk)*



is also best served in such a concept. Therefore the concept of Regional Centres is not to be confined to five but should be flexible to create necessary networks for Colleges and use College facilities to the maximum in addition to other resources of PTU. Detailed discussions were held on the practical training of students in the Industries. It was pointed out by Dr. Khandpur, that with the increase of engineering students, the Industries are not interested to give them practical training rather the Industries expect students/Colleges to pay something for giving training. He appreciated the concept of splitting the practical training but said that total numbers of months (six for engg.) should not be reduced. After a lot of discussions on the practical training of the students, it was agreed that the report may be approved as such and we may have an experience. Regional Centres may adopt a flexible approach. The matter may reviewed after some time and if necessary the matter again be brought before the BOG for consideration.

**Item No. 10.4 Report by Task Force on Administration & Financial Matters.**

The Board noted that draft report has been sent to Shri K.B.S. Sidhu and other senior officers in the PTU. The same will be brought before the Board after re-drafting on the basis and comments received.

**Item No. 10.5 Report of Task Force regarding professionalizing PTU staff.**

1. Initiating the discussion VC said that Task Force has submitted the report after several round of discussions with officials of PTU and their own study of the whole system in the present context. The Chairman of the Task Force, Dr. S.K. Joshi was busy, hence Dr. J.D. Gaba who was member of the Task Force has been invited to provide clarifications as this report is crucial to the future of PTU which is practically running with adhoc staff - a large number at the bottom and 5 or 6 at the top with people above 60. There was practically no middle layers which is crucial for organizational memory. VC further said that officials of PTU present in the



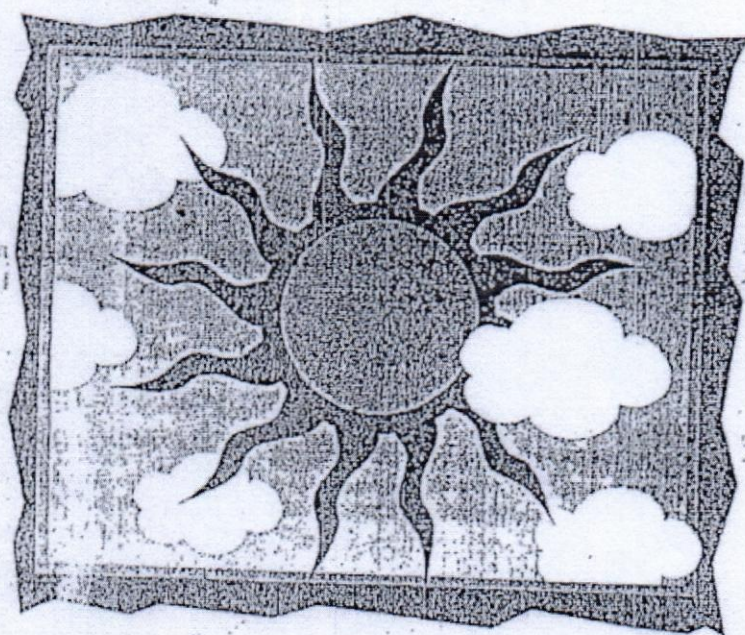
(4)

mapping the revised approved posts and the existing staff. This exercise should also include suitable test for which some notice may be given to the existing staff. The Committee for a higher level will be chaired by Shri Chandra Mohan member of BOG with other member drawn from BOG as available. The constitution for both the Committees are given below:

Decisions of the BOG on the Task Force report on professionalizing PTU personnel is summarized below:

1. Report of the Task Force, alongwith the proposed pay-scales for various posts were approved.
2. Medical allowance of 10% of salary as proposed by the Task Force was approved. However maximum limit is restricted to Rs. 500 PM and in case of hospitalization, actual expenditure as per normal rules be re-imbursed.
3. BOG approved certain changes to the proposed Indicative qualification for some posts as attached.
4. A Committee be constituted by VC for framing detailed RRs to be used for future (as it will also address promotion etc). Meanwhile all the posts can be filled based on indicative qualifications given in the report.
5. Age of superannuation for all posts shall be 60 years with provision to extend upto 62 years in exceptional cases.
6. There shall not be any pension scheme and only CPF scheme be implemented.





# PUNJAB TECHNICAL UNIVERSITY

*Report of the  
Task force on Professionalising  
PTU Personnel*



appointment, assignment appointment etc may be adopted. Also for senior appointments by VC can appoint search-cum-selection committees. In addition to these authorized posts VC be empowered to make adjunct appointments to get executed specific tasks/projects. For Administrative and support staff posts Task Force recommends that these shall be filled through advertisement and direct recruitment, deputation, and contract appointment modes be followed.

#### Regularization of existing staff

Task Force observed that all existing staff is appointed on ad-hoc basis, deputation or contract appointment might be given the opportunity to appear before the duly constituted board provided they meet the QRs laid for the posts and compete with the open candidates.

#### Recruitment Rules for Academic/ Technical Posts

Task Force proposes indicative recruitment rules for various posts. However detailed RRs are to be framed after studying the guidelines of UGC and other academic institutions like IITs/IISc. The general indicative RRs are given at annexure IV. All promotions be based on merit and not seniority.

#### Recruitment Rules for Administrative and Support staff

Though Task Force has recommended maximum outsourcing, but small contingent has been recommended to maintain confidentiality and continuity. All promotions be based on merit and not seniority. The general indicative RRs are given at annexure IV.

#### Career Growth for the Technical & Administrative Personnel

In order to attract best talent and to motivate staff to deliver their best, the Task Force recommends that all promotions should be based on merit rather seniority. For academic/ technical personnel minimum residency period for eligibility for promotion to higher grade might be as per UGC guidelines. For administrative and support staff minimum residency period for eligibility for promotion to higher grade may be five years. Detail procedure for promotion is framed separately.

#### Special Contract Appointments

Since University will require specialized knowledge/ skills, University may appoint a few select professionals for a fixed period with emoluments more than indicated for regular posts. In such cases, the individuals will have to leave after the contract period.



**Annexure V**

- (I) The list of two officers who have completed five years of service in pay scale of 37400-67000 (AGP 9000) is as under:

Sr. No	Name	Father,s Name	Designation	Date of Joining	Pay Scale	w.e.f	Next Promotion Date
1	Dr. Balkar Singh	Sh. Gurmail Singh	Director	24.12.2003	37400-67000 AGP 9000	01.12.2006	01.12.2011
2	Dr. Rajneesh Sachdeva	Sh. Tej Paul	Director	30.12.2003	37400-67000 AGP 9000	01.12.2006	01.12.2011

The case of two incumbent for consideration in the scale of 37400-67000 (AGP- 10000) against the post of Professor is pending under CAS. The case may be considered for promotion to the next higher post from the existing vacant Post of Professor.

- (II) Case of Joint Registrar

Sr. No	Name	Father,s Name	Designation	Date of Joining	Pay Scale	Scale Granted w.e.f	Next Promotion Date
1	Dr. R.P.S Bedi	Sh. Tarlok Singh Bedi	Joint. Registrar	17.06.1998	37400-67000 GP 8700	16.06.2008	*

\*Promoted as Joint Registrar wef 16.06.2008. Anomaly case to be decided as per decision of BOG in 72<sup>nd</sup> meeting.

- (III) Case of XEN

Sr. No	Name	Father,s Name	Designation	Date of Joining	Pay Scale	Scale Granted w.e.f	Next Promotion Date
1	Sh. Harvinder Pal Singh	Sh. Attar Singh	XEN	21.10.2010	37400-67000 GP 8700	21.10.2010	21.10.2015

The High Power Human Resource Committee vide meeting dated 21.01.2020 has recommended that the post of SE or Chief Engineering with pay scale of 37400-67000 (GP-10000) which is to be filled with incumbents to promotion/Placement from the XEN/Equivalent who have completed five years regular service in GP-8700. The BOG in 72<sup>nd</sup> has decided that the matter of creations of new posts



involving financial implications be put to the Finance Committee for Financial approval. The case may be considered for placement in the higher scale in the proposed post.

(IV) The list of 04 Officers who have completed five years of service in the pay scale of 37400-67000 (GP 8700) is as under:

Sr. No	Name	Father,s Name	Designation	Date of Joining	Pay Scale	Scale Granted w.e.f	Next Promotion Date
1	Dr. R.P.S Bedi	Sh. Tarlok Singh Bedi	Joint. Registrar	17.06.1998	37400-67000 GP 8700	16.06.2008	*
2	Dr. Sukhbir Singh Walia	Sh. Balwant Singh	Director	15.12.2003	37400-67000 GP 8700	15.12.2013	15.12.2018
3	S. Paramjit Singh	Sh. Harbax Singh	Deputy Controller of Examination	15.02.2010	37400-67000 GP 8700	15.02.2015	15.02.2020
4	Dr. Ekonkar Singh	Sh. Harjit Singh	Deputy Registrar	15.02.2010	37400-67000 GP 8700	15.02.2015	15.02.2020
5	Sh. Sunil Kumar	Sh. Tirath Ram	Deputy Registrar	18.02.2010	37400-67000 GP 8700	18.02.2015	18.02.2020

There are 07 sanctioned positions of Administrative Officer/Registrar in the pay scale of 37400-67000 (GP 10000) for constituents Campuses as per Notification No. IKGPTU/Reg/Notification /1328 dated 15.06.2017. The copy is enclosed at Flag 2.

As per recommendations of High Power Human Resource Committee dated 21.01.2020 and decision of 72 BOG, 04 posts may be filled through promotion as per ratio 60:40 ( promotion : direct). As per reservation policy of Punjab Govt. 14% posts in group A shall be reserved for promotion from SC candidate, therefore 01 post is required to be filled from eligible SC candidate.

It is proposed that the four officers from above may be promoted against the sanctioned positions of Administrative Officer/Registrar in the scale of 37400-67000 (GP- 10000).

The matter is placed for deliberation and approval.



**Annexure VI**

In reference to the recommendations of High Power HR committee meeting dated 21.01.2020 and the decision of BOG vide item no. 72.6 in its 72<sup>nd</sup> meeting and previous practice of university the list of 03 officers who are eligible for placement in PB-IV(37400-67000 GP 8700) is as under:

<b>Sr. No.</b>	<b>Name of the Officer</b>	<b>Designation</b>	<b>Scale in which to be placed</b>	<b>w.e.f.</b>
<b>1.</b>	Sh. Dinesh Juneja	Deputy Registrar	37400-67000 GP 8700	20.11.2015
<b>2.</b>	Sh. Sandeep Kumar Kajal	Deputy Controller of Examination	37400-67000 GP 8700	28.07.2016
<b>3.</b>	Sh. Rajinder Kumar Dogra	Deputy Registrar	37400-67000 GP 8700	04.05.2017

There are already sanctioned 06 posts of Director in the pay scale of 37400-67000 (GP 8700). The creation of 04 additional posts has been recommended by High Power Human Resource Committee dated 21.01.2020. As per recommendation of High Power Human Resource Committee dated 21.01.2020 and as per decision of 72 BOG, after creation of 06 posts may be filled through promotion as per ratio 60:40 (promotion: direct).

It is proposed that the above officers may be placed in the pay scale of 37400-67000 (GP 8700) w.e.f. from the date mentioned in table and promoted/designated as Director from the date of availability of post and as per eligibility.

The matter is placed for deliberation and further recommendations.



**Annexure VII**

I. The list of Officers in the pay scale of 37400-67000 (GP 8700) is as under:

Sr. No	Name	Father's Name	Designation	Date of Joining	Pay Scale	Scale Granted w.e.f
1	S. Paramjit Singh	Sh. Harbax Singh	Deputy Controller of Examination	15.02.2010	37400-67000 GP 8700	15.02.2015
2	Dr. Ekonkar Singh	Sh. Harjit Singh	Deputy Registrar	15.02.2010	37400-67000 GP 8700	15.02.2015
3	Sh. Sunil Kumar	Sh. Tirath Ram	Deputy Registrar	18.02.2010	37400-67000 GP 8700	18.02.2015
4	Dr. Geet	Sh. Y.P. Mehra	Deputy Registrar	01.01.1900	37400-67000 GP 8700	04.05.2015
5	Dr. Nitya	Sh. Narottam Dev Ratti	Deputy Controller of Examination	24.2.2011	37400-67000 GP 8700	24.02.2016
6	Dr. Amanpreet Singh	Dr. Ravinder Singh	Deputy Controller of Examination	01.03.2011	37400-67000 GP 8700	01.03.2016

There are already sanctioned 06 posts of Director in the pay scale of 37400-67000 (GP 8700). The creation of 04 additional posts has been recommended by High Power Human Resource Committee dated 21.01.2020. As per recommendation of High Power Human Resource Committee dated 21.01.2020 and as per decision of 72 BOG, after creation of 06 posts may be filled through promotion as per ratio 60:40 (promotion: direct).

It is proposed that the above officers may be promoted/designated as Director from the date of availability of post and as per eligibility. The eligibility in promotion case may be relaxed as under:

Qualification: Post Graduation in any discipline with 55% marks

Experience: Five years as Deputy Registrar/ DCOE/DFO

The matter is placed for deliberation and further recommendations.



**Annexure VIII**

- I. The batch wise details of officers who are eligible and due for promotion to the post of Deputy Registrar/ Deputy controller/DFO on completion five year is as under:

**Batch 2010**

Sr. no.	Name	Present Designation	Date of Joining	Due date of Promotion
1.	Mr. Kishore Luthra	Assistant Registrar	01.04.2010	01.04.2015
2.	Dr.Pawan Kumar	Assistant Registrar	06.04.2010	06.04.2015
3.	Mr. Rishi Gupta	Assistant Registrar	31.03.2010 (A/N)	01.04.2015
4.	Dr. Sandeep Mehmi	Assistant Registrar	28.05.2010	28.05.2015
5.	Mr. Naresh Kumar	Assistant Registrar	01.04.2010	01.04.2015
6.	Mr. Joginder Singh	Assistant Registrar	01.04.2010	01.04.2015
7.	Mr. Devinder Kumar	Assistant Registrar	01.04.2010(A/N)	02.04.2015
8.	Mr. Gaganjot Singh	Assistant Registrar	01.06.2010	01.06.2015
9.	Mr. Parvesh Kumar aspal	Assistant Registrar	03.08.2010	03.08.2015
10.	Sh. Paramjit Singh Gill	Assistant Registrar	18.11.2010	18.11.2015
11.	Smt. Paramjit Kaur	Assistant Registrar	01.04.2010	01.04.2016

**Batch 2011**

Sr.no.	Name	Present Designation	Date of Joining	Due date of Promotion
1.	Sh. Rajneesh Kumar Sharma	Public Relation Officer	31.03.2011(A/N)	01.04.2016
3.	Dr.VivekTalwar	Assistant Registrar	06.07.2011	06.07.2016
2.	Sh. Saurabh Sharma	Assistant Registrar	15.07.2011	15.07.2016
4.	Ms. Jasleen Kaur	Assistant Registrar	06.07.2011(A/N)	07.07.2016
5.	Mr. Hardeep Singh	Assistant Registrar	08.07.2011	08.07.2016
6.	Sh. Rajinder Kumar	Assistant Registrar	03.10.2011	03.10.2016



### Batch 2014

Sr.no.	Name	Present Designation	Date of Joining	Due date of Promotion
1.	Sh. Jeewan Lal	Secretary To VC	27.05.2014	27.05.2019
2.	Dr Vaneeta Bala	Assistant Registrar	02.09.2014	02.09.2019

II. The sanctioned positions of Deputy Registrar or equivalent for IKGPTU Main Campus and other Campuses subsequent to issuance of Notification No. IKGPTU/Reg/Notification/ 1328 dated 15.06.2017 are as follows:

S. N o	Name of the Post	No. of Posts	Percentage for Appointment by		No. of Posts filled up by		No. of Posts to be filled up by	
			Direct Appoint ment	Promoti on	Direct Appoint ment	Promoti on	Direct Appoint ment	Promoti on
IKGPTU Main Campus								
1.	Deputy Registrar	13 (Main Campus-10, PITK-01 & PITTTTR-2)	5	8	3	2	*2	6
2.	Deputy COE	4	2	2	4	Nil	Nil	*2
3.	Deputy Finance Officer	1	-	1	Nil	Nil	Nil	1
IKGPTU Other Campuses								
4.	Deputy Registrar	6	2	4	Nil	Nil	2	4
Total		24	09	15	7	2	2	13

"Two promotional positions of Deputy COE filled up through open selection have been shown as adjusted against the two vacant positions of Deputy Registrar to be filled up through open selection.

At present the 13 posts of Deputy Registrar/ Deputy controller/DFO are vacant under promotion category. The copies of notification are enclosed at **flag -A**.

III. The criteria for the promotion as per above notification and duly approved by Board of Governors at its 26<sup>th</sup> meeting held on 17.10.2007 is as under: -



"5 years' regular service in the grade of Rs. 8000-13500 (un-revised) or equivalent as assistant Registrar/ Secretary of VC/ Legal Officer/PRO.

AND

Possessing educational qualifications as in column (i) of Annexure B-12 of the notification which is produced as under:

- A Master's Degree with at least 55% of marks or its equivalent grade of 'B' in the UGC 7-point scale.
- Nine years of experience as assistant professor in the AGP of Rs. 6000 and above with experience in educational administrative, or
- Comparable experience in research establishment and/ other institution or higher education, or
- 5years of administrative experience as Assistant Registrar or in an equivalent post:

ACR should be Excellent/Very good for at least last three years during the service in the University."

IV. Sh. Dinesh Juneja and Sh. Rajinder Kumar Dogra from Assistant Registrar to Deputy Registrar were put up before the Human Resource Committee (HRC). Both the officers were promoted from Assistant Registrar by the BOG in its 48<sup>th</sup> meeting vide agenda item 48.7, on the recommendations of HRC from the date of completion of 05 years. Recommendations of the HRC and proceedings of BOG are **flag- B**

V. In the light of recommendations of High Power Human Resource Committee dated 21.01.2020 and decision of 72<sup>nd</sup> BOG, it is proposed that 13 eligible officers from the post of Assistant Registrar/PRO (Pay scale 15600-39100 GP 5400) to may be promoted to the post of Deputy Registrar/Deputy controller/DFO (Pay Scale 15600-39100 GP 7600) on completion of five years of regular service as per date mentioned in table below:

**Batch 2010**

Sr. no.	Name	Present Designation	Date of Joining	Date of Promotion w.e.f.
1.	Mr. Kishore Luthra	Assistant Registrar	01.04.2010	01.04.2015
2.	Dr.Pawan Kumar	Assistant Registrar	06.04.2010	06.04.2015
3.	Mr. Rishi Gupta	Assistant Registrar	31.03.2010(A/N)	01.04.2015
4.	Dr. Sandeep Mehmi	Assistant Registrar	28.05.2010	28.05.2015
5.	Mr. Naresh Kumar	Assistant Registrar	01.04.2010	01.04.2015
6.	Mr. Joginder Singh	Assistant Registrar	01.04.2010	01.04.2015
7.	Mr. Devinder Kumar	Assistant Registrar	01.04.2010(A/N)	02.04.2015
8.	Mr. Gaganjot Singh	Assistant Registrar	01.06.2010	01.06.2015
9.	Mr. Parvesh Kumar Aspal	Assistant Registrar	03.08.2010	03.08.2015



10.	Sh. Paramjit Singh Gill	Assistant Registrar	18.11.2010	18.11.2015
11.	Smt. Paramjit Kaur*	Assistant Registrar	01.04.2010	01.04.2016

\*Date of promotion shall be as per date of fulfilling the eligibility condition of promotion with regards to ACRs

#### **Batch 2011**

Sr. no.	Name	Present Designation	Date of Joining	Due date of Promotion
1.	Sh. Rajneesh Kumar Sharma	PRO	31.03.2011(A/N)	01.04.2016
2.	Sh. Saurabh Sharma	Assistant Registrar	06.07.2011	15.07.2016

The matter is placed for consideration and further recommendations.



flag-1A'

I.K GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR  
(OFFICE OF REGISTRAR)

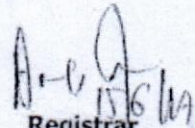
No. IKGPTU/Reg/Notification/1325

Dated: 15-6-2017

**Notification**

As approved by Vice Chancellor dated 06.05.2017, the Teaching and Non-teaching positions for Main Campus and its other Campus as sanctioned by Board of Governors from time to time are hereby notified as below:-

1. Academic sanctioned positions for IKGPTU Main Campus: From Annexure 'A-1' to 'A-13'.
2. Non-Academic sanctioned positions of IKGPTU Main Campus: Annexure 'B-1' to 'B-39'.
3. Academic sanctioned positions of Other Campuses: Annexure 'C-1' to 'C-20'.
4. Non-Academic sanctioned positions of Other Campuses: Annexure 'D-1' to 'D-8'.

  
Registrar

**Cc to:**

1. Vice Chancellor Office : For information of Vice Chancellor please
2. Finance Officer
3. All HODs
4. Deputy Registrar (HRD)
5. Concerned File



Category : Group 'A'

Sr. No.	Designation of the post	Nature of Post (Tenure / Regular)	No. of Posts	Pay Band (In Rs.)	GPIAGP (In Rs.)	Percentage for Appointment by		Method, Qualification and Experience for	
						Direct Appointment	Promotion	Direct Appointment	Promotion
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
10	Controller of Finance/Deputy Finance Officer	Regular	1	15500-39100	GP-7600		By Promotion failing which by Direct Recruitment.	<ul style="list-style-type: none"> <li>A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale;</li> <li>Nine years' of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration, or</li> <li>Comparable experience in research establishment and/ other institutions of higher education, or</li> <li>5 years' of administrative experience as Assistant Registrar or in an equivalent post.</li> </ul>	5 years service in the grade of Rs. 8000-13500 (un-revised) or equivalent as Assistant Registrar (Accounts). And Possessing educational qualifications as in Column-(i) ACR should be Excellent/Very Good for at least last three years during the service in the University.



**Detail of Non-Academic sanctioned positions for : (TKGPTU Campus - Hoshiarpur, Batala, Bhikhiwind, Dinanagar, Amritsar, Mohali & PITTR)**

Category : Group 'A'

Sl. No.	Designation of the post	Nature of Post Tenured Regular	No. of Posts	Pay Band (In Rs.)	GPI AGP (In Rs.)	Percentage for Appointment by		Method, Qualification and Experience for	
						Direct Appnt	Promotion	Direct Appointment	Promotion/Deputation
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
3	Deputy Registrar	Regular	06 Hoshiarpur-01, Batala-01, Bhikhiwind-01, Dinanagar-01, Amritsar-01 & Mohali-01, PITTR-02	15600-39100	7600	40% by Direct recruitment	60% by promotion taking which by deputation	<p>i. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale;</p> <p>ii. Nine years' of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration, or</p> <p>iii. Comparable experience in research establishment and/or institutions of higher education, or</p> <p>iv. 5 years' of administrative experience as Assistant Registrar or in an equivalent post.</p>	<p>5 years regular service in the grade of Rs. 8000-13500 (un-revised) or equivalent as Assistant Registrar / Secretary to VCI Legal Officer PRO.</p> <p>And</p> <p>Possessing educational qualifications as in column - (i)</p> <p>ACR should be Excellent/Very Good for at least last three years during the service in the University.</p> <p><b>Deputation:</b></p> <p>Person in regular service from University/institutions of higher Education, Central Government/ State Government/ Autonomous bodies/ PSU holding posts in Analogous grade.</p> <p>Or</p> <p>With 05 years regular service in the grade of Rs. 10000-15290 (Unrevised) or equivalent.</p> <p>Or</p> <p>8 Years' service in the grade of 8000-13500 (un-revised) or equivalent.</p> <p>AND</p> <p>Possessing Educational qualification &amp; experience as in column-(i)</p> <p><b>Desirable:</b></p> <p>Doctoral Degree and / or Published Research Work with Evidence of writing Technical reports.</p> <p>Note 1: ACR should be Excellent/Very Good for at least last three years during service.</p> <p>Note 2: All other conditions of Appointment on Deputation shall be applicable as per University/ Government Guidelines.</p>



Category: Group 'A'

Sr. No.	Designation of the post	Nature of Post (Tenure / Regular)	No. of Posts	Pay Band (In Rs.)	GPIA GP (In Rs.)	Percentage for Appointment by		Method, Qualification and Experience for	
						Direct Appointment	Promotion	Direct Appointment	Promotion/Deputation
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
12	Deputy Registrar	Regular	11 (10+1)	15500 39100	GP-7000	40% by Direct recruitment	60% by promotion falling within by deputation	<ul style="list-style-type: none"> <li>A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale;</li> <li>Nine years' of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration, or</li> <li>Comparable experience in research establishment and/or other institutions of higher education, or</li> <li>5 years' of administrative experience as Assistant Registrar or in an equivalent post.</li> </ul>	<p>5 years regular service in the grade of Rs. 9000-13500 (un-revised) or equivalent as Assistant Registrar / Secretary to VCI Legal Officer/ PRO. And Possessing educational qualifications as in column - (i)</p> <p>ACR should be Excellent/Very Good for at least last three years during the service in the University.</p> <p>Deputation : Person in regular service from University/Institutions of higher Education, Central Government/ State Government/ Autonomous bodies/ PSU holding posts in Analogous grade. Or With 05 years regular service in the grade of Rs. 10000-15200 (Unrevised) or equivalent. Or 8 Years service in the grade of 8000-13500 (un-revised) or equivalent. AND Possessing Educational qualification &amp; experience as in column-(i)</p> <p>Desirable: Doctoral Degree and / or Published Research Work with Evidence of writing Technical reports.</p> <p>Note 1: ACR should be Excellent/Very Good for at least last three years during service. Note 2: All other conditions of Appointment on Deputation shall be applicable as per University/ Government Guidelines.</p>

10-11/2017



Category : Group 'A'

Sr. No.	Designation of the post	Nature of Post (Tenure / Regular)	No. of Posts	Pay Band (in Rs.)	GPA GP (in Rs.)	Percentage for Appointment by		Method, Qualification and Experience for	
						Direct Appointment	Promotion	Direct Appointment	Promotion/Deputation
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
11	Deputy Controller of Examination	Regular	4	15600 - 39100	GP- 7000	60% by Direct recruitment	40% by promotion failing which by deputation	<ul style="list-style-type: none"> <li>A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale;</li> <li>Nine years' of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration, or</li> <li>Comparable experience in research establishment and other institutions of higher education, or</li> <li>5 years' of administrative experience as Assistant Registrar or in an equivalent post.</li> </ul>	<p>5 years regular service in the grade of Rs. 8000-13500 (un-revised) or equivalent</p> <p>And</p> <p>Possessing educational qualifications as in Column-(i)</p> <p>ACR should be Excellent/Very Good for at least last three years during the service in the University.</p> <p>Deputation :</p> <p>Person in regular service from University/institutions of higher Education, Government, Government Autonomous bodies/ PSU holding posts in Analogous grade.</p> <p>Or</p> <p>With 05 years regular service in the grade of Rs. 12000-18300/12000-16500 (un-revised) or equivalent preferably in Examinations</p> <p>And</p> <p>Possessing Educational qualification &amp; experience as in Column-(i)</p> <p>Note 1: ACR should be Excellent/Very Good for at least last three years during service.</p> <p>Note 2: All other conditions of Appointment on Deputation shall be applicable as per University/ Government Guidelines.</p>



flag-1B'

Proceedings of 48<sup>th</sup> Meeting of the Board of Governors held on  
December 24, 2012 at 2:00 p.m at Qutab Hotel, New Delhi.

The following were present in the meeting:

<b>Shri Sunil Kant Munjal</b> Chairman Hero Corporate Services Ltd	Chairman
<b>Dr. Rajneesh Arora</b> Vice-Chancellor, PTU	Member
<b>Shri Sarwan Singh Channy, IAS</b> Principal Secretary Tech. Education	Member
<b>Dr. R.K Shevgaonkar</b> Director, IIT, Delhi	Member
<b>Dr. M.K Surappa</b> Director, IIT, Roper	Member
<b>Dr. S.K Salwan</b> Chairman Armament Research Board, DRDO	Member
<b>Dr. Nirmal Singh</b> Principal, MIMIT, Malout	Member
<b>Dr. Buta Singh Sidhu</b> Dean, PTU	Member
<b>Dr. H.S. Bains</b> Registrar, PTU	Secretary





Proceeding.1

Vice-Chancellor informed the Board that inquiry proceedings in the case related to suspension of Dean(DDE) has started. He further informed that for restructuring the Distance Education Programme, interim measures are being taken in the interest of students and a transparent procedure shall be followed.

The Board further suggested bringing in some experts to help in restructuring the entire Distance Education Program and to do this under the guidance of a committee to be appointed by the Vice Chancellor in consultation with the Chairman.

**Item No. 48.3 Status of Admissions 2012**

The Board noted the matter and desired that all necessary steps be taken for increasing admissions. The Board expressed some reservation regarding the large number of Ph.D students and desired that efforts be made to improve quality of students admitted under Ph.D programme.

**Item No 48.4 Status regarding PIL Writ Petition**

The Board deliberated upon the issue and constituted following committee to oversee the appointments till final decision of the PIL:

1. Dr Buta Singh, Dean Academic Convener
2. Dr M.K Surappa, Director IIT, Ropar or his nominee
3. Dr H.S Bains, Registrar

The Board decided that necessary steps be taken for contractual appointments of faculty in the view of interest of students. The Board further decided that appeal be filed in the court against the order dated 5.11.2012 in CM No. 11190 of CWP No.20214 of 2011 to ensure that Vice Chancellor is able to exercise the full normal authority in such appointments etc.

**Statutory Agenda**

**Item No 48.5 To approve the minutes of 40<sup>th</sup> Academic Council Meeting**

Noted & Approved

**Item No 48.6 To approve the minutes of 24th Finance Committee Meeting**

Noted & Approved

**Item No 48.7 To approve the minutes of Human Resource Committee Meeting**

Noted & Approved

*[Signature]*



The Hon'ble court has diluted the earlier order dated 14.11.2011 by way of modification vide order dated 5.11.2012 and not only permitted for the appointment of new Chairman but also has allowed applications of the university to make appointments to not less than 37+123 posts not only in PTU main campus but also in its allied institutes—like PITs etc vide order dated 5.11.2012.

The Hon'ble court while modifying its earlier order dt 14.11.2011 has permitted the appointment of the new chairman as per the PTU Act, 1996 and the same has already been done.

The petition also challenges the appointment of Sh. Dhirender Tayal under the category eminent businessmen. Although PTU has taken its defences – explaining all the criteria and the procedure followed but at the same time Mr.Tayal being one of the respondents has engaged an independent counsel to represent him in the matter.

Lastly, the PIL also questions the formation of the present BOG being in violation of the regulation of the university – which has been adequately replied too and taken care off.

The PIL and the interim order dt.14.11.2011 has been diluted to a great extent and it is just a matter of time that the PIL will be exhausted – particularly after the change of Chairman, BOG which was primarily under challenge in the PIL.

The next date is 20.12.2012 for final arguments.

The matter is placed before the BOG for information please.

#### Statutory Agenda

##### **Item No 48.5 To approve the minutes of 40<sup>th</sup> Academic Council Meeting**

The 40<sup>th</sup> meeting of Academic Council was held on Sept 26, 2012. The agenda and minutes of the meeting are placed at **Annexure-VI**.

##### **Item No 48.6 To approve the minutes of 24th Finance Committee Meeting**

The 24<sup>th</sup> meeting of Finance Committee is scheduled for December 12, 2012. The minutes of the meeting and Audit report shall be placed on table.

##### **Item No 48.7 To approve the minutes of Human Resource Committee Meeting**

The meeting of Human Resource committee was held on 27.11.2012. The minutes of the meeting are placed at **Annexure-VII**.

##### **Item No. 48.8 To approve the minutes of 33<sup>rd</sup>, 34<sup>th</sup>, 35<sup>th</sup> and 36<sup>th</sup> meetings of Standing Building Construction Committee.**

33<sup>rd</sup>, 34<sup>th</sup>, 35<sup>th</sup> and 36<sup>th</sup> meetings of Standing Building Construction Committee were held on 7.5.2012, 6.6.2012, 13.8.2012 and 23.10.2012 respectively wherein various items pertaining to





Minutes of Meeting of Hum  
Director General Pushpa Gujral Science City, Chandigarh.

Committee held on 27.11.2012 in the office of

Following members attended the meeting

1. Dr. R. S. Khandpur, DG, PGSC	Chairman
2. Dr. Abhijit Mukherjee, Director, Thapar University	Member
3. Mr. A. Palanivel, Registrar, IIT Ropar	Member
4. Dr. Bala Singh, Dean (Academics)	Member
5. Dr. H. S. Bains, Registrar, PTU	Member
6. Mr. S. K. Mishra, Director Finance, PTU	Special Invitee

#### 1. To Consider Creation of Posts for PITTR

To develop professional competence of existing and perspective faculty members working in 380 institutes affiliated to the University, PTU proposes to establish a dynamic and constantly agile institute Punjab Institute of Technical Teachers Training & Research (PITTR) with two campuses for short term courses and long term courses.

The Detailed Project Report to establish Punjab Institute of Technical Teachers Training & Research (PITTR) has already been approved by the BOG of PTU in its 45<sup>th</sup> meeting held on 16.4.2012 Item No. 46.18.1

Details of required manpower for PITTR and financial implications are attached at Annexure A & B respectively

Manpower requirement and financial implications for the year 2012-13 are at Annexure C & D respectively.

The matter is placed before the committee for Consideration for sanctioning the posts as per Annexure "A" and approval of recruitment as per Annexure "C".

#### Recommendations of the committee :-

The Committee discussed the issue and recommended that in the initial phase the recruitments be carried out only for the following positions :-

- (a) Director - 01
- (b) Assistant Professor - 02 (01 Engineering, 01 Management)  
The position be filled up as Programme Co-ordinator with the eligibility criteria as that of Assistant Professor
- (c) Librarian - 01
- (d) Assistant Registrar - 02 (01 Accounts, 01 Administration)
- (e) Office Assistant - 02 (01 for Director, 01 for Office Work)

All the supporting services like Attendant, Safai Workers, Mahi, Security, Driver etc be outsourced. The positions so filled up shall be on transferable basis

The committee desired that the revised financial implications be planned and permission for advertising these 08 positions be sought from the court



## 2. To consider Policy on Upgradation of Employees

Few employees of the University working in different categories have requested for up gradation on account of enhancement of qualification/possession of higher qualification. In their present designations. The detail of all such employees is at Annexure "E"

These employees had joined in their respective cadres with effect from their date of appointment/regular appointment at the University through a proper selection procedure. As per their application, they have requested to upgrade them to the next higher post. The University at present doesn't have a policy to consider their request

In this regard, the Punjab Technical Education and Industrial Training (Group 'C') Directorate Ministerial Service Rules, 2011 may kindly be referred to which reads as follows -

For promotion to the post of clerk, 15% of the total sanctioned positions are filled up. The qualification and experience for promotion is -

"From amongst the Class-IV employees working under the control of the Director and who have an experience of working as such for a minimum period of five years and who have passed Matriculation examination from a recognized University of Institution and who qualify a test in Punjabi type writing to be held by the appointing authority at such speed as may be specified by the Punjab Government time to time."

The matter is placed before the committee for Consideration as per Annexure "E"

### Recommendations of the committee :-

The Committee discussed the issue and recommended that for considering the upgradations as per the Punjab Govt. Rules referred in the Agenda above, the 15% reservation of the total sanctioned positions shall be taken care of subject to availability of posts in the next higher cadre alongwith consideration of the Annual Confidential Reports

The committee also recommended that to encourage the employees for improving their qualifications and thus the productivity for the welfare of the University, incentive increments to the tune of one increment only, once in life time be granted on account of acquiring higher qualification in the area of their work.

## 3. Decision of Honorable Punjab & Haryana High Court against Civil writ Petitions 20214 /2011(O&M)

The honorable Punjab & Haryana High Court has issued order against CWP No. 20214 /2011(O&M) has granted permission to University to initiate the process of selection of posts and complete the same. However it is made clear that the Chairman of the BOG may oversee the selection process and if he and the BOG are satisfied with the selection, they can proceed further and issue appointment letters.

The Vice-Chancellor may not participate in the selection process either as a member or as Chairman of BOG. The detailed orders are at Annexure "F".

The matter is placed before the committee for information as per Annexure "F"

### Recommendations of the committee :-

The Committee discussed the issue and recommended that the complete documentations with regards to copy of the order of the court, detail of selection procedures, name of committee Members, the criteria adopted for selection, recommendations of the committee be put up to the Vice Chancellor for discussion with Chairman Board of Governors



#### 4. To Consider New Advertisement

As per the direction of the court the recruitment process is to be taken up for positions faculty and administrative cadres as per Annexure "G"

The matter is placed before the committee for consideration as per Annexure "G"

##### *Recommendations of the Committee :-*

The Committee discussed the issue of consideration on publication of new advertisements in the light of PIL for issuance of appointment letter to the candidates already selected, initiation of selection process for applications already received and re-advertisement of new positions for Punjab Technical University and PIT Campuses. Committee recommended to go by legal advice of advocate. The advice is annexed at I

#### 5. To Consider Sanctioning of posts of Sports & Cultural Department

To raise the standard of sports and cultural activities of PTU and its affiliated colleges, the positions of Assistant Sport & Cultural organizer are required as Follows:

1. Assistant Sports Organizer(04- 03 Male, 01 Female)
2. Assistant Cultural Organizer(02- 01 Male, 01 Female)

Rules governing the appointment of these Assistant Sport & Cultural organizer may be decided keeping in consideration Annexure "G"

The matter is placed before the committee for consideration as per Annexure "H"

##### *Recommendations of the Committee :-*

The Committee discussed the issue and recommended that only one post of Assistant Director (Cultural Activities) as per the eligibility criteria and pay scale available under State Govt. norms.

#### 6. To Consider Formulation of Promotion Policy

The university does not have any promotion policy for its employees working under different categories at present. The employees of the University have been pressing hard for the same.

In this regard a comparative study of promotion rules being follows in different neighboring University as per Annexure "I" has been prepared.

The matter is placed before the committee for consideration as per Annexure "I"

##### *Recommendations of the Committee :-*

The Committee discussed the issue and recommended that a complete promotion policy specifying the promotions with regards to designation and pay scale required at each level be re-submitted in the next meeting of Human Resource Committee

#### 7. Any other item with the permission of Chair

- 7.1 To consider the promotion of Shri Dinesh Juneja, Assistant Registrar and Sh. Rajinder Dogra, Assistant Registrar



*Recommendations of the Committee :-*

The Committee discussed the issue and recommended that the UGC norms are since silent on promotion criteria of Assistant Registrar to Deputy Registrar. Shri Dinesh Junaja and Shri Rajinder Dogra be promoted as Deputy Registrar on the pattern of promotion policy of University being followed for previous such promotions

7.2 To consider the promotion of incumbents from Senior Technician to Lab Superintendent, PTU GZS Campus

*Recommendations of the Committee :-*

The Committee discussed the issue and proposed that a consolidated promotion policy for the Technical Category specifying an upgradation in designations be put up the next HR Meeting

The Committee further recommended that an Administrative Training Schedule for all Officers in 'A' Category be also prepared

7.3 To consider the filling up of faculty positions at PTU GZS Campus, Bathinda

*Recommendations of the Committee :-*

The Committee discussed the issue and recommended that recruitment process be initiated only for regular positions as per AICTE norms

The committee also desired that a sub-committee meeting be held up to sort out the HR and Administrative issues on account of merger of PTU GZS Campus, Bathinda in the light of following

- a) Whether transfer cases be treated on deputation
- b) Status of college as a separate identity
- c) Status of college employees in their respective cadre

Meeting ended with a vote of thanks to the chair

Sd/-  
(Dr.R S Khandpur)



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**Detail of Non-Academic sanctioned positions for : JKSP TU Campus - Kapurthala, Hoshiarpur, Batala, Bhikhiwind, Dinanagar, Amritsar & Mohali)**

Category : Group 'A'

Sr. No.	Designation of the post	Nature of Post Tenure/Regular	No. of Posts	Pay Band (In Rs.)	GPI/AGP (In Rs.)	Percentage for Appointment by		Method, Qualification and Experience for	
						Direct Appt	Promotion	Direct Appointment	Promotion
2	Registrar/ Administrative Officer	The tenure shall be for a period of three years which may be extended by another term of three years or attainment of age of superannuation, whichever is earlier.	7 (01 for each campus)	37400-67000	10000	100%	NA	<p>(i) Master's Degree with at least 55% of the marks or its equivalent Grade of 'B' in UGC Seven Point Scale. At least fifteen years of experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor.</p> <p>Experience: Educational administration or Comparable experience in a research establishment and/ or other institution of higher education or 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p>	(i) NA