

Proceedings of 28th meeting of Internal Human Resource Committee held on 08-01-2021 02.00PM at Conference Hall, Hotel Shivalikview, Sector 17-E Chandigarh.

The following were present in the meeting:

1. Dr.R.K. Sharma, NIT Kurukshetra.....**Chairman**
2. Sh. Sandeep Kumar Kazal, Registrar IKGPTU.....Member
3. Sh. R.S. Mittal, Deputy Controller(F&A)(Retd.) Govt. of Punjab...Member
4. Dr.Neelkanth Grover, Associate Professor(ME),IKGPTU.....Member
5. Sh.Raman Kumar Sharma, Chiarmen(DPC) and Member BOG....Special Invitee
6. Sh.Kishore Luthra, Deputy Registrar(HRM).....**Convener**

The Registrar PAU, Ludhiana couldn't attend the meeting.


The Chairman welcomed all the members and thereafter the regular agenda of the meeting was taken-up.

Item no. 28.1 To consider and approve recommendations of Departmental Promotion Committee(DPC) constituted in 27th meeting of IHRC.

IHRC deliberated upon the recommendations of Departmental Promotion Committee dated 08-01-2021(enclosed at **ANNEXURE-A**) and approved the same.

On request of the committee, Sh. Kishore Luthra abstained from deliberations of this item, as the item included his own case.

Item no. 28.2 To grant benefit of Assured Career Progression(ACP) Scheme (4-9-14) to group B, C & D employees.



IHRC deliberated upon the matter and approved the item as per Punjab Government norms. As this scheme has already been adopted by the University vide order dated 18-01-2018, the same may be implemented from time to time by the HRM branch with the approval of Vice-Chancellor. Further, it was informed by Sh. R.S. Mittal that ACP of 4-9-14 is applicable to all cadres of group A, B, C and D in the Punjab Govt. So the benefit of this ACP scheme as already adopted by the university from 2018 can also be extended to group A which is currently in the form of granting an increment at the stage of 4-9-14. However, the Dynamic ACP scheme for officers (group A) is also prevalent in some departments of the Punjab Govt.

The committee recommends that currently adopted ACP scheme be uniformly applied to all cadres of group A, B, C and D. Also, university may consider to adopt the dynamic ACP scheme for group A cadre as per Punjab Govt norms as a policy and get it approved/adopted through competent levels of the university.

Item no. 28.3 Promotion to the post of Superintendent in the pay scale of 15600-39100 (5400).

Committee discussed the matter and recommended to constitute the following Departmental Promotion Committee for processing these promotion cases. The recommendations of the DPC will be put-up to the IHRC.

1. **Shr.** R.K. Sharma (Professor NIT Kurukshetra)...Chairman
2. Registrar IKGPTU.....Member





3. Sh. R.S. Mittal (DCFA Retd. Punjab Govt)....Member
4. District Welfare Officer Kapurthala.....Member

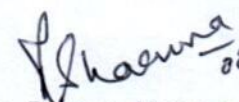
Item no. 28.4 Any other item with the permission of Chair

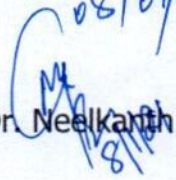
The committee decided that all other remaining pending matters which were under consideration of this committee in earlier meetings may be put up in the next meeting of the committee.


The meeting ended with the vote of thanks to the chair.

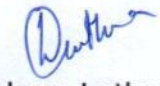

(Dr. R.K. Sharma)
08/01/2021


(Sh. Sandeep Kumar Kazal)
08.01.2021

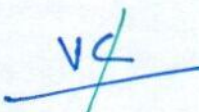

(Sh. Raman Kumar Sharma)
08.01.2021



(Dr. Neelkanth Grover)
8/1/21


(Sh. R.S. Mittal)


(Sh. Kishore Luthra)

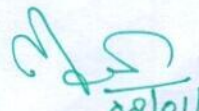
Recommendations of 28th IHRC as above are submitted for your kind approval please.


VC


08.01.2021

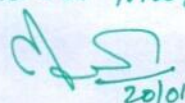
Recommendations of IHRC are in order. Approved, in light of 68th + 72nd BOG decision. However before implementation, you may please see the same for ratification from BOG.

Chairman BOG


08/01/2021

Discussed with the chairman BOG. The matter may be got ratified from BOG through resolution by circulation.


R


20/01/2021

Minutes of Meeting of Departmental Promotion Committee (DPC)

The first meeting of the Departmental Promotion Committee (DPC) constituted vide order no. IKGPTU/REG/OO/731 dated 23-05-2020 was held on 15-06-2020 through video conferencing. Minutes of this meeting are attached at **Annexure-I**. In the meantime, on account of administrative changes/transfers of officers in the university, the DPC was revised as per notification IKGPTU/REG/RO/86 dated 06-01-2021(**Annexure-II**).

The second meeting of the DPC as above was held on 08-01-2021 at 11:00 am at the Conference Hall, Hotel Shivalikview, Sector 17-E, Chandigarh.

The following attended the meeting:

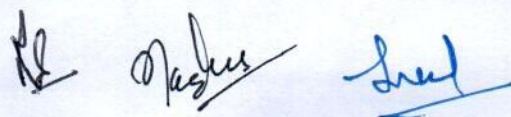
1. Sh. Raman Kumar Sharma (Member BOG).....Chairman
2. Sh. Sandeep Kumar Kazal (Registrar IKGPTU).....Member
3. Sh. Ravi Kalia (Service Matter Expert).....Member
4. Sh. Jasdev Singh (District Welfare Officer Kapurthala).....Member
(Joined through Video Conferencing)

Meeting started with welcome address by the Chairman. He emphasized that a committed and motivated workforce is the prime mover for growth of any organization. So the cases of promotion/placement of employees need to be addressed properly for better upkeep of organizational productivity. However, all such decisions must be as per prevailing norms/guidelines and the IKGPTU Act. Further the mandate of DPC is within recommending the promotions only on an available and vacant post subject to fulfilling the eligibility. Thereafter, the committee took up the employees' cases in light of its previous minutes and the record presented by HRM branch of university along with information in the required standard format. The recommendations of the committee are as under:

1. Promotions to the 04 posts out of 07 posts of Registrar/Administrative Officer (campuses) in the pay scale of 37400-67000 (GP: 10,000)

The committee has been apprised that these posts are not regular posts but are of tenure cadre. 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. Copy of said notification is enclosed at **Annexure-III**.

As per existing norms/policy, there is no provision of making promotions on tenure posts. So making any policy change will be out of jurisdiction of the DPC. Hence this proposal may be deliberated at appropriate competency level of the university.



2. Placement of the officers working as Dy. Registrar/Dy. Controller in the PB-III, pay scale of 15600-39100 (GP:7600) to PB-IV, pay scale of 37400-67000 (GP:8700) after completion of five years of regular service

As per the record provided to the DPC, as per 10th BOG decision, "for administrative and supporting staff, the minimum residency period for eligibility for promotion to higher grade may be five years". Copy enclosed at **Annexure-IV**.

Also, as per MHRD notification dated 31-12-2008, "the Deputy Registrar/Deputy Finance Officer/Deputy Controller of Examination shall move to the pay band of Rs. 37,400-67000/- with Grade Pay of Rs.8700/- after completing five years of service". Copy enclosed at **Annexure-V**.

In line of the above, university has already placed 09 officers from time to time, working as Dy. Registrar/Dy. Controller after completing five years of service in PB-III (15600-39100, GP:7600) to PB-IV (37400-67000, GP: 8700). Copy of the proceedings of a previous promotion committee including this type of placement are placed at **Annexure-VI**. This was subsequently approved by the BOG in 37th meeting vide item no 37.3 (**Annexure-VII**).

In light of the above, committee has considered the case of placement of following officers currently working as Deputy Registrar/Deputy Controller (PB-III (15600-39100, GP:7600)). The committee has checked their eligibility, ACRs, and other conditions as per applicable policy and recommends them to be placed into PB-IV (37400-67000, GP: 8700) as follows:

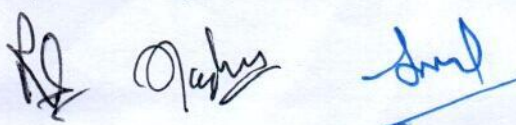
Table-1

| S. No | Name of Officer | Designation | New Scale to be given | Date of Placement in new scale |
|-------|--------------------------|----------------------------------|--------------------------|--------------------------------|
| 1. | Sh. Dinesh Juneja | Deputy Registrar | 37400-67000 (GP:8700) | 20-11-2015 |
| 2. | Sh. Sandeep Kumar Kazal | Deputy Controller of Examination | 37400-67000 (GP:8700) | 28-07-2016 |
| 3 | Sh. Rajinder Kumar Dogra | Deputy Registrar | 37400-67000 (GP:8700) | 04-05-2017 |

On request of the committee, Sh. Sandeep Kumar Kazal abstained from deliberations of this item, as the item included his own case.

3. Re-designation of officers working as Deputy Registrar/Deputy Controller in the pay scale of PB-IV (37400-67000, GP: 8700) as Director

The committee has been apprised that as per existing norms/policy, there is no provision of re-designating officers working as Deputy Registrar/Deputy Controller in the pay scale of PB-IV (37400-67000, GP: 8700) as Director.



So making any policy shift and giving recommendations on that will be out of jurisdiction of the DPC. Hence this proposal may be deliberated at appropriate competency level of the university.

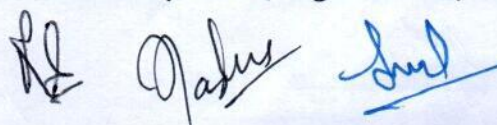
4. Promotion of the officers working as Assistant Registrar/PRO/equivalent in the pay scale of 15600-39100 (GP:5400) to the post of Deputy Registrar/Deputy Controller/DFO in the pay scale of 15600-39100(GP:7600) and their placement under ACP scheme of 4-9-14

In this regard, as per the record submitted by HRM branch, the policy/scheme of Dynamic ACP i.e. 4-9-14 has not been adopted/implemented by the university yet for Group-A employees. Hence, it will be inappropriate to place the officers working as Assistant Registrar/PRO/equivalent pay scale of 15600-39100 (GP:5400) into higher scales of 15600-39100 (GP:6600/GP:7600/GP8700) in the absence of formally adopted Dynamic ACP policy. Recommending any policy decision and giving recommendations on that will be out of jurisdiction of the DPC. Hence this proposal of implementing Dynamic ACP on above referred officers may be deliberated at appropriate competency level of the university.

Regarding the cases of promotion from Assistant Registrar/PRO/Equivalent to the post of Deputy Registrar/Deputy Controller/DFO, following has been submitted to the committee:

- As per 10th BOG decision, "for administrative and supporting staff, the minimum residency period for eligibility for promotion to higher grade may be five years". Copy enclosed at **Annexure-IV**.
- Total Number of sanctioned posts of Deputy Registrar/Deputy Controller/Deputy Finance Officer = 24 (**Annexure-VIII**)
- As per 72 BOG decision vide item no 72.6, the, "*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*".
- In light of above, the number of promotional posts turns out to be 14. Out of these 14 posts, two posts have already been filled. The remaining number of vacant posts of promotion quota are 12.
- As per Notification No. IKGPTU/Reg/Notification/1328 dated 15.06.2017 the eligibility for promotion to the post of Deputy Registrar/Deputy Controller/Deputy Finance Officer is as under:

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



A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale

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

- As per Punjab Govt norms (Punjab Act No 22 of 2006), "The percentage of reservation for filling up the vacancies by promotion by Scheduled Castes in Group 'A' and Group 'B' services shall be fourteen per cent" (**Annexure-IX**). Also, as informed by District Welfare Officer, as per the reservation roster, first and seventh posts are required to be filled from SC category candidates out of total 14 posts of promotion quota for Deputy Registrar/Equivalent.
- One officer of 2010 batch Smt. Paramjit Kaur (Assistant Registrar) was selected as Deputy Registrar in MRSPTU, Bathinda and her lien at the post of Assistant Registrar at IKGPTU has been vacated after completion of her probation at MRSPTU. The copy of office order of vacation of lien is enclosed at **Annexure-X**.
- At present, the senior most batch of officers working in pay scale of 15600-39100 (GP:5400) is the 2010 batch. In this batch, 10 officers are working as Assistant Registrar. All of these 10 officers are eligible to be considered for promotion to the 12 promotional posts of Deputy Registrar/Equivalent.
- The second batch of officers working in pay scale of 15600-39100 (GP:5400) is the 2011 batch. It consists of 01 officer working as PRO and 05 officers working as Assistant Registrar. Out of this second batch of 2011, two officers are eligible for promotion against vacant 12 posts of Deputy Registrar or equivalent in promotion quota.
- The DPC has checked the eligibility, ACRs, and other conditions and recommends the following officers as per **Table-2** who are currently working as Assistant Registrar/PRO/Equivalent to be promoted to the post of Deputy Registrar/Deputy Controller/Deputy Finance Officer in the pay scale of 15600-39100 (GP:7600) after completing nine years of service as per the recommendations of Internal HR Committee in its 27th meeting dated 17.03.2020 as below:

Table-2

| Batch 2010 | | | | | |
|------------|------------------------------|---------------------|-------------------|------------------|-----------------------|
| S. No | Name of Officer/Category | Present Designation | Date of Promotion | New Designation | New Scale |
| 1. | Mr. Kishore Luthra (General) | Assistant Registrar | 01.04.2019 | Deputy Registrar | 15600-39100 (GP 7600) |
| 2. | Dr. Pawan Kumar (General) | Assistant Registrar | 06.04.2019 | Deputy Registrar | 15600-39100 (GP 7600) |

[Handwritten signatures]

| S. No | Name of Officer | Present Designation | Date of Promotion | New Designation | New Scale |
|-------------------|--|---------------------|-------------------|------------------------|--------------------------|
| 3. | Mr. Rishi Gupta (General) | Assistant Registrar | 01.04.2019 | Deputy Registrar | 15600-39100 (GP 7600) |
| 4. | Dr. Sandeep Mehmi (SC) | Assistant Registrar | 28.05.2019 | Deputy Registrar | 15600-39100 (GP 7600) |
| 5. | Mr. Naresh Kumar (SC) | Assistant Registrar | 01.04.2019 | Deputy Registrar | 15600-39100 (GP 7600) |
| 6. | Mr. Joginder Singh (SC) | Assistant Registrar | 01.04.2019 | Deputy Registrar | 15600-39100 (GP 7600) |
| 7. | Mr. Devinder Kumar (ESM) | Assistant Registrar | 02.04.2019 | Deputy Registrar | 15600-39100 (GP 7600) |
| 8. | Mr. Gaganjot Singh (General) | Assistant Registrar | 01.06.2019 | Deputy Registrar | 15600-39100 (GP 7600) |
| 9. | Mr. Parvesh Kumar Aspal (BC) | Assistant Registrar | 03.08.2019 | Deputy Finance Officer | 15600-39100 (GP 7600) |
| 10. | Mr. Paramjit Singh Gill (SC) | Assistant Registrar | 18.11.2019 | Deputy Registrar | 15600-39100 (GP 7600) |
| Batch 2011 | | | | | |
| S. No | Name of Officer | Present Designation | Date of Promotion | New Designation | New Scale |
| 11 | Sh. Rajneesh Kumar Sharma (General) | PRO | 01.04.2020 | Deputy Registrar | 15600-39100 (GP 7600) |
| 12 | Sh. Saurabh Sharma (General) | Assistant Registrar | 15.07.2020 | Deputy Registrar | 15600-39100 (GP 7600) |

The meeting ended with the vote of thanks to the chair.

R. Sharma
8.01.2021
(Sh. Raman Kumar Sharma)

Sandeep
08.01.2021
(Sh. Sandeep Kumar Kazal)

Ravi
8/01/2021
(Sh. Ravi Kalia)

Attended the meeting through V.C.
Agreed to these minutes by email.
(Sh. Jasdev Singh) Certified copy of email attached.
Jasdev

May please approve to place these recommendations of DPC before ITRC.

R

VK

OK. *Jasdev*
08/01/2021

Jasdev
08.01.2021

1/9/2021

Mail - Sandeep Kazal - Outlook

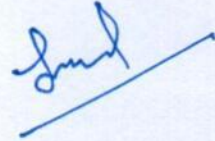
Re: Revised Minutes for Departmental Promotion Committee (DPC)

DWO KPT KAPURTHALA <dwokapurthala@gmail.com>

Fri 08-01-2021 15:33

To: Sandeep Kazal <skkazal@ptu.ac.in>

Agree Dwo kapurthala



On Fri, Jan 8, 2021 at 3:01 PM Sandeep Kazal <skkazal@ptu.ac.in> wrote:

Sir

PFA the revised minutes as discussed.
Submitted for your consent/remarks

With Regards
Sandeep Kumar Kazal
Registrar
IK Gujral Punjab Technical University

From: Sandeep Kazal <skkazal@ptu.ac.in>
Sent: 08 January 2021 14:32
To: dwokapurthala@gmail.com <dwokapurthala@gmail.com>
Subject: Draft Minutes for Departmental Promotion Committee (DPC)

Sir

Please check the draft minutes of DPC meeting and give your consent/remarks.

With Regards
Sandeep Kumar Kazal
Registrar
IK Gujral Punjab Technical University

From: Sandeep Kazal <skkazal@ptu.ac.in>
Sent: 07 January 2021 13:03
To: rksharma1209@gmail.com <rksharma1209@gmail.com>; RAMAN KUMAR. SHARMA <rksharma@hondacarindia.com>; ravikalia2001@gmail.com <ravikalia2001@gmail.com>; dwokapurthala@gmail.com <dwokapurthala@gmail.com>
Cc: Vice Chancellor <vc@ptu.ac.in>; Dr Ajay K Sharma <vcptu13@gmail.com>
Subject: Meeting Notice for Departmental Promotion Committee (DPC)