

CHAPTER I

(i) ELECTION OF TWO FELLOWS (NON-SYNDICS) TO THE BOARD OF FINANCE

1.1. Once every year, there shall be election of two Fellows (non-Syndics) to the Board of Finance and these members shall hold office for one year beginning February 1.

1.2. The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be Returning Officer.

2. The procedure for holding the election shall be as follows :

- (i) The Returning Officer shall notify to the Fellows the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer.
- (ii) The proposal of every candidate shall be by a Fellow, supported by another Fellow, on the prescribed form (Appendix I) so as to reach the Returning Officer on or before the first of December. If 1st of December is a holiday, the next working day shall be considered as the last date for the purpose. The candidate proposed shall sign his nomination form in token of his consent to stand for election and also a declaration in terms of Regulation 1 of Chapter II (A) (iii), Calendar Volume I. A Fellow shall be entitled to propose as many persons for election as the number of vacancies.
- (iii) A nomination form shall be declared invalid--
 - (a) if the proposer and/or seconder is not a Fellow;
 - (b) if a proposer or a seconder has signed proposal papers of more candidates than the number of vacancies;
 - (c) if the nomination paper is not signed by the candidate or by the proposer or by the seconder;
 - (d) if the nomination paper is not addressed to the Returning Officer by name and does not reach him under a registered cover or is not delivered to him personally by the date and hour notified;
 - (e) if the candidate has ceased to be a Fellow of the University.
- (iv) A candidate or a representative of the candidate appointed by him, in writing, may be present at the scrutiny of nomination forms.
- (v) After the nomination forms have been received and scrutinised, the Returning Officer shall send to every Fellow a list of the candidates whose nomination forms have been found valid.

- (vi) A candidate may withdraw from election either by sending a written notice to the Returning Officer before the meeting of Senate at which the election is to be held or at the floor of the house at the time of election.
- (vii) The election shall take place at a meeting of the Senate and the Fellows present shall vote by ballot according to the Simple Majority Vote System.
- (viii) After the votes have been cast by the Fellows present, these shall be counted by the Tellers appointed by the Vice-Chancellor/Chairman of the Senate meeting. The Vice-Chancellor/Chairman shall decide if any vote is invalid and any Fellow may, if he so desires, raise an objection. The objection shall be considered by the Vice-Chancellor/Chairman and he shall take final decision.

3. After the votes have been counted, the names of the persons elected shall be forthwith announced by the Vice-Chancellor/Chairman.

4. If any question arises as to whether any person has been duly elected as, or is entitled to be, a member of the Board of Finance, the matter shall be referred to the Chancellor whose decision thereon will be final.

APPENDIX I

PANJAB UNIVERSITY

**Proposal form for Election of two Fellows (Non-Syndics) Member
of the Board of Finance for the year.**

| Name of Fellow proposed | Address |
|-------------------------|---------|
| | |

The Fellow proposed shall sign his/
her own proposal form in token of
his/her consent to stand for election.

.....
(Signature of the proposer)
Fellow, Panjab University.

.....
(Signature)
Fellow, Panjab University.

.....
(Signature of the seconder)
Fellow, Panjab University.

Note.--This form is to be sent to the Registrar, Panjab University, Chandigarh-160014
(by name), in a Registered cover, so as to reach him by 1 p.m. on or before
December 1.

(ii) ELECTION OF DEGREE TEACHERS TO THE ACADEMIC COUNCIL

1.1. Once every alternate year, there shall be election of Degree Teachers to the Academic Council and these members shall hold office for two years beginning February 1.

1.2. In the year in which election is to be held the Returning Officer shall forward a copy of the latest Return of Qualification of teachers to the Principals of the affiliated Colleges in the Faculties of Arts, Languages, Science, Commerce, Education and Design & Fine Arts to make additions/deletions in the said Return in order to make it up-to-date and send back the same to the Returning Officer under registered cover so as to reach him by October 15 at the latest.

In case no reply is received from a Principal by the stipulated date it shall be presumed that there are no additions/deletions in the Return of Qualifications and the voters list for eligible persons shall be prepared accordingly.

2. The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be the Returning Officer.

3. After applying necessary scrutiny, the Returning Officer shall notify the preliminary list of voters by pasting a copy of it in the Notice Board of the University Office.

4.1. The Returning Officer shall notify the Degree Teachers on the list prepared under Rule 3 the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer.

4.2. The schedule for various processes connected with the election shall be :

| | | | |
|-----|--|----|--------------------------------------|
| (a) | Preliminary list of voters to be pasted on University Notice Board | .. | 60 days before the date of election. |
| (b) | Objections to the preliminary list of voters to reach the Returning Officer | .. | 53 days before the date of election. |
| (c) | Decision by the Returning Officer on the objections | .. | 50 days before the date of election. |
| (d) | Publication of the Final list of voters | .. | 45 days before the date of election. |
| (e) | Letters inviting nomination forms shall be issued by the Returning Officer | .. | 40 days before the date of election. |
| (f) | Nominations on the prescribed forms shall be received by the Returning Officer upto. | .. | 25 days before the date of election. |
| (g) | List of proposed candidates to be pasted on the University Notice Board | .. | 22 days before the date of election. |
| (h) | Last date for receipt of objections, if any | .. | 17 days before the date of election. |

- | | | | |
|-----|--|----|--------------------------------------|
| (i) | Withdrawal of proposals | .. | 16 days before the date of election. |
| (j) | Date for deciding the objections by the Returning Officer. | .. | 16 days before the date of election. |
| (k) | Final list of candidates to be pasted on the University Notice Board | .. | 15 days before the date of election. |

5. The proposal of every candidate shall be by an approved voter supported by another such voter on the prescribed form. The candidate proposed shall sign his nomination form in token of his consent to stand for election and also a declaration in terms of Regulation 1.3 of Chapter II(A)(iv) Calendar, Volume I. A degree Teacher shall be entitled to propose as many persons for election as the number of vacancies.

6. A nomination form shall be declared invalid--

- (a) if the proposer and/or seconder is not an approved voter;
- (b) if a proposer or a seconder has signed proposal papers of more candidates than the number of vacancies;
- (c) if the nomination form is not signed by the candidate or by the proposer or by the seconder;
- (d) if the nomination paper is not addressed to the Returning Officer by name and does not reach him under a registered cover or is not delivered to him personally by the date and hour notified;
- (e) if the candidate has ceased to hold the requisite qualification or capacity by virtue of which he is seeking election.

A candidate or a representative of the candidate appointed by him, in writing, may be present at the scrutiny of nomination forms.

7. The election shall be held according to simple majority Vote System.

- 8.** (a) The recording of votes shall be through Polling Booths.
- (b) The Polling Booths and their location shall be approved by the Syndicate. The Returning Officer shall appoint the Presiding Officer and other staff.

9. On the day and on the expiry of the time notified under Rule 4.2 the Returning Officer, shall open the ballot box, scrutinise the Voting Papers, rejecting those which are not in accordance with the regulations/rules and shall count the votes recorded.

10. After the scrutiny is completed and the votes have been counted, the names of the persons elected shall be forthwith notified by the Returning Officer.

11. If any question arises as to whether any person has been duly elected as, or is entitled to be a member of the Academic Council, the matter shall be referred to the Chancellor whose decision thereon will be final.

(iii) ELECTION OF PRINCIPLES TO THE ACADEMIC COUNCIL

1.1. Once every alternate year, there shall be election of Principals to the Academic Council and these members shall hold office for two years beginning February 1.

1.2. In the year in which election is to be held, the Returning Officer shall forward a copy of latest Return of Qualifications of teachers to the Principals of the affiliated colleges in the Faculties of Arts, Languages, Science, Commerce, Education and Design & Fine Arts to make additions/deletions in the said Return in order to make it up to date and send back the same to the Returning Officer under a registered cover so as to reach him by October 15 at the latest.

In case no reply is received from a Principal by the stipulated date it shall be presumed that there are no additions/deletions in the Return of Qualifications and the voters list for eligible persons shall be prepared accordingly.

2. The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be the Returning Officer.

3. After applying necessary scrutiny, the Returning Officer shall notify the preliminary list of voters by pasting a copy of it on the Notice Board of the University Office.

4.1. The Returning Officer shall notify the Principals on the list prepared under Rule 3 the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer.

4.2. The schedule for various processes connected with the election shall be--

| | | | |
|-----|--|----|--------------------------------------|
| (a) | Preliminary list of Voters to be notified | .. | 60 days before the date of election |
| (b) | Objections to the preliminary list of voters to reach the Returning Officer | .. | 53 days before the date of election |
| (c) | Decision by the Returning Officer on the objections | .. | 50 days before the date of election. |
| (d) | Publication of the Final list of voters | .. | 45 days before the date of election. |
| (e) | Letters inviting nomination forms shall be issued by the Returning Officer | .. | 40 days before the date of election. |
| (f) | Nominations on the prescribed forms shall be received by the Returning Officer | .. | 25 days before the date of election. |
| (g) | List of proposed candidates to be pasted on the University Notice Board | .. | 22 days before the date of election. |
| (h) | Last date for receipt of objections, if any | .. | 17 days before the date of election. |

| | | | |
|-----|--|----|--------------------------------------|
| (i) | Withdrawal of proposals | .. | 16 days before the date of election. |
| (j) | Date for deciding the objections by the Returning Officer | .. | 16 days before the date of election. |
| (k) | Final List of candidates to be pasted on the University Notice Board | .. | 15 days before the date of election. |
| (l) | Issue of Ballot Papers | .. | 14 days before the date of election. |

The ballot papers shall be accompanied by a Covering Letter (Form as given in Appendix 'A').

5. The proposal of every candidate shall be by an approved voter supported by another such voter on the prescribed form. The candidate proposed shall sign his nomination form in token of his consent to stand for election and also a declaration in terms of Regulation 1.3 of Chapter II(A)(iv), Calendar, Volume I. A Principal shall be entitled to propose as many persons for election as the number of vacancies--

6. A nomination form shall be declared invalid--

- (a) if the proposer and/or seconder is not an approved voter;
- (b) if a proposer or a seconder has signed proposal papers of more candidates than the number of vacancies;
- (c) if the nomination form is not signed by the candidate or by the proposer or by the seconder;
- (d) if the nomination paper is not addressed to the Returning Officer by name and does not reach him under a registered cover or is not delivered to him personally by the date and hour notified;
- (e) if the candidate has ceased to hold the requisite qualification of capacity by virtue of which he is seeking election.

A candidate or a representative of the candidate appointed by him, in writing, may be present at the scrutiny of nomination forms.

7. The election shall be held according to Single Transferable Vote System. The provisions as contained in the regulations for election of Fellows according to the Single Transferable Vote System shall apply to the election of Principals to the Academic Council.

8. An elector shall fill in and sign his Covering Letter in the presence of the Principal of another affiliated College who shall authenticate the Covering Letter with his signatures and his office seal. He shall forward the Covering Letter and the Voting Paper in a registered cover addressed to the Returning Officer by name or deliver it personally to the Returning Officer. All Voting Papers accompanied by Covering Letters must reach the Returning Officer not later than the day and hour notified for the closing of the ballot. The Returning Officer shall, as soon as possible after the receipt of such Covering Letters and Voting Papers, deposit them in the ballot box.

9. On the day and on the expiry of the time notified under Rule 4.2 the Returning Officer, shall open the ballot box, scrutinise the Voting Papers, rejecting those which are not in accordance with the regulations/rules and shall count the votes recorded.

10. After the scrutiny is completed and the votes have been counted, the names of the persons elected shall be forthwith notified by the Returning Officer.

11. If any question arises as to whether any person has been duly elected as, or is entitled to be, a member of the Academic Council, the matter shall be referred to the Chancellor whose decision thereon will be final.

APPENDIX A
ELECTION OF PRINCIPALS TO THE ACADEMIC COUNCIL
COVERING LETTER

Dear Sir,

I enclose herewith a sealed envelope containing my Ballot Paper for the election of Principals of Colleges to the Academic Council.

Yours faithfully

(Signature)

| | | |
|--------------|--|----------------|
| Dated..... | |Principal |
| (Seal) | | |
| Station..... | |College |

Certified that the elector has signed the covering letter in my presence and that he is personally known to me (or has been identified by some person who is personally known to me).

(*Signatures)

| | |
|----------|----------------|
| (Seal) } |Principal |
| |College |

*This attestation is to be done by the Principal of another (i.e. not the elector's) Degree College affiliated to the Panjab University, or University of Delhi or a Magistrate of rank not lower than that of a Magistrate of the Second class or a Subordinate judge.

(iv) ELECTION OF FIVE FELLOWS TO THE ACADEMIC COUNCIL

1.1. Once every alternate year, there shall be election of Fellows to the Academic Council and these members shall hold office for two years beginning February 1.

1.2. The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be Returning Officer.

2. The procedure for holding the election shall be as follows :

- (i) The Returning Officer shall notify to the Fellows the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer.
- (ii) The proposal of every candidate shall be by a Fellow, supported by another Fellow, on the prescribed form so as to reach the Returning Officer on or before the first of December. If first of December is a holiday, the next working day shall be considered as the last date for the purpose. The candidate proposed shall sign his nomination form in token of his consent to stand for election and also a declaration in terms of Regulation 1.3 of Chapter II (A) (iv), Calendar, Vol. I. A Fellow shall be entitled to propose as many persons for election as the number of vacancies.
- (iii) A nomination form shall be declared invalid--
 - (a) if the proposer and/or seconder is not a Fellow;
 - (b) if a proposer or a seconder has signed proposal papers of more candidates than the number of vacancies;
 - (c) if the nomination paper is not signed by the candidate or by the proposer or by the seconder;
 - (d) if the nomination paper is not addressed to the Returning Officer by name and does not reach him under a registered cover or is not delivered to him personally by the date and hour notified;
 - (e) if the candidate has ceased to be a Fellow of the University.
- (iv) A candidate or a representative of the candidate appointed by him, in writing, may be present at the scrutiny of nomination forms.
- (v) After the nomination forms have been received and scrutinised, the Returning Officer shall send to every Fellow a list of the candidates whose nomination forms have been found valid.
- (vi) A candidate may withdraw from election either by sending a written notice to the Returning Officer before the meeting of Senate at which the election is to be held or at the floor of the house at the time of election.
- (vii) The election shall take place at a meeting of the Senate and the Fellows present shall vote by ballot according to the Single Transferable Vote System.

- (viii) After the votes have been cast by the Fellows present, these shall be counted by the Tellers appointed by the Vice-Chancellor/Chairman of the Senate meeting. The provisions for a Voting Paper being invalid as contained in the regulations for election of Fellows according to the Single Transferable Vote System shall apply to the election of Fellows to the Academic Council.

3. After the votes have been counted, the names of the persons elected shall be forthwith announced by the Vice-Chancellor/Chairman.

4. If any question arises as to whether any person has been duly elected as, or is entitled to be, a member of the Academic Council, the matter shall be referred to the Chancellor whose decision thereon will be final.

(v) ELECTION OF ADDED MEMBERS TO THE FACULTIES

1. The election of Added Members shall be held by January 31 every alternate year, by the system of single transferable vote as in the case of Election of Fellows of the University who shall hold office for two years beginning February 1.

The Registrar or a Deputy Registrar, if so appointed by the Syndicate, shall be the Returning Officer.

2. The Returning Officer shall notify to the Fellows, the number of vacancies, the date and time by which the nomination forms should reach the Returning Officer. Alongwith the said notification, the Returning Officer shall forward a list of Fellows indicating the Faculties to which they are assigned and a list of Added Members whose term would expire on the following 31st January, showing the number of meetings attended by each of them during their term.

3. The Schedule for various process connected with the election shall be as under :-

- (a) Letters inviting nominations shall be issued 40 days before the date of election.
- (b) Nominations shall be received upto 25 days before the date of election.
- (c) Scrutiny of Nomination Papers shall be done 22 days before the date of election by the Returning Officer.
- (d) List of candidates whose nominations are found valid shall be displayed on the University Office Notice Board 20 days before the date of election.
- (e) Objections, if any, shall be received by the Returning Officer 19 days before the date of election.
- (f) Withdrawal of nominations shall be allowed upto 18 days before the date of election.
- (g) The objections shall be decided by the Returning Officer 17 days before the date of election.
- (h) The final list of candidates shall be displayed on the University Office Notice Board 16 days before the date of election.
- (i) Voting papers shall be issued/despached 14 days before the date of election.

4. If any of these dates happen to be a holiday for any of the above events, the next working day will be deemed as the date for the purpose.

5. Nomination of every person for election as an Added Member to a Faculty shall be made by a Fellow assigned to that Faculty and seconded by another such Fellow, on the prescribed form (Appendix I) so as to reach the Returning Officer on or before the appointed day and time. The candidate proposed shall sign his nomination form in token of his consent to stand for election and shall also sign the Certificate/Declaration form in terms of Regulation 3, Chapter II(A) (v), Calendar, Volume I (Appendix II).

6. A Fellow shall be entitled to propose the names of as many persons for election as are the number of vacancies in a given Faculty.

7. Separate nomination forms shall be used for each proposal (for the same Faculty as well as for the separate Faculties).

8. Nomination form/s shall be forwarded to the Returning Officer, by name, under a Registered Cover, or delivered to him personally in his office during working hours, against a receipt, so as to reach him by the date and hour earlier notified.

9. A nomination form shall be declared invalid -

- (a) if the proposer/seconder is not a Fellow assigned to the Faculty for which the nomination has been proposed; or
- (b) if the name of the Faculty has not been mentioned on the Nomination Form; or
- (c) if the proposer/seconder has signed the Nomination Forms of more candidates than the number of vacancies; or
- (d) if the nomination paper is not signed by the Proposer or by the seconder; or
- (e) if the Certificate/Declaration forms accompanying the nomination form have not been filled in properly and signed by the candidate; or
- (f) if the nomination papers are not addressed to the Returning Officer, by name, and do not reach him under a Registered Cover, or not delivered to him personally, by the date and hour earlier notified; or
- (g) if the nomination form and/or the Certificate/Declaration form required alongwith the same has/have been found incomplete, in any respect.

10. The election shall be held according to Single Transferable Vote System. The provisions contained in the Regulations for election of Fellows of the University according to Single Transferable Vote System shall also apply to the Election of Added Members to the Faculties.

11. The elector shall record mark his preference/s on the ballot paper/s, place them in the cover provided for the purpose and close the same. He shall fill in and sign the covering letter (Appendix III) and will append the envelope containing ballot paper/s with the covering letter. He shall place the covering letter and the envelope containing the Ballot Paper/s in the outer cover provided for the purpose and shall close the same. He shall forward the same (i.e. outer cover with its contents) to the Returning Officer, by name, through registered mail, or deliver the same personally to the Returning Officer so as to reach him by the day and hour earlier notified. The Returning Officer shall, as soon as possible, deposit the same in the Ballot Box.

12. On the date after the expiry of the time notified under Rule 4, the Returning Officer shall open the ballot box and will scrutinise the Voting Papers.

13. The Ballot Papers shall be declared invalid/rejected, if -

- (a) the envelope does not contain the covering letter outside the Ballot Paper cover; or
- (b) the covering letter does not bear the signature and the serial number of the elector, or is not countersigned and authenticated as provided in the Regulations; or
- (c) the envelope containing the Ballot Papers bears any kind of mark outside; or
- (d) the Ballot Paper is placed outside the Ballot Paper cover.

The Returning Officer shall decide whether a Ballot Paper is valid or invalid.

14. A candidate or his authorised agent (who must be a voter) shall be allowed to be present at the time of counting of ballot papers.

15. After the scrutiny is completed and the votes have been counted, the names of the persons elected shall be forthwith notified by the Returning Officer.

16. If any question arises as to whether any person has been duly elected as, or is entitled to be an Added Member of the Faculties, the matter shall be referred to the Chancellor whose decision thereon shall be final. In this regard, the provisions as contained in the Regulations for Election of Fellows of the University shall also apply to the Election of Added Members to the Faculties.

17. In case any complaint/letter/communication is received before/during/after the election of Added Members to the various Faculties which is not covered by Regulations 19.1 and 19.2 of P.U. Cal., Vol. I, 1989, page 80, as regards any dispute arising as to whether any person is eligible to seek election or has incurred any of the disqualifications, or any other issue related therewith, the matter shall be brought to the notice of the Returning Officer so as to reach him/her not later than 10 days of the declaration of the election results.

18. The Returning Officer, may, if he/she deems fit, conduct/order an enquiry into the matter and dispose of the same accordingly.

19. All such issues shall be determined by the Returning Officer whose decision shall be final. Persons affected by these provisions shall be given a chance to defend their cases before final action is taken by the University.

20. All other Regulations as applicable to the Election of Ordinary Fellows (P.U. Cal. I, 1989) shall, ipso facto, be applicable to the Election of Added Members to the various Faculties as well.

APPENDIX - I

PANJAB UNIVERSITY, CHANDIGARH

NOMINATION FORM FOR ELECTION OF ADDED MEMBERS TO FACULTIES

(A) TO BE FILLED IN BY THE PROPOSER

I propose the name of.....(IN CAPITAL LETTERS)

Qualifications.....

Designation.....

Subject (if teaching).....falling in the

Faculty of

Address (of the candidate).....

PIN.....PHONE NO.....

for election of Added Member to the Faculty of

I have ascertained that the above person is a teacher in the subject of..... or is an Advocate/Judicial Officer/Engineer/Technologist/Private Medical Practitioner/Person engaged in Pharmaceutical Research Production and has worked as such for years i.e. fromto..... and that he/she is eligible to seek the election as an Added Member to the Faculty and also that he/she is willing to serve on the said Faculty.

.....
(Signature of the Fellow)

.....
(Full name in CAPITAL LETTERS)

Assigned to the Faculty of

Address.....

.....

.....

Dated.....

Pin..... Phone No.....

(B) TO BE FILLED IN BY THE SECONDER

I second the above proposal. I have also ascertained that the person proposed above is eligible to seek election as an Added Member to the concerned Faculty and that he/she is willing to serve on the said Faculty.

.....
(Signature of the Fellow)

.....
(Full name in CAPITAL LETTERS)

Assigned to the Faculty of
Dated..... Address.....
.....
PIN..... Phone No.....

(C) TO BE FILLED IN BY THE CANDIDATE

I hereby declare that I agree to stand for election as an Added Member to the Faculty of.....of the Panjab University, Chandigarh.

.....
(Signature of the Candidate)

.....
(Full name in CAPITAL LETTERS)

Address.....
.....
Dated..... PIN..... Phone No.....

- Note :
1. This form must be sent to the Returning Officer, Panjab University, Chandigarh-160014 (by name) under Registered cover or delivered to him personally in his office during the working hours against a receipt so as to reach him by 5.00 p.m. on or before
 2. For Regulations regarding qualification etc., for seeking election as Added Member, kindly see letter No.....dated.....

IMPORTANT :

3. The enclosed Certificate-cum-Declaration Form (Appendix II) may please also be got filled in by the person being proposed for the said election and sent alongwith this Nomination Form to the Returning Officer as per the prescribed procedure.

APPENDIX - II

CERTIFICATE TO BE FILLED IN BY THE PERSON BEING PROPOSED FOR ELECTION AS ADDED MEMBER

1. My qualifications are.....
(in the case of M.A./M.Sc. please indicate the subject).

2. (a) For Faculties of Arts, Languages, Science, Education, Business Management & Commerce, Dairying, Animal Husbandry & Agriculture and Design & Fine Arts :

I certify that I am a teacher of a college affiliated to the Panjab University with years' standing and have taught the subject of for at least 12 months immediately preceding the date of election for the following class/classes* : --

- (i) 10+1 (So long as these classes are attached)
- (ii) 10+2 (with the affiliated colleges)
- (iii) B.A./B.Sc. 1st year, 2nd year and 3rd year
- (iv) B.Ed.
- (v) B.Com.
- (vi) B. Architecture
- (vii) M.A./M.Sc.
- (viii) B.F.A.

(*Note : Score out which is not applicable)

OR

I am a teacher in the University Teaching Department of with years' standing, teaching the subject of falling in the Faculty of

OR

I am a retired teacher of a college affiliated to the Panjab University/ University Teaching Department with years' teaching experience in the subject of falling in the Faculty of

(Note : Score out which is not applicable from the above)

- (b) For Faculties of Law, Engg. & Tech., Medical Sciences and Pharmaceutical Sciences :

I certify that I possess teaching experience of years' or that I am an Advocate/Judicial Officer/Engineer/Technologist/Private Medical Practitioner/Person engaged in Pharmaceutical research, production or practice of years' standing.

For the Faculty of Engineering & Technology : Please indicate your branch of Engineering i.e. and also indicate your exact designation i.e.

(Note : Score out which is not applicable from the above)

Please give details of the period of service with exact dates as under : --

Name of the College/Deptt./Instt./

Organisation

Period

(I) _____ from _____ to _____

(I) _____ from _____ to _____

(I) _____ from _____ to _____

Note: The teaching experience as a Research Scholar/Demonstrator/Part-Time teacher with at least 10 periods a week, shall be counted towards teaching experience, provided he/she is working as a whole-time teacher at the time of election.

3. (i) I solemnly declare that --

(a) I am not, in one way or the other, involved in the publication of cheap notes, guides or help-books;

(b) I by myself or by any person or a body of persons in trust for me or for my benefit or on my account, have not any share or interest in -

(i) a firm engaged in printing, publishing or selling books to or for the use of the University or students of any of its courses ;

(ii) a contract for supply of goods to the University;

(iii) execution of any works of the University.

(c) I am not an author, co-author or collaborator of any book prescribed for a Panjab University examination excepting;

(i) M.A. course, or

(ii) the book/s written at the instance of the University for which I did not receive any royalty.

(d) I am neither a student of any University Teaching Department or a recognised or affiliated institution nor am appearing as a private candidate in any University examination.

(e) I am not residing outside the territorial jurisdiction of the Panjab University.

(ii) I further undertake that (if elected as an Added Member), I shall immediately inform the Registrar, Panjab University, Chandigarh, under a Registered Cover, as and when I incur any of the above disqualifications.

.....
(Signature)

FullName
(Capital letters)

Father's Name.....

Address: Office.....

PIN..... Phone No.....

Residential

PIN..... Phone No.....

Dated.....

APPENDIX - III

PANJAB UNIVERSITY, CHANDIGARH

Covering letter to be signed by the Fellows in
connection with the election of Added Members to Faculties.

Dear Sir,

I enclose herewith a closed envelope containing my "Ballot Papers" for the election
of Added Members to the Faculties to which I am assigned.

Yours faithfully,

Signature of Fellow

Name

Address

.....

PIN.....Phone.....

Dated.....

Station

(vi) ELECTION OF TEN MEN & TEN WOMEN LECTURERS IN PHYSICAL EDUCATION ON THE PANJAB UNIVERSITY SPORTS COMMITTEE

1. The Principals of affiliated colleges shall forward to the Director Sports, Panjab University, the names of the lecturers in Physical Education who have worked as such in the affiliated colleges for 5 years by January 1, in the year of election. If January 1, is a holiday then the next working day shall be considered as the last date for the purpose.

Lecturers in Physical Education/D.P.Es., who compete for membership of Lecturers of Physical Education in Men and Women sections for the General Body must be involved in the Coaching of the college teams for participation in the Inter-College competitions. Any Lecturer/D.P.E. who is not involved in the preparation of teams for Inter-College competitions will not be eligible for election to the P.U.S.C. General Body.

2. The Director Sports, Panjab University, shall circulate a notice to every Lecturer in Physical Education on the list stating the number of vacancies and the date and time for the receipt of nominations of candidates for election.

3. The nomination of every candidate shall be filled by a Lecturer in Physical Education (on the list of electors) seconded by another Lecturer in Physical Education (on the list of electors) on the prescribed form and forwarded to the Director Sports, Panjab University. Each Lecturer in Physical Education (on the list of electors) shall be entitled to nominate as many persons for elections as there are vacancies.

The candidate proposed shall sign his Nomination Form in token of his consent to stand for election.

4. Any candidate may withdraw his candidature by notice in writing delivered to the Director of Sports, Panjab University before 3 o'clock of the afternoon of the fifth day succeeding the date fixed for the receipt of nomination papers. If the fifth day is a holiday, then the next working day shall be considered as the last date for the purpose. Withdrawal once made shall be considered as final.

5. After the nominations under the rules have been received, the Director of Sports, Panjab University shall send to every Lecturer in Physical Education (on the list of electors), a list of candidates duly nominated, a voting paper accompanied by a covering letter and a statement of the date and time for the election.

6. The election shall be conducted on the Single Transferable Vote System.

7. Electors may fill in and sign their Covering Letters in the office of the Director Sports, Panjab University on the day and within the hours notified in accordance with rule 5 and in the presence of the Director and shall, thereafter deposit the Covering Letters and Voting Papers in the ballot box provided for the purpose. No such Voting Paper shall be deposited in the ballot box after the expiry of the time notified in accordance with rule 5.

8. An elector who does not vote in the manner prescribed in rule 7 above shall fill in and sign his/her covering letter in the presence of the Principal of his/her college who shall authenticate the Covering Letter with his/her signature and designation accompanying the voting papers.

9. The elector if not filling in and signing the Covering Letter at the Director Sports, Panjab University's office on the day and within the hours fixed for voting shall forward the Covering Letter and the Voting Paper in a Registered cover addressed to the Director Sports, Panjab University, Chandigarh, by name, so as to reach him not later than the day and hour notified for the closing of the ballot. The Director Sports, Panjab University shall, as soon as possible after the receipt of such Covering Letters and Voting Papers deposit them in the ballot box. If any Voting Paper is received with an unsigned Covering Letter or if the Voting Papers are received otherwise than by Registered Post, the vote shall be regarded as invalid for purposes of the election.

10. On the date and on the expiry of the time notified in accordance with rule 5, the Director Sports, Panjab University, shall open the ballot box, scrutinise the voting papers, rejecting those which are not in accordance with these rules and shall count the votes recorded.

11. After the scrutiny if completed, the names of the persons elected shall be announced forthwith.

(vii) TWO MEN AND TWO WOMEN STUDENTS ON THE PANJAB
UNIVERSITY SPORTS COMMITTEE

1. Two Men and Two Women students, from among the previous years captains and Vice-Captains/Secretaries of the various Panjab University Sports Teams, shall be elected annually to the Panjab University Sports Committee in the month of September or as early thereafter as possible, provided they are on the rolls of affiliated colleges/ University teaching departments during the year of election, though they may or may not be eligible to take part in Panjab University or Inter-University Sports tournaments. One each out of the two men and two women students, duly elected in accordance with these rules shall be elected on the Executive Committee of the Panjab University Sports Committee.

2. The Director Sports, shall, for the purpose of preparing a list of electors, circulate a notice to the Principals of the affiliated college/Heads of the University teaching departments giving the names and other particulars of the previous year's captain, vice-captains/secretaries and the Principals/Heads of University teaching departments shall forward to the Director Sports the names and particulars of such previous year's captains and vice-captains/secretaries as are on the rolls of the college/University teaching departments during the year of election. This process shall be completed by the 30th of September every year.

3. The list of electors so prepared shall be notified to the electors through the Principals of the affiliated colleges/Heads of University Teaching Departments concerned alongwith a notice inviting nominations for the election of Two Men and Two Women students from the list of electors for the year. The nomination of every candidate shall be filled by a student (on the list of electors) seconded by another student (on the list of electors) on the prescribed form and forwarded to the Director Sports, through the Principal of the College/Head of the University teaching department concerned. Each student (on the list of electors) shall be entitled to nominate two candidates for election.

The candidate proposed shall sign his/her nomination form in token of his/her consent to stand for election.

4. Any candidate may withdraw his/her candidature by notice in writing delivered to the Director Sports before 3 o'clock of the afternoon of the fifth day succeeding the date fixed for the receipt of nomination papers. If the fifth day is a holiday, then the next working day shall be considered as the last date for the purpose. Withdrawal once made shall be considered as final.

5. After the nominations under the rules, have been received, the Director Sports shall send to every student (on the list of electors) through the Principal of the College/Head of University Teaching Department a list of candidates duly nominated, a voting paper accompanied by a covering letter and a statement of the date and time for the election.

6. The election shall be conducted on the simple majority vote system.

7. Electors may fill in and sign their Covering Letters in the office of the Director Sports on the day and within the hours notified in accordance with rule 5 and in the presence of the Director Sports and shall, thereafter deposit the Covering Letters and Voting Papers in the ballot box provided for the purpose. No such Voting Paper shall be deposited in the ballot box after the expiry of the time notified in accordance with rule 5.

8. An elector who does not vote in the manner prescribed in rule 7 above shall fill in and sign his/her covering letter in the presence of the Principal of his/her college/ Head of the University teaching department who shall authenticate the Covering Letter with his/her signature and designation accompanying the voting papers.

9. The elector if not filling in and signing the Covering Letter at the Director Sports office on the day and within the hours fixed for voting shall forward the Covering Letter and the Voting Paper, as prescribed in rule 8 above, in a Registered Cover addressed to the Director Sports, Panjab University, Chandigarh, by name, so as to reach him not later than the day and hour notified for the closing of the ballot. The Director Sports shall as soon as possible after the receipt of such Covering Letters and Voting Papers deposit them in the ballot box. If any Voting Paper is received with an unsigned Covering Letter or if the Voting Papers are received otherwise then by the Registered Post, the vote shall be regarded as invalid for purposes of election.

10. On the day and on the expiry of the time notified in accordance with rule 5, the Director Sports, shall open the ballot box, scrutinise the voting papers, rejecting those which are not in accordance with these rules and shall count the votes recorded.

11. After scrutiny is completed, the names of the persons elected shall be announced forthwith.

CHAPTER II

Rules for Constitution, objectives and Functions of the Panjab University Sports Committee.

1. Panjab University Sports Committee hereinafter referred to as P.U.S.C. shall consist of :

- (a) Dean University Instruction
- (b) Dean College Development Council
- (c) The Registrar, P.U.
- (d) The F.D.O.
- (e) Principals approved by Panjab University
- (f) The Director Sports, who shall be ex-officio Secretary of the Committee.
- (g) The Directress Sports, Panjab University, who shall be ex-officio Deputy Secretary of the Committee.
- (h) The Asstt. Director Sports, Panjab University, who shall be ex-officio Asstt. Secretary of the Committee.
- (i) Ten Men and Ten Women Lecturers in Physical Education/D.P.Es of at least 5 years standing elected by all the approved Lecturers in Physical Education/D.P.Es of affiliated colleges, provided no two Lecturers in Physical Education belong to the same college.
- (j) Two Men students and two Women students to be elected annually among the previous years' Captains and Vice-Captains/Secretaries of the various Panjab University Sports teams, provided they are on the rolls of the affiliated colleges/University teaching Departments during the year of election, though they may or may not be eligible to take part in the Panjab University or Inter-University tournaments.

2. The aims and objects of the P.U.S.C. shall be :

- (a) to organise and regulate sports activities within the territorial jurisdiction of the University.
- (b) to promote the best type of sportsmanship and team spirit among the alumni of the University.
- (c) to conduct Annual Tournaments in various Sports Events for students of all the colleges affiliated to the University in accordance with the rules specially made in that behalf by the Committee.
- (d) to foster a University spirit among the affiliated colleges and for that purpose, to organise and control, Panjab University Selection Committee.
- (e) to promote Inter-University Fellowships by organising or taking part in the Inter-University contests.

3. The functions and powers of the P.U.S.C. shall be :-

- (a) to make rules for the organisation, conduct and control of the Panjab University Sports tournaments;

- (b) to interpret and enforce its rules and to give decisions and rulings on any point not covered by those rules;
- (c) to frame bye-laws consistent with its rules and to appoint sub-committee/committees, if and when necessary, and fix their term of references;
- (d) to elect once a year the President, Senior Vice-President and the Vice-President of P.U.S.C. (all from amongst the members of P.U.S.C.) 20 members of Executive Committee including six Lecturers in Physical Education and two students (from amongst the members of the P.U.S.C.) and to frame rules pertaining to these elections.

Provided that the President & Senior Vice-President shall be from two different geographical areas.

If the President is a man among the Men Principals, Senior Vice-President will be a women among Women Principals and Vice-Versa.

The Vice-President shall be from amongst the Lecturers in Physical Education.

The break up of the Executive Committee will be as under :

- (i) 6 Men Principals
- (ii) 6 Women Principals
- (iii) 3 Men Lecturers in Physical Education
- (iv) 3 Women Lecturers in Physical Education
- (v) 1 Male Student
- (vi) 1 Female Student

Provided these students are not from the same college.

NOTE : Only those Principals Physical Education Lecturer/DPES will be considered for the Executive Committee membership whose college has actually participated in atleast four Inter-College competitions in the previous session.

- (e) to consider and pass Annual Budget recommended by the Executive Committee.
- (f) to consider and adopt the Annual Reports and Audited statements of Accounts of Panjab University Sports Committee and the various University Selection Committees.
- (g) to take such other actions as may be deemed necessary and proper for the furtherance of achievements of the aims and objects specified above.

4.1. Management : The affairs of the P.U.S.C. shall be managed by an Executive Committee consisting of :

- (a) The President.
- (b) The Senior Vice-President.
- (c) The Vice-President.
- (d) The Registrar, P.U.

- (e) The F.D.O., P.U.
- (f) Dean College Development Council, P.U.
- (g) The Secretary, P.U.S.C. who shall be ex-officio Secretary of the Executive Committee.
- (h) The Deputy Secretary P.U.S.C. who shall be ex-officio Deputy Secretary of the Executive Committee.
- (i) The Asstt. Secretary P.U.S.C. who shall be ex-officio Asstt. Secretary of the Executive Committee.
- (j) 20 members to be elected by the P.U.S.C. from amongst its members. The break up shall be as under :
 - (i) 6 Men Principals
 - (ii) 6 Women Principals
 - (iii) 3 Men Lecturers in Physical Education
 - (iv) 3 Women Lecturers in Physical Education
 - (v) 1 Male Student
 - (vi) 1 Female Student

Provided that no two members of the Executive Committee shall belong to the same college. The Executive Committee may Co-opt. maximum one male & one female lecturer to Committee.

One Lecturer Physical Education from Men and one from Women for membership to P.U.S.C. Executive may be co-opted by the Executive Committee.

4.2. Meeting of the Executive Committee shall be convened by the Secretary, with the permission of the President, as often as may be necessary. Ordinarily seven days' notice shall be given for such meetings but in emergent cases the President may call a meeting at a shorter notice, if necessary.

4.3. The quorum for a meeting of the Executive Committee shall be seven.

5. The functions and powers of the Executive Committee shall be :-

- (a) to organise, conduct and control the Panjab University Sports Tournaments, Selection Committees and other sports activities in which the Panjab University Sports Committee Participates in accordance with the rules framed in that behalf by the P.U.S.C.
- (b) to raise and spend funds of the P.U.S.C. in accordance with the Budget Estimates sanctioned by the general body.
- (c) to write-off items & stocks, sports material upto Rs. 1000/- per item irrecoverable dues and advances to be referred to Syndicate.
- (d) to fill up any vacancy occurring among its elected members or among the members of any selection committee in the course of the year for the left over period of the term.
- (e) to frame bye-laws to meet any emergency that may arise in the bonafide discharge of its duties, provided that such action is duly reported to the next general meeting of the P.U.S.C.
- (f) to consider and recommend, for adoption by the Annual General Body

Meeting with its appropriated comments, the Annual Report of the Secretary on the year's activities, the Audited statement of accounts for the year, the Reports and statements of Accounts of the various selection committees, the Annual Budget Estimates and General Fixtures List for the ensuing year;

- (g) to sanction expenditure where the amount exceeds Rs.25,000/- for an individual item; and
- (h) to allow re-appropriation of funds from one budget head to another.

6. The duties and powers of the President shall be as follows :

- (i) To preside over all meetings of the P.U.S.C. and its Executive Committee and to discharge such functions as may be assigned to him/her in that capacity, by the P.U.S.C./Executive Committee. In the case of equality of votes, the President shall have a casting vote.
- (ii) To sanction expenditure (including advance) upto Rs.25,000/- for an individual team/tournament/sports material/coaching camps.
- (iii) In an emergency, to take decisions to meet the situation in anticipation of the approval of the Executive Committee, but such decision shall be placed before the next meeting of the Executive Committee.
- (iv) To operate upon the accounts of the P.U.S.C. and to sign cheques alongwith signatures of Secretary, P.U.S.C. Chandigarh where the amount exceeds Rs. 25,000/-.

7. The Senior Vice-President shall function as President in the absence of the latter and shall exercise the powers vested in him/her.

8. The Secretary shall ;

- (a) carry on correspondence on behalf of the P.U.S.C. and give effect to the resolutions of the Committee as its Executive Officer;
- (b) issue notices of meetings and record minutes of the same and be responsible for their maintenance;
- (c) be responsible for the maintenance of other records and registers as well as the custody of all property of the P.U.S.C.;
- (d) carry out other duties which may be entrusted to him from time to time by the executive committee;
- (e) have an imprest of Rs.10,000/- to meet petty or day to day expenditure to be recouped from time to time;
- (f) have power to incur expenditure upto Rs.10,000/- on an item at a time for team/tournament/coaching camp/sports material etc;
- (g) be incharge of the finances of the P.U.S.C.
- (h) person authorised by the secretary, P.U.S.C. shall issue receipts for all sums;

- (i) make payments in accordance with the rules prescribed by the P.U.S.C.
- (j) maintain accounts of the P.U.S.C. funds and present a statement of accounts duly signed by the secretary and president audited by the University Auditors; and
- (k) sign all the cheques upto Rs.25,000/- jointly by the Deputy Secretary/ Asstt. Secretary/Nominee of F.D.O.; and
- (l) can spent upto Rs. 2,000/- per month as sumptuary expenses to entertain the visitors.

9. The Deputy Secretary/Asstt. Secretary shall discharge such duties as may be assigned by the Secretary.

10.1. General Meetings : --

- (a) Annual General Meeting shall be convened thrice every year. The annual term is from 1st April to 31st March every year. First meeting will be held not later than 31st December, Second between January & February & third meeting will be held before the expiry of the term of Executive Committee. First meeting to discuss the issues with regard to the betterment and Development of Sports, Second & Third meeting exclusively for budget & election respectively. Date, place and time shall be determined by the President. At least 10 days' notice shall be given for the meetings.

The business at this meeting shall include :

- (i) The budget estimates for the ensuing year;
- (ii) The adoption of the Annual Reports and the audited statements of accounts of the P.U.S.C. and the various University Selection Committees as presented by the Executive Committee under Rule 5(f) above.
- (iii) Election of Office-bearers and members of the Executive Committee and consideration of recommendation of Executive Committee regarding appointment of Presidents, Honorary Secretaries and members of the various University Selection Committees.
- (iv) The amendment of rules or enactment of new rules or bye-laws; and
- (v) The proposals for resolutions brought up before the meeting by any one of its members, provided that a written notice of the same is given to the President or the Secretary by the end of February preceding the Annual General Meeting; all such proposals and resolutions shall be considered by the Executive Committee in the first instance and placed on the agenda of the Annual General Meeting with such recommendations as may be made by the Committee. Provided that if no General Meeting is held as recommended in this clause, or if the Annual General Meeting

fails to elect a new Executive Committee, the Vice-Chancellor may permit the Executive Committee already in office to continue to function for one year or till the new Executive Committee is duly elected, whichever is earlier.

- (b) The President may at, his/her discretion, call one more General Meeting of the Panjab University Sports Committee to transact the unfinished business of the Annual General meeting or such other business as may be considered necessary in the course of the year. At least 10 days' notice of this meeting shall be given to all members.
- (c) should at least one-third of the members of the P.U.S.C. consider an extra-ordinary General Meeting of the Committee necessary, they shall, in a joint requisition, inform the Executive Committee intimating the specific purpose for which such meeting is deemed to be necessary. The Executive Committee shall call a meeting of the P.U.S.C. within 20 days of the receipt of such requisition. Only the specific business for which the extra-ordinary meeting is called shall be considered at such a meeting.

10.2. The quorum for a General Meeting of the Panjab University Sports Committee shall be 1/4th of the total membership of the Committee.

10.3. All decisions shall be taken by a simple majority vote of the members present and, in the case of a tie, the President shall have a casting vote.

11. The travelling and halting allowances for attendance at the General Meetings shall be borne by the college concerned in the case of Principals/members of their staff, by the University in the case of D.U.I., D.C. D.C., Registrar, F.D.O. and by the P.U.S.C. in the case of Secretary and his staff.

12. The accounts of the P.U.S.C. shall be audited annually by the Resident Auditors and the report of the Secretary, together with the audit note of the Resident Auditors, shall be submitted to the Syndicate through the Board of Finance, after they have been considered and duly adopted at the Annual General Meeting of the P.U.S.C.

13. The accounts of the P.U.S.C. shall be pre-audited as per University rules except payment related to the conduct of Inter College Competitions, Coaching Camps, Conduct of Inter University tournaments and for that teams participating in Inter-University tournaments.

14. The Syndicate shall exercise general supervision and control over the Panjab University Sports Committee and shall decide changes that are considered necessary.

CHAPTER III

(i) UNIVERSITY LIBRARY

1. The management of the University Library (hereinafter called "the Library") so far as the financial and administrative matters are concerned shall be vested in the Syndicate, subject to the control exercised by the Senate in any matter requiring the sanction of that body. Provided that matters referred to in these Rules shall be considered in the first instance by the Library Committee appointed by the Academic Council in the manner provided in Chapter II (A) (iv)--Academic Council, Calendar, Vol. I.

The Academic Council shall control the academic policy of the Library.

2. The Committee shall frame rules for the use of the Library subject to the approval of the Academic Council.

3. The Committee shall have power to sanction the expenditure under various budgeted heads as sanctioned by the Syndicate and the Senate with such limitations as are prescribed in the financial rules and it shall have power to reappropriate funds from the budget head to another within the budgeted allotment.

4. Rules for the use of Panjab University Library working days and hours.

- (i) The Library shall remain open throughout the year except the three National holidays, viz., 26th January (Republic Day), 15th August (Independence Day) and 2nd October (Mahatma Gandhi's Birthday). On Sundays and holidays, only the reading rooms shall remain open and books will not be issued and/or received back. The books will be issued and received back from 9 a.m. to 4.30 p.m. on all working days except Sundays and holidays. The issue Counter shall remain closed for two working days after every long vacation for return of books.

The Library shall remain open for 12 hours a day throughout the year on all days of the week. The Librarian will notify the opening hours of the Library from time to time.

- (ii) The following are entitled to draw books from the Library on loan after they have secured their membership Pass Books/Reader's Tickets, duly signed/facsimile stamped by the Librarian. Applications for membership duly recommended by the competent authority shall be made to the Librarian on prescribed form obtainable from the Cashier, Panjab University, Chandigarh, on payment of price as may be determined by the Vice-Chancellor, from time to time.

The rule regarding submission of an application form shall not apply to the Chancellor and the Vice-Chancellor.

- (a) Chancellor, Vice-Chancellor and Fellows of the University.
- (b) Members of the various Faculties, Boards and Committees of the University.

- (c) Members of the teaching staff of the University and affiliated colleges.
- (d) Students of the University actually on the rolls of the teaching Departments. They may continue to avail consultation facility during the interim period i.e. having obtained the clearance chit from the Library for appearing in the examination and enrolment for the next session in July.
- (e) Approved candidates for the Degree of Master of Philosophy, Doctor of Philosophy, M.E., M.Pharm., Doctor of Science and Doctor of Literature. Such members shall deposit a refundable security of Rs. 1000 each.
- (f) All the confirmed employees of the University are entitled to the privilege of membership of the Library. Employees unconfirmed (1) Teachers, (2) class A, (3) classes (B & C) can also become members by depositing Rs. 1000 for Teachers and class A employees and Rs. 500 for class B & C employees as refundable security.
- *(g) The Librarian can enrol special borrowing members as also renew membership of old members on the approval of the Dean of University Instruction. Such members will have to pay an annual subscription fee of Rs. 500 and a refundable security of Rs. 2,500. However in case of retired university employees the security amount will remain Rs. 1500 only.
- (h) Any Library which has established inter-loan relationship with this Library and institutions of standing approved by the Vice-Chancellor/Dean of University Instruction.
- (i) Institutional membership to industrial, business and commercial units as a part of the Industry-Institute Partnership Programme, at a refundable security of Rs. 10000 and renewal annual membership fee of Rs. 2500.

(iii) Loan Privileges

| Category of membership | No. of books to be issued | Loan period |
|---|---------------------------|-------------|
| (1) As in (ii) (a) | 8 | 1 month |
| (2) As in (ii) (b) | 6 | 1 month |
| (3) As in (ii) (c) | 8 | 1 month |
| (4) As in (ii) (d) | 4 | 14 days |
| (5) As in (ii) (e) | 6 | 1 month |
| (6) (a) Non-teaching class 'A' Officers of the University | 4 | 30 days |
| (b) Other Non-teaching Officers of the University | 4 | 30 days |
| (7) As in (ii) (g) | 4 | 14 days |
| (8) As in (ii) (h) | 10 | 1 month |
| (9) As in (ii) (i) | 10 | 14 days |

*(Effective from 1-4-1992).

(iv) Conditions of Loan

(a) Loss of Books

- (i) The books reported to have been lost shall be either replaced by the latest edition alongwith additional charge of Rs. 50 per volume as cost of binding wherever applicable plus Rs. 50 per volume as service charges.

OR

paid for at the price available in the latest catalogues/tools plus 10 per cent of the price as service charges.

- (ii) In case the book is out of print or rare and its latest price is not available, the Librarian will decide the amount to be charged.

(b) Renewal

The loan of a book may be renewed at the discretion of the Librarian, if it is not in demand.

(c) Overdues

An overdue charge of Re. 1 per volume per day will be levied if a book is kept beyond the permissible period of loan. But for books issued for overnight use the rate of overdue charges will be Re.1 per volume per hour. Normal period for loan for such book will be from the hour before the closing of the library to one hour after the library opens on the next working day. These overdue charges may be remitted, in special cases, at the discretion of the Librarian.

In case a member does not pay the delay fine, the Librarian is authorised to detain his/her Reader's Ticket/Pass Book till the amount is cleared.

In case of University Teachers the books drawn by them and falling due during the vacations can be returned within 2 days after the expiry of vacation without any overdue charges.

- (d) The Librarian is empowered to recall any book at any time if necessity arises.
- (e) Manuscripts, reference books, unpublished theses, dissertations and rare books are placed in restricted category and are not to be lent out except in very special cases where the rule may be relaxed on the recommendation of the Head of the Department and at the discretion of the Librarian.
- (f) Bound volumes of the periodicals and certain books kept in the reserved category may be issued to teachers and research scholars, in special cases, for a period of one week only.

- (g) Books which are out of print and a textbook will not be issued except on Inter-Library loan. If there are additional copies of the textbooks other than the reserved ones, the same will be made available for issue as per general rules of the Library.
 - (h) A book which is on loan can be reserved for other members if they so desire and if they pay postal charges for intimation. A book so reserved will be kept for the requesting member for three days after which if not claimed will be reserved for the next member on the waiting list.
 - (i) Books lost or damaged will be replaced or paid for to the satisfaction of the Librarian. No marking, or writing on or tracing from any library material is permitted. Any infringement of the above may require replacement of the book, periodical, map, manuscript, etc. For serious mutilation of a book or a periodical a fine of up to Rs. 50 may also be imposed by the Librarian in consultation with the Head of the Department concerned and the Dean of University Instruction.
 - (j) Members who wish to have books sent out of Chandigarh or get books on Inter Library Loan from outstation libraries must deposit Rs. 100 to cover the postal charges. Balance, if any, will be refunded on claim.
- (v) Issue-System
- The members of the category (d) of rule (ii) will be issued as many Readers' Tickets as the number of books they are entitled to borrow. Reader's Ticket shall be given at the time of getting the books issued and the identity card shown. The tickets will be returned to the reader when he returns the books. All other members except the above mentioned category will be issued membership pass books at the time of enrolment.
- For books of 'Reserved Books Section' student entitled to borrow them and shall obtain a special token ticket to be used along with the Reader's Ticket.
- (vi) Admission to the library shall be open to the members only. Private books and personal belongings should be deposited at the Property Counter and a token obtained in lieu thereof. The articles so deposited should be collected the same day failing which five rupees per token will be charged. In case a token is lost, ten rupees will be charged in lieu thereof.
- (vii) Cards and Tickets not transferable
- Special care should be taken that the Identity Card and Reader's Tickets are not misplaced or lost. All losses shall be reported immediately to the Librarian. When an Identity Card is lost together with a Readers' Ticket, a special security of Rs. 200 will be required along with the charges for loss of tickets and identity card.

The special security shall be refundable on claim, after the expiry of the academic year.

If a member loses his Identity Card/Readers' Ticket/Pass Book, duplicate may be issued on payment of fee as under :

| | | |
|-----------------|----|--------|
| Identity Card | .. | Rs. 10 |
| Reader's Ticket | .. | Rs. 5 |
| Pass Book | .. | Rs. 20 |

The member, however, will continue to be responsible for any loss which the Library may suffer through the loss or misuse of his/her card or ticket.

(viii) Clearance Certificate

The Identity Card and the Reader's Ticket/Pass Book are the property of the Library and shall be returned; dues, if any, shall be paid and a Clearance Certificate obtained before a University Examination or before the person concerned leaves the Institution concerned permanently.

The Library Security will be refunded after one month of the return of books and tickets in possession of the member and payment of overdues, if any. The application for refund is to be filled on the prescribed form addressed to the Librarian, who is empowered to refund the security.

If after due notice a borrower does not withdraw his deposit or claim it for three years from the last date of operation, the deposit or balance thereof shall be treated as dead account and shall lapse.

(ix) Change of address, etc.

Members should keep the Library informed of any change of address, change of college, class or subject of study during the period of membership.

(x) Any misuse of the Library privilege shall be considered as a breach of discipline and the Librarian shall have power to take such action as he considers necessary after consulting the Dean of University Instruction/Vice-Chancellor.

**PANJAB UNIVERSITY LIBRARY,
CHANDIGARH**

Membership Application Form

No.

T. No.....

Name Shri/Shrimati/Sushri.....
(In capitals)

Son/Daughter of.....

Department/College.....

Class & Roll No./Designation.....

Local Address.....

Permanent Address.....

.....

P.T.O.

1. Certified that he/she will get clearance chit from you when he/she will leave this department/college.
2. This Department/College is affiliated to the Panjab University.
3. Recommended.

Please enrol me as a member of Panjab University Library. I agree to confirm to the rules and regulations of the Library and shall pay any dues which may result through their infringement.

Signature & designation of the
recommending authority

Applicant (Signature)

Date.....

Date.....

Certified that Shri.....is a confirmed employee.

Office Supdt. (Estt.)

I am not already a member of this Library. I have received the card.

(Applicant's signature and date)

(ii) UNIVERSITY EXTENSION LIBRARY

The Panjab University shall maintain an Extension Library at Ludhiana to be known as Panjab University Extension Library, Ludhiana (hereinafter called the Library) and its administration shall be vested in the Extension Library Advisory Committee to be known as Advisory Committee (hereinafter called the Committee) subject to the over all control of the Syndicate/Senate of the University.

The Academic Council shall control the academic policy of the Library.

1. Membership

The Committee shall consist of :

- z (i) (a) Chairman : Vice-Chancellor, Panjab University.
(b) Senior Vice-Chairman : Director, Panjab University, Regional Centre, Ludhiana
- (ii) Vice-Chairman : To be appointed by the Panjab University Syndicate out of the Principals of local degree colleges for a term not exceeding two calendar years.
- (iii) Members : Principals of local degree colleges; Panjab University Senators residing at Ludhiana; Librarian, Panjab University Library, Chandigarh; Librarian, Punjab Agricultural University, Ludhiana.
- (iv) Member-Secretary : Librarian, Panjab University Extension Library, Ludhiana.

2. Meetings

- (i) The Committee shall hold its meetings as often as the work may necessitate but not less than twice a year. A notice of at least ten days will be necessary to convene a meeting.
- (ii) Four members shall form the quorum.
- (iii) In the absence of the Chairperson, the Senior Vice-Chairman shall preside over the meetings but in case he does not attend, the Vice-Chairman shall preside over the meetings. In case, The Vice-Chairman too does not attend, the members present shall elect the Presiding Officer for the meeting.
- (iv) The minutes of the meetings shall be confirmed by the Presiding Officer and will be supplied to the members as soon as possible.

3. Power and Functions

- (i) The Committee shall be responsible for advising the University on all policy matters related to the Library such as administration, budget estimates, rules, working hours, etc. The budget estimates shall invariably be placed before the Committee for its consideration and approval before communicating the same to the University. All other matters shall also be considered by the Committee in the first instance but when it is not possible due to exigency of time, these shall be brought to its notice at the earliest opportunity.
- (ii) The Committee shall regulate the acquisition policy and allocation of funds available for purchase of books, journals and other reading materials.
- (iii) The Committee shall review the working of the Library from time to time.

II. RULES FOR THE PANJAB UNIVERSITY EXTENSION LIBRARY, LUDHIANA

1. Library Hours

The Library shall remain open daily as under :

- | | | | |
|------|---|------|-------------------|
| (i) | Monday to Friday | (i) | 10 a.m. to 7 p.m. |
| (ii) | Saturdays, Sundays and other non-working days excepting three national holidays i.e. 26th January, 15th August, and 2nd October. | (ii) | 11 a.m. to 7 p.m. |

2. Membership

Membership of the Library is open to the following :

- (i) Chancellor; Vice Chancellor and Fellows of the University.
- (ii) Directors, Professors, Readers & Lecturers of Panjab University, Regional Centre, Ludhiana; Principals, Professors, Lecturers, Directors of Physical Education and Librarians from educational institutions affiliated to or recognised by the Panjab University, provided the same are located at Ludhiana or within a radius of 60 K.M. approximately.
- (iii) Bonafide candidates for the Degree of M.Phil., Doctor of Philosophy, Doctor of Science/Medicine, and Doctor of Literature, provided they deposit a refundable security of Rs. 250 each.
- (iv) Students on the rolls of the affiliated colleges within a radius of 60 k.m. approximately provided they deposit a refundable security of Rs. 100 each for non-professional course and Rs. 250 each for professional course. The Security deposit of students shall be adjustable against their membership for the next academic year. They shall get their membership renewed every year after 15th July.
- (v) Staff of the Panjab University Extension Library.
- (vi) The Librarian may enrol special borrowing members provided they deposit a refundable security of Rs. 1,500 each and pay annual subscription of Rs. 50 for the year ending 31st March.
- (vii) Teachers and students from institutions and students of +1 and +2 studying in the Higher Secondary Schools not affiliated to the Panjab University shall be enrolled members provided they deposit a refundable security of Rs. 100 each for non-professional course and Rs. 250 each for professional course and pay Rs. 5 as annual subscription, besides surety from their institutions. Their memberships will take effect from the respective academic sessions and they will pay the subscriptions from July to July of the next year.
- (viii) The Vice-Chancellor can exempt any member or category or institution from payment of annual subscription or/and security deposit.

Applications for membership recommended by the Principal for students/Head of office for employees shall be made to the Librarian on the prescribed form available from the Library. However, no application for membership is necessary in case of the Chancellor and the Vice-Chancellor of the University.

The members are entitled to borrow books from the Library after they have secured their membership Pass Books/Identity Cards and Readers' Tickets, Special Tickets for textbooks duly signed and stamped by the Librarian.

The membership of the Library shall be valid upto 31st March each year except in the case of teachers which shall be 15th July.

3. Loan Privileges

| | Category | No. of books to be issued | Loan period |
|-------|---|---------------------------|-------------|
| (i) | Fellows & Principals | 8 | One month |
| (ii) | Professors, Lecturers, Directors of Physical Education, Librarians, Research Scholars | 6 | One month |
| (iii) | Library Workers, Demonstrators, etc. | 4 | One month |
| (iv) | Special Members | 4 | One month |
| (v) | Students studying for | | |
| | (a) Master's Degree | 6 | One month |
| | (b) Bachelor's and Undergraduate Degrees | 4 | One month |

Generally, the loan period shall be as above but text and text like books from general section shall normally be issued for 14 days and the period can be reduced further in the case of books which are in constant demand. Books from text book section are meant to be consulted in the Library, but can be borrowed only for overnight use.

4. Conditions of Loan

(i) Overdues

If a book is kept beyond the permissible period of loan, a charge of ten paise per volume per day shall be levied during the first week, and rupee one per volume per day thereafter. The overdue charges shall be fifty paise per volume per day for textbooks and restricted circulation books during the first week, and rupee one per volume per day thereafter. In case of books issued for overnight use, a uniform charge of rupee one per volume per day shall be levied. The term 'overnight' denotes the period extending from one hour before the closing of the Library to one hour after the Library opens on the next day.

(ii) Recall

Books on loan with members can be recalled by the Librarian at any time.

(iii) Loss of Books

All losses should be immediately reported in writing to the Counter Staff. These shall have to be replaced or paid for to the satisfaction of the Librarian.

(iv) Technical, Text, Text-like and Art Books

Such books shall normally be issued only to the students and teachers of the respective disciplines.

(v) Special Material

Books from Reference, Rare and Art Collections, Periodicals (Current as well as back numbers), Microforms, Gramophone records, unpublished theses, and manuscripts are meant to be consulted in the respective sections only.

5. General Rules

(i) Admission

Admission to the Library shall be open to members only. The visitor's register kept at the entrance should be legibly signed. Private books and personal belongings should be deposited at the property counter and a token obtained in lieu thereof. The articles shall be collected the same day failing which one rupee per token per night shall be charged. In case a token is lost two rupees shall be charged in lieu thereof. Rain Coats, over-coats, blankets, umbrellas, etc. should be kept at the Property Counter at the owner's risk and large size lady purses, note books shall be shown to the official at the Counter for inspection before leaving the Library.

(ii) Change of Address

Members should keep the Library informed of any change of address, change of college, class or subject of study during the period of membership.

(iii) Clearance Certificate

Pass Books, Identity Cards, Reader's Tickets and Text-books Tokens are the property of the Library and are to be returned, dues (if any) paid and a Clearance Certificate obtained at least one week before appearing in a University Examination or before the member leaves his/her institution. Non-members shall not be issued Clearance Certificate, but under special circumstances Certificates may be issued against payment of Rs. 10/- each.

(iv) Library Security

Application for refund on prescribed form is to be made to the Librarian who is empowered to refund the security after deducting dues, if any. If not claimed within 12 months of the expiry of membership, the deposit or balance thereof shall be treated as dead account and shall lapse to the Library.

(v) Smoking

Smoking is strictly prohibited inside the Library.

(vi) Misuse of Library Privileges

Use of the Library material is based on honour policy. Taking out a book, periodical or any other material from Library at any time, for any purpose, by any body without getting it recorded at the circulation counter is a violation of the honour policy. Any misuse of the Library privilege or misbehaviour would be considered a breach of discipline and may lead to such action as may be necessary. Penalty for seeking or attempt to seek double membership or additional Readers' Tickets through wrong declaration shall be Rs.100.

(vii) Damage to Books or Library Property

Any damage to reading material like stains, marking, writing up, tracing, dog-eating and physical injuries constitute damage which shall be made good to the satisfaction of the Librarian within the stipulated time limit, otherwise the member concerned shall have either to replace the book with a new copy or pay double the price of the book.

Damages must be pointed out to the Counter Staff in writing before getting the books issued failing which the member concerned i.e. the last borrower shall be considered responsible for the damage. Similarly, any damage to Library Property other than the reading material shall have to be compensated by the person concerned to the satisfaction of the Librarian.

III. BY-LAWS

1. The Librarian may :
 - (i) admit persons as non-borrowing members for purposes of reading and reference.
 - (ii) remit overdue charges partially or wholly only in special cases.
 - (iii) allow renewal of loans.
 - (iv) allow time to members to any library dues if they are not in a position to arrange immediate payment.
 - (v) increase number of books in certain cases.
 - (vi) allow books from Text Collection, Art Collection, Reference for use at home for overnight only.
2. The Librarian, in consultation with the Vice-Chairman, Advisory Committee, may withdraw membership privileges in case :--
 - (i) Serious damage has been inflicted upon reading material or Library property, and
 - (ii) Library privileges have been gravely misused.
3. The members who have been in default for more than one month may be refused service and in case of long defaults the membership privileges may be withdrawn.
4. Books costing more than the security deposits of special members shall not be allowed for home use except at the discretion of the Librarian.

5. Issue System

The members of category (v) of Rule 3 above will be issued as many Reader's Tickets alongwith an Identity Card as the number of books they are entitled to borrow. Besides, two 'textbook tokens' shall also be issued for borrowing textbooks. The books shall be issued only in exchange for these tickets/tokens and the members must show their identity cards as and when demanded by the Library Staff. The tickets/tokens shall be returned to the reader when he/she returns the books.

All other members except the above mentioned category shall be issued Membership Pass Books at the time of enrolment. All transactions of books shall be recorded therein.

Important

The Pass Books, Identity Cards, Readers' Tickets and Textbook Tokens are strictly non-transferable. Their loss should be immediately reported to the Librarian in writing. However, to enable such members to continue receiving library services duplicate ones shall be issued on payment of fees as given below, though the responsibility for loss, if

any, suffered by the Library through the loss/misuse of such material shall rest with the member concerned;

| | |
|----------------------|-----------|
| Membership Pass Book | Rs. 10.00 |
| Identity Card | Rs. -- |
| Readers' Tickets | Rs. 5.00 |
| Special Token | Rs. 5.00 |

6. Reservation Service

A book which is on loan can be reserved for other members, if they make a formal request on a stamped and self-addressed post card for intimation. The prescribed blank post-card is available free of charge from the circulation counter. A book so reserved shall be kept for the requesting member for five days from the date of intimation after which if not claimed shall be considered as reserved for the next member on the waiting list.

7. Inter-Library Loan

Books which are not available in the Library may be procured on loan from other libraries with whom arrangements exist on reciprocal basis. Such books are normally meant to be consulted in the Library but may be lent out for home use if the lending library has no objection. However, all expenses on such transactions shall have to be borne by the requesting member.

8. Parking

Cycles, scooters, and motor cycles are to be parked only in the cycle stand against payment of twenty paise per cycle and thirty paise per scooter and motor cycle. Parking fee for the whole month or part thereof shall be Rupees two for cycle and Rupees four for scooter/motor cycle. No cycle, scooter, motor cycle or car shall be parked near or under the porch of the Library.

The cycles and scooters etc., should be collected before the closing of the Library otherwise the persons concerned shall be liable to pay Re. 1 and Rs. 2 per night respectively. If the cycle/scooter/motor cycle token is lost, a fine of Rupee one per token will be charged.

9. Amendment in Library Rules

The Library rules may be altered or amended or new rules may be added to the existing ones by the Library authority without notice to the members and any such alteration, amendment and new rules shall be effective and binding on all concerned.

RULES GOVERNING THE USE OF THE AUDITORIUM OF THE LIBRARY

1.1. The Auditorium can be rented out only for educational, cultural, literary and social activities provided no gate money is charged.

1.2. The auditorium should be made available for use by the educational institution affiliated in the Panjab University and Govt. departments only.

2. The Auditorium provides 250 comfortable seats. The stage is about 50' wide and 28' deep with basic acting area of 438 Sq. ft. No extra seats are allowed without permission.

3. Request for booking of the Auditorium should be made to the Librarian at least a fortnight in advance in a prescribed form obtainable from this Library and it

should be accompanied by full charges including security in cash alongwith a copy of the detailed programme. Incomplete applications will not be entertained.

4. Permission can be refused and even cancelled without assigning any reason. In latter case, however, full amount will be refunded but no claim for damages or compensation shall be entertained.

5. (i) The rental charges will be as under of which only 50% will be refunded in case of advance cancellation (at last 3 days) of the programme :

Educational Institutions affiliated to Panjab University and Government Departments

Rs.

| | | | |
|-----|---|----|---------|
| (a) | for meetings, lectures, seminars (lasting not more than four hours). Charges for additional time per hour or fraction thereof. | .. | 2000.00 |
| | | .. | 500.00 |
| (b) | for purposes of dramas, recitals, dance and musical performance, film shows (upto four hours.) Charges for additional time per hour or fraction thereof. | .. | 4000.00 |
| | | .. | 1000.00 |

NOTE--For dress rehearsals not exceeding four hours, the charges will be at half of the usual rates.

- (c) Amplifier (mike) rent for a period not exceeding four hours. ..
- (d) For Functions on non-working days and those beyond 10 p.m. there will be an extra levy of 25%.
- (e) Flat rate for consumption of electricity will be at the rate of 20% of the rental charges excluding the mike rent.
- (f) Possession of the Auditorium will be given to the party half-an-hour before the commencement of the function and half an hour after the function for winding up in the case of cultural programmes.
- (g) In case the party intends arranging tea, lunch, dinner, etc. the charges for the use of the premises shall be as follows :

Educational institutions affiliated to Panjab University and Government Departments

Rs.

| | | | |
|-----|---|----|--------|
| (A) | Tea, light refreshment up to 3 hours. | .. | 400.00 |
| | Extra charges if the premises used for more than 3 hours. | .. | 200.00 |

| | | | |
|------|--|----|---------|
| (B) | Lunch/Dinner upto 5 hours. | .. | 1600.00 |
| | Extra charges if the premises used for more than 5 hours. | .. | 800.00 |
| (h) | Flat rate for Generator charges (if the same is put on use) per hour or fraction thereof. | .. | 100.00 |
| (ii) | A refundable security of Rs.1000 shall have to be deposited which if not claimed within 12 months shall lapse to the Library. The amount of refundable security to be deposited can be increased at the discretion of the Librarian. | | |

6. If the use of the Auditorium cannot be made by the loanee on account of electricity break down, mob riots or for any other reasons, the amount deposited will not be refunded and the Library shall not be responsible for compensation of any kind.

7. If extra lights on the gate, lawns and roads leading to the Auditorium are proposed to be put up, it will be the responsibility of the party to obtain a temporary connection at its costs.

In case the party installs extra electrical appliances inside the Auditorium with prior permission, the Librarian is authorised to levy additional charges depending upon the appliances installed, and the power consumption.

8. The Vice-Chancellor may allow use of the Auditorium free of rental charges and security whenever considered necessary. However, the parties concerned shall have to pay the electricity charges, and overtime of staff, if any.

CHAPTER IV

UNIVERSITY EMPLOYEES

(i) ADVANCE FROM PROVIDENT FUND

1.1. When the pecuniary circumstances of a depositor are such that drawing of an advance from the Provident Fund is necessary, the Registrar may, if satisfied, sanction the advance for any one of the following approved purposes :

| Purposes (approved) For which advances from CPF are admissible | Limit in terms of monthly Salary/amount up to which admissible | No. of monthly instalments in which recoverable |
|--|--|---|
| (a) (i) Purchase of house, or (ii) Construction of house or (iii) Land for a house | (a) (i) to (iii) 24 months' salary | (a) (i) to (iii) 96 monthly instalments. |
| (b) (i) Depositor's own/ son's marriage (ii) Depositor's daughter or dependent sister's marriage (iii) Depositor's daughter or dependent sister or depositor's own betrothal (in case of woman depositor) | (b) (i) 10 months' salary (ii) 18 months' salary (iii) 3 months' salary | (b) (i) 40 monthly instalments. (ii) 72 monthly instalments. (iii) 12 monthly instalments. |
| (c) (i) Purchase of a Motor Car (ii) Purchase of a Motor Cycle or a Scooter (iii) Purchase of ceiling fan (up to two), refrigerator, desert cooler and geyser | (c) (i) 12 months' salary or the cost of vehicle whichever is less (ii) 6 months' salary or the cost of vehicle whichever is less (iii) 3 months' salary or the cost of article which- ever is less | (c) (i) 48 monthly instalments. (ii) 24 monthly instalments. (iii) 48 monthly instalments. |
| (d) (i) To meet the cost of education of the depositor himself or of any person actually dependent on him in the fol- lowing types of courses-- | (d) (i) & (ii) 9 months' salary | (d) (i) & (ii) 36 monthly instalments. |

| Purposes (approved) For which advances from CPF are admissible | Limit in terms of monthly Salary/amount up to which admissible | No. of monthly instalments in which recoverable |
|---|---|---|
| (1) for education outside India whether for an academic, technical, professional or vocational courses | | |
| (2) for medical, engin- eering and other technical or special- ized courses in India beyond the High School stage, provided that the course of study is not of less than one year | | |
| (ii) To meet the cost of Overseas passage of the subscriber, if the travel subsidy is not allowed by the sponsor | | |
| (e) To pay life Insurance premium | | (Non-refundable) |
| (f) (i) To meet expenses on the illness of the depositor or dependent member of his family. | (f) (i) 6 months salary | (f) (i) & (ii) 24 monthly instalments |
| (ii) To meet any other expenses considered reasonable by the Registrar/ Vice-Chancellor, as the case may be. | (ii) (a) Up to 3 months salary Registrar (b) Beyond 3 months & upto 6 months Salary Vice-Chancellor | |

Provided that the amount of advance shall not exceed half the amount standing at the credit of the depositor on the last day of the preceding month.

Note 1.--`Salary' for the purpose of advance (refundable as well as non-refundable) from Provident Fund shall mean pay plus allowances excluding City Compensatory and House Rent Allowance.

Note 2.--The term `Family' used in this rule shall have the following meaning :

"Family" means a depositor's wife or husband, as the case may be, residing with him and dependent upon the depositor and legitimate children and step-children residing with the wholly dependent upon the depositor. It includes in addition parents, sisters and minor brothers, if residing with and wholly dependent upon the depositor.

- N.B.--**(a) The term 'legitimate children' in this rule does not include adopted children except those adopted under the Hindu Law.
- (b) The term 'Child/Children' used in this rule includes major sons and unmarried daughters so long as they are residing with and wholly dependent on the parents (the depositor) and subject to the condition being fulfilled, it includes widowed daughter also.
- (c) Not more than one wife is included in the term 'family' for the purpose of these rules.
- (d) An adopted child shall be considered to be a legitimate child, if under the personal law of the depositor, adoption is legally recognised as conferring on it the status of a natural child.

Note 3. No employee shall be entitled to an advance out of Provident Fund unless he has contributed to the fund for a period not less than 3 years.

Provided that in the case of an employee who prior to joining the Panjab University, had been subscribing to the Provident Fund in the previous University/Institution which had been transferred and credited to his Provident Fund at the Panjab University, the service thus rendered shall also be included for purposes of computation of the minimum period of three years (as also the minimum period of 10 or 12 years, service for purposes of Rule-2 of these rules).

1.2. (a) The grant of advance out of Contributory Provident Fund will be further subject to the following conditions for all depositors. (Attested copies of the documents mentioned may be furnished for purposes of securing the loan) :--

- (i) For the purchase of a house or a land for a house, the letter of allotment from the authority such as Government, Improvement Trust, Housing Board/Housing Society etc. will be submitted alongwith the application. In the case of deal through private source(s) all the papers relating to the purchase will be submitted within 3 months of the settlement of the deal failing which the entire amount alongwith interest thereon shall become refundable, immediately in lumpsum.
- (ii) For the construction of a house, documentary proof in support of his title to the land being exclusively in the name of the depositor and/or his spouse shall be supplied. Title of land should be clear and free from encumbrances. An attested copy of allotment order of the plot or registration deed of land or copy of intqal/jamabandi etc. should be attached.
- (iii) If the land/plot is in Urban area, an attested copy of the plan sanctioned by the Estate Office/Municipal Committee/Notified Area Committee/Improvement Trust/Municipal Corporation shall be furnished. In the case of land in rural areas such verification from the local gram panchayat shall be made available.
- (iv) In case the validity period of the plan has already expired it should be got re-validated clearly indicating the period up to which it is valid.

- (v) It should be certified that the applicant has no other plot/house exclusively in his name or in the name of any member of his family.

The non-refundable advance from Provident Fund as also the refundable advance for construction of a new house will be paid in 2 instalments on the verification of the prescribed authority about the progress of construction in the following manner :

- (a) first instalment of 40% of the advance for starting the construction work.
- (b) second instalment of 60% of the advance after the construction has reached the plinth level.
- (b) While submitting application for advance for the purposes enumerated in Rule 1.1 (b) the date of marriage will be indicated and if the marriage/betrothal is not solemnised within 6 months of drawal of advance the entire amount will become refundable in lumpsum alongwith interest due thereon.
- (c) For the purchase of motor-car/scooter/motor cycle the documents relating to purchase, registration/insurance will be submitted within 2 months of the grant of advance for verification, failing which the entire amount shall become refundable in lumpsum alongwith interest due thereon.
- (d) For the advance in respect of Rule 1.1 under clause (d) (i) and (ii) the letter of admission/grant of fellowship will be submitted with the application. For advance in respect of (d) (i) (2) the amount will be released annually according to the duration of the course or the special requirement thereof.
- (e) For advance in respect of purposes in Rule 1.1 under clauses (e) and (f) the requisite proof in support of the need to the satisfaction of the Registrar/Vice-Chancellor as the case may be shall be submitted.

1.3 Wrongful use of advance

Notwithstanding anything contained in the P.F. rules if the sanctioning authority is satisfied that money drawn as an advance from the Fund under these rules has been utilised for a purpose other than that for which sanction was given to the drawal of the money, the amount in question shall forthwith be repaid by the subscriber to the fund, or in default be ordered to be recovered by deduction in one sum from the emoluments of the subscriber even if he be on leave. If the total amount to be repaid be more than half the subscriber's emoluments recoveries shall be made in monthly instalments of the moieties of his emoluments till the extra amount is repaid by him.

1.4 During the period that the depositor is on full salary, the capital of such advance must be repaid by compulsory deduction from his salary for the month following the one in which advance was drawn by equal instalments, during the period prescribed in Rule 1.1. above.

A subscriber may at his option, make repayment in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupees the amount of the advance being raised or reduced, if necessary, to arrive at the fixation of such instalments. After the completion of repayment of the capital no recovery of interest on the refundable loan taken out of their Provident Fund by the university employees, would be made.

1.5. When an advance is sanctioned under Rule 1.1 before payment of last instalment of any previous advance is completed, the balance of any previous advance not recovered, shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated amount.

2. Notwithstanding anything contained in 1 above, a subscriber who has put in 10 years' service may be permitted an advance from the provident fund on non-refundable basis upto a maximum limit of 90% for the purposes A (i) and (ii) to (vi) and who has completed 12 years' service, be advanced up to 75% limit of the amount standing at the credit of the subscriber on the last day of the preceding month (including the University contribution and interest thereon) for one or more of the following purposes, subject to such further restrictions, or limits in terms of monthly salary of the subscriber, if any, as mentioned against each :--

- (A) (i) building or acquiring a suitable house or ready-built flat for his residence including the cost of the site/purchasing a housing site;
- (ii) repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready built flat for his residence;
- (iii) purchasing a house-site for building a house thereon for his residence or repaying any outstanding amount on account of loan expressly taken for this purpose;
- (iv) reconstructing or making additions or alterations to a house or a flat already owned or acquired by a subscriber;
- v) renovating, additions or alterations or upkeep of an ancestral house at a place other than the place of duty or to a house built with the assistance of loan from Government at a place other than the place of duty;
- (vi) constructing a house on a site purchased under clause (iii).
- (B) (i) Son's marriage : 15 months' salary
- (ii) Daughter's marriage : 30 months' salary
- (C) (i) to meet the cost of education of the depositor himself or his dependent for the following :
 - (1) for education outside India whether for an academic, technical, professional or vocational course.
 - (2) for medical, engineering and other technical or specialized courses in India beyond the high school stage provided that the duration of course of study is not less than one year.

- | | | | |
|------|---|---|---|
| (ii) | to meet the cost of overseas passage of 1 the subscriber if the travel subsidy is not allowed by the sponsor. | } | 6 months' salary |
| (D) | to meet expenses on the prolonged/serious illness of the depositor himself/dependent member(s) of his family. | | 24 months' salary |
| | (3) To meet the following expenses irrespective of the employees having put in 12 years' service :-- | | |
| | (i) "Deduction of Rs. 300 per death case from the subscriber on giving an irrevocable undertaking by a member of the "Panjab University Teachers' Association Welfare Scheme" that he agrees to pay an amount of Rs. 300 per death case of any member of the scheme for being paid to the nominee(s) of the deceased member of the Scheme." | | |
| | (ii) Deduction of Rs. 50/- per death case from the subscriber on giving an irrevocable undertaking by a member of the Panjab University Non-teaching Association Welfare Scheme that he agrees to pay an amount of Rs. 50/- per death case of any member of the Scheme for being paid to the nominated nominee(s) of the deceased member of the scheme. | | |
| | (iii) Deduction of Rs. 50/- per death case from the subscriber on giving an irrevocable undertaking by a member of the Panjab University Class C Staff Association Welfare Scheme that he agrees to pay an amount of Rs. 50/- per death case of any member of the scheme being paid to the nominee(s) of the deceased member of the scheme. | | |
| (E) | Purchase of new Personal Computer (with the condition that its sale within a period of five years from the date of its purchase shall not be allowed). | | Upto Rs. 40,000/- (Once in Service Career) |
| (F) | Purchase of Car/Two Wheeler | | 15 months salary or the cost of vehicle whichever is less (once in service career). |

A University employee may refund the whole or part of the advance taken by him/her subject to the following conditions :

- (i) For refund of advance, it would be mandatory for every employee to fill in a declaration (specimen attached) mentioning the reason for depositing the amount and source of income before depositing the advance taken by him/her; and
- (ii) refund of loan shall only be accepted through a cheque drawn in favour of Registrar Panjab University, Chandigarh. The cheque must be out of the

saving Bank Account (of the employee refunding the loan) where the salary of the concerned employee is credited.

Note.--The conditions for grant of advance on non-refundable basis out of Provident Fund Account will be the same as for advance for refundable basis.

The rules and procedure applicable for advancing loan from the Current Account for construction/purchase of house/land shall apply mutatis mutandis to the grant of loan on non-refundable basis from the provident fund.

3. For building his own house or for purchase of a built-up house, and land for a house an employee in addition to the privileges contained in rules 1, 2 may be given a loan on the pattern of Punjab Govt.

Provided that the employee shall be required to execute an Indemnity Bond along with two sureties.

4. Payment of premium for life insurance may, at the option of a subscriber, be made from the Provident Fund, subject to the following conditions :

- (i) The payment of Premium shall not be made unless the depositor has subscribed to the fund for 5 years and that the amount of annual premium should not exceed half the amount standing at the credit of a subscriber.
- (ii) The policy to be financed out of the Provident Fund shall be one effected by the subscriber himself on his own life and the policy shall be such as is legally assignable to the Registrar of the University.
- (iii) (a) Subject to (i) to (ii) above, the Registrar shall make payment of the premium when a subscriber to the Provident Fund makes a request in writing that his premium amounting to Rs.....be paid out of his salary for month, provided the application is made before the preparation of the pay bills for that month. Provided further that the Registrar is satisfied by a scrutiny of the policy that the request for the payment of the premium is genuine.
- (b) Should the subscriber prefer, he may apply for an advance from his Provident Fund for payment of premium annually, half-yearly or quarterly.
- (iv) (a) The policy shall be assigned to the Registrar of the University. The assignment of a policy under this rule shall be endorsed on the policy and shall be in the following form :
 "I, A. B. of--hereby assign to the Registrar of the Panjab University the within policy of assurance as security for payment of all sums which under the Regulations I may hereafter become liable to pay to the Panjab University Provident Fund" or in the case of policies of insurance effected by the subscriber for the benefit of a sole beneficiary as follows :
 "We, A.B. (the subscriber) of.....and C. D. (the sole beneficiary of the policy) of.....in consideration of the Registrar of the Panjab University, agreeing at our request to accept payments towards the within policy of assurance in substitution for the subscriptions payable by the said A. B. to the Panjab University Provident Fund (or, as the case may be, to accept the withdrawal of the sum of rupees.....from the sum to the credit of the said A.B. in the Provident Fund for payment of the premium of the within policy of

assurance), hereby jointly and severally assign unto the said Registrar, the within policy of assurance as security for payments of all sums which the said A. B. may hereafter become liable to pay to that fund."

- (b) Save as provided in clause (iv) (c), the policy shall be reassigned to the subscriber and handed back to him on quitting his service or on his refunding with the full interest thereon any advances taken from the Provident Fund for the purpose of paying premia thereon and in the event of his death before quitting the service, a reassignment shall be executed in favour of, and the policy be handed to the legal representative of his estate as determined by a civil court having competence to pass orders in this respect. Notice of the reassignment shall be sent to the Insurance Company by the Registrar, Panjab University.
- (c) If notice has been received by the Registrar of any assignment or attachment of, or encumbrance on the policy, he shall not execute a reassignment of the policy in favour of the subscriber or in the event of his death, of the legal representative of his estate as determined by a civil court having competence to pass orders in this respect until he shall have obtained the orders of the Syndicate.
- (v) (a) When the assigned policy is delivered to the Registrar, it shall be accompanied with a certificate from the subscriber to the effect that no prior assignment of the policy exists. This certificate shall be verified by a direct reference to the Insurance Company.
- (b) Notice to the assignment of the policy shall be given by the subscriber to the Insurance Company and acknowledgement receipt of the notice shall be handed over by the subscriber to the Registrar within three months of the date of the assignment.
- (vi) If the policy assigned to the Registrar matures before the subscriber quits the service of the University, the Registrar shall proceed as follows :
 - (a) If the amount assured together with the amount of profits, if any, is greater than the whole of amount withdrawn from the fund in respect of the policy, the Registrar shall reassign the policy to the subscriber and make it over to him and the subscriber shall pay to the fund, the whole of the amount withdrawn, with interest accrued thereon.
 - (b) But in case the amount assured together with the profits, if any, is less than the whole of the amount withdrawn with interest, the Registrar shall realise the amount assured together with the profits and place the amount so realised in the Provident Fund account of the subscriber.
 - (c) The profits which accrue on any policy may be allowed to accumulate with the policy until it matures, but if it is incumbent on the policy-holder to withdraw them as they fall due, the amount shall be credited to the subscriber's account in the Fund.

(iii) ALLOTMENT OF RESIDENTIAL ACCOMMODATION

1. The Syndicate may appoint two House Allotment Committees i.e. one for house upto 'D' type categories and the other for houses of above 'D' type categories i.e. 'E' and above categories. The terms of the committees shall be for 2 years, beginning from April 1.

2.1. The employees drawing pay up to Rs. 120 will be charged rent at the rate of 5 per cent of their pay and the rest at the rate of 10 per cent of their pay in the pay scales or 10 per cent of the maximum of the slab of the house whichever is less.

Provided that a 'C' class employee drawing pay up to Rs. 120 per mensem may continue to pay a house rent and water charges at the same rate so long as he is not allotted a 'B' type quarter, and grant of additional increment shall not effect the rate of house rent and water charges.

2.2. Allotment of residential accommodation to the University employees shall be as follows :

| Sr. No. | Type of Houses applicable | Eligibility pay-slabs as applicable prior to 1973 (common) for teaching, non-teaching, & technical (Staff etc.) | Eligibility pay-slabs as applicable from 1.1.1973 to 31.12.1985 (Basic pay as per UGC Scales) | Eligibility pay-slabs as applicable from 1.1.1978 to 31.12.1985 (Basic pay in scales other than UGC scales) | Eligibility pay-slabs w.e.f.1.1.1986 to 31.12.1995 (Basic pay) applicable to employees in both UGC scales as well as other than UGC Scales | Eligibility pay-slabs w.e.f.1.1.1996 (Basic pay) applicable to employees in both UGC scales as well as other than UGC Scales |
|---------|---------------------------|--|---|---|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | Rs. | Rs. | Rs. | Rs. | Rs. |
| 1. | A/T-IV | Upto 109/- | - | 300-399 | 750-999 | 2520-3119 |
| 2. | B/T-III | 110-200 | - | 400-539 | 1000-1364* | 3120-4399** |
| 3. | C | 201-300 | - | 540-724 | 1365-1849 | 4400-6199** |
| 4. | D | 301-400 | - | 725-999 | 1850-2499 | 6200-8924** |
| 5. | E, E-I } & T-II } | 400-800 | 700-1099 | 1000-1459 | 2200-3399*** | 8000-13259*** |
| 6. | F, T-I | 801-1000 | 1100-1299 | 1460-1699 | 3400-3824 | 13260-14939 |
| 7. | G | 1001 and above | 1300 and above | 1700 and above | 3825 and above | 14940 and above |
| 8. | TF/NTF | (a) University Teacher drawing a basic pay of Rs. 300/- p.m. or more. (b) If a flat is available after all eligible persons in (a) above have been accommodated University Research Scholars drawing less than Rs. 300 p.m. | 700 and above | Not applicable | (a) 2200 and above for University teachers (b) for Full time University Research Scholars (if a flat is available after all eligible persons in (a) have been accommodated) | (a) 8000 and above for University teachers (b) for Full time University Research Scholars (if a flat is available after all eligible persons in (a) have been accommodated) |

Note 1 : *Post 1986 : All employees who are in the pay-scale starting a level lower than Rs. 1000/- will not be eligible for B/T-III type of houses till they draw the basic pay of Rs. 1050/-.

Note 2 : **Post 1996 : All employees who are in the pay-scale starting a level lower than Rs. 3120/- will not be eligible for B/T-III type, C type and D type of house till they draw the basic pay of Rs. 4140/-, Rs. 5640/- and Rs. 7220/- respectively.

Note 3 : All employees whose minimum pay-scale is Rs. 2200/- (1986) or Rs. 8000/- (1996) (starting) will not be eligible for 'D' type category of houses.

Note 4 : ***All employees who are in the pay-scale starting at a lower than Rs. 2200/- (1986 grades) or Rs. 8000/- (1996 grades) will not be eligible for T-II/E/E-I type of houses till they draw basic pay of Rs. 2500/- (1986 grades) or Rs. 8925/- (1996 grades).

2.3. The date of entrance of an employee into the pay slab fixed for a house shall be the basis of allotment. If the date of entry into a pay slab is the same in the case of more than one employee, the date of entries into the lower pay slab will be the criterion for determining seniority. If a case does not fall within the scope of the foregoing provision, the criterion for determining seniority will be the age i.e. the older employee shall be senior.

2.4. If a house in the category to which an employee is entitled is not available, he may be allotted a house in the lower category, i.e., one step below the one to which he is eligible. For this purpose, the date of entry into the lower pay slab shall determine his seniority vis-à-vis others entitled to a house of that category. Allotment of University accommodation one category below one's entitlement shall be made only where the entitlement of a person is for 'F', 'T-I' and 'G' type of houses.

2.5. If an employee declines the offer of a better type of house he shall be charged rent at the rate of 10 per cent of his basic pay subject to maximum monthly rent of the house offered, till such time the house so refused is allotted to the next person on the waiting list.

2.6. Research Scholars shall be housed in the students' hostels. A married scholar may, on application, be given other accommodation if it is available on the condition that such allotment shall be temporary and for the period for which the accommodation is surplus. Such allotment shall be made keeping in view the value of the scholarship.

2.7. Houses built with the assistance of the University Grants Commission shall be allotted to the staff of the Teaching Departments. The remaining houses shall be available to the staff of both the administrative and teaching departments on the basis of seniority and pay slab laid down in Rule 2.1.

3. Allotment of residential accommodation by the University shall be on the following conditions :

- (i) The allotments once made shall not be disturbed, except for the following reasons :
 - (a) The University employee occupying University accommodation retires, is transferred or his services are terminated.
 - (b) The University employee becomes entitled to a higher category of accommodation and it is available for allotment.
- (ii) Accommodation shall be deemed to have been duly allotted to an employee from the date he accepts the offer in writing or from the 10th day after the date of issue of allotment order whichever is earlier. Unless refusal to accept the allotment is received by the Secretary, House allotment Committee, in the meanwhile, rent shall become payable on the date immediately following the date of acceptance or on the expiry of 10th day after the issue of allotment order whichever is earlier. Need of certain minor repairs shall not entitle an employee to exemption from rent.

- (iii) (a) In case of non-acceptance of the offer of allotment, the office must be informed within three working days from the date of issue of the allotment letter, failing which market rent will be charged after the expiry of this period till the date of receipt of intimation of the refusal.
- (b) If an employee fails to occupy the allotted house within 12 working days from the date of issue of the allotment letter after having accepted the offer, he shall be deemed to have surrendered the accommodation. He shall pay the market rent for the newly allotted house after 12 working days from the date of issue of the allotment letter till the house is occupied by the next allottee and for that period, he shall not be entitled to draw H.R.A. in case he was residing outside the University Campus.
- (c) Further, an employee already having a house on the University Campus shall have to vacate the house within 12 working days of the date of issue of the allotment letter for another house, otherwise he shall pay market rent for the accommodation after 12 working days from the date of issue of the allotment letter for the new house till the accommodation is occupied by the next allottee.

Such an employee shall not be eligible for another allotment for a period of 6 months from the date of first and second allotments.

If the employee declines the offer for the third time, he/she shall be debarred from the allotment of that type of house for a period of three years, but his/her name be included in the waiting list for the said category of house again if he/she makes a request to the office in writing for inclusion of his/her name.

An allottee shall have an option to ask for interchange of house within the same category after having lived in the house for not less than two years. This change shall be allowed only once subject to a maximum of two consecutive options to be exercised by each an allottee.

An employee who resides outside the campus in the accommodation allotted to his/her spouse working in a different organisation will be eligible to get his/her name included in the waiting list meant for allotment of houses as per the practice obtaining.

That an employee shall have to vacate the lower category of house within 15 days from the allotment of higher type of accommodation. For over-stay, market rent shall be charged for lower category of house.

- (iv) If an employee surrenders the allotment of a residence at any time after occupancy for reasons considered adequate by the House Allotment Committee, he will be considered for allotment of another house along with other applicants if and when he applies again.
- (v) No employee of the University shall sublet the house allotted to him to any one else. If any employee is found to have sublet his house, the allotment made to him shall be cancelled and he will make himself liable to disciplinary action which may amount even to dismissal.
- (vi) An employee who is offered a house two steps lower than the category to which he is entitled, may decline the allotment and claim house rent allowance as permissible under the University rules.
- (vii) An employee whose allotment has been cancelled by the Registrar or the Vice-Chancellor due to some complaints, etc., shall be charged market rent fixed by Syndicate from time to time, if he does not vacate the quarter.
- (viii) Disciplinary action including suspension and dismissal etc., may be taken if an employee defies the orders of the Registrar or the Vice-Chancellor and does not vacate the quarter on the University Campus.
- (ix) No one shall keep cattle in the residential houses/area of the University.
- (x) No alteration in a house or its compound shall be made without the permission of the University.

4.1. Save as provided in Rules 4.2, 4.3 and 4.4. an employee who retires or goes on long leave either preparatory to retirement or for employment in some other department, or leaves the service of the University, shall not ordinarily be allowed to retain the University residential accommodation for more than two months.

4.2. An employee who proceeds on leave be allowed to retain the University accommodation during the period of leave sanctioned to him according to the University rules and regulations, provided his family members stay there.

In case his family members accompanied him, it will be the responsibility of the employee to make arrangements to ensure that the University property is properly looked after during his/her absence.

Any arrangements made to look after the employee's personal property like books, furniture, house-hold goods, car/scooter etc. will also be subject to approval of the Vice-Chancellor. However, in no case subletting of the house shall be allowed.

4.3. Permission for an employee to retain the University accommodation during his leave shall be limited to a maximum of three years. However, this limit may be relaxed by the Syndicate in exceptional circumstances.

4.4. In case where the deceased employee was in possession of University accommodation, his family will be allowed to retain the accommodation for one year after his death, the rate of rent being the same as was applicable to him at the time of his death. In other cases, the house rent allowance admissible to the deceased employee, will continue to be paid to the family for one year after his death.

In the following circumstances the family of a deceased University employee may be permitted to retain University accommodation for the whole or part of the second year also on payment of normal rent :--

- (a) Where family members of the deceased employee have no other person to depend upon. The term 'family' shall have the meaning as assigned to it under Rule 2 (xi) at page 71, Calendar Volume III (1985).
 - (b) Where the family members consist of un-married daughter/s, the minor children on the date of such application.
- Note--(i) If the family of a deceased University employee vacates the residential accommodation retained by it before the expiry of one year of its own accord then the benefit of house rent allowance will not be admissible for the remaining period.
- (ii) If the family leaves the place of posting of the deceased University employee before the expiry of one year which automatically amounts to surrender of University accommodation of that place, the house rent allowance for the remaining period will not be admissible.
 - (iii) If the residential accommodation allotted to the deceased employee, is got vacated by the University from his family due to certain special circumstances then alternative accommodation, if available, would be allotted to such a family.
 - (iv) If no accommodation is available as referred to in item (3) above, then house rent allowance for the remaining period would be granted, provided the family lives at that station.
 - (v) The members of the bereaved family are to be granted the benefit of House Rent Allowance on the basis of emoluments which the employee would have received but for his proceeding on leave.

4.5. When a permanent University employee dies while in service, accommodation may be allotted, out of turn, on compassionate grounds, to a member of the family of the deceased, who is appointed on compassionate grounds according to his/her entitlement provided such a beneficiary was residing with the deceased.

Such accommodation shall not be higher than 'D'/T-II type of house or of the type such member of the family of the deceased employee is entitled or of the type in which the deceased was residing whichever is of the lower type/category.

Provided further that a member of the family of the deceased applying for allotment of accommodation shall not be allotted accommodation of a type higher than the entitlement of the deceased even though the applicant may be entitled to such higher type accommodation.

4.6. A 'C' Class employee, if allotted accommodation, shall be allowed to retain it during the period of extension in service.

4.7. The following shall be provided rent free (un-furnished) residential accommodation at the campus or house rent allowance in lieu thereof as per rules :--

1. Dean of University Instruction.
2. Dean of Student Welfare.
3. Medical Officers as also paramedical staff in the University health centre.

5. An employee, who retains the residential accommodation even after the period allowed, without the prior approval of the Vice-Chancellor shall, besides being liable for ejection, be charged double the market rent at the rates fixed by Syndicate from time to time.

6. In exceptional cases, the Vice-Chancellor shall have authority to allot--

- (a) higher category of a house than the one to which an employee is entitled;
- (b) lower category of a house than the one to which an employee is entitled; and
- (c) a house out of turn to an employee on the condition that no member of his/her family should already have prior allotment on the campus.

7. The house Allotment Committee may consider to give preference to the female employees in the allotment of University accommodation, provided that she is living alone at place of posting. An affidavit will be taken from the concerned employee that she is living alone at place of posting.

(iii) (a) PART-TIME TEACHING STAFF IN THE
DEPARTMENT OF LAWS

1. Part-time lecturers in the Department of Laws appointed under Regulation 18 of Chapter VI, Calendar Volume I shall be governed by these Rules.

2.1. The appointment shall ordinarily be for one academic year at a time.

2.2. The amount of monthly honorarium shall be determined by the Syndicate from time to time.

2.3. For summer vacation the payment shall be as under :

- | | | | | |
|-----|------|--|----|---|
| (a) | (i) | Those who complete nine month's service | .. | Honorarium for 12 months |
| | (ii) | Those who complete service for three months or more but less than nine months | .. | Proportionate amount on the basis of (i) |

Provided that a teacher who has served for less than three months will not be entitled to any honorarium for the period of summer vacation.

2.4. A part-time lecturer who resigns during the session shall not be entitled to any payment for the vacation.

2.5. A part-time lecturer wishing to resign shall give at least one month's notice or in default pay an amount equivalent to one month's honorarium to the University.

2.6. In case the University wishes to dispense with the services of a part-time lecturer during the course of the session the University shall give one month's notice to the lecturer concerned or in lieu thereof pay him an amount equivalent to one month's honorarium.

3. The teaching load of a part-time lecturer shall be up to ten periods a week, as may be determined by the Head of the Department.

4.1. A part-time lecturer shall not be entitled to any kind of leave except casual leave up to ten days in an academic year, which may be granted by the Head of the Department.

4.2. If a part-time lecturer has availed of the casual leave due under Rule 4.1 or the balance left to his credit is not adequate, he may be granted by the Vice-Chancellor, leave without pay for special reasons, on the recommendation of the Head of the Department.

(iii) (b) RULES FOR GUEST FACULTY IN THE DEPARTMENTS

- 1.** The appointment of Guest Faculty shall ordinarily be for one academic year at a time.
- 2.** A Guest faculty shall not be entitled to and payment for the vacation.
- 3.** The Guest faculty should be only from outside/retired teachers of the University who should not be of more than 65 years of age.
- 4.** Guest faculty could not, in normal circumstances, be from within the department. However, in exceptional circumstances reason to be recorded, payment may be made to a teacher for taking extra workload in the same department on the recommendation of the Academic Committee of the department, justifying the total load, in the department of the teacher concerned as also the extra workload being recommended for the teacher. For working as Guest faculty in other department/s the teacher should route their applications through the Chairperson of the Department indicating whether he/she is working as Guest Faculty in other department/s and also the amount of honorarium he/she is getting.
- 5.** The non-teaching (Technical) Personnel of the University departments who fulfill requisite qualifications laid down by the UGC for appointment of Lecturers could be allowed to take classes, after normal working hours, on extra payment provide it does not interfere with their normal duties in the department, on the recommendation of the Academic Committee of the department.
- 6.** The maximum amount of honorarium payable to in-service University teachers for working as Guest Faculty in various departments of the University as also for taking extra workload in their own department in exceptional circumstances on extra payment, and also honorarium receive from other institutions for delivering lectures etc., should in no case exceed Rs. 10,000/- per month.
- 7.** The duration of the lectures to be delivered by the Guest Faculty shall be one hour.
- 8.** The honorarium will be Rs. 250/- per lecture subject to maximum ceiling of Rs. 10,000/- per month.
- 9.** For taking up teaching assignment outside the University, the teachers should route their applications through the Chairperson for getting prior approval of the Vice-Chancellor as per University rules. Accepting/undertaking any assignment outside the University without such approval would invite strict action.
- 10.** The person invited to be Guest Faculty should give an undertaking that he/she if asked to set the question paper and also to examine the answer books of that particular subject, as per the guidelines issued by the department, he/she will do the same.
- 11.** Before inviting the Guest Faculty, the name of the Guest faculty should be approved by both administrative and Academic Committee of the department concerned.
- 12.** Where there is no regular teacher, the guest faculty will also do the practical work.
- 13.** When the request for the Guest faculty is sent to the office, the justification regarding work load with teachers of the department as per UGC norms and a copy of time table should also be sent.

14. The panel of teachers for a particular subject, in case there is no more than one topics/subjects, if required should be prepare by the department; and sent to Deputy Registrar (Estt.). However the department will ensure the upper ceiling of Rs. 10,000/- per month to each Guest faculty.

15. It is mandatory for a regular Lecturer to take 16 hours (14 hours in the case of Reader and Professor) of work load in week and has to take more than one paper/options/class/whereas in the case of the Guest faculty only one paper/option/class is to be taught 40 lectures per month i.e. 10 lectures per week.

16. In case of professional departments, people of industry/relative profession can be invited due to their valued experience in the profession and holding a position of good stature in their respective fields. While inviting Guest faculty from industry/profession, their profession qualifications and experience as laid down by the AICTE/UGC, as the case may be, shall be kept in mind.

17. In case of Law Department, where Part-time teachers are appointed as per Bar Council guidelines, these guidelines will not apply. However, if in addition to Part-time teachers, Guest faculty is appointed then the same shall be subject to these guidelines.

18. The Committee also felt that when very senior professionals from Industry/Academia/from public life are invited with the permission of the Vice-Chancellor for a special lecture, where TA/DA is provided by the University, the honorarium should be Rs. 750/- per lecture.

(iii) (c) NON-TEACHING PART-TIME STAFF

A member of part-time non-teaching staff shall not be entitled to any kind of leave except casual leave up to 20 days in a calendar year which may be granted by the Head of the Department.

(iv) ACCEPTANCE OF OUTSIDE ASSIGNMENTS AND PERMISSION
FOR DOING OTHER THAN NORMAL WORK

1. No whole-time University employee shall engage directly or indirectly in any trade, occupation of business or shall be engaged in private tuition or in any other work including the writing of textbooks or translation of books, without obtaining the prior sanction of the Vice-Chancellor through the Head of the Department concerned. Provided that no permission shall be necessary for writing scholarly or learned books, in pursuance of the objectives of the University, or for examination work of this University or other Indian Universities when the total emoluments accruing from such work do not exceed Rs. 2,400 per annum.

2. For examination work/lectures and meetings of other Universities, a member of the teaching staff may be granted special casual leave (in addition to the usual casual leave permissible under the rules) for 10 days in a year.

3. University clerks can undertake examination supervision work, if the Head of the Department permits them to do so. They will be entitled to receive supervision fee for such work.

4. Except as provided in Rules 1 and 2 no academic or administrative assignment in another University, Institute, and other educational organisation or in Central Government or a State Government, shall be accepted by any member of the University staff, without prior permission of the Vice-Chancellor. If permission asked for is granted, and no remuneration is to be received by the employee, the period of absence shall be treated as on duty.

Vice-Chancellor's permission will also be necessary for assignments in hand though undertaken before these Rules came into operation.

5. A teacher shall be allowed to take up any such assignment during the working hours of the Department/University only if it does not clash with his teaching in the Department or any other official duty in the University.

6. No teacher shall be allowed to lecture in such Institutions for more than twelve hours a month.

7. No teacher shall be allowed to receive an honorarium of more than Rs. 2,400 p.m. for the limited participation referred to above with the stipulation that teachers of day classes shall be allowed to take up lectures in the afternoons and those of evening classes in the forenoons. Any travelling allowance in addition to honorarium, should be only realistic.

8. While granting permission to teachers for accepting such assignments from time to time, the University may ensure that it does not become a vested interest with any teacher.

9. A confirmed employee can be permitted to send two applications for jobs outside the University during a calendar year. However, a member of the teaching staff in case of his selection shall not be relieved during academic year. His/her request for grant of leave and retaining the accommodation on the University Campus will be considered in accordance with the normal rules and regulations of the University.

10. The application for an outside post from a teacher who is under an obligation of bond to serve the University for a period as prescribed under the regulations, be not forwarded till the period of completion of the bond. However, such a teacher could be allowed to have his application forwarded for an outside post within six months of the expiry of the period of bond and while sending such applications, it be made clear that the teacher concerned was under obligation to serve the University till a specified date.

11. The application for an outside post from a teacher who availed himself of extraordinary leave without pay for more than one academic session on a whole time paid assignment elsewhere (in India/abroad) but was not under the obligation of any bond be not forwarded unless he has served the University for a period of three years on return from the last assignment.

Note : In either case, the previous outside assignment shall be one which is, at least, for a whole academic session and not less.

**(v) CONSULTANCY WORK BY THE ACADEMIC STAFF OF THE TEACHING
DEPARTMENTS, PANJAB UNIVERSITY**

1. The Academic/Technical Staff (henceforth to be called as staff) who are class 'A' Officers of the University may undertake consultancy, or provide technical services to industry and other organisations, utilising, if necessary, the facilities of the University.

2. The services/consultancy provided may be of the following types :

- I. Institutional Consultancy
- II. Individual Consultancy
- III. Technical Services

2.1. Institutional consultancy relates to advice rendered to an industry/organisation, or work done for them, by a Department/Group/individual on behalf of the University. The Principal Consultant will be identified by the Vice-Chancellor, or a person or Cell (Industry Institute Partnership Programme - IIPP) authorised by him.

2.2. Individual consultancy relates to consultancy or work undertaken by an academic staff member in his individual capacity.

2.3. Technical services relate to providing of routine technical data/information, analysis etc. and to fabrication of equipment etc. which does not require interpretation of results or advice.

3. A request for consultancy services shall normally be received by the Vice-Chancellor or the Liaison Cell (IIPP) on behalf of the University. It may however, be received directly by a staff member and forwarded to the University, for its consideration.

4. Permission to undertake consultancy work upto 1 lakh rupees may be given by the Officer Incharge of the Liaison Cell (IIPP) on the recommendation of the Head of the Department, or by any other person authorised to do so. Consultancy work of above 1 lakh of rupees shall be approved by the Vice-Chancellor.

4.1. While approving of a consultancy proposal the following will be taken into consideration :

- (a) The normal duty of the individual staff member and the interest of the Department do not suffer;
- (b) An individual staff member does not undertake consultancy work for more than 60 days (60 days in a Calendar year including holidays);
- (c) The total annual income of an individual from consultancy work shall not exceed his/her total emoluments for six months in the Calendar year.

5. While working out the cost of consultancy project the following be taken into consideration :

5.1 Cost of consultants' time including intellectual fee.

5.2 Cost of man days of the staff taking part in the project excluding the consultant(s).

5.3 TA and DA (as per agreement with the client).

5.4 Cost of inputs (like chemicals, raw material and other types of consumables) and equipments.

5.5 Usage charges on equipment (including depreciation and utilities, inter-alia)

5.6 Payments to outside consultants.

5.7 Cost of Stationary.

5.8 Computer Charges.

5.9 Miscellaneous.

5.10 Administrative Charges (10% of 5.2 to 5.9).

6. The client shall pay 50% of the total project cost or, cost of the items 2 to 9 above, whichever is higher to the University Consultancy. All payments will be received by the University under a separate budget Head of 'Consultancy Services'.

7. The Consultancy Service may be categorized into 3 classes :

7.1 Advisory consultancy in which University facilities are not used.

7.2 Service consultancy, in which University equipment is used, but consumables or other materials are not required.

7.3 Service consultancy, in which University equipment is used and material and consumables are provided by the University.

8. Once the terms of consultancy have been approved, and contract signed, and advance received, it becomes the duty of the Principal consultant to ensure satisfactory progress and completion of the project in time. For this purpose he may make temporary appointments of full time or part time staff for a period upto six months, draw advances and make expenditure in accordance, with the requirements as the project progresses. The Vice-Chancellor's approval will be required for appointment of staff for a period of more than six months.

9. The distribution of consultancy amounts received will be as under :

9.1 In case of advisory consultancy (7.1 above) 50% of the amount received for (item 5.1 : cost of consultant's time including intellectual fee) will be paid to the consultant(s) and 50% will accrue to the University;

9.2 Similarly in case of service consultancy (7.2 and 7.3 above) 50% of the amount received for (5.1 above) will be paid to the consultant(s) involved and 50% will accrue to the University;

10. In all cases (7.1, 7.2 and 7.3 above), the apportioning of consultancy amounts will be as under :

10.1 Out of the total share of the University, 10% will be paid to the University as administrative charges, 40% will be paid to the Corpus Fund 'Foundation for Higher Education & Research' established by the University and 50% will be available to the Department concerned, for the purchase of equipment and/or material, or for any academic activity and promotion of industry participation.

10.2 The amount to be distributed to the staff will be as per recommendations of the Principal Consultant, as approved by the Vice-Chancellor, or any other person so authorised by him.

11.1 Examination duties, delivery of special lectures, participation in University College and Public Service commission Selection Committees and Membership of Board of Directors of Companies are included in consultancy services.

11.2 The University may undertake outside work requiring services of the technical staff of the University which is part of their normal duty on such terms and conditions as may be approved by the Vice-Chancellor.

12. Out of the sales made for a patent emerging from consultancy work, an annual royalty (to be divided equally between the consultants and the University) of a fixed percentage (to be decided by the Vice-Chancellor) will be paid to the University by the client.

13. On the completion of the consultancy project a copy of the synopsis of the work keeping in view the confidentiality clause of the project and the audited statement of accounts will be submitted to the University/IIPP for its records. Any un-utilised amount will be transferred to the fund 'Higher Education & Research' of the University.

14. In case of any ambiguity the decision taken by the Vice-Chancellor will be final.

PANJAB UNIVERSITY

Annexure-I (on detailed costing)

- (A) **Cost of Labour**
This means the estimated OTA paid to technical/ministerial staff to the deptt./ Centre(s) involved in the Project and salaries for any specialised labour to be hired specifically for the project. If a staff member engaged on work is not eligible for OTA as per rules of the University, he will be paid honorarium from this provision.
- (B) **Cost of Material**
Estimated cost of material to be specifically procured for the project.
- (C) **Over-heads to the University for use of University equipment.**
This includes charges for use of facilities depreciation, utilities and handling charges etc. and would be levied for all equipment except the computer and other sophisticated equipment/machines declared as central facilities. For purpose of estimating this cost, a fixed amount of 15% of the total consultancy charges will be levied. Any change done to equipment will be repaired out of these charges.

No charges under this head will be made if University equipment is not used or if only Computer or central facilities are used.
- (D) **Computer charges and charges for use of Central Facilities.**
Charges for the use of these facilities will be budgeted as per the time-sharing rules of these facilities for outside parties as may be approved by the University from time to time.
- (E) **TA/DA for visits**
An estimated charges on the basis of rates settled with 'Client Firm', but if no rates are settled the payment will be as per University Rules.
- (F) **Contingencies**
An estimated charge for any contingent expenses expected to be included.
- (G) **Administrative over-head charges**
A fixed amount of 5% of the total Consultancy charges will be levied for hire of Administrative staff for handling Consultancy work or for payment of honorarium to staff of the Administrative Office handling such work.
-

(vi) ADDRESSING OFFICIAL COMMUNICATIONS TO THE CHANCELLOR
OF THE UNIVERSITY OR MINISTERS OF THE GOVERNMENT
AND INVITING HIGH DIGNITARIES TO THE UNIVERSITY

1. No member of the staff of the University shall see the Chancellor of the University, or a Minister of any Government with which the University deals, in connection with any official work, except with the permission of the Vice-Chancellor. If a member of the staff wishes to address any official communication to any of them, it must be sent through the Vice-Chancellor.

2. If a high dignitary or an important person in Public life is to be invited to the University Campus by any member of the University staff, in whatever capacity except private or purely personal, he shall hold prior consultations with the Vice-Chancellor and, in his absence from station, with the D.U.I. in the case of teaching staff and Registrar in the case of others, so that it is ensured that proper 'form' is observed and due courtesy shown to such a person when he arrives on the campus.

(vii) PANJAB UNIVERSITY SERVICE & CONDUCT RULES FOR
NON-TEACHING EMPLOYEES OF UNIVERSITY

PART I

Short Title and Commencement

1.1. These rules may be called the University Non-Teaching Employees (Terms and Conditions of Service) Rules, 1971.

1.2. These rules are supplementary to the Regulations contained in Volume I of the Panjab University Calendar.

1.3. They shall come into force with effect from July 24, 1971.

Definitions and Interpretations

2. In these rules, the following terms and expressions shall have the meaning hereby assigned to them :

- (i) The “Act” means the Panjab University Act, 1947, as amended from time to time.
- (ii) Active Service means the time spent—
 - (a) on duty;
 - (b) on subsidiary leave;
 - (c) on recognised vacation or earned leave or medical leave.
- (iii) Average monthly salary means the salary which an employee has earned during so much of his active service as is within one year preceding the day on which he proceeds on leave, divided by the number of months on which the calculation is made.
- (iv) Board of Finance means the body constituted as per Regulations framed under Section 31(2) (r) of the Act.
- (v) Cadre means the strength of a service or a part of a service sanctioned as a separate unit.
- (vi) Compensatory allowance means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes T.A., Dearness Allowance but does not include a sumptuary allowance nor the grant of a free passage by sea to or from any place in India.
- (vii) Appointing Authority means the authority to make appointment to a post which an employee for the time being holds.
- (viii) Prescribed Authority : Save as provided in Clause 1.2 of Part V, Prescribed Authority means the Vice-Chancellor/Registrar as the case may be or the authority prescribed by the Syndicate or the Senate for the purpose of these rules as a whole or for any individual rule.
- (ix) Day means a calendar day, beginning and ending at midnight.

Note.—Absence from headquarters which does not exceed twenty-four hours, shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

(x) Duty includes—

(a) Service as a probationer or apprentice, provided that service as a probationer is followed by confirmation without a break; provided further that in the case of an apprentice, on confirmation either in the post for which he was undergoing apprenticeship or in any other post, the period of apprenticeship cannot be counted for purposes of leave as service rendered substantively in a permanent post.

(b) Joining time.

(c) Casual time.

(xi) Family means a University employees' wife or husband, as the case may be, residing with an dependent upon the employee and legitimate children and step children residing with an wholly dependent upon the employee. In the case of the Travelling Allowance Rules, it includes in addition parents, sisters, and minor brothers, if residing with and wholly dependent upon the employee.

Note.—1. The term legitimate children in this rule does not include adopted children except those adopted under the Hindu Law.

2. The term 'Child' or Children used in this rule includes major sons and married daughters so long as they are residing with the wholly dependent on the parent (the employee) and subject to this condition being fulfilled, it includes widowed daughter also.

3. Not more than one wife is included in the term family for the purpose of these rules.

4. An adopted child shall be considered to be a legitimate child, if under the personal law of the employee, adoption is legally recognised as conferring on it the status of a natural child.

(xii) Fees means recurring or non-recurring payment to an employee from a source other than the funds of the University; whether made directly to an employee or indirectly through the intermediary of the University.

(xiii) Foreign Service means service in which an employee receives his substantive pay with the sanction of the University from a source other than the funds of the University.

(xiv) Furlough means leave earned by an employee of class A or B in respect of periods spent on duty according to furlough regulations contained in Chapter VI of the Panjab University Calendar, Vol. I.

(xv) Honorarium means recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent nature.

(xvi) Joining Time means the time allowed to join a new post or to travel to or from a station to another to join a post.

(xvii) Leave Salary means the monthly amount paid by the University to an employee who is on leave.

- (xviii) Lien means the title of an employee to hold substantively either immediately, or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.
- (xix) Month means a calendar month. In calculation, a period expressed on terms of months and days, complete calendar month irrespective of the number of days on each, should first be calculated and the odd number of days calculated subsequently.
- (xx) Officiating : An employee may officiate in a post when he performs the duty of a post on which another person holds a lien. An employee may also officiate in a vacant post on which no other employee holds the lien.
- (xxi) Pay means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay or a personal pay if any, but not other allowance.
- (xxii) Employee means—
 - (a) any person in the service of the University and includes any such person whose services are temporarily placed by the University at the disposal of another University, College or any other authority; and
 - (b) also any person in the service of a State Govt. or Central Govt. or a local or other authority, or any other autonomous body whose services are temporarily placed at the disposal of the University.
- (xxiii) Permanent employee means a person confirmed in permanent post.
- (xxiv) Permanent post means a post carrying a definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- (xxv) Personal pay means additional pay granted to an employee—
 - (a) to save him from a loss of substantive pay in respect of a permanent post due to revision of pay or to any other reduction of such substantive pay otherwise than as a disciplinary measure, or
 - (b) in exceptional circumstances on other personal considerations.
- (xxvi) Probation : A person on probation on a post is one appointed (by selection) to a post for determining his fitness for eventual substantive appointment to the post.
- (xxvii) Salary means the amount of the monthly pay and allowances granted by the University to an employee.
- (xxviii) Service means the whole period of continuous service including periods spent on leave.

- (xxix) Special pay means an addition of the nature of pay to the emoluments of a post granted in consideration of (a) the special duties or (b) of a specific addition to the work or responsibility.
- (xxx) Subsistence grant means monthly grant made to an employee who is not in receipt of pay or leave salary.
- (xxxi) Substantive pay means the pay other than the special pay or personal pay to which an employee is entitled on account of a post to which he has been appointed substantively.
- (xxxii) Temporary post means a post carrying a definite rate of pay sanctioned for a limited time.
- (xxxiii) Time Scale Pay means pay, which rises by periodical increments from a minimum to a maximum.
- (xxxiv) Travelling Allowance means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interest of the University.
- (xxxv) "University" means the Panjab University.

Power to interpret and Implement Rules

3. The Vice-Chancellor shall have the power to interpret these Rules and issue such administrative instructions as may be necessary to give effect to them.

PART II**Categorisation of Posts**

1.1. The staff of the University shall be categorised as under :

- I. Class 'A'
 - (i) All University teachers, i.e., Professors, Readers, Lecturers and such other persons as may be designated as teachers by the Senate including Research Assistants, Teaching Assistants, Instructors and Pandits.
 - (ii) All Administrative Officers of and above the rank of Office Superintendent/ P.As. and other non-teaching staff having equivalent/corresponding pay-scales.
- II. Class 'B'

Assistants/Stenographers/Steno-typists/Clerks and other non-teaching staff having equivalent corresponding pay-scales.
- III. Class 'C'

Employees not covered under I and II above.

Note.-- University employees who have not opted for the revised pay-scales on the Punjab Government pattern, or technical/laboratory staff whose pay-scales have not been revised will continue to be classified in the categories in which they had continued to be classified so far.

1.2. The appointing authority for the various categories of University employees shall be as under :—

- (a) Senate—for employees of Class 'A';
- (b)
 - (i) Syndicate—for employees of Class B belonging to categories of Assistants and employees in the equivalent/corresponding pay-scales;
 - (ii) Vice-Chancellor—for employees of Class B belonging to categories of Clerks and employees in the equivalent/corresponding pay-scales;
- (c)
 - (i) Registrar—for Class 'C' employees of the administrative offices and Chowkidars for all departments including Teaching Departments;
 - (ii) Dean of University Instruction, on the recommendation of the Head of the Department—for Class C employees of Teaching Deptts. except Chowkidars.

1.3. The authority competent to suspend, charge-sheet and order an enquiry against a University employee shall be—

- (i) Vice-Chancellor—in the case of employees of Class 'A'.
- (ii) Vice-Chancellor—in the case of employees of Class B belonging to the categories of Assistants and employees in the equivalent/corresponding pay-scales;
- (iii)
 - (a) Registrar—in the case of employees of Class B belonging to the categories of Clerks and employees in the ministerial cadre in the equivalent/corresponding pay-scales;
 - (b) D.U.I.—in the case of employees of Class B belonging to the categories other than mentioned in (iii) (a) in the Teaching Departments;

- (iv) (a) Registrar—in the case of Class C employees of the administrative offices; and
- (b) Heads of Departments—in the case of Class C employees of the teaching and non-teaching departments.

Qualifications for Appointment

2. The age educational and other qualifications for appointment to a post and the methods of recruitment shall be as prescribed by the Syndicate, from time to time, provided that no one shall be appointed to any post unless he attained the age of 18 years.

Methods of Recruitment

- 3.** Recruitment to the posts may be made :
- (i) by direct recruitment;
 - (ii) by promotion; and
 - (iii) by appointment of employees borrowed from Government Departments and other institutions.

4. Procedure of Appointment and Qualifications for Recruitment

Class A Posts

- (i) Registrar/Controller of Examinations and F.D.O.

These posts shall be treated as Selection posts and filled by direct appointment through advertisement after inviting applications from within the office and from outside. The *Vice-Chancellor shall constitute the Selection Committees for considering applications received in response to advertisement and for making recommendation to the Syndicate. The minimum qualifications for these posts shall be a Master's or LL.B. or equivalent degree.

- (ii) Deputy Registrars :

- (a) 75% of the posts of Deputy Registrars in the University Office shall be filled in on the basis of selection after advertising the posts. The minimum qualifications for these posts to be filled by selection shall be Master's or LL.B. or equivalent degree.
- (b) The other 25% of the posts of Deputy Registrars shall be filled in by promotion on the basis of seniority-cum-merit from amongst Asstt. Registrars (in service) with a minimum of 3 years' services (as Asstt. Registrars).

Provided that a University employee with not less than 25 years of service in the University and who has worked as Assistant Registrar for a period of not less than 4 years shall be eligible to apply for the post of Deputy Registrar irrespective of qualifications prescribed.

Essentials :

Master's or LL.B. degree of a recognised University or an equivalent degree.

*Effective from October 4, 1981 in terms of Senate Paragraph VI (Item No. 61), dated 4.10.1981.

Desirable :

At least 10 years experience of administration out of which at least five years' experience as Assistant Registrar or above or its equivalent post preferably in a University or educational institution with experience of organising examinations on a large scale.

OR

At least 15 years' experience as Professor/Reader/Lecturer/Principal taken together, of which at least 5 years' should be as Professor/Reader/Lecturer in Reader's scale/Principal, with experience in educational administration, with reference to conduct of examinations.

OR

Comparable qualifications and experience in research establishments and other institutions of higher learning.

(iii) Assistant Registrars :

(a) 25% of the posts of Assistant Registrars in the University office shall be filled in on the basis of selection after advertisement. The following qualifications for these posts to be filled by selection shall be —

Essential :

Master's or LL.B. degree of a recognised University or its equivalent qualification.

Superintendents/P.As. or person holding equivalent posts in the administrative (ministerial) staff of the Panjab University with the following qualifications/experience :—

(i) 10 years' service in the existing post (irrespective of the qualifications prescribed)

OR

(ii) 3 years' service in the existing post with B.A., being the minimum qualification, provided the total service as Assistant/Stenographer or equivalent or higher post is not less than 15 years.

(iii) 5 years' service in the existing post in the case of matriculates provided the total service as Assistant Stenographer or equivalent and higher post is not less than 17 years.

Desirable :

At least 2 years' experience of Educational administration and sufficient knowledge of organisation and working of a University/affiliated college/or two years' experience in managing and developing computer based system.

(b) The other 75% of the posts of Asstt. Registrars shall be filled in the promotion from amongst the Supdts. and the Personal Assistants on the basis of seniority-cum-merit in the ratio of 4 : 1.

The officiating arrangements, if any, against these 75% posts be made from the respective cadres on the basis of seniority-cum-merit in the cadre concerned. In the case of a vacancy against selection post, officiating arrangements be made as under :--

- (a) First two vacancies will go to the Supdts. cadre and
- (b) The third vacancy will be filled in from P.As. cadre.

The 25 : 75 ratio as at (a) and (b) shall not be disturbed.

Whenever new posts are created in future i.e. in addition to existing 18 posts (as on 16.11.1990), the first will go to the Supdts. cadre, the second will be filled in by open selection, the third will go to the Supdts. cadre and the fourth to the P.A.'s cadre. This pattern shall be followed in future.

(iv) Superintendents

The posts of Superintendents in the University office shall be filled from amongst the Assistants on the basis of seniority-cum-merit.

Every appointment by promotion referred to above in 4(ii) and 4(iii) shall be on the basis of seniority-cum-merit.

These provisions shall apply to vacancies occurring after 16th January, 1982.

(v) Personal/Special Assistants

(a) Personal Assistants

The posts of Personal Assistants shall be filled from amongst the Stenographers in accordance with the selection made by the Vice-Chancellor or Registrar as the case may be. The other posts of P.As. shall be filled on the basis of seniority-cum-merit from amongst the Stenographers.

(b) Special Assistants

The Vice-Chancellor, in his discretion, may appoint a Special Assistant from amongst the members of the staff working in the University, or otherwise.

Every appointment by promotion referred to above shall be on the basis of suitability, due regard being paid to seniority.

Class B Posts

- (i) Assistants : The posts of Assistants shall be filled by promotion from amongst the clerks.
- (ii) (a) Stenographers : 25% posts of Stenographers shall be filled in by promotion from amongst the Steno-typists and the person having completed 15 years' service as a Steno-typist shall be eligible for promotion against this quota.
- (b) The remaining 75% posts of Stenographers shall be filled by promotion of Steno-typists through competitive tests in Shorthand and typing to

be held after every 5-6 months preferably in January and July each year. In case no person from in-service employees qualifies the test, the post may be advertised and selection made by a selection committee to be appointed by the Vice-Chancellor, through competition which may be made open to out-siders as also in-service steno-typists/Clerks.

- (iii) Steno-typists and Clerks : These posts shall be filled through competitive tests and on the recommendation of a Committee appointed by the Vice-Chancellor every year.

Every appointment by promotion referred to above shall be on basis of suitability; due regard being paid to seniority.

Norms for age limit for recruitment of Clerks/Stenotypists.

1. Age limit

Not less than 18 years and more than 35 years as on the closing date prescribed for receipt of applications.

2. Relaxation in upper age limit.

Upper age limit is relaxable—

- (a) to the extent of five years for Scheduled Caste/Scheduled Tribes (of all India);
- (b) to the extent of ten years for Physically handicapped persons on production of Medical Certificate from the competent authority.
- (c) For ex-serviceman, who did not join civil post immediately after release from the Armed Forces of the Union to the extent of his continuous service in the Armed Forces of the Union rendered after the 1st day of November, 1962; provided the produces a certificate from the competent authority that he had rendered continuous service in the Armed Forces of the Union after the 1st day of November, 1962, for a period of not less than six months and was released because of demobilisation or reduction not more than three years prior to the date of his application for employment under the University.

Note.—"Ex-serviceman" means a person who joined any rank, whether as a combatant or as a non-combatant, or after the first day of November, 1962 in the Armed Forces of the Union, excluding the Assam Rifles, Lok Sahayak Sena, Jammu and Kashmir Militia, Territorial Army, Defence Security Crops and the General Reserve Engineering Force, and has been released otherwise than on grounds of misconduct or inefficiency.

- (d) The relaxation in age up to maximum of 5 years or to the extent of the period for which they have rendered the services in Panjab University on temporary/Ad hoc/daily-wage basis be given at the entry point for all categories of non-teaching employees.

3. Upper age limit will not be applicable in the following cases provided the candidate has at least five years' service to reach the age of Superannuation prescribed for the post :—

- (i) in-service employees of the Panjab University holding posts lower than those of Clerks/Steno-typists;
- (ii) widows of University employees who die while in service;
- (iii) widows of defence personnel killed/disabled in war service;

N.B.—The defence personnel shall also include B.S.F./C.R.P.

Provided that for recruitment of clerks, the percentage of reservation shall be available to the following categories of candidates :—

- (a) Physically handicapped persons :
- | Category | Percentage of reservation |
|---------------------------------|---------------------------|
| The blind | 1% |
| The Deaf | 1% |
| The Orthopaedically handicapped | 1% |
- (b)
- | Category | Job | Percentage of marks |
|-----------------------|--|---------------------|
| Blind/Partially blind | Music (Vocal) (Instrumental) Instructors/ Teachers | 1% |
| Deaf | Typist, Cleaners Peons | 1% |
| Orthopaedically | Depending upon the individual case wherever found suitable | 1% |
- (c) The total percentage reservation of 22½% for Scheduled Castes/Scheduled Tribes & Backward Classes for filling up Posts shall be as under :
- | | |
|-------------------------|-----|
| (i) Scheduled Castes | 15% |
| (ii) Scheduled Tribes | 5% |
| (iii) Socially Backward | 2½% |

Note : (1) The reservation at (i) and (ii) will be interchangeable i.e. if sufficient number of applicants is not available to fill up the vacancies reserved for Scheduled Tribes and Vice-versa.

(2) That the afore-mentioned reservations upto 22½% in the non-teaching posts should not only be confined to Class 'C' and initial clerical posts but also made applicable to the Class B posts of (a) Laboratory attendants/Bearers and other comparable posts at the initial level in the departments (b) Library Restorers/Attendants and (c) other offices/institutions of the University where there is a possibility to give representation to S.C./S.T. & B.C. i.e. at the initial stages of the cadres only.

(3) That as far as possible, exclusive advertisements be made for SC/ST and BC categories so that the candidates belonging to these categories compete among themselves.

(4) That the candidates belonging to Scheduled Castes/Scheduled Tribes and Backward Classes categories who are selected on merit be not counted within the overall percentage reservations made for them (15% for SC, 5% for ST and 2.5% for Backward Classes).

The benefit of reservation as stated above, shall, however, be extended to Scheduled Castes/Scheduled Tribes candidates belonging to States of Punjab, Haryana, Himachal Pradesh and Chandigarh (U.T.) only.

- (c) In-service Class-C employees of the University who are Matriculates and have minimum of 5 years service in the University provided they qualify the typewriting test (English) with a minimum of 30 w.p.m. or Data Entry (Computer proficiency, including Word Processing) test. 20%

However, adhoc arrangement within the quota of Class `C' employees for the posts of clerks be made on the basis of seniority (i.e. the Senior most person in the category of Class `C' employees) provided the incumbent is at least matriculate and has five years' experience in the University.

5.1. The Vice-Chancellor may every year nominate members of the Senate not exceeding three in number who would be associated with him for helping him in the formulation of his recommendations to the Syndicate/Senate in all cases of promotion so as to ensure that the unfits are effectively debarred and only the fits are allowed to hold position of responsibility in the University Offices.

5.2. Appointment to a post in any grade by promotion whether in a permanent or officiating capacity, shall be made from amongst employees serving in post in the next lower grade.

Class C Posts

All appointments of class C employees shall be made by the Registrar provided that in the teaching Departments appointments to these posts, except Chowkidars, shall be made by the Dean of University Instruction, on the recommendation of the Head of the Department concerned.

Communication of sanctions

6. As soon as the prescribed authority has approved the appointment, necessary orders incorporating the terms and conditions of the appointment shall be issued by the appropriate authority to the person concerned.

Note.—The appointment shall take effect from the date the incumbent actually joins after the issue of appointment letter, provided that the seniority of persons placed in order of merit by the Selection Committee shall not be affected. In such cases persons placed at No.1 shall remain senior to No. 2 irrespective of the date of joining, unless otherwise specifically decided.

Fitness

7.1. Appointment of persons by direct recruitment for a period of more than 12 months shall be subject to their being found medically fit by the Chief Medical Officer of the University or any medical officer authorised by the Vice-Chancellor for the purpose.

7.2. The teachers at the time of first entry into the university service be also required to submit the medical fitness certificate as the case of non-teaching employees.

7.3 There is no need to declare women candidate medically unfit temporarily if she is found to be pregnant of 12 weeks or above at the time of medical examination before appointment against posts which do not prescribe any elaborate training for example in Police Department etc. and they can be appointed straightway to the post. It is further clarified that in those posts where any particular training is required before appointment

which is not possible during the period of pregnancy in that case, action should be taken in accordance with the earlier rules.

8. No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents.

Adhoc appointments

9. Notwithstanding anything contained in the above rule, the Syndicate may by a general or special order, and subject to such conditions as it may specify in such order, delegate to any authority in the University the power to make adhoc appointments.

Transfer

10.1. (a) The transfer of an employee of the University below the rank of Assistant Registrar shall rest with the Registrar provided that transfers within the branch may be made by the Head of the branch. Transfer of employees of the rank of Assistant Registrar and above shall rest with the Vice-Chancellor.

(b) A University employee cannot be transferred substantively to a post carrying a lower scale than that of the permanent post on which he holds a lien except at his own written request or on account of inefficiency or misbehaviour.

Note.—(1) University Office employees of the rank of Superintendent and below should ordinarily be transferred at least once in 3 years.

(2) Nothing contained in clause (b) above, shall operate to prevent the retransfer of an employee to the post on which he holds a lien.

Joining Time

10.2. Joining time is granted to an employee on transfer to enable him to join a post at another station.

Calculation of joining time

10.3. On transfer, joining time is calculated as follows :

- | | | | |
|------|--|----|--|
| (a) | From one post to another in the same office establishment | .. | Nil |
| (b) | From one post to another not involving any change of station | .. | (Only one day including a gazetted holiday). |
| (c) | From one station to another : | | |
| (i) | For preparation | .. | 6 days |
| (ii) | For journey 1 day for each 500 kilometers by rail, 150 kilometers by motor vehicle or horse drawn conveyance and 25 kilometers in any other way (an extra day being allowed for any fractional portion of any distance). | | |

Note.—1. Travel by road not exceeding 8 kilometers to or from Railway Station at the beginning or end of the journey does not count for joining time.

2. If an employee takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave. On expiry of the leave the employee may be allowed normal joining time.

3. When holidays follow joining time the normal joining time may be deemed to have been extended to cover such holidays.
4. Sundays are not included in the calculation of joining time.
5. Joining time under Rule 10.3 is calculated from the old station or from the place where orders of transfer are received, whichever calculation will entitle him to less joining time.
6. In the case of privilege leave joining time is admissible even if the orders of transfer are received while on leave. If the employee desires not to avail himself of full period of joining time admissible, the period for which joining time is not availed of, shall be considered as leave not enjoyed and a corresponding portion of leave shall be cancelled. The joining time will be from the old station or from the place at which orders are received whichever is less.

Payment during joining time

10.4. An employee on joining time shall be regarded as on duty and shall be entitled to pay as follows :

- (a) On transfer to a new post while on duty in the old post pay which he would have drawn in respect of the old post or the pay which he will draw on taking charge of the new post, whichever is less.
- (b) During joining time on return from leave—pay equal to leave salary admissible if he had been on privilege leave for the portion of joining time.

Over-stay of joining time

10.5. An employee who does not join his post within the joining time is entitled to no pay or leave salary after the expiry of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour.

Handling over charge

11. An employee before leaving the University service or on transfer shall hand over the charge of his post to a duly authorised employee and shall return to the University all books, apparatus, furniture, etc. issued to him. He shall also pay all charges due from him for occupation of residential quarters, water, conservancy and electricity charges, etc. If he fails to do so, University may recover the amount due from him on account of these and other items from his last salary or from the Provident Fund.

Office liable to be declared vacant on 7 days' absence

12. After seven days' absence without permission the Office held by an employee shall be liable to be declared vacant and the employee shall forfeit all salary for the period of absence.

Probation

13.1. Appointment (other than by promotion) shall in the first instance be on probation for a period of one year provided that the appointing authority may reduce or waive the period of probation in an individual case taking into consideration the circumstances of the case.

13.2. The Head of the Department under whom an employee is working shall send to the Registrar, before the expiry of the period of probation, a report on his work. On receipt of the report, the competent authority, as far as possible before the completion of the probationary period, may

- (a) Confirm the employee in service,
or
- (b) extend his probationary period to the extent that the total period of probation including extension shall not exceed two years.
or
- (c) revert him to the post already held previous to his appointment, if any,
or
- (d) dispense with his services without notice.

Any delay in issue of an order of termination of the service or reversion to the lower post, as the case may be, shall not be deemed to be automatic confirmation or extension of probation.

Note.—A person appointed on probation against a permanent post may be confirmed by the competent authority with effect from the date of appointment.

Officiating appointment on promotion against a substantive vacancy

14. An employee promoted to a higher post against a substantive vacancy shall be officiating for a year and shall be liable to reversion to his substantive post unless confirmed under the orders of the prescribed authority.

Seniority

15.1. An employee shall rank for seniority in the grade according to the date of his confirmation.

15.2. When any post is filled by open competition the seniority of the applicants selected at the same interview shall be in the order in which they are ranked by the Selection Committee and approved by the competent authority irrespective of the dates of joining the duties provided they join within the time limit allowed by the Vice-Chancellor.

15.3. When an employee is reduced to a lower grade he shall be placed at the top of ladder unless the prescribed authority directs otherwise.

Discontinuation, termination and resignation from service

16.1. A permanent employee shall not leave or discontinue his service in the University without first giving a prior notice to the Registrar/Vice-Chancellor, as the case may be, of his intention to leave or discontinue service. The period of notice shall be :

- (i) Three calendar months in case of Class “A” and “B” employees.
- (ii) One calendar month in case of class “C” employees;

Provided that such notice may be waived in part or in full by the appointing authority for valid reasons.

In case of breach of this provision, he shall be liable to pay to the University, in lieu of notice, a sum—equal to his pay and allowances for the period falling short of notice required to be given by him, which sum may be deducted from any money due to him.

16.2. The service of a temporary employee may be terminated with due notice or on payment of pay and allowances in lieu of such notice by either side. The period of notice shall be one month in case of all temporary employees which may be waived at the discretion of appropriate authority.

Provided that no notice of resignation or termination of service shall be necessary in case of :

- (i) Work charged staff;
- (ii) Appointment of temporary nature without any specified period or till further orders.

Note.--1. The pay to be forfeited or given in lieu of insufficient notice shall be the basic pay and allowances drawn by the employee at the time of termination of his employment. The temporary employee shall deposit amount equivalent to one month's salary as security which shall be made up by deduction from salary bill in six monthly instalments.

- 2. For purposes of this rule the expression Calendar month shall be reckoned according to the Gregorian Calendar and shall commence from the date following that on which the notice is received by the University or the employee as the case may be.

Pre-Mature Retirement

17. A University employee is eligible to seek pre-mature retirement on medical grounds if the incumbent is certified to be suffering from some disease or disability which renders him unfit to continue in service.

In case any enquiry involving charges of corruption etc. is pending against him, such a request may be considered, if he is cleared of the charges.

Termination of services of an employee or probation

18. The appointing authority may terminate the services of an employee appointed on probation at any time during the period of his probation on giving one month's notice or one month's salary in lieu thereof.

Abolition of posts

19. Three months' notice shall be given to a University employee in permanent service before his services are dispensed with on the abolition of his post as a result of retrenchment or otherwise. If notice of three months is not given and the University employee has not been provided with other employment his emoluments for the period by which the notice actually given to him falls short of three months may be paid to him in addition to the retirement benefits to which he may be entitled.

Service book

20.1. A record of service in respect of every University employee shall be maintained in his Service-book.

The Service-books shall be maintained by and kept in custody of Head of the Establishment Branch under the control of Registrar in the case of staff in (a) the Administrative Offices and (b) Departments other than Teaching Departments.

And the Service-Books of those granted pension shall be kept in the custody of Head of the Pension Section under the Control of Finance & Development Officer.

The Service book shall not be given to an employee, who is proceeding on leave or who quits University service.

A certified copy of service-book shall be supplied to the employee, any time he asks for it, on payment of a copying fee, as may be prescribed.

20.2. Every step in an employee's official life including the temporary or officiating promotions of all kind, increments and leave etc. shall be recorded in his service book and each entry attested under the dated signature of the Head of the Branch or Registrar for administrative office and the Dean of University Instruction for Teaching Departments.

- Note.—1. The Special precaution should be taken at the time of filling up page 1 of the service book specially in respect of the date of birth, as it is to determine the final date of retirement of an employee. The Officer authorised to maintain service books shall perform this important function himself personally and attest the date of birth entry in token of his having done so. It shall be based on Matriculation/Higher Secondary certificate or an equivalent certificate where the date of birth is indicated, and in the case of Class 'C' employee or holder of other posts, where the minimum academic qualification is not laid down and the employees have not passed Matric/Higher Secondary examination, the date of birth certificate or an affidavit attested by a first class Magistrate.
2. In case where only the year of birth of an employee is entered the 1st July of that year shall be taken to be the date of birth. If the month is also given, but not the date 16th of the month shall be taken to be the date.
 3. Date of birth cannot be altered unless the employee concerned applies for correction of his age as recorded with two years from the date of his entry into University Service. University authorities however, reserve the right to make a correction in the recorded age at any time against the University employees' interest, when it is satisfied that the age recorded has been incorrectly entered with the object that the employee may derive some unfair advantage therefrom. The Registrar will, however, have the discretion to refuse or grant such application and no alteration shall be allowed unless it is proved to his satisfaction that the date of birth as originally given by the applicant was a bona fide mistake and that he has derived no unfair advantage therefrom.

4. The periods of suspension and other interruptions in service with full details, warning or other punishments shall be noted in the service book.
5. Personal certificates and character certificates shall not, however, be entered in the service book.

20.3. It is the duty of every employee to see that his service-book is properly maintained. He shall also be required to put his signature in column 8 as and when there is any change in the emoluments, as a proof of his having verified the entries. Every employee shall have the right to inspect his service-book during the first quarter of the financial year and his signatures will be obtained in confirmation of his having inspected the service-book.

Personal files

21.1. Besides the confidential reports on the work and conduct of an official, copies of documents/communications, specified below, shall also be placed on the personal files.

- (a) All orders, imposing any of the penalties, mentioned in the Panjab University Service (Punishment and Appeal) Rules;
- (b) All communications, conveying adverse remarks;
- (c) Letters of appreciation for outstanding work/performance or an overall assessment of his work and conduct during the year.

21.2. The personal files of employees under the control of the Registrar shall remain in the custody of the Finance and Development Officer whose own personal file shall be kept by the Registrar.

Annual confidential reports

22.1. The work of the University employees shall be assessed on the basis of—

- (a) The annual confidential reports which shall be written by the Reporting, Reviewing and Accepting Officers in the forms appended as in—
Annexure I for Class A Officers;
Annexure II for Class B employees; and
Annexure III for Class C employees; and
- (b) Letters of appreciation for outstanding work/performance or an overall assessment of his work and conduct during the year.

22.2. The authorities of the University listed in Rule 22.3 shall report confidentially by the 30th April of each year in the form prescribed (Annexure I, II and III) on the work and conduct of the employee who had served under them for periods not less than four months in the year immediately preceding and forward their reports to the Registrar not later than the 15th May.

22.3. The Reporting, Reviewing and Accepting Officers shall be as follows :

I. Administrative Staff (except Class C employees)

| | Reporting Officer | Reviewing Officer | Accepting Officer |
|---|---------------------------|--|--|
| Clerks & Asstts. | Supdt. | Assistant Registrar | F.D.O./Deputy Registrar |
| Superintendents | Assistant Registrar | F.D.O./Deputy Registrar | Registrar |
| Asstt. Registrars | F.D.O./Deputy Registrar | Registrar | Vice-Chancellor |
| F.D.O./Deputy Registrars | Registrar | Vice-Chancellor | Vice-Chancellor |
| Registrar | Vice-Chancellor | Vice-Chancellor | Vice-Chancellor |
| Steno-typists | Officer with whom working | Registrar | Registrar |
| Stenographers | | | |
| (a) attached with F.D.O., Registrar, Secretary to Vice-Chancellor and Vice-Chancellor | —do— | Officer with whom working | Officer with whom working |
| (b) Others | Officer with whom working | } Registrar Officer with whom working | } Registrar Officer with whom working |
| P.As. | —do— | | |

Annual confidential reports on the work and conduct of similar officials non-teaching), working in the teaching Departments/Colleges/Institutions/other offices, shall be written by the Heads of Teaching Departments/Colleges/Institutions/other offices and forwarded to the F.D.O. by name, for record in his office.

II. Non-Teaching Departments

XEN and Architect

Chief Medical Officer

Secretary Publication Bureau

Director Youth Welfare

Public Relations Officer

The Vice-Chancellor shall be the Reporting
Reviewing and Accepting Officer.

The Confidential Reports in respect of the staff working under these Officers shall be written by their respective Head of Department and forwarded to F.D.O. for record.

22.4. The requisite blank forms for confidential reports shall be supplied by the F.D.O. by 1st April each year to the Reporting Officer who shall give his remarks by the 30th April, pass on the reports to the Reviewing Officer who shall give his opinion by the 15th May and in turn pass on the reports to the Accepting Officer who shall record his remarks by the 1st June. These reports will then be sent back to F.D.O.

22.5. No Reporting Officer shall record his remarks in the confidential report unless he has seen the work and conduct of the official working under him for at least 3 months. If the official has served under the Reporting Officer for less than 3 months the opinion of the officer under whom he has previously served for at least 3 months should be obtained.

In the case of an official whose work has been seen by the Reporting Officer for a period of less than 6 months in a year (but more than 3 months) and if there is an other Officer who has seen the work for more than 6 months during the same year the latter shall also be called upon to record his remarks on a separate confidential report.

Note.--The period of three months referred to in this rule means the period for which the reporting officer has actually seen the work of the Officer/Official reported on. Besides regular leave (casual leave is treated as duty), the period of suspension when an official does not attend to his duties, is not to be counted in calculating this period.

22.6. If an officer wishes to record his remarks either on account of his own transfer or because of the transfer of the subordinate in the middle of the year, there is no objection to his doing so and he may be supplied - with blank forms for the purpose if he asks for them.

22.7. The remarks of the highest authority shall supersede the remarks of the subordinate officers, and for purpose of communication the remarks of the highest authority alone shall be taken into consideration. Adverse remarks, if any, shall be communicated to the employee concerned by the Finance and Development Officer and shall indicate in suitable language, the nature of the defects, in question. The official concerned shall have the right to make representation through proper channel within a period of one month of the communication of the adverse remarks. The appeal so preferred shall lie with the Vice-Chancellor.

The Vice-Chancellor may give a personal hearing to the official concerned if so desired in the appeal.

22.8. A reporting officer, when related to the official to be reported upon, shall always record the fact of his relationship on the report.

Fixation of pay

***23.1.** Unless the competent authority grants, in an individual case, a higher starting salary than the minimum of the pay-scale, or an accelerated increment, allowance etc., a person, who has been appointed to a post, shall on assuming his duties, draw the minimum of the pay-scale as his initial pay.

***23.2.** The initial pay of an employee, who is appointed to another higher post, shall be regulated as under :

- (a) The initial pay of an employee who is appointed substantively or in officiating capacity to a post on a time-scale of pay when such appointment to the new post involves the assumption of duties of responsibility of greater importance than those attached to his previous permanent or officiating post will be fixed at a stage of the time scale next above his substantive or officiating pay in respect of old post. In case the benefit so accruing is less than the amount equal to the rate of the full increment at the relevant stage in the higher posts the concerned person be given one increment in the higher scale.

*This applies to the members of teaching staff also.

Note.—1. If the pay of an employee in his substantive post, is increased by the grant of annual increment, in that post, he shall have the discretion to have his pay refixed from that date in the higher post, in which he is officiating.

2. In the case of an employee whose officiating pay on refixation, under note 1 above, carries his pay above the efficiency bar stage in the time scale of the officiating post, the employee concerned should be deemed to have automatically crossed the efficiency bar at the time of refixation of officiating pay.

(b) if he does not already hold a lien on a permanent post, he will draw as initial pay the minimum of the time scale.

***23.3.** The holder of a post, the pay of which is charged, shall be treated as if he was transferred to a new post in the new pay, subject to such restriction as the competent authority may in each case lay down. Normally it shall be fixed in the new scale at the stage next above the pay drawn in the old scale, provided that a University employee may at his option retain his old pay until the date on which he has earned his next or subsequent increment in the old scale.

Personal pay

24. Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by an amount by which the recipient's pay may be increased and shall cease as soon as his pay is increased by an amount equal to his personal pay.

Increments

25. An increment shall ordinarily be drawn as a matter of course but the appointing authority shall be competent to withhold an increment on account of misconduct or unsatisfactory work, and, before, doing so, shall give an opportunity to the employee of making any representation that he may desire to make and shall take such representation into consideration as laid down in the Rules in Part V. In ordering the withholding of an increment the competent authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

Efficiency bar

26. Where an efficiency bar has been prescribed in a time scale, the increment next above that bar may be sanctioned by the appointing authority if recommended by the Vice-Chancellor or the Registrar as the case may be unless the Vice-Chancellor or the Registrar is the appointing authority.

When an employee is allowed to cross the efficiency bar, which had previously been enforced against him, he shall come on to the time scale at such stage as the authority competent to declare the bar removed may fix for him, subject, of course, to the pay admissible according to his length of service.

Note.—The cases of all employees held up at the efficiency bar shall be reviewed annually with a view to determine whether the quality of their work has improved sufficient to warrant the removing of the bar.

*This applies to the members of teaching staff also.

Accelerated increment

27. The Senate/Syndicate as the case may be, shall have power to grant accelerated increment/s to an employee on a time scale of pay.

- Note-1. In the case of increments granted in advance the employee should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and, in the absence of a specific order to the contrary, he should be placed on exactly the same footing as regards future increments as an employee who has so reached;
2. (a) The grant of special increment/s to a University employee on obtaining higher qualifications shall not affect the date of his normal increment;
 - (b) Grant of increment/s and refund of examination fee shall be granted to University employees on obtaining higher qualifications as under :—
 - (i) Ministerial Staff, all categories of non-teaching staff and such other employees as the Syndicate may approve for this purpose; For passing Bachelor's Degree/Master's Degree/M.Phil/LL.B./LL.M., Post Graduate Diploma in Computer Applications. One increment for each of these examinations up to a maximum of three increments even if an employee passes more than three examinations.
 - (ii) Ministerial Staff and all categories of non-teaching staff who are working against regular temporary posts from which they are not likely to revert shall be given special increments on the basis of their passing the examinations as given in (i) above.
 - (iii) For Class C Employees : Two increments for passing any of the following examinations subject to the condition that such increments will be admissible only thrice during the course of their service :- Matriculation, Higher Secondary, Pre-University, B.A., M.A., M.Phil. Honours on O.T./M.I.L., and LL.B.
For Class 'C' employees working in the University Library/ Department Libraries, two increments for passing Certificate in Library Science (1 year course), Bachelor of Library & Information Science will also be admissible as relevant qualifications in addition to the qualifications given above.
 - (iv) University Library Employees below the rank of Assistant Librarian : One increment for passing Master of Library Science Examination.
 - (v) If an employee (non-teaching, technical staff), while in service, acquires higher qualifications than those being possessed by him/her at the time of recruitment and relevant to the prescribed job requirements, he/she may be given one advance increment for every improvement in

qualification, subject to maximum of three increments even if he/she has acquired more than three higher qualifications. The qualifications acquired should be obtained from a University/Deemed University/State/Board of Technical Education/Societies/Organizations approved by Government of India/State Government or Statutory Bodies like UGC/AICTE/MCI/DCI/Professional Technical Institutions like, Institution of Engineers/Indian Institute of Chemical Engineers etc.

- (vi) Two special increments on obtaining Ph.D. Degree for all categories of non-teaching employees.

Service counting for increment

***28.** The period of service as laid down in the following clauses, and in such manner as the Syndicate may determine from time to time, counts for increment in a time scale :

- (i) (a) All duty in a post on a time scale counts for increments in that time scale;
- (b) Should a University employee while holding one post be appointed to officiate in a higher post his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post, count for increment in the time scale applicable to such lower post;
- (c) Service rendered in a post carrying lower time scale will not count for increment in the higher post;
- (ii) Period spent on foreign service shall count for increment;
- (iii) Service rendered in a time scale post during the period of probation shall count as service towards increment;
Service rendered in a temporary post shall count for increment provided the post is on a prescribed time scale.
- (iv) Leave, other than extraordinary leave without pay, counts for increment in the time scale of the post in which the employee has been confirmed. It shall also count for increment in the time scale applicable to the post held in a regular officiating capacity provided the employee would have continued to officiate but for his proceeding on leave.

- Note.—1. Extra-ordinary leave without pay can be allowed to count for increment under this clause, under the orders of competent authority, if it is satisfied that such leave was taken for any cause beyond the employee's control or for prosecution of higher studies.
2. A period of over-stay of leave does not count for increment unless the period is converted into leave other than extra-ordinary leave without pay.
3. The service rendered against a post in the Panjab University in temporary/officiating capacity at a stage in the same/identical time scale will count towards the increment only, i.e. previous date of increment will be retained subject to the condition that the period of

*This applied to members of teaching staff also.

interruption, if any, will defer the date of increment to that extent. This benefit will, however, not be admissible to a person, on re-employment, after resignation or removal or dismissal from University service. Further, if the last pay drawn by the employee (in a temporary or adhoc capacity) was inflated by the grant of premature increment(s), the pay which he would draw but for the grant of these increments will be taken into account for the purpose of pay which he drew last in the temporary capacity.

Payment during suspension

***29.1.** (a) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half pay, and in addition dearness allowance, if admissible, on the basis of such leave salary;

(b) Any other compensatory allowances admissible from time to time on the basis of pay of which the employee was in receipt on the date of suspension subject to the fulfilment of other conditions laid down for the drawal of such allowances.

***29.2.** Where the period of suspension exceeds six months, the suspending authority shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows :

- (i) Subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee;
- (ii) Subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing, directly attributable to the employee;
- (iii) The rate of dearness allowance will be based on the increased or as the case may be, the decreased amount of subsistence allowance admissible under clause (i) and (ii) above.

29.3. No payment under Rules 29.1 & 29.2 shall be made unless the employee furnishes a certificate that he is not engaged in any other employment, business, profession or vacation. Provided that in the case of an employee dismissed or removed from service, who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal and who fails to produce such a certificate for any period or periods during which he is deemed to be placed or to continue to be under suspension, he shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods, as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him, where the subsistence and other allowances admissible to him are equal to or less than the amount earned by him, nothing in this proviso shall apply to him.

Date of reckoning pay and allowances

30. An employee shall commence to draw the pay and allowances of a post from

*This applies to members of teaching staff also.

the date he assumes the duties of the post, if the charge is assumed in the fore-noon, otherwise from the following date and shall cease to draw the same when he ceases to discharge or is relieved from those duties.

Payment on reinstatement

31. An employee on reinstatement, after dismissal, removal or suspension, may be allowed the following payment by the authority competent to order reinstatement :

- (a) If he is honourably acquitted : Full pay and, by an order to be separately recorded, any allowances drawn immediately before removal, dismissal or suspension. The whole period of absence will be treated as on duty.
- (b) If not honourably acquitted : Such proportion of pay and allowances as the reinstating authority may prescribe provided that such proportion shall not be less than the subsistence and other allowances admissible during suspension. The period of absence will not be treated on duty unless the reinstating authority so directs.

Note.—1. The reinstating authority may, if the employee so desires, convert the period of suspension into one of leave of any kind due and admissible to him in a case falling under (b);

- 2. The grant of pay and allowances under this rule does not cancel any acting arrangement that may have been made during the period of an employee's suspension, removal, dismissal or reduction.

Fixation of pay on transfer to a lower grade or post

32. On transfer to a lower grade or post, as a penalty, an employee may be allowed by the authority ordering the transfer any pay not exceeding the maximum of the lower grade or post. If he is reduced to a lower grade or post or to a lower stage in his time scale, the authority ordering the reduction shall state the period for which it shall be effective and whether it shall operate to postpone future increments and if so to what extent.

Cessation of pay and allowances

33. Pay and allowances of an employee, who is dismissed or removed from service, cease from the date of such dismissal or removal.

Withholding of payment of emoluments of University Employee suspected of embezzlement

34. When an officer is suspected of being concerned in the embezzlement of University money, stores, etc., and is placed under suspension, the authority competent to order his removal may direct that, unless he furnishes security for the reimbursement of the said money, stores, etc. to the satisfaction of the Registrar, the payment of any sum due to him by the University on the date of suspension shall be deferred until such time as the said authority passes final orders on the charges framed against him.

Provided that such an employee shall be entitled to the payment of a subsistence allowance in respect of the period for which, the admissible emoluments, if any, are withheld.

Additional charge

35. A competent authority may appoint an employee to hold temporarily one or two independent posts at one time and allow dual charge allowance only if the period of additional charge exceeds 14 days. The employee holding charge of additional post exceeding 14 days shall be entitled to—

- (i) If the additional post is higher than his own post, the difference

between his own pay and pay to which he would be entitled ordinarily if officiating in the higher post;

Example : An Assistant Registrar drawing a pay of Rs. 600 p.m. in the pay-scale of Rs. 400-40—800—50—950 on holding additional charge of a post of Deputy Registrar in the pay-scale of Rs. 700—50—1250 will be entitled to a pay of Rs. 700 p.m. ordinarily in the pay-scale of Deputy Registrar. The additional pay for dual charge will thus be the difference between that pay and the pay drawn by him as Assistant Registrar, i.e. Rs. 100 p.m.

- (ii) If the additional post is lower than his own post.

or

is of the same nature and borne on the same cadre, no additional pay.

Example : If the Deputy Registrar holds the post of Assistant Registrar in addition to his own duties, the Deputy Registrar will not be entitled to any additional pay.

Similarly, an Assistant Registrar holding an additional charge of another post of Assistant Registrar which is on the same pay-scale as his own and in the same cadre of Assistant Registrar will not be entitled to pay additional pay.

- (iii) If current charge of another post is held, no additional pay.

If however, the current duties are of strenuous nature and justify the grant of an honorarium he may be allowed honorarium at the rate of—10 per cent of his substantive pay.

or

5 per cent of the officiating pay if he has no substantive pay but in any case the amount of honorarium shall not exceed the amount admissible otherwise for holding the full fledged charge of the additional post.

Note.—This rule does not apply to Superintendents and the administrative staff of rank below them.

Compensatory allowance

36. If the competent authority has granted “Compensatory Allowance” to the University employees posted to a particular town, it shall be subject to such restrictions as may, in each case, be laid down.

Payment of C.C.A. and House Rent Allowance

37. (i) University teachers who have been granted leave exceeding 4 months on full pay/leave allowance, for undertaking research/teaching or any other assignment in the best interest of the teaching and research activities of the University, and maintain their families at Chandigarh shall be paid C.C.A. and House Rent Allowance; and

(ii) If University teachers referred to in (i) above maintain their families at a station other than Chandigarh, they may be allowed to draw house rent allowance as admissible under the University rules for the place, where the family resides during the period of leave, provided they rent a house for the purpose.

Residuary conditions of service

38. Any case not coming within the purview of the Regulations contained in this chapter may be decided in accordance with the rules made by the Punjab Government for its employees or in such manner as the Senate in the case of Officers of Class A and the Syndicate in the case of Officers of Class B may deem fit.

APPOINTMENT AND QUALIFICATIONS OF LIBRARY STAFF

The minimum qualifications shall be as prescribed by the Syndicate or competent authority from time to time.

PART III

LEAVE RULES FOR UNIVERSITY EMPLOYEES

General

- 1.** Regulations governing the grant of leave (other than leave on medical certificate, casual quarantine and maternity), are contained in Panjab University Calendar Volume I.
- 2.** Leave shall be regulated by Regulations and/or Rules applicable when the leave is applied for and granted.
- 3.** Leave is earned on period of continuous service treated as duty.
- 4.** Sundays and other holidays may be prefixed or suffixed to leave subject to any limit of absence on leave prescribed under each kind of leave.
- 5.** Leave can not be claimed as a right, when the exigencies of the Service so require, discretion to refuse or cancel leave of any description is reserved to the authority empowered to grant leave.
- 6.** An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave. If he is on leave preparatory to retirement he cannot return to duty.
- 7.** The Vice-Chancellor shall have authority to change the date of commencement of leave granted to a University employee.
- 8.** Leave to the employees engaged on contract will be in accordance with the terms of the contract entered into.
- 9.** No employee may leave his headquarters during Sundays or holidays without the permission of the branch-incharge.
- 10.** An employee on leave, including leave after the date of retirement, shall not take up any service or accept any employment without the previous sanction of the competent authority.
- 11.** When an employee is recalled to duty before the expiry of his leave he is entitled to no concession, if the recall is optional. If it is compulsory, the period from the date on which he starts to join his post, may be treated as on duty but he will draw leave salary only until he joins his post. In addition, he may be allowed travelling allowance as for journey on tour.
- 12.** (i) While proceeding on or return from leave the official concerned will submit a departure report or arrival report, as the case may be, to the Head of Office/ Head of Department concerned who will forward it to the Establishment Section for record.
(ii) The authority incharge of the service book will make the necessary entry regarding the grant of leave or return from leave in the relevant columns of the service book and the leave account, under the signature of the officer authorised to sign entries in the service book.
- 13.** A separate leave account in the form given in Appendix IV will also be maintained for each employee.

Earned Leave

14. (i) The earned leave admissible to an employee in permanent service shall be as laid down in the regulations.

Note.—For the purpose of assessing the “length of service” under this sub-rule, break in service caused as a result of retrenchment shall not entail forfeiture of previous service.

(ii) Accumulation of earned leave by an employee shall be restricted to 450 days.

Note.—The existing employees who joined the service prior to 26.9.81, shall however, have the option to continue to be governed by the existing rules.

15. Earned leave for short periods up to 15 days shall not ordinarily be granted except in special circumstances.

16. An employee, who is re-employed in the interest of University service beyond the date of his compulsory retirement, may be granted leave in accordance with the terms and conditions of his re-employment.

17.1. Earned leave at the credit of an employee, beyond 180*/300 days, shall lapse on the date of retirement.

17.2. An employee may be granted leave preparatory to retirement up to four months.

17.3. An employee on retirement (or on retirement voluntarily*) shall be paid cash equivalent to such number of days of earned leave as may be decided by the Punjab Govt. for its own employees, from time to time. The cash equivalent to leave salary (excluding City Compensatory Allowance and House Rent Allowance) thus admissible will be paid in lumpsum as a one time settlement for which the authority competent to sanction leave shall issue suo moto an order granting cash equivalent to leave salary on a pay drawn on the date of retirement. Provided that if an employee proceeds on leave preparatory to retirement under Rule 17.2, the benefit of payment of cash equivalent to leave salary under Rule 17.3 shall be admissible after deducting the period spent on leave preparatory to retirement.

**Provided further that an employee, who have voluntarily retired or has retired on invalidism, shall be entitled to the aforesaid benefit of cash payment for the unutilised leave due, notwithstanding that as a result of it the period between date of his retirement as aforesaid and the date on which he would have retired in the normal course on superannuation exceeds the date of retirement on superannuation.

17.4. Cash payment in lieu of unutilised earned leave on the death of the employee while in service.

“In the case of a University employee who died while in service on or after 1.1.1986 but before 24.11.1988, the cash equivalent of the leave salary (carrying the appropriate amount of dearness allowance) in respect of earned leave at his credit subject to a maximum of 240 days shall be paid to his family, provided that if the concerned Govt. employee had opted for retaining the leave rules in existence before 1.1.1986, the benefit of encashment of leave shall be restricted to 180 days.”

*This amendment shall be deemed to have come into force w.e.f. the 25th day of August, 1983.

**In case of employees opted for leave rules as per Syndicate decision vide Para 11, dt. 30.6.1989.

Provided further that in the case of employee governed by Contributory Provident Fund Rules, no deduction on account of University contribution to Contributory Provident Fund shall be made out of the cash equivalent of leave salary payable to the family of the deceased employee.”

17.5. The competent authority may refuse grant of earned leave applied for if it considers that—

- (i) Leave is unnecessary; or
- (ii) grant of leave will cause administrative inconvenience.

The decision taken shall be intimated to the employee concerned.

Half-pay leave

18.1. 20 days half-pay leave on medical certificate is admissible to all categories of employees in respect of each completed year of service.

18.2. That half pay leave be granted to an employee on Medical Certificate as also on private affairs.

19. The production of medical certificate does not, in itself, confer upon the employee concerned any right to the grant of leave. The certificate shall be forwarded to the authority competent to grant the leave and the orders of that authority shall be awaited. An employee who absents himself from his duty without permission of the competent authority is liable to have his absence treated as absence from duty without leave.

20. Commuted leave not exceeding half the amount of half pay leave due may be granted to an employee on medical certificate only except that in case of indisposition, it may be granted without production of medical certificate, up to a period of 5 days in a calendar month, provided that the total period of such leave shall not exceed 10 days in a calendar year.

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
- (iii) The total duration of commuted leave may be granted in conjunction with earned leave and vacation provided the total duration does not exceed 240 days.

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

Note.—1. The half pay leave earned by a University employee in respect of a ‘completed year of service’ can be availed of by him during the course of a spell of leave or during an extension thereof within which the date of anniversary of service falls.

- 2. When commuted leave is granted to an employee under this rule and he intends to retire subsequently, the commuted leave should be converted into half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave should be recovered. An undertaking to this effect should, therefore, be taken

from the employee who avails himself of commuted leave, but the question whether the employee concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case, i.e. if the retirement is voluntary, refund should be enforced; but if the retirement is compulsorily thrust upon him by reason of ill-health incapacitating him for further service, no refund should be taken.

21.1. An employee who avails of leave on medical certificate will not return to duty without first producing a Medical Certificate of fitness.

Note.--The medical certificate of fitness shall be submitted by the University employee at Chandigarh from University Chief Medical Officer and at other places from the Chief Medical Officer of the District.

21.2. Save in the case of leave preparatory to retirement "leave not due" may be granted to an employee in permanent employ for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on the medical certificate. Such leave will be debited against the half-pay leave the employee may earn subsequently.

- Note.—1. Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of the leave and should be limited to half pay leave he is likely to earn thereafter.
2. Where an employee who has been granted 'leave not due' applies for permission to retire voluntarily, the 'leave not due' shall, if the permission is granted, be cancelled and his retirement shall have effect from the date on which such leave commenced. An undertaking to this effect should, therefore, be taken from the employees who avail of 'leave not due.' But the question whether an employee should be called upon to refund the amount of leave salary should be decided on the merits of each case e.g. if the retirement is voluntary, refund should be enforced; if it is unavoidable by reason of ill health incapacitating him for further service, or in the event of his death, no refund should be insisted upon.
3. When 'leave not due' is granted to an employee and he applies for permission to retire voluntarily or resigns of his own volition at any time after returning to duty, the question of refund of leave salary in respect of the 'leave not due' already availed of before return to duty shall to the extent it has been subsequently wiped off, be treated in the same way as laid down in Note 2 above.

Maternity leave

22.1. Women employees of the University may be granted maternity leave on full pay for a period not ordinarily exceeding 3 months. The grant of leave should be so regulated that the date of confinement falls within the period of this leave. This leave may be extended to six months without the necessity of production of a medical certificate. Extension if any, beyond 180 days shall however, be permissible by the grant of leave of the kind due. Maternity leave shall not be debited against the leave account.

- Note.-1. No leave under this rule shall be granted to a female employee who has three or more children.

2. (a) Maternity leave under this rule may also be granted in cases of mis-carriages/abortion including abortion induced under the Medical termination of Pregnancy Act, 1971, subject to the condition that the leave does not exceed six week and the application for leave is supported by a prescribed certificate.

Provided that such leave shall be admissible only in those cases where a women employee has less than two living children. The others having two or more children shall not be entitled to avail of this concession but, if required can be sanctioned leave of the kind due, on the production of medical certificate.

- (b) Any other kind of leave may be permitted to be prefixed to maternity leave without insisting on a medical certificate. But any leave applied for in continuation of maternity leave may be granted only if the request is supported by a Medical certificate.
3. This rule does not preclude the grant of maternity leave in continuation of leave of any kind.
4. Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female employee producing a medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

Paternity Leave

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

Adoption Leave

22.3. Adoption leave for three months may be given to female employees, who adopt newly born child or till the child attains the age of three months. This leave will be granted to only those women employees who have no child of their own. This decision be given effect from the date of issue of this circular i.e. 11.6.1998.

Quarantine leave

23. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or household. Such leave may be granted on the certificate of University Chief Medical Officer for a period not exceeding 21 days or in exceptional circumstances one month. Any leave (other than casual leave) be granted, when necessary, in continuation of Quarantine leave subject to the above maximum. No substitute shall be appointed in place of a University employee absent on quarantine leave.

Explanation :

- (i) Quarantine leave is not admissible in case of an employee who himself contacts infectious disease.
- (ii) Maximum limit of 21 days and 30 days as prescribed in this rule refer to each occasion on which leave is applied for and granted.

Note.-- Cholera, Small-pox, Plague, Diphtheria, Typhus, Fever and Cerchrospine meninitis may be considered as infectious diseases for the purpose of this rule. In the case of Chicken-pox quarantine leave shall not be admissible.

Extraordinary Leave

- 24.** (i) Extraordinary leave shall be without pay and allowances and may be granted when no other kind of leave is admissible or when other kind of leave being admissible, the employee specifically applies in writing for the grant of extraordinary leave.
- (ii) The period of extraordinary leave shall not count for increment.
- (iii) In the case of a permanent employee, the duration of extraordinary leave on any one occasion shall not exceed the following limits :
- Three months in the case of an employee who has completed two years of continuous service on the date of expiry of the leave admissible to him under the rules and his application for such leave is supported by a medical certificate.
 - Six months in the case of an employee who has completed three years of continuous service on the date of expiry of the leave admissible to him under the rules and his application for such leave is supported by a medical certificate.
 - Eighteen months when the employee is suffering from Tuberculosis or leprosy and undergoing the treatment in a recognised clinic or under a specialist.
 - The authority empowered to grant leave may commute retrospectively the period of absence without leave into extraordinary leave.
- Note.--The power of commuting retrospectively the period of absence without leave into extraordinary leave is absolute and not subject to any conditions.
- (iv) That extraordinary leave without pay, taken on Medical Certificate be allowed to count for increment provided that the Medical Certificate in reference, shall be from the CMO of the University, and in the case of employees at mofussil institutions, by the Chief Medical Officer of the district on the prescribed form.
- 25.** Leave without pay shall not count towards gratuity.
- 26.** Leave shall not be granted to an employee—
- who is dismissed, removed or compulsorily retired from the University service by a competent authority;
 - who is under suspension;
 - who has been permanently invalidated.

Furlough

27.1. Furlough admissible under the regulations, while in service, shall only be granted for sickness of the employee or of any of his dependents or for higher studies.

27.2. A University employee entering the service on or after 26.9.1981 shall not be eligible for furlough leave.

Study Leave

28. (i) Study leave may be granted to a Class 'B' and 'C' employee who has completed 10 years active service as confirmed employee in the University to enable him to study scientific, technical courses or to undergo special courses of instruction or for higher studies. The study undertaken during study leave by the University employee-

- (a) should have a direct and close connection with the sphere of his duty.
- (b) should be capable of widening his mind in manner likely to improve his abilities as a University employee.
- (c) should equip him better to collaborate with those employed in other areas of the University service.
- (ii) Study leave may be granted on half salary for a period not exceeding two years. It may be extended for the third year without pay.
- (iii) Study leave may be combined with any other leave due under the University rules and regulations. Total continuous leave period should not exceed 5 years.
- (iv) The leave salary together with the scholarship and/or financial aid, if any, should not exceed one and half time, the employee's salary but if the scholarship and/or financial aid exceeds the amount, no leave salary shall be paid.
- (v) An employee granted study leave shall execute a bond to return to the University service immediately on expiry of the study leave but not later than 7 days thereafter in any case to serve the University for at least five years on return from the study leave.
- (vi) If an employee leaves the University service within five years of his return from leave, he shall forfeit to the University the study leave salary drawn by him, proportionate to the remaining period, with usual rate of interest. The amount can also be realized from the Provident Fund of such employee.
- (vii) No employee be granted study leave unless he has at least five years service to his credit on the date of his return from such leave.
- (viii) no substitute shall be appointed vice an employee granted study leave.
- (ix) The employee should successfully completed the course for which he is granted study leave and in case he fails to do so, no leave salary shall be admissible. In case of his joining two-three year course, he will have to successfully complete all the parts of the course. In case he fails in any of the parts, he will forfeit salary for that part and will not be entitled to salary for further period till he successfully completes the said part.
- (x) To ensure that the office work does not suffer, not more than 2% employees from a particular cadre in a Branch/Section/Department/Office, shall be on study leave.

Casual Leave

28.1. Casual leave may be granted to an employee as under :

- (i) 20 days casual leave may be granted to all the Non-teaching employees irrespective of the length of their service.
- (ii) Special casual leave up to 3 months in a year may be granted to an University employee who was an outstanding sportsman/woman for participating in national/international sports events.
- (iii) 5 days special casual leave to Executive members of various Associates.

Note : 1. 20 days casual leave will be allowed during the year but not more than ten days casual leave at a time. Casual leave cannot be combined

with any other leave. It can be combined with holidays; provided that the total period including the holidays does not exceed sixteen days.

2. Leave for antirabic treatment may be granted up to 16 days to proceed to a centre for institute for treatment. If in a special case leave for more than 16 days is necessary, special casual leave may be granted up to one month on the production of the certificate from the centre or institute.
3. An employee who obtains casual leave on saturday which is observed half working day in the Department/Office concerned, shall be treated to have availed of half-day casual leave.

28.2. Leave for 6 days may be granted to an employee for getting himself sterilized.

28.3. Casual leave cannot be claimed as a matter of right and can be granted at the discretion of the Head of Office/Department.

28.4. Office-in-charge of a branch in the administrative office while sanctioning or recommending leave shall see that the entire casual leave is spread over the whole year as far as possible.

28.5. Casual leave shall not be combined with any kind of leave.

28.6. An employee on casual leave will be treated as on duty and his pay will not be interrupted.

28.7. An employee shall not leave his headquarters during casual leave without permission.

28.8. (i) Except in case of emergency an employee shall obtain the orders of the sanctioning authority before availing of casual leave.

(ii) All applications for leave for period in excess of two days on 'medical ground' submitted from home should be supported by a medical certificate.

28.9. A casual leave account in respect of all University employees shall be maintained in the Branch/Department concerned in the relevant form.

- (a) The casual leave accounts will be maintained annually from 1st January to 31st December. All casual leave accounts will be closed on 31st December and new accounts opened on 1st January irrespective of the fact that an official takes a spell of casual leave which includes the last few days of December and the first few days of January. Thus if an official takes leave from 26th December to 5th January, the period 26th December to 31st December will be debited to his leave account for that year and the period from 1st January to 5th January will be debited to his leave account of the next year.
- (b) Short leave taken by an employee in driblets and aggregating one day's working hours shall be debited as one day's casual leave to his credit.

28.10. If an employee over-stays his casual leave for any reason, whatsoever, for example a break down of the road due to flood or a land slide, the entire period of absence may be debited to his casual account and not only the period by which he has over-stayed his casual leave.

Special leave

29.1. If no casual leave or earned leave is due, then in special circumstances leave on half pay may be granted for a period not exceeding 10 days in the year at the discretion of Vice-Chancellor.

29.2. Prefixing and suffixing to leave other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which an employee is certified medically fit for joining duty happens to be a holiday, he shall be automatically allowed to suffix such holiday(s) to his medical leave and such day(s) shall not be counted as leave.

- 29.3.** (i) Unless the competent authority in view of the exceptional circumstances of the case, otherwise determines, no employee shall be granted leave of any kind for a continuous period exceeding five years.
- (ii) In case an employee does not resume duty after remaining on leave for a continuous period of five years or where an employee after the expiry of his leave remains absent from duty, otherwise than on foreign service on deputation or on account of suspension, for any period which, together with the period of the leave granted to him exceeds five years, unless the competent authority in view of the exceptional circumstances of the case otherwise determine, his post shall be liable to be declared vacant under Regulation 11.9 appearing at page 144 of the Panjab University Calendar Vol. I, 1986.

Procedure for application for leave

30. An employee applying for leave shall submit his application well in time to enable the sanctioning authority to pass orders.

31. All applications for leave on medical grounds from University employees at Chandigarh shall be forwarded by the Chief Medical Officer of the University with certificate (applications recommended by other Medical Officer shall not be entertained) and from employees at Muffasil Institutions by the Chief Medical Officer of the District, in the form below.

FORM OF MEDICAL CERTIFICATE

Signature of applicant.....

(To be filled in by the applicant in the presence of the University Chief Medical Officer/ Chief Medical Officer of the District for employee at Muffasil institutions.)

I.....after careful personal examination of the case hereby certify that Shri....., whose signature is given above is suffering from.....and I consider that a period of absence from duty of.....with effect from.....is absolutely necessary for the restoration of his health.

University Chief Medical Officer
or
Chief Medical Officer

Dated, the.....(in case of employees at Muffasil Towns)

Authority for sanctioning leave

32. Powers to sanction leave and to make consequential arrangement (other than casual leave) have been delegated to the following authorities :

| Sr. No. | Name of employee | Kind of leave | Authority competent to sanction leave | Extent |
|---|--|----------------------------------|---|---|
| ADMINISTRATIVE OFFICE AND OTHER NON-TEACHING DEPARTMENTS | | | | |
| I. | Class A employees | | | |
| | (a) Superintendent | Privilege leave | Registrar | Up to one month |
| | | —do— | Vice-Chancellor | Up to six months |
| | | —do— | Syndicate | For more than six months |
| | (b) Others | Privilege leave | Vice-Chancellor | Upto six months |
| | | —do— | Syndicate | For more than six months |
| II. | Assistant and Class B employees including those in the Teaching Departments borne on the General Cadre | Leave other than privilege leave | Vice-Chancellor | Up to six months |
| | | Privilege | Syndicate Registrar | Full power Up to four months |
| | | —do— | Vice-Chancellor | Exceeding four months |
| III. | Clerks | Privilege leave | Office-in-charge of the Branch in which posted Registrar | Up to one month Exceeding one month |
| Class C employees | | | | |
| I. | Office | Leave of any kind | Registrar | Full powers |
| II. | Teaching Departments (other than Peons and Chowkidars) | —do— | D.U.I. | Full powers |
| III. | Colleges case | —do— | Principal of University Colleges | Full powers in the of employees (other than Peons and Chowkidars in the Colleges). |

Note.--All decisions shall be reported where required to the authority concerned from time to time in the form of statement.

Leave salary

33. An employee while on leave shall draw leave salary as follows :

- (i) Earned Leaves : At a rate equal to pay which an employee is entitled immediately before the leave commences and equal to substantive pay in case of an employee who is officiating in a higher post but is likely to revert.
- (ii) Leave on Medical Certificate : At half the amount specified in (i) above.
- (iii) Commuted Leave : As at (i) above but double the amount of half-pay leave shall be debited to the leave account of the employee.
- (iv) Furlough : At a sum equal to half of his average monthly salary.

Increment during leave :

***34.** If the increment, where due, falls during leave, the effect of increase of pay will be given from the due date i.e. from first of the month in which it was actually due.

*This applies to members of teaching staff also.

PART IV

MEMBERS OF ADMINISTRATIVE STAFF WORKING IN DIFFERENT OFFICES BE TREATED AS MEMBERS OF VACATION STAFF

The members of the Administrative staff working in the following offices will be treated as members of the vacation staff :—

1. Chief Editor Research Bulletin (Arts).
2. Chief Editor Research Bulletin (Science).
3. Chief Editor Research Bulletin (Social Sciences).

PART V

RULES GOVERNING CONDUCT OF UNIVERSITY EMPLOYEES

General

1.1. Every employee shall at all times :

- (a) Maintain absolute integrity;
- (b) Show devotion to duty; and
- (c) Do nothing which is unbecoming of an employee of the University.

1.2. (i) Every employee, holding a supervisory post, shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

(ii) No employee, shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement when he is acting under the direction of his officer and shall where he is acting under such direction, obtain the direction in writing wherever practicable and, where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of direction as soon thereafter as possible.

Explanation. - Nothing in clause (ii) of sub-rule 1.2 shall be construed as empowering an employee to evade his responsibilities by seeking instruction from or approval of a superior officer or authority when such instructions are not necessary under the scheme of delegation of power and responsibilities.

Joining of Association by Employees

2.1. No employee shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the University or public order, decency or morality.

2.2. No employee shall be a member of an employees association which is not recognised by the University.

Demonstration and Strikes

3. No employee shall—

- (i) Engage himself or participate in any demonstration which is prejudicial to the interests of the University, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
- (ii) Resort to or, in any way, abet any form of strike in connection with any matter pertaining to his service or the service of any employee.

Connection with Press or Radio

4. (i) No employee shall, except with the previous sanction of the prescribed authority own wholly or in part or conduct or participate in the editing or management of any newspaper or periodical publication.

(ii) No employee shall, without the previous sanction of the prescribed authority or in the bona fide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter to any Newspaper or periodical or write a book or issue a pamphlet either in his own name or anonymously, pseudonymously.

Provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

Evidence before a Committee or any other Authority

5.1. Save as provided in sub-rule 5.3 no employee shall, without the previous sanction of the prescribed authority give evidence in connection with any enquiry conducted by any person committee or authority.

5.2. Where any sanction has been accorded under rule 5.1 no such employee giving such evidence shall criticise the policy or any action of the University or the Government.

5.3. Nothing in this rule shall apply to :

- (a) The evidence given at an enquiry before an authority appointed by the Vice-Chancellor, Government and Parliament or any State Legislature; or
- (b) The evidence given in any judicial enquiry; or
- (c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.

Unauthorised Communication of Information

6. No employee shall except in accordance with any general or special order of the prescribed authority or in the performance in goodfaith of the duties assigned to him, communicate directly or indirectly, any official document or any part thereof or information to any other employee or any other person to whom he is not authorised to communicate such document or information.

Subscription

7. No employee shall except with the previous sanction of the prescribed authority ask for or accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object other than Religions or Charitable purposes.

Private Trade or Employment

8. No employee shall except with the previous sanction of the Vice-Chancellor engage directly or indirectly in any trade or business or undertake any other employment.

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work or a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue such work if so directed by the Vice-Chancellor.

Explanation—(1) Convassing by an employee in support of the business of insurance agency, commission agency etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) Every employee shall report to the Vice-Chancellor if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

(3) No employee shall without the previous sanction of the Vice-Chancellor except in the discharge of his official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes.

Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under the co-operative society Act, 1912 (2 of 1912) or any other law for the time being in force or of a literary scientific or charitable society registered under the Societies Registration Act or any other law in force.

(4) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

Insolvency and Habitual Indebtedness

9. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding instituted for the recovery of any debt from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the prescribed authority.

Note.—The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits shall be upon the employee.

Vindication of Acts and Character of Employees

10. (1) No employee shall, except with the previous sanction of the prescribed authority have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit any employee from vindicating his private character or any act done by him in his private capacity and when any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

Use of Non-official or other influence

11. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

Approach to Members of the Syndicate/Senate

12. (a) No employee shall approach any member of Syndicate/Senate with a view :

- (i) to have a question put or resolution or motion moved on a matter connected with his condition of service or any disciplinary action against him; or

(ii) to further any object which is capable of embarrassing the University.

(b) Direct communication to or a personal interview with a higher authority and/or members of the Syndicate/Senate without permission of the Vice-Chancellor shall be treated as contravention of the discipline of the University.

Taking part in Politics and Elections

13. (a) No employee shall take part in, subscribe in aid of, or assist in any way any political movement.

(b) No employee shall seek election to Parliament, State Legislature or a Local Body (Municipal Corporation, Municipal Council, Zila Parishad, Block Samiti, Gram Panchayat & Co-operative Bodies etc.), except with the previous permission of the Syndicate on the recommendations of the Vice-Chancellor.

If elected to a legislature or Parliament he/she shall proceed on extra ordinary leave without pay for the term of his office. In case, if after being elected to Legislature or Parliament he/she does not formally apply for grant of such leave he/she shall be deemed to be on Extra Ordinary leave without pay from the date he/she is administered the oath of his/her office.

In case of his/her being elected in the election of Local Bodies like Municipal Corporation, Municipal Council, Zila Parishad, Block Samiti, Gram Panchayat & Co-operative Bodies etc. leave of the kind due be granted to him/her to attend the meeting/work relating to above said bodies.

Note:-In case of violation of above rule by an employee, disciplinary action under the University rules will be initiated against him/her.

Bigamous Marriages

14. (1) No employee who has a wife-husband living shall contract another marriage without first obtaining the permission of the prescribed authority, notwithstanding that such subsequent marriage is permissible under the personal law, for the time being applicable to him.

(2) No employee shall marry any person who has a wife/husband living without permission of the prescribed authority.

Serious Misconduct

15. Serious misconduct under these rules shall include :

- (a) Violation of provisions of any of these Rules;
- (b) Participation in a strike, abetting, instigating or acting in furtherance of the same;
- (c) Disobedience of any order, non-compliance of a rule or habitual neglect of work;
- (d) Theft, fraud or dishonesty in connection with University property;
- (e) Wilful damage to the University property;
- (f) Wilful absence from duty after the expiry of leave;
- (g) Refusal to accept a charge sheet, order or other communication;

- (h) Conviction in a court of law;
- (i) Misbehaviour, use of abusive language or insolence;
- (j) An act involving “moral turpitude.”

The expression “moral turpitude” generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellowmen or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean a conduct contrary to justice, honesty, modesty or good morals.

Interpretation

16. Any question relating to the interpretation of these rules shall be decided by the Vice-Chancellor.

Delegation of Powers

17. The Syndicate may, by general or special order direct that any power exercisable by it under these rules (except the powers under rule 16) shall, subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order.

Application

18. These Rules shall apply to the employees as defined in clause (xxii) of Part I but will not apply to employees in the service of a State Government or Central Government or a Local or other authority, or any other autonomous body whose services are temporarily placed at the disposal of the University, who will be governed by the corresponding Rules in the parent-department.

Protection of Rights and Privileges Conferred by Agreement

19. Nothing in these rules shall operate to deprive any employee of any right or privilege to which he is entitled by the terms of any agreement subsisting between any such person and the University on the commencement of these rules.

PART VI

DISMISSAL, REMOVAL AND SUSPENSION OF UNIVERSITY EMPLOYEES

Authority Competent to Suspend

1.1. Punishing Authority shall be the appointing authority unless otherwise provided for in these Rules.

1.2. Prescribed Authority. For purposes of Part V prescribed Authority shall be the Vice-Chancellor in the case of Class A employees and the Registrar in the case of others.

1.3. The prescribed authority may place a University employee under suspension :

- (a) Where disciplinary proceedings against him are contemplated or pending;
- (b) Where a case against him in respect of any criminal offence is under investigation or trial.

Arrest for or on Criminal Charges etc.

2.1. An officer against whom proceedings have been taken for arrest in execution of a money decree or on a criminal charge or who is detained under any law shall be considered under suspension and allowed subsistence allowance only. If he is subsequently acquitted of the blame, full amount due may be allowed in respect of the period of suspension otherwise as the circumstances may warrant.

2.2. An employee against whom a criminal charge or proceedings or arrest in execution of a money decree are pending but is released on bail, etc. shall be placed under suspension by special orders, if the charge made or proceedings taken are connected with his position as a University employee, and are likely to embarrass him in the discharge of his duties as such, or involves moral turpitude.

Penalties

3. The following penalties may, for a good and sufficient reason as hereinafter provided, be imposed upon an employee :

A. Minor Penalties :

- (i) Censure.
- (ii) Withholding of increments or promotion.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.

B. Major Penalties :

- (iv) Reduction to a lower post or time-scale; or to a lower stage in a time-scale;
- (v) Removal from service of the University which does not disqualify from future employment;
- (vi) Dismissal from service of the University.

Explanation : The following shall not amount to a penalty within the meaning of this rule, namely—

- (i) stoppage of an Employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar;
- (ii) non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible;
- (iii) reversion of an employee officiating in a higher Service, grade, or post to a lower Service, grade or post, on the ground that he is considered to be unsuitable for such higher Service, grade or post or on any administrative ground unconnected with his conduct;
- (iv) reversion of an employee appointed on probation to any other Service, grade or post, to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation;
- (v) Suspension pending enquiry.
- (vi)
 - (a) a person appointed on probation, during or at the end of the period of probation, in accordance with the terms of the appointment and the rules governing the probationary service; or
 - (b) a temporary employee appointed, otherwise than under contract, on the expiration of the period of appointment or on the abolition of the post or before the due time, in accordance with the terms of the appointment; or
 - (c) a person engaged under a contract in accordance with the terms of his contract.

Note.—1. If an employee because of an unsatisfactory record is not selected for a selection post and some other employee junior to him is selected in preference to him, this does not amount to the withholding of promotion and is not appealable. If an enquiry is held against an employee and order is passed that he should not be promoted to a selection post for a definite period until he has obtained good reports, this order would amount to infliction of the penalty of withholding promotion and is appealable.

- 2.
 - (i) Loss of seniority as a result of order or reduction to a lower post or a time-scale being inherent in the order or reduction, no independent penalty by way of order of reduction of seniority can be imposed.
 - (ii) The seniority on repromotion of an employee reduced to a lower post on time-scale, should be determined by the date of such repromotion in accordance with the orders issued by the competent authority on the subject of seniority. Such an employee may not be restored to his original position unless it is specifically laid down at the time the order of punishment is passed or revised on appeal.
 - (iii) An employee in respect of whom one of the penalties included in Rule 3 was imposed will, on repromotion, count previous service in the higher grade, unless the order of punishment or the order passed on appeal directs otherwise.

4. Authority to institute Proceedings : The prescribed authority will have the power to institute disciplinary proceedings against an employee.

Major Penalties

5.1. Procedure for imposing penalties : The grounds on which it is proposed to take action against an employee shall be communicated in writing to the person concerned by the Prescribed Authority, together with a statement of allegations and of any other circumstances which it is proposed to take into consideration on passing orders on the case.

5.2. The employee shall be required, within a reasonable time, ordinarily not exceeding two weeks, to state in writing, whether he admits the truth of all or any of the allegations, what explanation or defence, if any, he has to offer and whether he desires to be heard in person.

- 5.3.** (a) If the employee desires to be heard in person or if the Prescribed Authority so orders, an enquiry officer shall be appointed to hold the enquiry.
- (b) Prescribed Authority may appoint an employee or a legal practitioner to be known as the “Presenting Officer” to present on his behalf the case before the Enquiry Officer in support of statement of allegations.
- (c) The employee shall appear in person before the Enquiry Officer on such day and at such time as the Enquiry Officer may, by a notice in writing, specify in his behalf.

All notices from the Enquiry Officer shall, unless personally served, be deemed to have been served when sent by Registered Post to the employee at the last known address.

- (d) The employee shall not engage a legal practitioner unless the Presenting Officer is a legal practitioner or the Enquiry Officer having regard to the circumstances of case so permits.

5.4. The Enquiry Officer shall frame charges.

5.5. On the date fixed for the purpose, oral and documentary, evidence by which charges are proposed to be proved shall be produced by or on behalf of the prescribed authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the Enquiry Officer. The Enquiry Officer may also put such questions to the witnesses as he thinks fit.

5.6. Before the close of the case, on behalf of the prescribed authority. The Enquiry Officer may, in his discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee or may himself call for new evidence or re-call or re-examine any witnesses and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment for three clear days before the production of such new evidence. The Enquiry Officer shall give to the employee an opportunity of inspecting such documents before they are taken on the Record.

5.7. It shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegation made by the person charged in the course of his defence.

5.8. These provisions shall not apply where a person is removed or reduced in rank on the ground of conduct which had led to his conviction on a criminal charge, or where an authority empowered to remove him or reduce him in rank is satisfied that, for some reason, to be recorded by him in writing it is not reasonably practicable to give him an opportunity of showing cause against the action proposed to be taken against him or where in the interest of the University, or the security of the State, or the Union of India, it is considered expedient not to give to that person such an opportunity.

5.9. If any question arises whether it is reasonably practicable to give any person an opportunity to defend himself under these rules, the decision thereon of the punishing authority shall be final.

5.10. When the statement of allegation against an employee shows that his general behaviour has been such as to be unbecoming of his position, or that he has failed to reach or to maintain a reasonable standard of efficiency, he may and should be charged accordingly, and a finding on such a charge may be a valid ground for the infliction of any authorised punishment which may be considered suitable in the circumstances of the case.

5.11. This procedure shall not apply in the case of a person appointed in temporary capacity or on probation. In his case, one month's notice or pay in lieu thereof will be enough.

5.12. Where any person has made a statement on oath, in evidence before any criminal or civil court, in any case in which the employee is charged as a party and had full opportunity to cross-examine such person, and where it is intended to prove the same facts as deposed by such persons, it shall not be necessary to call such persons to give oral evidence in proof of facts stated by him earlier. A certified copy of the statement previously made by him in any such case may be read as part of the evidence.

Provided that the officer conducting the enquiry may, in the interest of justice, order the production of such witness in person either for further examination or for further cross-examination by the person charged.

5.13. The employee charged shall not be allowed except at the discretion of the Enquiry Officer, to be exercised in the interests of justice, to call as a witness, in his defence, any person whose statement has already been recorded and whom he has had opportunity to cross-examine, or whose previous statement had been admitted.

5.14. When an employee who has not admitted in his written statement of evidence any of the charges or has not submitted any written statement of his defence, the Enquiry Officer shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the charges, the Enquiry Officer shall record the plea, sign the record and obtain the signature of the employee thereon.

5.15. The Enquiry Officer, shall, if the employee fails to appear within the specified time, or refuses or omits to plead, require the Presenting Officer to produce the evidence

by which he proposes to prove the charges and shall adjourn the case and afford to the employee another opportunity :

- (i) to inspect the documents filed with the statement of allegations;
- (ii) to submit a list of witnesses to be examined and see a list of documents desired to be produced from the custody of the University indicating the relevancy of the documents required by him.

5.16. If the employee to whom a copy of the articles to charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the Enquiry Officer, or otherwise fails or refuses to comply with the provisions of this rule, the Enquiry Officer may hold the enquiry ex-parte.

5.17. The Enquiry Officer shall, on receipt of the notice for the discovery or production of documents from the employee, forward the same to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that the Enquiry Officer may, for reasons to be recorded by him in writing, refuse to requisition such of the documents as are, in his opinion not relevant to the case.

5.18. On receipt of the requisition referred to in Rule 5.17 the authority having the custody or possession of the requisitioned documents shall produce the same before the Enquiry Officer unless the Enquiry Officer is satisfied or representation by the authority having the custody or possession of the requisitioned documents that such documents are of a confidential nature and should not be produced.

5.19. When the case for the prescribed authority is closed, the employee shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record.

5.20. The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Enquiry Officer according to the provisions applicable to the witnesses for the Prescribed Authority.

The Enquiry Officer may for the reasons to be recorded refuse to call any witnesses cited by the employee.

5.21. The Enquiry Officer may, after the employee closes his case and shall, if the employee has not examined himself, generally question him on the circumstances, appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

5.22. The Enquiry Officer may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective cases, if they so desire.

5.23. Whenever an Enquiry Officer, after having heard and recorded the whole or any part of the evidence in an enquiry case to exercise jurisdiction therein, and is succeeded by another enquiry officer who has and who exercises, such jurisdiction, the Enquiry Officer so succeeding may act on the evidence so recorded by his predecessor, or partly recorded by his predecessor and partly recorded by him. He will also have power to recall, examine, cross-examine and re-examine and witnesses if in his opinion such examination is necessary in the interest of justice.

Action on the Enquiry Report

6. On receipt of the Enquiry Report, the prescribed authority shall forward it to the punishing authority.

If on examination of the findings, the punishing authority is of the opinion that any of the penalties specified as major penalties in Rule 3 clauses (iv), (v) and (vi) of this Part should be imposed, it shall furnish to the employee a copy of the report of the Enquiry Officer and call upon him to show cause within a reasonable time, not exceeding two weeks, why a particular penalty proposed be not inflicted upon him. Any representation submitted by the employee in this behalf shall be taken into consideration before final speaking orders are passed.

Minor Penalties

7.1. No order imposing on an employee any of the penalties specified in clauses (i) to (iii) of Rule 3 shall be made except after :

- (a) informing the employee in writing of the proposal to take action against him and of the imputations of mis-conduct or misbehaviour on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;
- (b) holding an inquiry in the manner laid down in rule 5.1 to 5.23 in every case in which the prescribed authority is of the opinion that such an inquiry is necessary.

7.2. If the prescribed authority is of the opinion that minor penalties specified in clauses (i) to (iii) of Rule 3 contained in this Part should be imposed on the employee, it shall make a speaking order accordingly without giving the employee any notice stipulated for the award of major penalties.

Communication of Order

8. A copy of the order made by the punishing authority along with a copy of the report of the Enquiry Officer shall be sent to the employee by Registered post.

Common Proceedings

9. Where two or more employees are concerned, in any case, the Prescribed Authority may direct disciplinary action against all of them in a common proceeding.

Right of Appeal

10.1. Every employee to whom these rules apply shall be entitled to appeal against an order imposing upon him any of the penalties to the appellate authority as mentioned hereunder :

Category of employees and Appellate Authority

- (a) Senate—for employees of Class A :
- (b) (i) Syndicate—for employees of Class B in the category of Assistants including those in the equivalent/corresponding pay-scales of Assistants.
- (ii) Vice-Chancellor—for the employees of class B in the category of Clerks including those in the equivalent/corresponding pay-scales of Clerks.

- (c) (i) Registrar—for Class C employees of the administrative offices and Chowkidars for all Departments including Teaching Departments.
- (ii) Dean of University Instruction, on the recommendation of the Head of the Department—for Class C employees of teaching departments except Chowkidars.

10.2. An appeal can be preferred within 30 days of the receipt of the order.

Provided that the appellate authority may entertain an appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

Orders which may be passed by Appellate Authority

11. In the case of an appeal against an order, imposing any penalty specified in Rule 3, the appellate authority shall consider :

- (a) whether the facts on which the order was based have been established;
- (b) whether the facts established afford sufficient ground for taking action; and
- (c) whether the penalty is excessive, adequate or inadequate and after such consideration, shall pass such order as it thinks proper.

Provided that no penalty shall be increased unless opportunity is given to the person concerned to show cause why such penalty be not increased.

Powers of Senate

12. Nothing in these rules shall be deemed to affect the powers of the Senate to revise or modify the orders passed by any lower authority.

PART VII

PROVIDENT FUND OF UNIVERSITY EMPLOYEES

General

1. Regulations governing the Panjab University Contributory Provident Fund and the grant of other retirement benefits to the permanent employees are contained in the Panjab University Calendar, Volume I.

2. The Provident Fund shall be regulated by Regulations and/or Rules applicable at the time of retirement unless otherwise provided.

Contribution to the Provident Fund

3.1. Every employee, who as a condition of his service, is required to contribute to the Fund, shall subscribe to the fund under the rules.

3.2. If an employee on confirmation becomes eligible to subscribe to the Fund with retrospective effect, he shall be permitted to do so in such convenient instalments as he may elect, provided that the University share of contribution on the arrears shall only be added at the end of each month on the amounts actually deposited by him on that account in that month.

3.3. A subscriber shall subscribe monthly in the Fund, except during a period of suspension, provided that such contributions shall be made on the full salary and not on the leave allowances for the period that the depositor was on leave or furlough.

Provided further that a subscriber on reinstatement, after suspension, shall be allowed the option of paying it lumpsum or instalment, any sum not exceeding the amount of arrear subscription permissible for that period.

3.4. Subscription to Provident Fund shall stop from the date of retirement and will not be admissible during the period of refused leave availed of after retirement.

3.5. The amount of monthly subscription shall be fixed in whole rupees as laid down in the Regulations. It shall be rounded off to the nearest whole rupees, fraction of 50 paise and above being taken as a whole rupee and below 50 paise ignored.

3.6. A subscriber shall, as soon as may be after joining the Fund, make a nomination conferring on one or more persons the right to receive the amount that may stand at his credit in the Fund, in the event of his death, before that amount had become payable; or having become payable has not been paid.

- Note.--
1. The term "Family" for this purpose includes wife (only one) or husband, as the case may be and children of a subscriber and the widow or widows and children of a deceased son of a subscriber;
 2. If a subscriber nominates more than one person under clause (1) above, he/she shall specify in the nomination, the amount of share payable to each of the nominees in such a manner as to cover the whole amount that may stand to his/her credit in the fund at any time;
 3. Every nomination shall be affixed in the Pass Book of the Subscriber;
 4. A subscriber may also at any time cancel a nomination by sending notice in writing to the Registrar.

Provided that the subscriber shall alongwith such notice send a fresh nomination made in accordance with the Provision or clause (1) above.

3.7. Where there is no family, a claimant (other than a duly appointed nominee) shall have to produce a succession certificate or probate to receive the amount.

Interest

4. (a) The University shall pay to the credit of the account of subscriber interest, quarterly, at such rate as may be decided by the Syndicate from time to time.

(b) Interest shall be credited quarterly with effect from 1st April, 1st July, 1st October and 1st January of each year in the following manner :

- (i) On the amount at the credit of the subscriber on the 31st March, 30th June, 30th September and 31st December less any sum withdrawn during the current quarter;
- (ii) On sums withdrawn during the current quarter interest from 1st April/1st July/1st October/1st January up to the last day of the month preceeding the month of withdrawal;
- (iii) On all sums credited to the subscriber's account after 31st March or 30th June or 30th September or 31st December as the case may be, interest from the date of deposit up to the 30th June, 30th September and 31st December of the quarter;
- (iv) The total amount of interest shall be rounded off to the nearest whole paisa, fraction of less than half being ignored.

Provided that, when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this clause in respect only of the period from the beginning of the current quarter or from the date of deposit as the case may be up to the last day of the month preceeding the month in which payment is to be made.

5. The amount standing at the credit of a subscriber in the Fund shall become payable to him in the following circumstances :

- (i) when he quits service;
- (ii) in the case of leave preparatory to retirement a subscriber may, at the discretion of the Vice-Chancellor, withdraw up to 90 per cent of his assets in Provident Fund.

Deduction

6. A deduction from the Fund, of an amount not exceeding the amount of University contribution, with interest, can be made from the subscriber in respect of dues under a liability to the University.

Attachment of Provident Fund Money

7. The provisions of the Provident Fund Act (XIX of 1925) have been made applicable for the benefit of the employees of the Panjab University. Section 3, thereof,

regarding, protection of compulsory deposits, provides—

“A compulsory deposit in Provident Fund shall not, in any way, be capable of being assigned or charged and shall not be liable to attachment under any decree or order of any Civil, Revenue or Criminal Court in respect of any debt or liability incurred by the subscriber or depositor and neither the Official Assignee nor any Receiver appointed under the Provincial Insolvency Act, 1900, shall be entitled to have any claim on any such compulsory deposit.

Any sum standing to the credit of any subscriber or deposited in any such Fund at the time of his demise and payable under the rules of the Fund to any dependent of the subscriber or depositor or to such person as may be authorised by law to receive the payment on his behalf, shall, subject to any deduction authorised by this Act, and, save where the dependent is the widow or child of a subscriber or depositor, vest in the dependent and shall be free from any debt or other liability incurred by the deceased or incurred by the dependent before the death of the subscriber or depositor.”

ANNEXURE I

(Referred to in Rule 22.1 of Part II)

PANJAB UNIVERSITY

FORM FOR THE CONFIDENTIAL REPORT ON THE WORK OF
CLASS 'A' OFFICER

Period covered by the report.....

Report on the work :

(a) Name

(b) Designation

Reporting authorities.....

General remarks :

The Reporting Officer should give his opinion in regard to the administrative ability and integrity of the officer with particular reference to initiative and drive, eye for details and capacity to take objective decisions.

Defect, if any,

Grading (whether Outstanding; Very Good/Good; Average and Below Average).

ANNEXURE II
(Referred to in Rule 22.1 of Part II)

PANJAB UNIVERSITY, CHANDIGARH

(PERFORMANCE REVIEW REPORT ON CLASS 'B' OFFICERS FOR THE PERIOD
FROM _____ TO _____)

GENERAL INSTRUCTIONS :- (i) The officer writing/reviewing the reports is expected to be just and fair. No personal considerations of any kind should supervene while assessing the merit of the official being reported upon.

(ii) The reporting officer should mention specifically if during the year under report he had on any occasion counselled or admonished the official concerned for any lapse committed by him in the performance of his official duties.

PART I — PERSONAL DATA (to be completed by the employee to be reported upon)

1. Name _____ Designation _____
Branch/Department _____
2. Date of Birth _____ 3. Father's Name _____
4. Educational Qualifications _____
5. **Date of appointment** : (a) in Panjab University _____
(b) in the present grade _____ (c) nature of work on which employed during the period of report _____ (branch)

Dated _____

Signature of the employee _____

PART II--ASSESSMENT BY THE REPORTING OFFICER
(Please mention the Grade applicable)

| TRAIT | GRADING | | | | GRADING ALLOTTED WITH INITIALS |
|-----------------------------------|--------------------------------------|---|-------------------------------|--|--------------------------------|
| | A | B | C | D | |
| 1. Attendance & Punctuality | Very regular & Punctual | Regular | Reasonably regular | Not Punctual & poor leave record | |
| 2. Discipline | Exceptionally well disciplined | Very good | Adequate | Prone to disregard office discipline & etiquette | |
| 3. Intelligence & understanding | Exceptional & has clear grasp | Intelligent & grasps points correctly & quickly | Shows adequate grasp | Slow & often misses the point | |
| 4. Initiative | Excellent | In good measure | Adequate | Lack in | |
| 5. Cooperation | Exceptionally loyal & willing worker | Quick, Obedient & cooperative | Just adequate | Lacking | |
| 6. Power of expression & drafting | Forceful & effective | Reasonably good in communication | Just adequate | Often confused & off the point | |
| 7. Efficiency | Very efficient & accurate | Reasonably efficient & accurate | Requires constant Supervision | Tends to delay & somewhat indifferent | |

| TRAIT | GRADING | | | | GRADING ALLOTTED WITH INITIALS |
|--|--|---|---|--|---|
| | A | B | C | D | |
| 8. Knowledge of procedures & regulations of the unit in which working and of the University in general | Has exceptional grasp of rules, regulations, manuals & precedents | Has sound knowledge of the work of the unit | Knows just enough | Not good enough | |
| 9. Trustworthiness in handling secret papers | Of a high order | In good measure | Adequate | Not very satisfactory. In the habit of loose talk | |
| 10. Proficiency in Typing & Stenography (Applicable in case of Typist Steno typist and Stenographer) | Exceptionally good speed of 40/100. Neat in execution (2% mistakes, very clean presentation) | Reasonably good speed of 40/100 (3% mistakes, quite clean presentation) | Just adequate, speed of 40/100 (5% mistakes, fairly clean presentation) | Has scope for improvement (less speed more mistakes, shabby execution) | |

11. Over all appraisal : Outstanding/Very good/Good/Average/Below Average

12. OTHER OBSERVATIONS : In case of any adverse remarks, please indicate serial nos. and state whether he/she was informed accordingly during the period of reporting as enjoined at (2)—General Instructions.

Signature of Reporting Officer

Name in Capitals _____

Dated: _____

Designation _____

PART III—REMARKS OF REVIEWING OFFICER

Signature of Reviewing Officer

Name in Capitals _____

Dated : _____

Designation _____

PART IV—REMARKS OF ACCEPTING OFFICER

Signature of Accepting Officer

Name in Capitals _____

Dated : _____

Designation _____

PART V—FOLLOW UP ACTION (By the Establishment Branch)

- Reference and date of memorandum under which adverse remarks (if any) communicated to the employee being reported upon.
- Date of receipt of representation, if any.
- Brief particulars of final decision taken on the representation.

Assistant Registrar Establishment)

ANNEXURE III

(Referred to in Rule 22.1 of Part II)

PANJAB UNIVERSITY

CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF CLASS 'C'
EMPLOYEES FOR THE YEAR

1. Name
2. Post held
3. Date of birth
4. Scale of pay
5. Educational qualifications
6. Branch to which/officer to whom attached
7. Can be read and write Panjabi/Hindi/English
8. Observation on :
 - (i) Intelligence
 - (ii) Amenability to discipline
 - (iii) Honesty and integrity
 - (iv) Punctuality
 - (v) Devotion to duty
9. Is he fit for promotion to the grade of Jamadar/Daftri/Record Lifter, etc.
10. Are you prepared to retain him
11. Any other remarks
12. Over all appraisal : Outstanding/Very Good/Good/
Average/Below average.....

SIGNATURE OF REPORTING OFFICER

Appendix IV

OF _____

Date of attaining the age of _____ **Retirement** _____

| Certificate | | | Balance | Furlough | | | | Extraordinary Leave (Leave without pay) | | | Study Leave | | | Recognised vacation availed of | | Remarks |
|-------------|----|---------------|---------|----------|---------------|----------|-------|---|-------|---------------|-------------|----|--|--------------------------------|----|---------|
| Leave taken | | | | | | | | | | | | | | | | |
| Dates | | Actual Period | | Dates | Actual Period | Ba-lance | Dates | Actual Period | Dates | Actual Period | Dates | | | | | |
| From | To | | D. | From | To | | | From | To | | From | To | | From | To | |
| | | | | | | | | | | | | | | | | |

(viii) FIXATION OF SALARY OF AN EMPLOYEE ON CONFIRMATION

The members of the University staff will be confirmed from the date of successful completion of probationary period without prejudice to the interseniority recommended by a Selection Committee and approved by the competent authority.

Provided that it will be permissible to post-date the substantive promotion/ appointment of a University employee to a higher post up to a date when it will be to his benefit. This date may be selected at the option of the University employee concerned which must be exercised within six months from the date of order making the promotion and when once exercised must be final. No compensation will be given for any consequences which may follow from the exercise of this option. When the option has been exercised, an entry should be made to this effect in the Service Book of the University employee concerned and attested by the Head of the office.

For so long as the promotion is deferred under the orders in paragraph I above the place in the superior grade will remain vacant, but promotions can be made in the place of the University employees who would have been promoted from the date the vacancy originally occurred as if the promotion had actually taken place on that date. All that would happen is an excess appointment in the lower grade against a vacancy left unfilled in the higher grade.

(ix) FIXATION OF SENIORITY OF UNIVERSITY TEACHERS

1. The seniority of a teacher in a particular cadre shall be determined according to the date of his confirmation.

2. Where two or more teachers are selected at the same time for appointment, their seniority shall be determined according to the ranking given by the Selection Committee, irrespective of the dates of joining the duties. Provided that the date of joining in case of a teacher who has been ranked higher is not later than six months from the date of issue of the appointment letter to him. This shall, however, not apply to teachers of the University sent on deputation or on duty outside the University for more than six months.

3. Where the relative seniority of a teacher or teachers is otherwise in doubt, the Registrar, may, of his motion and shall at the request of the concerned teacher submit the matter to the Syndicate, whose decision thereon shall be final.

(x) RE-EMPLOYMENT OF TEACHERS AFTER SUPERANNUATION

1. No re-employment shall be made against an existing substantive post. All such re-employment shall be ex-cadre.

2. The re-employment shall be after one day's break following the date of Superannuation. It shall be on a half-time basis for 3 years, subject to the availability of funds.

3. During re-employment, the teacher shall be paid fixed monthly emoluments at the following rates :—

- | | |
|-----------------------------|--|
| (a) Superannuated Professor | Half the salary* last drawn by the teacher concerned. |
| (b) Superannuated Reader | |
| (c) Superannuated Lecturer | |

4.1. The re-employed teacher will not be entitled to any residential accommodation on the Campus. If a teacher was already living on the Campus, he/she shall not be allowed to retain the same for more than 2 months after the date of superannuation. The failure to vacate the University residential accommodation after the stipulated period shall entail automatic termination of re-employment.

4.2. A teacher who does not opt for re-employment under these rules may be asked to continue till the end of the academic session in which he/she attains the age of superannuation i.e. given re-employment up to the end of the academic session. Such a teacher be allowed to retain the University accommodation and charged normal rent till the last date of re-employment plus 2 months to follow there from.

5. A re-employed teacher shall not be entitled to any Provident Fund or gratuity during the period of his re-employment.

6. Re-employment shall be made with the approval of the Senate.

7. Re-employment shall be only for academic activities (teaching, research etc.). He can guide up to 4 research students/fellows only. Administrative duties such as that of a Head of the Department/Principal of a College/Dean/Warden and membership of departmental committees shall not be assigned to him. He will not be an ex-officio member of any committee/body of the department/University body.

8. A teacher will be re-employed (if he wishes to be) provided he is academically active. His/her academic activity will be assessed on the basis of the total information relating to him/her as available in the University Annual Reports. In case any teacher wishes to submit any supplementary data, he may be free to do so. Or, if the Vice-Chancellor needs any additional information before making his recommendation, he may invite the teacher concerned for the purpose, or for elaboration/clarification of any points he deems necessary.

If a teacher wishes that the extent of academic activity, be determined by the Academic Committee of his/her department, he/she may be allowed to do so.

9. A re-employed teacher will be allowed, at the most, a single-bay room for office and research facilities.

10. The teachers re-employed after superannuation on a half-time basis shall be entitled to Casual Leave, Special Casual Leave and Special Academic Leave, Duty Leave, Medical (Commuted) Leave, Half-pay Leave, Leave not due (upto a maximum of two months), Quarantine Leave and Vacation, as is allowed to the whole-time teachers of the University (except in the case of Leave not due for which a separate limit has been indicated). The teachers in this category shall be granted Duty Leave only sparingly.

* Salary for this purpose shall mean pay plus all allowances excluding House Rent Allowance. To take effect from 1.9.1989

(xi) RULE FOR TRANSFER OF PROVIDENT FUND

A person who takes up employment with the University after having resigned/ relinquished his job in the University/College/Institution in whose service he was prior to joining this University and had been subscribing to the Provident Fund in the said previous employment, may be allowed to get Provident Fund amount, at his credit, transferred to this University. The service thus rendered in the said previous employment shall also be included for purpose of computation of the minimum period of three years (as also the minimum period of 10 or 12 years service as required under Rule 2 page 50-51, P.U., Cal. Vol. III, 1996) for taking advance from Provident Fund.

- (xii) UNIVERSITY EMPLOYEES SEEKING ELECTION TO PARLIAMENT, A LEGISLATURE, LOCAL BODIES LIKE MUNICIPAL CORPORATION, MUNICIPAL COUNCIL, ZILA PARISHAD, BLOCK SAMITI, GRAM PANCHAYAT & COOPERATIVE BODIES ETC.

1. A University employee shall apply for permission to seek election to Parliament, a Legislature, Local Bodies like Municipal Corporation, Municipal Council, Zila Parishad, Block Samiti, Gram Panchayat & Cooperative Bodies etc., as the case may be, through the Head of the Department/Branch and the Dean of University Instruction/Registrar within two weeks of the announcement of the date of election by the Election Commission or any other competent authority. The Syndicate shall be the authority to grant permission. The same will ordinarily be granted.

2. A University employee who is permitted by the Syndicate to seek the above election and whose nomination papers have been accepted, shall proceed on leave of the kind due upto the date of election.

3. (i) A University employee, if elected to a Legislature or Parliament shall proceed on extra ordinary leave without pay for the term of his office. In case, if after being elected to Legislature or Parliament he/she does not formally apply for grant of such leave he/she shall be deemed to be on Extra Ordinary leave without pay from the date he/she is administered the oath of his office.

(ii) In case of his/her being elected in the election of Local bodies like Municipal Corporation, Municipal Council, Zila Parishad, Block Samiti, Gram Panchayat & Cooperative Bodies Local etc. leave of the kind due be granted to him/her to attend the meeting/work relating to above said bodies.

Note :-In case of violation of above rule by an employee, disciplinary action under the University rules will be initiated against him/her.

(xiii) UNIFORMS FOR EMPLOYEES OF CLASS C

1. The following Class C employees of the University except Laboratory Assistants, will be entitled to Uniforms, Blankets, Turbans, Aprons and Dangries as under :

- (i) Permanent servants.
- (ii) Those who are not permanent, but are working against permanent posts after completion of 6 months' service.
- (iii) Those who are not permanent and are working against temporary posts after completion of one year's service provided one month's salary by way of security has been deducted.

Provided further that in case of (ii) and (iii) above a certificate from the Officer concerned not below the rank of Superintendent to the effect that the employee is not likely to leave service and a surety from a permanent employee of the rank of an Assistant to the extent of the cost of the articles of uniform will be necessary.

(A) Winter Uniform

- (a) One Uniform consisting of Pants (Trousers) and Jodhpuri Coat every alternate year to those whose headquarters are in the Hills.
- (b) One Uniform (as above) after two years' interval to those whose headquarters are in the plains.
- (c) Two uniforms after two years' interval to Cook/Asstt. Cook of Guest/Faculty House.
- (d) One Jersey after two years' interval.
- (e) One pair of shoes every alternate year.

(B) Summer Uniform

Three Summer uniforms consisting of three Bush-shirts and three Pants (Trousers) after two years' interval to those whose headquarters are in the plains.

Class 'C' employees of University Health Centre will be supplied three uniforms of white terricot after two years' interval.

Cook/Assistant Cook of Guest/Faculty House will be supplied two uniforms of white terricot every year, and two Aprons every year.

(C) Blankets

One every alternate year to those whose headquarters are in the Hills and one after 2 years' interval to those whose Headquarters are in the plains, including Cook/Assistant Cook of Guest/Faculty House.

(D) Head-dress

Head-dress shall be optional, but those who choose turbans/caps must wear them. Three Khaki Turbans of 4.57 ½ metres or three barret caps each shall be given after 2 years' interval to each Class C employee including Cook/Assistant Cook of Guest/Faculty House, on completion of the requisite service as laid down in rule (ii) and (iii) except that Jamadars will be entitled to white turbans as above.

(E) Aprons

Two aprons along with Warm Uniforms to all Jamadars.

(F) Dangries

Dangries will be supplied as under :

(a) Two every year to—

- (i) employees working on the Printing Machines and Inkmen;
- (ii) Skilled workers in the University Departments;
- (iii) Distributors working in the University Press.

(b) One every alternate year to employees working on the Ruling Machine and the Duplicating Machine.

(G) Insignia

Every class C employee shall wear on the chest of each Coat/Bush-shirt, the insignia "PANJAB UNIVERSITY".

(H) 1. One Umbrella will be supplied to each Branch of the Administrative office with the sanction of the Registrar. This umbrella should remain in the charge of the Stationery Clerk of the Branch concerned and be used only by the peon deputed to distribute the dak, etc. outside the administrative building.

Provided that an umbrella once issued will be replaced after a period of five years, beginning with the year of original supply.

2. Rain Coat can only be issued with the permission of the Vice-Chancellor, on the recommendation of the Registrar, to an employee of Class C only if the need is considered urgent.

(I) UNIVERSITY SECURITY STAFF

1. Summer Uniforms (Khaki Terricot)

| <i>Particulars/Pattern</i> | <i>No. of uniforms</i> | <i>Period</i> |
|--|------------------------|----------------------|
| A full-sleeve Bush-shirt having a waist-belt plait, shoulder loops and a Pant. | Two | Every alternate year |

2. Winter Uniforms (Khaki Woollen) Bush-shirt, having a waist-belt plait, shoulder loops and a Pant

| | |
|-----|----------------------------|
| One | After two years' interval. |
|-----|----------------------------|

3. Blanket

| | |
|-----|----------------------------|
| One | After two years' interval. |
|-----|----------------------------|

4. Turban (Khaki Muslin)/barret cap

| | |
|-------|-----------------------|
| Three | Every alternate year. |
|-------|-----------------------|

5. Boots (Black)

| | |
|----------|-----------------------|
| One pair | Every alternate year. |
|----------|-----------------------|

6. Torch (to be replaced when becomes unserviceable).

| |
|--------------------|
| One to each member |
|--------------------|

7. Security Staff

(a) Over-coat—once in five years.

| | |
|--|-----------|
| (b) Shoulder Brass Budes "Security Staff Panjab University" | One pair. |
|--|-----------|

8. Security Officer
- | | | |
|-----|--|---------------------------|
| (a) | Black shoes | |
| (b) | Overcoat— | Once in five years |
| (c) | Pea-cap | One Every alternate year. |
| (d) | Shoulder Brass Badges “Security Officer Panjab University” | One pair. |

Note.— The Security Officer (a class ‘B’ employee) will get the uniform of the same pattern, but of a better stuff. He will not be entitled to blanket.

(j) Uniforms for class IV female employees.

- (a) For Winter--Shirt and Salwar of some woollen ladies suiting (voile or costswool) with a warm shawl of the same cloth measuring 2.25 metres;
- (b) For Summer--Shirt and Salwar of Blue Terricot.
- (c) Two dupattas of 2.25 metres of Khaki/White Muslin every year.
- (d) Blankets, as for male employees.

(K) Uniforms for Drivers

| Summer Uniform | | Period |
|----------------|--|--|
| 1. | Three terricot summer uniforms consisting of three Bush-shirts and two Pants (Khaki) | For staff car Drivers every year. For others alternate year. |
| 2. | One driver type cap | Every year. |
| 3. | One pair of shoes | —do— |
| 4. | One Raincoat | Once in five years. |
| Winter Uniform | | |
| 5. | One winter uniform of woollen serge Khaki Bush-shirt & Pant. | Once in three years. |
| 6. | One over-coat. | Once in five years. |

(xiv) EX-GRATIA GRANT AND OTHER FACILITIES TO THE FAMILY OF A
UNIVERSITY EMPLOYEE WHO DIES WHILE IN SERVICE

Ad-hoc Ex-gratia grant :

1.1. Ad-hoc ex-gratia grant and other facilities will be admissible to the family of a regular University employee who dies while in service of the University as per rules given here under :—

The ex-gratia grant to be given to the family of a deceased employee w.e.f. 1st Oct., 1979 will be equivalent to twenty times the monthly emoluments, which he was drawing immediately before his death, subject to a minimum of Rs. 10,000 and maximum of Rs. 30,000. The ex-gratia grant will be payable to the members of the family of a deceased employee in the order mentioned below :—

- (i) Widow/husband
- (ii) Dependent sons and daughters
- (iii) Dependent father
- (iv) Dependent mother
- (v) Dependent brothers and sisters.

1.2. The term “emoluments” for this purpose shall mean the pay* as defined in the foot-note and will also include dearness pay. In the case of an employee being under suspension or absent from duty at the time of death, the emoluments would be those which an employee would have drawn had he not been absent from duty or under suspension.

1.3. Ad-hoc ex-gratia grant is admissible to widow/husband only but it can be given to other dependents also in the order mentioned in 1.1 above if they are unemployed and are entirely dependent on the deceased employee, subject to submission of proof to the satisfaction of the Registrar.

2. Free Medical Aid :

Free Medical Aid/Assistance as admissible to retired employees will be given to dependent parents/wife/husband and minor children of the deceased declared as such by the deceased during his life time.

3. Accommodations :

In case where the deceased employee was in possession of University accommodation, his family** will be allowed to retain the accommodation for one year after his death, the rate of rent being the same as was applicable to him at the time of his death. In other cases, the house rent allowance admissible to the deceased employee, will continue to be paid to the family for one year after his death.

Note.—(i) If the family of a deceased University employee vacates the residential accommodation retained by it before the expiry of one year of its own accord then the benefit of house rent allowance will not be admissible for the remaining period.

*Pay means the amount drawn monthly by a University employee as :

- (i) The pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre, and
- (ii) Overseas pay, technical pay, special pay and personal pay; and
- (iii) Any other emoluments which may be specially classed as pay by the competent authority.
- (iv) For rules 1.1 & 1.2 the Punjab Govt. instructions applicable from time to time shall be followed.

**For purpose of Rule 3, family would mean husband/wife.

- (ii) If the family leaves the place of posting of the deceased University employee before the expiry of one year which automatically amounts to surrender of University accommodation at that place, the house rent allowance for the remaining period will not be admissible.
- (iii) If the residential accommodation allotted to the deceased employees, is got vacated by the University from his family due to certain special circumstances then alternative accommodation, if available, would be allotted to such a family.
- (iv) If no accommodation is available as referred in clause (iii) above, then house rent allowance for the remaining period would be granted, provided the family lives at that station, the term station in so far as Chandigarh is concerned shall include Mohali (SAS Nagar) & Panchkula Urban State.

If, however, an employee dies while on leave, the house rent allowance will be calculated on the basis of emoluments that he drew immediately before proceeding on leave.

- (v) The member of the family of the deceased may be granted house rent allowance on the basis of emoluments as determined under Rule 1.2.

When a permanent University employee dies while in service, his wife/dependent child if employed in the University on application may be allotted residential accommodation, out of turn, on compassionate grounds not higher than 'D' type house as per his/her entitlement in the post held or of the type in which the deceased employee was residing, whichever is lower in category.

Provided that such a beneficiary was residing with the deceased.

4. Educational Facilities :

- (i) Tuition fee at the rate as admissible in Govt./University Institutions shall be re-imbursed by the University to the unmarried children of the deceased employee upto the degree courses (including professional Courses) provided the children get admission in the whole-time course and pass the University examination held from time to time in not more than three attempts each.
- (ii) The benefit will be admissible from the date of death of the University employee concerned to his widow/children who are actually dependent upon their guardian.

5. Priority of employment & grant of stipend

- (i) (a) The object of compassionate appointment is to enable the Panurious family of the deceased employee of the University to tide over the sudden financial crisis and to provide employment. More death of an employee does not confer a right on the family to compassionate appointment.
- (b) A member of the family who was wholly and solely dependent upon the deceased (bread-winner) who dies in harness, may be considered for appointment on compassionate grounds. If either of the parents is alive and he/she is an earning member of the family no appointment on compassionate grounds shall be considered.

- (c) In deserving cases, even where there is an earning member of the family, compassionate appointment may be considered, but the appointing authority would satisfy itself that the grant of concession is justified having regard to the number of dependents, the assets and liabilities left by the deceased, the income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the deceased and whether he should be a source of support to the other members of the family of the deceased.
- (d) A dependent member of the family of a person (bread-winner) who dies in harness can be considered for the appointment only on Class 'B' or Class 'C' post, provided he is eligible in accordance with University rules/regulations. No relaxation in the academic/professional/technical qualifications prescribed for a job will be given. Relaxation in age may be considered by the appointing authority in such cases. For such appointment, only a widow or a dependent son or a dependent un-married daughter or an adopted son or an adopted un-married daughter or widow daughter-in-law whose husband was not working in a Government/Semi-Government office, and who has not got re-married at the time of offering the appointment, may be considered.
- (e) No compassionate appointment be considered, if a University employee dies after attaining the age of superannuation.
- (f) Compassionate appointment can be made only against direct recruitment quota posts. However, if the quota post of S.C./S.T. exists, the appointment of S.C./S.T. candidate will be deemed to have been made against the reserved quota.
- (g) An unmarried daughter, a widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.
- (h) Relaxation in type-writing test/Data Entry (Computers) test for the post of a Clerk for appointment on compassionate grounds may be considered on the condition that the person appointed as such would clear the type-writing/Data Entry (Computers) test prescribed by the University within 3 years (6 chances) from the date of appointment, failing which the employee concerned would forfeit annual increments with cumulative effect and his/her case may be considered for termination.
- (i) Widows of the deceased employees who were above 45 years of age, be exempted from the condition of passing test in type-writing/Data Entry (Computers). For others, the existing requirement of qualifying the type-writing/Data Entry test be retained.
- (j) Request for compassionate appointment against equivalent or higher post where compassionate appointment has already been

accepted against one post, will not be considered and such request shall be rejected.

- (k) Requests for compassionate appointments by the dependents are to be made within a period of 6 months from the date of death of the bread-winner/deceased employee. In case no application is received within 6 months from the date of death of the employee of the University or if no dependent is eligible for appointment on compassionate grounds within one year from the date of death of the employee, the appointment on compassionate grounds will not be considered. In case the applicant otherwise eligible for appointment is under-age or is in the process of studies, he can be considered on the completion of age/study provided such a request is received within 6 months from the date of death of the University employee. However, in such case the appointment shall not be made beyond 2 years from the date of death of the University employee.
- (l) Applicant for compassionate appointment shall give an affidavit to the effect that he is not self-employed in any manner or employed elsewhere.
- (m) Wherever possible, the appointment on compassionate grounds shall be made in the Cadre/Category/Department to which the deceased employee, i.e. the bread-winner of family of the applicant belonged at the time of death.
- (ii) For grant of stipend of Rs. 200 p.m. for the education, after the primary stage and up to the stage of graduation on the condition that the child passes all the promotional examinations held as regular student from time to time in first attempt each and the studies shall be uninterrupted.

6. Procedure for grant of above facilities :

- (i) The information in regard to the deceased employee and his family would be obtained in the enclosed proforma which should be properly attested and contain necessary affidavit as a reasonable proof of title to grant other facilities as the case may be.
- (ii) In the case of minor dependents the amount be disbursed after taking all precautions so that the relief afforded is paid in a manner that would prevent its misuse.

7. (i) The work-charged establishment with a minimum service of 5 years be also included for ad-hoc ex-gratia grant and other facilities admissible to the families of regular employees;

(ii) The amount of compensation admissible to the work-charged employee will be equal to ten times the salary drawn by an individual subject to a minimum of Rs. 3,000 and maximum of Rs. 5,000.

The above compensation will not be admissible to persons who are re-appointed or appointed after retirement from any other service.

- (iii) The rest of the work-charged establishment will continue to be governed by the workmen's Compensation Act.

NOTE :

The employees on ad-hoc basis and the persons who are given term appointment or are appointed on contract basis or appointed temporarily against some Research Project or temporary Scheme or leave arrangement shall not be eligible for grant of benefit under these Rules.

8. Journey for the family of an employee on death :

Travel expenses of family as and transportation of personal effects of the University employees, who die while in service, are admissible as provided in the Note (iii) below Rule 19 of the TA Rules in Chapter V of Calendar, Volume III, as under :—

- (a) Travel expenses as under will be admissible to members of the family as defined in Rule 2.17 of Punjab Civil Services Rules, Volume I, Part-I (for the purposes of travelling allowance) provided the journey is completed within six months after the death of University employee to his normal place of residence i.e. permanent home as entered in his service-book or record, or such other place as might have declared to be his permanent home by him while in service :—
 - (i) for journey by rail :—
 - (a) Actual fare (without the incidental) of the class of accommodation to which the deceased employee was himself entitled for each member of the family;
 - (b) Actual cost of transportation of personal effects on the scale as admissible under Rule 2.59 (a) 1 (iii) of the Punjab Civil Service Rules, Volume III, T.A. Rules.
 - (ii) for journey by road :—
 - (a) One mileage allowance for one member of family, a second mileage allowance if two other members of family and third mileage allowance if more than two other members of family travel, at the rate of applicable to the deceased employee.
 - (b) Actual cost of transportation of personal effects on the scale as admissible under Rule 2.59 (a) II (ii) of Punjab C.S.R. Volume III. T.A. Rules.
- (b) If at the time of the death of an employee a member of his family happens to be at a station other than the employee's last headquarters or being there proceeds to a station other than the normal place of residence, such member may draw the actual fare for the journey made by rail or steamer, road mileage for the actual distance of road journey and cost of transport of personal effects from the place where he was at the time of the employee's death to the place to which he actually travelled, provided that the total expenses claimed shall not exceed the total mileage allowance and cost of transport of personal effects upto the prescribed limit that would have been admissible had such a member travelled from the headquarters of the employee to the normal place of residence.

PANJAB UNIVERSITY (CHANDIGARH)**FORM OF APPLICATION FOR EX-GRATIA GRANTS/OTHER FACILITIES****Application from the family of late**

Shri/Shrimati _____

employed as _____ in the Office/Department

of _____

1. Name and full address of applicant.
2. Relationship to the deceased employee.
3. Circumstances and date of death of the employee.
4. Names and ages of surviving relations of deceased :—

| | Name | Age |
|-----|---|-----|
| (a) | Widow/Husband | |
| (b) | Sons. | |
| (c) | Unmarried daughters. | |
| (d) | Widowed daughters. | |
| (e) | Parents wholly dependent on the employee. | |
| (f) | Widows/Unmarried sisters. | |

5. Any other relevant information

(Signature of applicant)

PLACE _____

DATE _____
