

Chapter-II

Service and Conduct Matters

DEFINITIONS

In this Chapter, unless the context otherwise requires;

1. 'University' means Maharaja Ranjit Singh Punjab Technical University, Bathinda.
2. 'Board' means Board of Governors of Maharaja Ranjit Singh Punjab Technical University, Bathinda.
3. 'Vice Chancellor' means Vice Chancellor of Maharaja Ranjit Singh Punjab Technical University, Bathinda.
4. 'Registrar' means Registrar of Maharaja Ranjit Singh Punjab Technical University, Bathinda.
5. 'Department' means all teaching departments of Maharaja Ranjit Singh Punjab Technical University, Bathinda and its Constituent Colleges.
6. 'UGC' means University Grants Commission.
7. 'AICTE' means All India Council for Technical Education.
8. 'COA' means Council of Architecture.
9. 'PCI' means Pharmacy Council of India.
10. 'CAS' means Career Advancement Scheme.
11. 'CSIR' means Council of Scientific and Industrial Research.
12. 'ICAR' means Indian Council of Agricultural Research.
13. 'DRDO' means Defence Research and Development Organization.
14. 'ICSSR' means Indian Council of Social Science Research.
15. 'ICHR' means Indian Council of Historical Research.
16. 'ICMR' means Indian Council of Medical Research.
17. 'DBT' means Department of Biotechnology (Govt. of India).
18. 'DST' means Department of Science and Technology.
19. 'Service' means the whole period of continuous service including period spent on leave.
20. 'Active Service' means the time spent.
 - (a) on duty.
 - (b) on subsidiary leave.



(c) on recognised vacation or privilege leave or leave on medical grounds.

Provided that the officer or Class 'C' employee is not absent, on furlough or extraordinary leave during the period of such vacation.

21. 'Salary' means the amount of the monthly pay and allowances granted by the University to any officer or Class 'C' employee;
22. 'Average monthly salary' means the salary which any officer or class 'C' 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.
23. 'Furlough' means leave earned by an officer in respect of periods spent on duty according to Regulations contained in this Chapter.
24. 'Permanent Post' means a post carrying a definite rate of pay sanctioned without limit of time and included in the cadre of sanctioned posts.
25. 'Permanent Officer' means a person confirmed on a permanent post to which there is no other claimant besides him.
26. 'Duty' includes service as a probationer or apprentice, provided that such service is followed by confirmation without a break.
27. '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 no other allowances.
28. 'Special Pay' means an addition of the nature of pay to the emoluments of a post granted in consideration of special duties or of a specific addition to the work or responsibility. And
29. 'Personal Pay' means additional pay granted to an employee:
 - (a) to save him from loss of substantive pay in respect of permanent post due to a 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 consideration.

1. Creation of Teaching and Research Departments/Schools

The University may establish Teaching or Research Department(s) on the recommendations of the Academic Council on its Main Campus or any of its Constituent Colleges and such Department as may be approved by the Board of Governors.

Each Department may consist of the following members, namely:

- (i) Teachers of the Department.
- (ii) Faculty appointed to conduct research in the Department
- (iii) Honorary Professors, Adjunct Professors, Professor Emeritus if any, attached to the Department.
- (iv) Technical and supporting staff.

Each Department shall have a Head / Chairperson who may be a Professor or an Associate Professor in the Department and is designated as such by the Vice- Chancellor. The term of a Head/Chairperson of Teaching Department shall be three years to be made effective from 1st of July or 1st of January as the case may be. The period of Headship/Chairpersonship if any because of change in between two dates will be in addition to the normal term of three years.

Provided further that where there is/are Professor(s) and Associate Professor (s) in a Department, the rotation of Headship/Chairpersonship by seniority shall be among the Professors and the Associate Professors of the Department irrespective of the number of Professors and Associate Professors in the Department.

Provided further that if there is no Professor or Associate Professor in a Department, or if the Board of Governors, after an enquiry comes to the conclusion that a change of the existing Head/Chairperson is necessary, then any other Professor/ Associate Professor in the Faculty by seniority may be designated as Head/Chairperson of the Department by the Vice Chancellor for period not exceeding three years.

In case the Vice Chancellor is not satisfied with the performance of any Head of Department, Vice Chancellor can assign the responsibility to any other Professor/ eligible faculty member under intimation to the Board of Governors.

No Faculty or Department shall be abolished except by Board of Governors.

Note: For a project financed by the UGC/AICTE and/or other similar agencies, the Director/Principal Investigator/Co-ordinator of the project shall exercise all the powers of the Head/Chairman of the Department for all matters relating to project only but the papers relating to the projects shall be routed through Head/Chairperson of the department.

Role and Function of the Head of Department

- (a) Organize the teaching and research work in the Department.
- (b) Frame the time table in conformity with allocation of the teaching work made by the Department.
- (c) Maintain discipline in the class rooms and laboratories through the teachers.

- (d) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department.
- (e) Assign work to the exercise control over the non-teaching in the Department and
- (f) Be responsible for the coordination and supervision of teaching and research in the Department.
- (g) Be responsible for the records, equipment and furniture of the Department and the books of the Departmental Library.
- (h) Operate the Budget of the Department.
- (i) Perform such other functions as may be assigned by the Academic Council and the Vice-Chancellor.

Committees of the Department

Each Teaching Department shall have the following committees namely:

- (a) Board of Studies
- (b) Board of Control
- (c) Departmental Doctoral Research Committee

Details about the committees:-

(a) Board of Studies

The constitution and functions of Board of Studies are defined in **Chapter-1, section-3.**

(b) Board of Control hereafter referred to as BOC shall consist of the following persons.

- (i) Head of Department (Ex-officio Chairman)
- (ii) All Professors in the Departments would be regular members of Board of Control. If number of professors are more than three, each of these committee shall have three professors by rotation.
- (iii) Three Associate Professors by rotation.
- (iv) Three Assistant Professor by rotation.
- (v) Two outside experts from industry or other organization to be nominated by the Vice Chancellor.

The Board of Control shall exercise the following functions namely:

- (i) To recommend admission of students for all classes in accordance with the Rules/Regulations the University.
- (ii) To lay down the procedure for selection of candidates for the award of scholarship and fellowship.
- (iii) To advise the Head, on all administrative matters of general interest and to see that the departmental duties and privileges are equitably allowed to all the members of the Department.
- (iv) To act as student counsellors and to help in maintaining discipline in the Department.

- (v) To advise the Head on matters of allocation of funds provided by the University to the Department for research Development and various extra-curricular activities of the Department.
 - (vi) To recommend applications for study leave, within the frame work of the Regulations of the subject.
 - (vii) To recommend allotment of supervisors to post graduate students.
 - (viii) To consider the requirements of the Department for meeting emergent temporary appointments.
 - (ix) To prepare proposals for the new and additional demands for the annual and supplementary budget.
 - (x) To device ways for proper utilization of the non-teaching staff in the department.
 - (xi) Need-based proposals with justification for creation/upgrading of teaching posts in the field of the specialization and diversification of research activities shall be made by the department through the Board of Control. Such proposals shall then be examined by the Committee constituted by the Vice-Chancellor for screening the new and additional demands of the Departments.
 - (xii) A proposal for transfer of teaching post(s) lying vacant in a department to a new department or to other department/ s would be examined by a Committee to be constituted by the Vice-Chancellor keeping in view the position of the department(s) concerned for filling up the post(s) in the department(s).
 - (xiii) A proposal for abolition of a teaching post(s), made by the department on the recommendation of Board of Control would be reviewed by the Committee to be constituted by the Vice-Chancellor.
 - (xiv) To prepare lists of equipment, chemicals accessories, furniture, stationery, etc., to be purchased, consistent with the requirements and available resources of the department.
 - (xv) To maintain up to date lists of firms to be addressed to for inviting quotations for purchase of various articles.
 - (xvi) To provide a periodic check on the maintenance of equipment and other items and to arrange for their repair or disposal, whenever needed.
 - (xvii) To advice on the proper maintenance and display of items in the Department, if any.
- (c) **Department Doctoral Research Committee:** The composition and functions of DDRC are mentioned in Chapter-III, Annexure-I at regulation no. 8



1.1 Appointment to the Teaching Posts

- (a) University teachers shall be of three categories i.e. Professors, Associate Professors, and Assistant Professors. They shall teach and engage in and guide research.
- (b) The Board shall have power to determine from time to time, after considering the recommendations of the Academic Council, the Departments of study for which Professorships, Associate Professorships and Assistant Professorships shall be instituted.

1.2 Responsibilities of Teachers

It shall be the duty of a Professor or Associate Professor or Assistant Professor:

- (a) To contribute, to the advancement and dissemination of knowledge, especially by pursuing and promoting original research.
- (b) To give instruction in accordance with the curriculum prescribed by the University and in accordance with the approved time table in the subject committed to his charge.
- (c) To perform duties regarding admissions, conduct of examinations, paper setting and evaluation as assigned to him/her from time to time.
- (d) To take part in the organisation of the work of the University when assigned by any of the University bodies/authorities.
- (e) Any other duty/responsibility assigned by the University.

**1.3 Selection of Teaching Faculty in the University/ Constituent Colleges:
Procedure**

The University shall follow University Grants Commission notifications as amended/issued from time to time and as approved by Board:

- (a) Constitution of Selection Committees for selection of Principal/Campus Director, Assistant Professor, Associate Professor, Professor, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports; Assistant Registrar, Deputy Registrar, Controller of Examination, Registrar.
- (b) Specified selection procedures for direct recruitment and Career Advancement Schemes Regulations for teachers and academic staff in universities and colleges.

NOTE: However, wherever UGC regulations are not available, AICTE/ COA/ PCI/ other relevant regulatory bodies' guidelines would be followed, as applicable.

1.3.1 Selection Committee Composition:**(i) Assistant Professor in the University/Constituent Colleges**

The Selection Committee for the post of Assistant Professor in the University shall have the following comprise of:

- (a) The Vice Chancellor; Chairman
- (b) An academician nominated by the Chancellor.
- (c) An academician nominated by the Chairman, Board of the University.
- (d) Dean of the concerned faculty.
- (e) Campus Director/Principal (in case of constituent colleges/institutes).

- (f) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel approved by the Board of the university.
- (g) Head/Chairperson of the Department/School.
- (h) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice Chancellor, if any of the candidates from these categories is the applicant and if none of the above members of the selection committee belongs to that category.
- (i) Registrar; Member-Secretary

At least four members, including two subject experts shall constitute the quorum.

The selections shall be made as per the selection criteria notified by University Grants Commission and approved by the Board.

(ii) Associate Professor in the University/Constituent Colleges

The Selection Committee for the post of Associate Professor in the University shall have the following composition.

- (a) The Vice Chancellor shall be the Chairperson of the Selection Committee.
- (b) An academician nominated by the Chancellor.
- (c) An academician nominated by the Chairman, Board.
- (d) Dean of the concerned faculty.
- (e) Campus Director/Principal (in case of constituent colleges/institutes).
- (f) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Board of the university concerned.
- (g) Head/Chairperson of the Department/School.
- (h) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if none of the above members of the selection committee belongs to that category.
- (i) Registrar; Member-Secretary

At least four members, including two subject experts shall constitute the quorum.

The selections shall be made as per the selection criteria notified by UGC and adopted by the Board.

(iii) Professor in the University/Constituent Colleges.

The composition of the selection committee for the post of the Professor in the University shall be similar to that of the Associate Professor.

Note(a): For all levels of teaching positions in Constituent college(s) of the university, the selection committee norms shall be same as for similar posts of the department of the University.

Note (b): For Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and

Sports and Director of Physical Education and Sports similar selection committees shall be constituted.

At least four members, including two subject experts shall constitute the quorum.

The selections shall be made as per the selection criteria notified by University Grants Commission from time to time and approved by Board.

(iv) Director/Campus Director for constituent colleges:

- (a) The constituent colleges will be headed by a Director, or by any name he may be called, will perform such responsibilities as may be assigned by the University from time to time.
- (b) The Directorship of the College shall be rotated amongst the Professors and Associate Professors in case of non-availability of Professor with the tenure of 03 years, which may be extended for another term in absence of any other eligible candidate.
- (c) In the absence of Principal/Director, due to any reason whatsoever, the next senior most faculty member not below the rank of Associate Professor shall act as administrative head of the constituent college.

(v) Selection Committee for Adhoc/Contractual appointments of Assistant Professors and DPE(s) in the University and its constituent colleges:

The Assistant Professors in different departments of the University and the constituent colleges and DPE&S shall be appointed as per relevant UGC regulations.

The Selection Committee for the adhoc appointments of Assistant Professors in the University/constituent colleges shall have the following members:

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|---|------------------|
| (a) Vice Chancellor; | Chairman |
| (b) Nominee of Chairman, Board of the University | |
| (c) Campus Director in case a post for Constituent college/campus | |
| (d) Outside Expert not below the rank of Professor | |
| (e) Head of the concerned department | |
| (f) Dean of the concerned Faculty | |
| (g) Registrar; | Member-Secretary |

The AICTE/CoA/PCI/ other relevant regulatory bodies' guidelines shall be followed where UGC norms are not available in this regard.

At least four members, including two subject experts shall constitute the quorum.

The selections shall be made as per the selection criteria approved by the Board from time to time.

1.4 Career Advancement Scheme (CAS)

- (i) The University shall follow the Career Advancement Scheme for teachers as notified by the University Grants Commission from time to time and adopted by the Board.

- (ii) The selection committees (wherever applicable) for Career Advancement shall be same as those for direct recruitment of each category.
- (iii) The AICTE/CoA/PCI/ other relevant regulatory bodies' guidelines shall be followed where UGC norms are not available in this regard.

1.5 Counting of Past Service for Direct Recruitment and Promotion under Career Advancement Scheme (CAS)

Previous regular service, whether national or international as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., shall be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are designated provided that:

- (i) The essential qualification of the post held was not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
- (ii) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer), Associate Professor (Reader) and Professor.
- (iii) The candidate for direct recruitment has applied through proper channel only.
- (iv) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (v) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University Grants Commission/University/State Government/Central Government/Concerned Institutions, for such appointments.
- (vi) The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:
 - (a) The incumbent was appointed on the recommendation of duly constituted Selection Committee; and
 - (b) The incumbent was selected to the permanent post in continuation to the ad hoc or temporary service, without any break.
- (vii) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government) for counting past services under this clause.
- (viii) For counting of previous service for teaching position, only service rendered in teaching cadre, research and industry will be considered.
- (ix) Any higher initial starting salary to be granted must be recommended by the selection committee.



2. Conditions of service of the University Employees including members of teaching staff and preparation and maintenance of record of their service**2.1 Probation**

- (i) Except, when otherwise provided in the Act or Regulations or in the special terms of appointment on fixed tenure or contract or deputation to be governed by the terms of that contract or deputation, all employees of the University shall on appointment to any service of the University remain on probation for a period of two years, which period may be extended by the competent authority for another year. Provided that this provision shall not apply to such employees as are on Foreign Service with the University.
The period of temporary appointment of a person who is subsequently appointed in a substantive capacity shall be counted towards his probationary period.
- (ii) The Head of the Department or the controlling officer of an employee who is serving on probation shall send to the appointing authority, before the date of the expiry of his probationary period, a report about his work and conduct with a definite recommendation for his confirmation in the service or otherwise.
- (iii) If during his period of probation, the work or conduct of an employee is, in the opinion of the appointing authority not satisfactory, it may dispense with his services or revert him to his former post, if any, or extend his period of probation and thereafter pass such orders as would have been passed by it on the expiry of the first period of probation.
- (iv) Provided that the total period of probation, including extension, if any, shall not exceed three years if there is a permanent vacancy against which the employee can be confirmed. If it is decided to dispense with the services of an employee, it shall suffice to inform him that his services are no longer required, and such an employee shall in no case be entitled to any other or prior notice.
- (v) On satisfactory completion of the period of probation of an employee, the appointing authority shall confirm such employee on the post.

2.2 Seniority

- (i) The Seniority inter-se of members of any service in the University shall be determined by the length of service on the post in that service, irrespective of the fact whether the individual was appointed by direct recruitment or by promotion under Career Advancement Scheme or any other scheme approved by Board from time to time. Provided that when two or more persons have the equal length of service, the person, senior in age shall be considered to be senior.
 - (a) The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates.
 - (b) Provided further that in the case of members recruited by direct appointment, the order of merit determined by the Selection Committee shall not be disturbed in fixing the seniority.



Provided further that in the case of two or more employees appointed on the same date, their seniority shall be determined as follows:

- (ii) An employee recruited by direct appointment shall be senior to a member appointment otherwise;
- (iii) An employee recruited by promotion shall be senior to a person recruited by transfer.
- (iv) In the case of employees recruited by promotion or transfer, seniority shall be determined according to the seniority of such employees in the appointments from which they were promoted or transferred. And
- (vi) In the case of employees recruited by transfer from different cadres, length of continuous service is the basic consideration for determining seniority, if the length of service is same then their seniority shall be determined according to pay; preference being given to a member who was drawing higher rate of pay in his previous appointment and if the rates of pay drawn are also the same thereby, an older member shall be senior to a younger member.
- (vii) In the case of employees whose period of probation is extended under the provisions of the Regulations, the date of appointment for the purpose of this regulation shall be deemed to have been deferred to the extent the period of probation is extended.

2.3 Suspension

2.3.1 (i) The Vice Chancellor may place an employee of the University under suspension:

- (a) Where a disciplinary proceeding against him is contemplated or is pending. Or
- (b) Where a case against him in respect of any criminal offence is under investigation, enquiry or trial.

Provided that where the order of suspension is made against an employee of A Class, the matter shall be reported to the Board by the Vice Chancellor stating the circumstances under which the order was made.

- (ii) An employee of the University shall be deemed to have been placed under suspension by an order of the Vice Chancellor;
 - (a) With effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.
 - (b) With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation: The period of forty eight hours referred to in clause(b) of this sub-regulation shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment if any, shall be taken into account.

Provided that an order passed by the Vice Chancellor in respect of an employee of A Class, shall be notified to the Board in its next meeting.

- (iii) An order of suspension made or deemed to have been under this Regulation shall continue to remain in force until it is modified or revoked by the Vice Chancellor in case of A class employee or the Board.



- (iv) Where an employee of the University is suspended or is deemed to have been suspended whether in connection with any disciplinary proceeding or otherwise, any other disciplinary proceeding is commenced against him during the continuance of his suspension, the Vice Chancellor or the Board in the case of an A class employee may direct that employee shall continue to be under suspension until the termination of all or any of such proceedings.
- 2.3.2** Save as may be otherwise provided in the Regulations, power of suspension and removal from office or any other kind of punishment of officers of Class 'A', 'B', 'C' and 'D' employees shall vest in the Board, Vice Chancellor and the Registrar respectively. The Board shall be informed about the same in its next meeting in case of Class A and Class B employee. An appeal against an order of suspension, removal or any other punishment passed by the Board shall lie with the Chancellor and against such orders passed by the Vice Chancellor shall lie with the Board and against such orders passed by the Registrar shall lie with the Vice Chancellor.
- 2.3.3** When an employee, who was suspended, is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for the suspension period as a punishment. In the case of his dismissal, payment of his allowance shall be made in accordance with the Regulations relating to civil servants of the Punjab Government.
- 2.3.4** An employee under suspension may be paid subsistence allowance at such rates as the suspending authority may direct, but not exceeding one half of the pay of the suspended person, plus allowances at the discretion of the sanctioning authority.
- 2.3.5** A suspended person shall not be entitled to any leave for the period of suspension.

2.4 Penalties

- (i) The following penalties may for sufficient reason be imposed upon any employee of the university:
- (a) Censure.
 - (b) Withholding of his promotion or increment of pay without cumulative effect.
 - (c) Reduction to a lower post or to a lower stage in the same post or withholding of increments of pay with cumulative effect.
 - (d) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.
 - (e) Removal from the service of the university which does not disqualify from future employment.
 - (f) Dismissal from the service of the university which ordinarily disqualifies from future employment.
 - (g) Compulsory retirement.

Provided that where it is proposed to take action as mentioned under Clause (c), (e), (f) or (g) above, in the case of an employee on foreign service, a recommendation to that effect shall be made to his parent department and the parent department may take such action as it considers necessary on such recommendations.

- (ii) Except where otherwise laid down in the Regulations, the authority competent to appoint shall be competent to impose any kind of punishment including removal from office on grounds of misconduct, gross inefficiency etc. in the event of any such orders of punishment by the competent authority, the employee concerned shall have the right of appeal to the next higher authority whose decision shall be final.
- (iii) No penalty of dismissal, removal or reduction in rank shall be imposed unless the employee has been given a reasonable opportunity of showing causes against the action proposed to be taken in regard to him.
- (iv) The grounds on which it is proposed to take action under clause(c), (e), (f) or (g) shall be reduced to the form of a definite charge or charges which shall be communicated in writing to the employee concerned and he shall be required within 15 days to state in writing whether he admits the truth of all or any of the charges, what explanation or defence if any, he has to offer and whether he desires to be heard in person. If he so desires or if the appointing authority so directs, an oral enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The person charged shall be entitled to cross-examine the witnesses, to have such witness called as he may wish provided that the officer conducting the enquiry may for reasons to be recorded in writing refuse to call any witness. The proceeding shall contain sufficient record of the evidence and. the statement of the findings and the grounds thereof.

When it is proposed to take action under clause (a), (b) or (d), no order shall be passed imposing a penalty on an employee unless he/she has been given an adequate opportunity of making any representation that he may desire to make and such representation has been taken into consideration.

Provided that this condition shall not apply in a case where an order based on his conduct has led to his conviction in a criminal court or an order has been passed superseding him for promotion to a higher post on the ground of his unfitness for that post on account of the existence of unsatisfactory record.

Provided further that the requirements of this regulation may, for sufficient reasons to be recorded in writing by punishing authority, be waived where it is not practicable to observe them and where they can be waived without injustice to the concerned employee.

- (v) An employee may take the assistance of any other employee to present the case on his behalf, but may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the punishing authority is a legal practitioner, or the punishing authority having regard to the circumstances of the case so permits.
- (vi) After the enquiry against an employee has been completed and after the punishing authority has arrived at a provisional conclusion in regard to penalty to be imposed, the delinquent employee shall, if the penalty proposed is dismissal, removal or reduction in rank, withholding of increment with cumulative effect be supplied with a copy of the report and be called upon to show cause within a reasonable time, not ordinarily exceeding one month, against the particular penalty proposed to be inflicted upon him. Any representation, submitted by the delinquent employee in this behalf, shall be taken into consideration before final orders are passed.



2.5 Effect and Saving

The amendments made by way of deletions and additions as above, shall be deemed to have come into force with retrospective effect from the date of adoption of the Regulation by the University, and all orders issued so far shall be construed to have been issued under the aforesaid amended regulation notwithstanding the language of those orders which shall be treated as validated in view of the above amended regulations.

2.6 Resignation or Termination of Services

- (i) The service of an employee shall be liable for termination on any of the following grounds:
 - (a) Gross negligence in the discharge of duty.
 - (b) Misconduct.
 - (c) Insubordination or any breach of discipline.
 - (d) Physical or mental unfitness for the discharge of duty.
 - (e) Any act prejudicial to the University or its property. And
 - (f) Conviction in a Court of Law for offence involving moral turpitude.
- (ii) If a temporary employee wishes to resign the service after the expiry of period of agreement or bond, he shall give one month's notice in writing to the University. If the employee fails to give such a notice, the University shall be entitled to recover one month's salary or salary for the period by which the notice falls short of one month from him in lieu of such notice.
- (iii) If the University decides to relieve an employee not confirmed in the service, one month's notice shall be given to him or in lieu of notice, he shall be paid one month's salary.
- (iv) A permanent employee shall be required to give three months' notice in case he desires to be relieved, or he shall pay to the University three months' salary, in lieu of such notice, unless otherwise directed by the appointing authority.

Provided that three months' notice shall not be required in case of an employee who proceeded on extraordinary leave without pay with permission to take up employment elsewhere, and does not rejoin on the expiry of the leave.

Provided further that such a person must inform the University at least three months prior to the expiry of extraordinary leave without pay that he would not be rejoining the University, and in case he fails to give this information, he shall be liable to pay the University three months' salary.

Provided further if an employee of this University leaves service for joining another post in this University, the condition of notice period required for relinquishing his job would not apply.

2.7 General

- (i) An employee of the University may be called upon to perform any extra work that maybe assigned to him in the interest of the University.
- (ii) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.

- (iii) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.
- (iv) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the University, and may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on holidays and Sundays. These duties inter alia shall include attendance at meetings of committees to which he may be appointed by the University.
- (v) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (vi) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- (vii) No employee shall leave station except with the previous permission of Competent authority, even during leave or vacation.
- (viii) Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached or competent authority if he himself is the Head of Department, the address where he would be available during the period of his absence from station.

2.7.1 Taking part in Politics and Elections.

- (a) No employee shall take part in politics or be associated with any party or organisation which takes part in political activities nor shall he subscribe, aid or assist in any manner any political movement or activity.
- (b) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election or legislative body or local authority.

Provided that an employee of the College/University qualified to vote at sub election may exercise his right to vote but where he does so, he shall give no indication of the manner, in which he proposes to vote or has voted.

2.7.2 Connection with Press or Radio or patents

- (a) No employee shall, except with the prior sanction of the competent authority, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publications.
- (b) No employee shall, except with the prior sanction of the competent authority or any other authority empowered by it in the behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter whether anonymously or in his own name or in the name of any other person to any newspaper or periodical.

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

NOTE: Subject to the restrictions noted, the employees of the University are at liberty, without any sanction as contemplated in paragraph 2.7.2 to above, to publish their original scientific, academic research works in journals of repute and books in India and abroad.



2.7.3 Criticism of the University

No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement to fact or opinion:

- (i) Which has the effect of an adverse criticism of any current or recent policy or action of the College/University or
- (ii) Which is capable of embarrassing the relations between the College/University and the Central Govt. or any State Govt. or any other University or Organisation or members of the public.

Provided that nothing in this paragraph shall apply to any statement made or view expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

2.7.4 Evidence before Committee or any other Authority.

- (i) Same as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority give evidence in connection with any inquiry conducted by any person, committee or authority.
- (ii) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticise the policy or any action of the University or the Central Govt. or any State Govt.
- (iii) Nothing in this paragraph shall apply to :
 - (a) evidence given at any enquiry before any authority appointed by the University, by Parliament or by a State Legislature or
 - (b) evidence given in any judicial enquiry or
 - (c) evidence given in any departmental enquiry ordered by the University authorities.

2.7.5 Unauthorised Communication of Information

No employee shall except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorised to communicate such document or information.

2.7.6 Gifts

No employee shall, without the prior sanction of the competent authority, accept or permit his or her spouse or any other member of his family to accept from any person other than relations any gift of more than the trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Punjab Govt. employees Conduct Regulation.

2.7.7 Private Trade Employment

No employee shall, except with the prior permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake, any employment outside his official assignments.

Provided that the above restrictions shall not apply to Academic work and consultancy undertaken with the prior permission of the competent authority.

2.7.8 Investments, Lending & Borrowing

- (a) No employee shall speculate in any business nor shall he make or permit his or her spouse or any member of his family to make, an investment likely to embarrass or influence him in the discharge of his official duties.
- (b) No employee shall lend money on interest to any person nor shall he borrow from any person with whom he is likely to have official dealings.

2.7.9 Insolvency, Habitual Indebtness and Criminal Proceedings

- (a) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or his salary is continuously being attached, he may be liable to dismissal after following due procedure. An employee who becomes the subject to legal proceedings for insolvency shall forthwith report for such facts to the University.
- (b) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 24 hours, shall not join his duties in the University unless he submits his joining report subject to its acceptance by the competent authority.

2.7.10 Moveable, Immoveable and Valuable Property

Every member of the staff shall, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority, submit return in such form as the University may prescribe of all immoveable property, acquired or inherited by lease or mortgage, either in his own name or in the name of the member of his family or in the name of any other person.

2.7.11 Vindication of acts and Character of Employees

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamable character.

2.7.12 Representations

Whenever an employee wishes to put forth any claim or seeks redressal of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

Note:-(i) Any matter regarding conditions of service not covered by the provisions of these Regulations may be decided in accordance with the regulations laid down by the Punjab Government for its own employees or in such other manner as the Vice Chancellor may deem fit, subject to the control of the Board.



- (ii) The character and antecedents of the employees of the University shall be got verified from the concerned District Magistrate by the Establishment Section of University under whom he is posted on his first appointment.

2.8 Substantive Appointment and Lien

2.8.1 Lien

- (a) (i) A University employee confirmed on a post acquires a lien on that post. If such a University employee is appointed by direct recruitment or by transfer in another department or in a different cadre in the same department, as the case may be, he shall give an option to acquire the lien on the post, presently held by him within a period of six months after the completion of his probation period, and on exercise of such an option, he shall cease to hold the lien on the post in the parent cadre or department, as the case may be, from the date he is confirmed against the post presently held by him. If such an option is not exercised by him within the aforesaid stipulated period, he shall be reverted back to the parent cadre or department, as the case may be.

- (ii) In the case of a temporary University employee, who is appointed by direct recruitment or by transfer in another department or in a different cadre in the same department, he shall not be allowed to retain any lien on the post held prior to his new appointment, after the expiry of a period of two years from the date of his joining against the new post.

- (b) A university employee's lien on a post, shall, in no circumstances, be terminated, even with his consent, if the result will be to leave him without a lien on any post.
- (c) University may transfer a University employee from one post to another; Provided that except—

- (i) on account of inefficiency or misbehavior ; or
(ii) on his written request;

a University employee shall not be transferred substantively to or, except in a case covered by regulation **13.5(d)**, appointed to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien.

Note 1.—In cases covered by clause (c) (ii) above the University employee will have his initial pay fixed under regulation **13.1** and, if necessary, under regulation **13.4(d)**.

Note 2.—Permanent transfer from a higher to a lower scale in anticipation of the abolition of a post is not transfer within the meaning of this regulation.

Note 3.—In cases in which it is desired to give to an employee an extension of service on the condition that he voluntarily agrees to accept a post in a lower grade, so as not to interfere with the legitimate expectations of his juniors to promotion; the only method is to create a temporary post. Such a step can only be permitted under most exceptional circumstances. It must be regarded as the normal course of events that an extension of service involves delay of promotion to juniors and no proposal for the creation of a temporary post to satisfy legitimate expectations will be considered unless it has been submitted to the competent authority before the extension of service is granted.



2.8.2 Date of Reckoning Pay and Allowances

Subject to any exceptions specifically made in these regulations, a University employee commences or ceases to be entitled to the pay and allowances of a post with effect from the date he assumes or relinquishes charge of the duties of that post, if he assumes or relinquishes charge of those duties in the forenoon of that date; otherwise from the following day.

2.8.3 Continuous absence from Duty

- (i) Unless the competent authority in view of the exceptional circumstances of the case, otherwise determines, no University employee shall be granted leave of any kind for a continuous period exceeding five years.
- (ii) Where a University employee does not resume duty after remaining on leave for a continuous period of five years, or where a University employee after the expiry of his leave remains absent from duty, otherwise than on Foreign Service or on account of suspension, for any period which, together with the period of the leave granted to him, exceeds five years, he shall, unless, the competent authority, in view of the exceptional circumstances of the case, otherwise determine; be removed from service after following the procedure laid down in the Punjab Civil Services (Punishment and Appeal), Regulations, 1970.

Note- This regulation does not relate to cases where a University employee is restrained, from resuming duty by an order placing him under suspension. Sanction of the competent authority in terms of this regulation in such a case is not, therefore, necessary. It is essential, however, in the interests of University as well as of the concerned officer that disciplinary proceedings against an officer under suspension should be expedited and final orders passed as soon as possible.

Any Service matters not covered under these regulations will be as per Punjab Govt. regulations amended from time to time.

3. Classification of Employees

The employees at the University shall be classified as follows:

3.1 Class A

1. Campus Director, Director, Principals, Professors, Associate Professors, Assistant Professors, Curators, Micro-Analyst.
2. Any other member of the teaching staff recognised by the Board as such.
 - (i) Registrar, Controller of Examinations, Finance and Development. Officer, Secretary to Vice Chancellor, Deputy Registrars, Assistant Registrars, Office Superintendents Grade-I and persons working in the University whose pay scales are the same as that of the Office Superintendent Grade I.
 - (ii) Director, Sports.
 - (iii) Director, Youth Welfare.



- (iv) Director of Physical Education, Assistant Director of Physical Education (Men), Assistant Director of Physical Education (Women).
- (v) Librarian, Deputy Librarian and Assistant Librarian.
- (vi) Executive Engineer, Assistant Engineer.
- (vii) Any other member of the administrative staff recognized by the Board as such. All officers/employees and other staff in the Pay Band Rs. 15,600-39,100 with grade pay Rs. 5400/-.

3.2 Class B

- (i) Ministerial and other staff with pay band Rs.10,300-34,800/-with a minimum of Grade Pay of Rs.4,200/-.
- (ii) Any other member of the University staff recognized by the Board as such.

3.3 Class C

All other employees not included in Class 'A' or 'B' above with a minimum of pay band of Rs. 5910-20200 with grade pay Rs. 1900/-.

Note: The posts carrying personal grades besides the normal grades shall belong to the same category to which the posts in the normal grades belong.

3.4 Class D

All other employees not included in Class 'A' or 'B' and 'C' above with a minimum of Grade pay of Rs. 4900-10680 with grade pay Rs. 1300/-.

Note: The posts carrying personal grades besides the normal grades shall belong to the same category to which the posts in the normal grades belong.

3.5 Mode of Appointment of Employees

The power of appointment of Officers of Class 'A' shall rest with the Board, Class 'B' with the Vice Chancellor, Class 'C' and 'D' with the Registrar with the approval of Vice Chancellor and subject to the control of the Board and in such pay Scales as may be approved by it from time to time.

3.5.1 Selection Committee for direct selection of Registrar, Deputy Controller of Examination/Deputy Registrar (Finance)/Deputy Finance Officer/Deputy Registrar (Audit/Establishment) and Assistant Registrar in the University and its constituent colleges.

- | | |
|---|------------------|
| (a) Vice Chancellor; | Chairman |
| (b) Chancellor's Nominee | |
| (c) Nominee of Chairman, BOG | |
| (d) Three outside Experts as approved by Chairman of the Board. | |
| (e) Representative of SC/ST/OBC/Minority/Women Candidates | |
| (f) Registrar; | Member-Secretary |
| (if applicable) | |

The selections for above said positions shall be made as per the selection criteria approved by the Board from time to time.



3.5.2. The selections for System Analyst, SDE, JE, Lab Supdt., Coach, Sanitary Officer, Security Officer, Assistant Security Officer in the University and its constituent colleges shall be made as per the selection criteria approved by the Board from time to time.

3.5.3 The selections for Non-Teaching/Technical and Supporting Staff Positions shall be made as per the selection criteria approved by Board from time to time.

3.5.4 The Board or the Vice Chancellor or the Registrar, as the case may be, shall have the power to sanction a higher start than the minimum of the grade, accelerated increments, allowances, etc. as it or he may deem fit, to be ratified by the Board.

4. Leave Regulations

- (i) A leave account shall be maintained by the Establishment Branch of the University or the office concerned in the case of every employee of the University.
- (ii) Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave;
- (iii) Leave granted without pay shall not count towards gratuity;
- (iv) Salary of Leave wherever payable shall be paid monthly in the first week of the succeeding month;
- (v) (a) Casual leave cannot be combined with any other kind of leave, except when leave is granted on account of illness supported by Medical Certificate.
(b) Casual leave can be combined with holidays, provided the total period, including holidays does not exceed fifteen days.
Provided further that the Vice Chancellor may in special circumstances allow casual leave to be combined with *vocational* recess/holidays beyond the limit of fifteen days.
- (vi) Sundays and other holidays may be prefixed or suffixed as the case may be, to furlough leave or leave on medical certificate.
- (vii) The representatives of the Maharaja Ranjit Singh Punjab Technical University, Bathinda Non-teaching Employees' Association may be allowed 10 days casual leave to enable them to attend formal meetings of other recognised Associations.

Provided that half of the leave enjoyed in this manner will be debited to the ordinary casual leave account of the official concerned and the remaining half to his special casual leave account for the aforesaid purpose. The maximum number of special casual leave allowed in this manner is to be five days in a year.

- (viii) Compensatory leave is admissible to the employees whose services are requisitioned on holiday(s) or before/after working hours with the approval of the Registrar/Vice Chancellor. Such leave may be availed of by an employee during the same calendar year. However, the unavailed compensatory leave shall be credited to the privilege leave account of the employee at the end of each calendar year and shall be treated as privilege leave for all purposes.



Leave in the case of officers of Class 'A' (Administrative Officers)

- 4.1. The grant of any leave is subject to the condition that it may be granted without detriment to the business of the University/Constituent College.
- 4.2. Leave under the following Regulations may be granted to officers of class 'A' by the Vice Chancellor.
- 4.3. If owing to the requirements of the University, a member of the teaching staff in any year, is prevented from enjoying the whole or any part of the annual vacation, he may in lieu thereof be granted, by the Vice-Chancellor privilege leave on full average pay for such period not exceeding one month for a year. If a member of teaching staff of the University is prevented by the Vice-Chancellor by an order in writing for purposes of imparting instruction to the students in a summer course or for any other specific purpose, from enjoying summer vacation or a part thereof, privilege leave equivalent to the actual number of days for which he is detained, shall be placed at his credit, but it shall in no case exceed one month in a year, even if the member of the teaching staff has to work for more than one month during the summer vacation.
- 4.4. Non-teaching officers working in the teaching departments will be considered as non-vacation officers. All non-vacation officers shall be allowed privilege leave on full pay at the rate of one-eleventh of service.

Note: The period spent on duty shall include all kinds of leave except extra-ordinary leave for the purpose of calculation of privilege leave.

- 4.5. An officer may be granted leave limited to maximum number of days as decided by the Punjab Government from time to time for its employees on full pay preparatory to his retirement provided it is due to him as privilege leave.
- 4.6. (i) The furlough earned shall be one-ninth of an officer's active service. Provided that:
 - (a) furlough may not be granted until the officer applying for it has completed four and a half years of active service;
 - (b) furlough may not be granted again until the expiry of three years from the date of such officer's last return from furlough;
 - (c) not more than two years' furlough may be granted at a time;
 - (d) not more than six months' furlough may be granted to an officer after he has attained the age of retirement in respect of his previous service.

The benefit of encashment of unutilised furlough leave will not be admissible at the time of retirement.
- (ii) Furlough may be granted in combination with vacation or privilege leave.
- (iii) The monthly allowance to be granted to an employee while on furlough shall be equal to half of his average monthly salary.
- 4.7. Leave on medical grounds may be granted to an officer at any time, subject to such limitations and conditions as the Board may, in a particular case, impose.
- 4.8. In the contingency where on account of illness no leave due is permissible, leave not due shall be granted to the concerned permanent employee of this university, in accordance with The Punjab Civil Services Regulations.
- 4.9. The competent authority may grant to a female employee, maternity leave on full pay for the period of 180 days without the necessity of production of Medical Certificate.



Extension, if any, beyond 180 days shall, however, be permissible by the grant of leave of the kind due. Maternity leave is not debited against the leave account.

Provided that no leave under this Regulation shall be granted to a female employee who has two or more children.

Note: 1. The term 'pay' in this Regulation includes officiating pay; provided the authority sanctioning the leave certifies that the employee would have continued to officiate, had she not proceeded on leave.

2. Maternity leave under this Regulation may also be granted in cases of miscarriages; abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female employee. In calculating the number of days of maternity leave, such maternity leave granted and availed of by a female University employee in the past should not be taken into account. However, in cases, requiring longer duration of rest, leave of the kind due and admissible can be availed of to cover the period of absence and the application for leave is supported by a certificate from Civil Surgeon or University Medical Officer or Registered Medical Practitioner, countersigned by the University Medical Officer/Civil Surgeon.

Leave on account of miscarriage, abortion shall be admissible only in those cases where a woman employee has not more 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.

(a) Any other kind of leave may be permitted to be prefixed with maternity leave without insisting on a medical certificate. But leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

Note: 1. This Regulation does not preclude the grant of maternity leave in continuation of leave of any kind.

2. 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 from the authorised medical attendant 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.

4.10. Special casual leave to employees who undergo sterilization operation under the Family Planning Scheme will be granted. The regulations framed by the Punjab Government from time to time for grant of such leave to its own employees shall govern the employees of this University as well.

4.11. Quarantine leave is leave of absence from duty, necessitated in consequence of the presence of an infectious disease in the family or household of an employee.

4.12. Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases, this limit may be raised to 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with compensatory leave, half pay leave or extraordinary leave.



- 4.13.** An employee on quarantine leave is not treated as absent from duty and his pay is not affected.
- 4.14.** Quarantine leave is also admissible to employees who contract infectious disease.
- 4.15.** Furlough and Ex India leave shall be reckoned from the date of embarkation at the port of departure from India, to the date of debarkation at the port of arrival on return to India, in case journey is performed by sea; and from the date of departure from an Indian airport to the date of arrival on return to an airport in India, in case the journey is performed by air with the previous sanction of competent authority.
- 4.16.** A person proceeding on study leave out of India shall be given seven days to make preparations for the outward journey and this period shall be considered as spent on duty.
- 4.16.** In the case of furlough or leave on medical certificate taken Ex India leave, subsidiary leave not exceeding ten days on any one occasion of taking such subsidiary leave may be granted to the officer for the interval between the date of his quitting his office and the date on which he embarks at the port of departure from India and the interval between his landing in India and re-joining his appointment.
- 4.17.** The monthly allowance to be granted to an officer while on subsidiary leave and furlough shall be equal to half his average monthly salary, payable for the period spent out of India. In the case of an officer taking long/furlough leave on medical grounds, the rate of the monthly allowance to be granted to him shall be such as the Board may, in each instance, determine on recommendations of the Vice Chancellor.
- 4.18.** (a) Unless the authority competent to grant leave extends the leave, a Government employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.
- (b) Wilful absence from duty after the expiry of leave renders a Government employee liable to disciplinary action.
- 4.19.** (a) Casual Leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty.
- (b) Casual Leave cannot be claimed as a matter of right & its grant is always subject to the exigencies of service and subject to a maximum of 15 days in a calendar year. The female employees shall be allowed casual leave for 20 days in a calendar year.
- Employees resigning the services of the University may be allowed casual leave during the notice period. Casual Leave may be granted as and when occasion arises at the discretion of the sanctioning authority, provided that the total period of absence including Sundays, Saturdays and other holidays, prefixed and or suffixed shall not exceed 10 days at a time.
- (c) Casual Leave cannot be combined with any other kind of leave except restricted holiday.
- 4.20.** If no casual leave or privilege leave is due to the officer concerned, the Vice Chancellor may, at his discretion, grant in special circumstances, leave on half pay for a period not exceeding ten days in a year.



- 4.21. The Board may, at its discretion, grant an officer for any special reason, extraordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months or except under exceptional circumstances be granted more than once in the whole course of the officer's service. The maximum total period for which such leave may be granted, shall not ordinarily exceed two years. In special cases, such leave may be allowed up to three years.
- 4.22. A University employee desirous of pursuing higher study abroad/within India and holding permanently and not for a fixed period a post in the University may, if he has served in that capacity for not less than five years, be granted leave on full pay for a period or periods ordinarily not exceeding two years but in special cases up to three years in all.

Provided he spends that period in study or research at a University or other Institution or in any other approved manner out of India/within India.

Provided further that he shall execute an agreement to the effect that on his return from leave, he shall serve the University in the post held by him before proceeding on study leave or in a higher post for which he may be considered fit for double the period of leave sanctioned to him. The minimum period of bond will be of two years and the maximum of five years, failing which he shall return the amount paid to him during the study leave. Provided further that:

- (i) (A) The amount or Scholarships/Fellowship/Monetary benefit or other financial assistance that a teacher granted Study Leave has been awarded, will not preclude his being granted Study Leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the Study Leave may be granted. The following guidelines may be followed for determining admissibility of pay and allowances for the purpose of granting study leave to a teacher who is expected to receive scholarship/ fellowship or any other kind of financial assistance.

Sr. Value of Scholarship/ No. Fellowship/Financial Assistance per Annum,	Nature of Study Leave to be granted
---	--

- | | |
|--|---------------|
| 1. \$ 20,000 or above | without pay |
| 2. \$ 10,000 and above but less than \$ 20,000 | with half pay |
| 3. Less than \$ 10,000 | with full pay |

- (a) In the above case, the teacher may be paid the normal house rent allowance, he was in receipt of before accepting the fellowship, if he continues to incur the expenditure. If a teacher is in occupation of a house leased by the University, he can, if he so chooses, retain the accommodation during the period of fellowship subject to the usual recovery towards house rent.

- (b) The payment of house rent allowance and city compensatory allowance will be made on production of the requisite certificates.

- (B) The following terms and conditions may be followed in relation to Study leave for Teachers for undertaking research in an institution in India other than Govt./Semi Govt. Institutions i.e. UGC, DBT, CSIR etc.



**Sr. Value of Scholarship, Fellowship
No.or any other kind of financial
assistance excluding House
Rent and conveyance allowance**

Nature of Study Leave

- | | |
|---|--|
| (a) Upto 30% of the pay of the teacher concerned | with full Pay and allowances. |
| (b) More than 30% of the pay of the teacher concerned | Deduction from pay of the
Amount of
Fellowship/Scholarship/Finan
cial Assistance exceeding
30% of the pay. |

(ii) If through no fault of the scholar, his course of study is not completed within two years, his period of study leave may, on the recommendations of the Professor under whom he is working be extended by another year and not more.

4.23. The Board may, at its discretion, under exceptional circumstances, waive the condition of five years' service for grant of study leave.

4.24. In the case of an officer leaving the service within three years of the expiry of the leave, an amount equivalent to what that officer has drawn as study leave allowance shall be forfeited and the study leave shall be converted into furlough to the extent of the furlough standing to his credit on the date of leaving the service and difference between the payment made as allowances for study leave and that due to him on furlough will be deducted from his Provident Fund or realised otherwise. This leave may be combined with vacation or furlough, or both, but shall not count as service for furlough or any other leave.

4.25. A member of the staff when nominated or deputed by the University to attend:

- (i) a conference,
- (ii) a meeting of a Body/Committee constituted by a state or central Government or the University Grants Commission or the Maharaja Ranjit Singh Punjab Technical University, Bathinda.
- (iii) for conducting the Maharaja Ranjit Singh Punjab Technical University, Bathinda examination, shall be treated on duty and for this purpose his absence from the headquarters shall not count towards leave.

Provided that:

(a) The total absence on this account shall not exceed 15 days during the year.

And

(b) The leave shall not be availed of without prior permission of the Vice Chancellor or other competent authority.

5. Leave in the case of employees of Class 'B'

5.1. The grant of all leave is subject to the condition that it may be granted without detriment to the business of the University.

5.2. Leave in the case of employees of class 'B' working in the teaching Departments may be granted by the Vice Chancellor and in the case of those working in the non-teaching

Departments by the Registrar; in the case of Constituent College recommendations of the Campus Director.

- 5.3. All non-teaching employees working in the teaching departments will be considered as non-vacation staff. All non-vacation staff shall be allowed privilege leave on full pay at the rate of one twelfth of their service. Such leave may be combined with furlough or leave on medical certificate.

Note: The period spent on duty shall include all kind of leave except extra-ordinary leave for the purpose of calculation of privilege leave.

- 5.4. An employee may be granted leave limited to maximum numbers of days as decided by the Punjab Government from time to time for its employees on full pay preparatory to his retirement provided it is due to him as privilege leave.
- 5.5. The furlough earned shall be deemed to be one-twelfth of an employee's active service. Provided that:
- (i) furlough may not be granted until the employee has completed six years' active service;
 - (ii) furlough may not be granted again until the expiry of six years from the date of such employee's last return from furlough;
 - (iii) not more than six months' furlough may be granted to an employee in the last 02 years before he attains the age of retirement.

The benefit of encashment of unutilised furlough leave will not be admissible at the time of retirement.

- 5.6. Leave on medical certificate may be granted to an employee at any time, subject to such limitations and conditions as the Board may, in each particular case, in which such leave is applied for, impose.
- 5.7. In the contingency where on account of illness no leave due is permissible, leave not due may be granted to the concerned permanent employee of this University in accordance with the Punjab Civil Services Regulations.
- 5.8.(i) The competent authority may grant to a female employee, maternity leave on full pay for the period of 180 days without the necessity of production of Medical certificate. Extension, if any, beyond 180 days shall, however, be permissible by the grant of leave of the kind due. Maternity leave is not debited against the leave account. Provided that no leave under this Regulation shall be granted to a female employee who has two or more children.

Note: 1. The term "pay" in this Regulation includes officiating pay provided the authority sanctioning the leave certifies that the employee would have continued to officiate had she not proceeded on leave.

2. Maternity leave under this Regulation may also be granted in cases of miscarriages; abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female employee. In calculating the number of days of maternity leave, such maternity leave granted and availed of by a female University employee in the past should not be taken into account. However, in cases, requiring longer duration of rest, leave of the kind due and admissible can be availed of to cover the period of absence and the application for leave is supported by a certificate from Civil Surgeon or University Medical



Officer or Registered Medical Practitioner, countersigned by the University Medical Officer/Civil Surgeon.

Leave on account of miscarriage, abortion shall be admissible only in those cases where a woman employee has not more 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.

3. In the case of a person to whom the provisions of Employees' State Insurance Act, 1948 apply leave salary payable under this Regulation shall be reduced by the amount of benefit admissible under the said Act for the corresponding period.

(ii) Any other kind of leave may be permitted to be prefixed in maternity leave without insisting on a medical certificate. But leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

Note:(1) This Regulation does not preclude the grant of maternity leave in continuation of leave of any kind.

(2) 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 from the authorised medical attendant 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.

(3) Special casual leave to employees who undergo sterilization operation under the Family Planning Scheme will be granted. The regulations framed by the Punjab Government from time to time for grant of such leave to its own employees shall govern the employees of this University as well.

5.9. Quarantine leave is leave of absence from duty, necessitated in consequence of the presence of an infectious disease in the family or household of an employee.

5.10. Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with compensatory leave, half pay leave or extraordinary leave.

5.11. An employee on quarantine leave is not treated as absent from duty and his pay is not affected.

5.12. Quarantine leave is also admissible to employees who contract infectious disease.

5.13. The monthly allowance to be granted to an employee while on furlough shall be a sum equal to half his average monthly salary. In the case of an employee taking leave on medical certificate, the rate of monthly allowance to be granted to him shall be such as may, in each instance, be determined.

5.14. If the employee remains absent without leave or overstays his leave, he shall forfeit all his salary for the time of his absence; and if he remains absent without leave or overstays his leave for more than one week, his office shall be declared vacant and he shall be liable to pay an amount equivalent to his salary, in lieu of notice for the prescribed period. However, the competent authority may grant exemption from such recovery on the merits of the case.

5.15.(a) Casual Leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty.



- (b) Casual Leave cannot be claimed as a matter of right & its grant is always subject to the exigencies of service and subject to a maximum of 15 days in a calendar year. The female employees shall be allowed casual leave for 20 days in a calendar year.

Employees resigning from the services of the University may be allowed casual leave during the notice period. Casual Leave may be granted as and when occasion arises at the discretion of the sanctioning authority, provided that the total period of absence including Sundays, Saturdays and other holidays, prefixed and or suffixed shall not exceed 10 days at a time.

- (c) Casual Leave cannot be combined with any other kind of leave except restricted leave.

5.16. If no casual leave or privilege leave is due to the employee concerned, the Vice Chancellor may, at his discretion, grant in special circumstances, leave on half pay for a period not exceeding ten days in a year.

5.17. The Vice Chancellor may, at his discretion, for any special reason, except for higher studies, grant an employee extra-ordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months or, except under exceptional circumstances, be granted more than once in the whole course of the employee's service. Provided that the maximum total period for which such leave may be granted, shall not exceed three years.

5.18. 'B' Class employee of the University desirous of pursuing higher studies may be permitted Study Leave upto a maximum of two years on half pay. However, such an employee shall be required to have put in a minimum of five years service as confirmed employee against a permanent post. Such a leave may be permissible only in case the concerned employee is duly admitted/registered for study or research at a University or an Institution of higher learning.

Provided that before proceeding on study leave, he shall execute an agreement to the effect that on his return from leave, he shall serve the University in the post held by him or in a higher post for which he was considered fit for double the period of study leave sanctioned to him. The minimum period of bond shall be two years and the maximum of four years and in case of his failure to fulfil this condition, he shall return the amount of salary paid to him during study leave.

6. Leave in case of Class 'C' Employees

6.1. (i) Leave to class 'C' employees may be granted by the Registrar.

(ii) The grant of leave is subject to the condition that it may be granted without detriment to the business of the University.

(iii) (a) All non-teaching employees working in the teaching departments will be considered as non-vacation staff. All non-vacation staff shall be allowed privilege leave on full pay at the rate of one twelfth of their service. Such leave may be combined with furlough or leave on medical certificate.

Note: The period spent on duty shall include all kinds of leave except extra-ordinary leave for the purpose of calculation of privilege leave.

(b) An employee may be granted leave limited to maximum number of days as decided by the Punjab Government from time to time for its employees on full pay preparatory to his retirement provided it is due to him as privilege leave.

- (iv) Half pay leave may be granted to a class 'C' employee @ 20 days for each completed year of service provided that commuted leave not exceeding half the amount of half pay leave due may be granted to an employee on medical certificate.
- (v) In the contingency where on account of illness, no leave due is permissible, leave not due shall be granted to the concerned permanent employee of this University in accordance with the Punjab Civil Services Regulations.
- (vi)(a) Casual Leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty.

(b) Casual Leave cannot be claimed as a matter of right & its grant is always subject to the exigencies of service and subject to a maximum of 15 days in a calendar year. The female employees shall be allowed casual leave for 20 days in a calendar year.

Employees resigning the services of the University may be allowed casual leave during the notice period. Casual Leave may be granted as and when occasion arises at the discretion of the sanctioning authority, provided that the total period of absence including Sundays, Saturdays and other holidays, prefixed and or suffixed shall not exceed 10 days at a time.

(c) Casual Leave cannot be combined with any other kind of leave except restricted leave.

- (vii) Special casual leave to employees who undergo sterilization operation under the Family Planning Scheme will be granted. The regulations framed by the Punjab Government from time to time for grant of such leave to its own employees shall govern the employees of this University as well.
- (viii) If a class 'C' employee remains absent without leave or over-stays his leave, he shall forfeit all his salary for the time of this absence; and if he remains absent without leave or over-stays his leave for more than one week, his office shall be declared vacant and he shall be liable to pay an amount equivalent to this salary in lieu of notice for the prescribed period. However, the competent authority may grant exemption from such recovery on the merits of the case.
- (ix) If no casual leave or privilege leave is due to the employee concerned, the Vice Chancellor may at his discretion, grant in special circumstances, leave on half pay for a period not exceeding ten days in a year.
- (x) The Vice Chancellor may at his discretion, grant for any special reasons, a class 'C' employee extraordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months or under exceptional circumstances, be granted more than once in the whole tenure of the employee's service.

Provided that the maximum total period for which such leave may be granted shall not exceed two years.

- (xi) (a) The competent authority may grant to a female employee, maternity leave on full pay for a period of 180 days without the necessity of production of medical certificate. Extension, if any, beyond 180 days shall, however, be permissible by the grant of leave of the kind due. Maternity leave is not debited against the leave account.

Provided that no leave under this Regulation shall be granted to a female employee who has three or more children.

Note: 1. The term "pay" in this Regulation includes officiating pay, provided the authority sanctioning the leave certifies that the employee would have continued to officiate, had she not proceeded on leave.

2. Maternity leave under this Regulation may also be granted in cases of miscarriages; abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female employee. In calculating the number of days of maternity leave, such maternity leave granted and availed of by a female University employee in the past should not be taken into account. However, in cases requiring longer duration of rest, leave of the kind due and admissible can be availed of to cover the period of absence and the application for leave is supported by a certificate from Civil Surgeon or University Medical Officer or Registered Medical Practitioner, countersigned by the University Medical Officer/Civil Surgeon.

Leave on account of miscarriage, abortion shall be admissible only in those cases where a woman employee has not more 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.

3. In the case of a person to whom the provisions of Employees' State Insurance Act, 1948 apply, leave salary payable under this Regulations shall be reduced by the amount of benefit admissible under the said Act for the corresponding period.
- (b) Any other kind of leave may be permitted to be prefixed with maternity leave without insisting on a medical certificate. But leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

Note: 1. This Regulation does not preclude the grant of maternity leave in continuation of leave of any kind.

2. Regular leave in continuation of maternity leave may also be granted in the case of illness of a newly born baby, subject to the female employee producing a medical certificate from the authorised medical attendant 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.
- (xii) (a) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of an employee.
- (b) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases, this limit may be raised to 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with compensatory leave, half pay leave or extraordinary leave.
- (c) An employee on quarantine leave is not treated as absent from the duty and his pay is not affected.
- (d) Quarantine leave is also admissible to employees who contact infectious disease.

6.2. Leave in case of Class 'D' Employees

- (i) Leave to class 'D' employees may be granted by the Registrar.
- (ii) The grant of leave is subject to the condition that it can be granted without detriment to the business of the University.



- (iii) (a) All non-teaching employees working in the teaching departments will be considered as non-vacation staff. All non-vacation staff shall be allowed privilege leave on full pay at the rate of one twelfth of their service. Such leave may be combined with furlough or leave on medical certificate.

Note: The period spent on duty shall include all kinds of leave except extra-ordinary leave for the purpose of calculation of privilege leave.

- (b) An employee may be granted leave limited to maximum numbers of days as decided by the Punjab Government from time to time for its employees on full pay preparatory to his retirement provided it is due to him as privilege leave.
- (iv) Half pay leave may be granted to a class 'D' employee @ 20 days for each completed year of service provided that commuted leave not exceeding half the amount of half pay leave due may be granted to an employee on medical certificate.
- (v) In the contingency where on account of illness, no leave due is permissible, leave not due shall be granted to the concerned permanent employee of this University in accordance with the Punjab Civil Services Regulations.
- (vi). (a) Casual Leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty.

- (b) Casual Leave cannot be claimed as a matter of right & its grant is always subject to the exigencies of service and subject to a maximum of 15 days in a calendar year. The female employees shall be allowed casual leave for 20 days in a calendar year.

Employees resigning the services of the University may be allowed casual leave during the notice period. Casual Leave may be granted as and when occasion arises at the discretion of the sanctioning authority, provided that the total period of absence including Sundays, Saturdays and other holidays, prefixed and or suffixed shall not exceed 10 days at a time.

- (c) Casual Leave cannot be combined with any other kind of leave except restricted leave.

- (vii) Special casual leave to employees who undergo sterilization operation under the Family Planning Scheme will be granted. The regulations framed by the Punjab Government from time to time for grant of such leave to its own employees shall govern the employees of this University as well.

- (viii) If a class 'D' employee remains absent without leave or over-stays his leave, he shall forfeit all his salary for the period of his absence; and if he remains absent without leave or over-stays his leave for more than one week, his office shall be declared vacant and he shall be liable to pay an amount equivalent to his salary in lieu of notice for the prescribed period. However, the competent authority may grant exemption from such recovery on the merits of the case.

- (ix) If no casual leave or privilege leave is due to the employee concerned, the Vice Chancellor may, at his discretion, grant, in special circumstances, leave on half pay for a period not exceeding ten days in a year.

- (x) The Vice Chancellor may, at his discretion, grant, for any special reasons, a class 'D' employee extraordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months or under exceptional circumstances, be granted more than once in the whole course of the employee's service.



Provided that the maximum total period for which such leave may be granted shall not exceed two years.

- (xi) (a) The competent authority may grant to a female employee, maternity leave on full pay for a period of 180 days without the necessity of production of medical certificate. Extension, if any, beyond 180 days shall, however, be permissible by the grant of leave of the kind due. Maternity leave is not debited against the leave account.

Provided that no leave under this Regulation shall be granted to a female employee who has three or more children.

Note: 1. The term "pay" in this Regulation includes officiating pay, provided the authority sanctioning the leave certifies that the employee would have continued to officiate, had she not proceeded on leave.

2. Maternity leave under this Regulation may also be granted in cases of miscarriages; abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female employee. In calculating the number of days of maternity leave, such maternity leave granted and availed of by a female University employee in the past should not be taken into account. However, in cases requiring longer duration of rest, leave of the kind due and admissible can be availed of to cover the period of absence and the application for leave is supported by a certificate from Civil Surgeon or University Medical Officer or Registered Medical Practitioner, countersigned by the University Medical Officer/Civil Surgeon.

Leave on account of miscarriage, abortion shall be admissible only in those cases where a woman employee has not more 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.

3. In the case of a person to whom the provisions of Employees' State Insurance Act, 1948 apply, leave salary payable under this Regulations shall be reduced by the amount of benefit admissible under the said Act for the corresponding period.
- (b) Any other kind of leave may be permitted to be prefixed with maternity leave without insisting on a medical certificate. But leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

Note: 1. This Regulation does not preclude the grant of maternity leave in continuation of leave of any kind.

2. Regular leave in continuation of maternity leave may also be granted in the case of illness of a newly born baby, subject to the female employee producing a medical certificate from the authorised medical attendant 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.

- (xii) (a) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of an employee.
- (b) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as

ordinary leave. Quarantine leave may be combined with compensatory leave, half pay leave or extraordinary leave.

(c) An employee on quarantine leave is not treated as absent from the duty and his pay is not affected.

(d) Quarantine leave is also admissible to employees who contact infectious disease.

7. Leave in the Case of University Teachers

7.1 In these Regulations:

- (i) Leave includes "Earned Leave", "Half Pay Leave", "Commutated Leave", "Extra-Ordinary Leave" and "Maternity Leave".
- (ii) "Earned Leave" means leave earned on the basis of actual service rendered including the vacations.
- (iii) "Half Pay Leave" means leave earned in respect of completed years of service calculated accordingly to the regulations hereinafter contained.
- (iv) "Commutated Leave" means leave as provided hereinafter.
- (v) "Completed years of service" means continuous service of the specified duration under the University and includes periods spent on duty as well as on deputation with Government, and leave including Extra-Ordinary Leave, unless otherwise provided.

Note: Notwithstanding anything contained in these regulations, medical leave in respect of teachers in the service of the University on the date immediately preceding that on which these revised regulations come into force, will be accounted for separately and granted according to the regulations, which were immediately previously in force.

7.2 Right of Leave

Leave cannot be claimed as matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority. In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

7.3 Earning of Leave

Except as otherwise provided in these regulations, leave shall be earned by period spent on duty only.

7.4 Commencement and Termination of Leave

- (i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
- (ii) Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

Note: Teachers are normally expected to be present on the last working day and on the opening day after vacation. However, in exceptional or special circumstances, combination of vacations might be allowed to any kind of leave except casual leave.

7.5 Return to duty on expiry of leave

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

7.6 Combination of leave

Except as otherwise provided in these regulations, any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave.

7.7 Grant of leave beyond the date of retirement

A teacher who is re-employed after retirement may, on termination of his re-employment, be granted su-moto by the authority competent to grant leave; cash equivalent in respect of earned leave at his credit on the date of termination of re-employment, subject to a maximum number of days as decided by the Punjab Govt. from time to time for its employees including the period for which encashment was allowed at the time of retirement.

7.8 Conversion of one kind of leave into another kind.

- (i) At the request of teacher the sanctioning authority may convert any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the teacher cannot claim such conversion as a matter of right.
- (ii) The conversion of one kind of leave into another, shall be subject to adjustment of leave salary on the basis of leave finally granted to the teacher, that is to say any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

Note: Extraordinary Leave granted on medical certificate or otherwise may be converted retrospectively into leave not due subject to the provisions of regulation 7.22 (Leave not due).

7.9 Rejoining of duty on return from leave on medical grounds.

A teacher who has been granted leave on medical grounds will be required to produce a medical certificate of fitness before resuming duties in such manner and from such persons as may be prescribed. The authority competent to grant leave may in its discretion forego with the production of a medical certificate in case of an application for leave for a period not exceeding 3 days at a time on medical grounds. Such leave shall not, however be treated as a leave on medical certificate and shall be debited against leave other than leave on medical grounds.

7.10 Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons.

7.11 The leave account shall be maintained for each teacher in the Establishment Branch of University.

The order sanctioning earned leave/half pay leave to a teacher shall thereafter indicate the balance of such leave at his credit.

7.12 The leave year means a calendar year.

7.13 Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of leave.

7.14 The following kinds of leave would be admissible to permanent teachers:

- (i) Leave treated as duty:
Casual Leave, Special Casual Leave and Duty Leave.
- (ii) Leave earned by Duty:
Earned Leave, Half Pay Leave and Commuted Leave.

(iii) Leave not earned by Duty:

Extra Ordinary Leave and Leave not due.

(iv) Leave on ground of Health:

Maternity Leave and Quarantine Leave, Sabbatical Leave (prescribed separately).

The Board may in exceptional cases grant, for the reason to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

7.15 Casual Leave

(i) A whole time male teacher of the University shall be eligible for casual leave each year as mentioned below:

(a) Less than 10 years service. -10 days

(b) More than 10 but less than 20 years service. -15 days

(c) More than 20 years service. -20 days

Casual leave not exceeding five days may be availed of by a teacher for academic work as hereinafter defined. However, a lady teacher shall be entitled to 20 days casual leave in a calendar year.

(ii) Casual Leave cannot be carried over to the next leave year.

(iii) Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate.

(iv) A teacher on casual leave cannot be treated as absent from duty and his pay shall not be intermitted.

(v) Public Holidays and Sundays falling in between the Casual Leave shall not be counted as part of Casual Leave.

7.16 Special Casual Leave

(i) Special Casual Leave not exceeding ten days in an academic year may be granted to a teacher:

(a) To conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/institutions.

(b) To inspect academic institution attached to Boards etc.

(c) To participate in literary, scientific or educational conferences, symposium, or seminar or cultural or athletic activities conducted by bodies recognised by the University authorities. Or

(d) To do such other work as may be approved by the Vice Chancellor as academic work.

Note: In computing the ten days leave admissible, the days of actual journey, if any, to and from the place where such conference/ activity takes place will be excluded.

(ii) In addition, special casual leave to the extent mentioned below may also be granted:

(a) To undergo sterilization operation (Vasectomy or Salpingectomy) under Family Planning Programme, Leave in this case will be restricted to six working days.

(b) To a female teacher who undergoes non-peruperal sterilization, leave in this case will be restricted to fourteen days.

(c) Special Casual Leave cannot be accumulated nor can it be combined with any other kind of leave. It may be granted in combination with holidays or the vacation.

7.17 Duty Leave

- (i) Duty leave may be granted for:
 - (a) Attending conferences, congress, symposia and seminars on behalf of the University.
 - (b) Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by this University and accepted by the Vice Chancellor.
 - (c) Working in another Indian or Foreign University, any other agency, institution or organisation when so deputed by the University or for performing any other duty for the University.
 - (d) Working on a delegation or Committee appointed by the Government of India, the University Grants Commission, a sister University or any other Academic Body.
 - (e) Visiting foreign countries under Cultural Exchange & Bilateral Exchange Programme, Indo-US Fellowship, Indo-US Exchange of Scientists Programmes sponsored by the University Grants Commission.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay provided that if the teacher received a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he may be sanctioned duty leave on reduced pay and allowances.
- (iv) Duty Leave may be combined with earned leave, half-pay leave or extra-ordinary leave.

7.18 Earned Leave

- (i) Earned Leave admissible to a teacher shall be:
 - (a) 1/30th of actual service including vacation plus
 - (b) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

However, it would be mandatory for the Heads of Teaching Departments to be present for full time in the Departments during vacation. Each Head of the Teaching Department would be credited one month's earned leave per year inclusive of earned leave already admissible. This will also be applicable to Dean, Academic Affairs, Dean, Students' Welfare, Warden, Boys Hostel as well as the teaching staff working in the non-vacation, teaching and research departments.

Note : (i) For purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned Leave at the credit of a teacher shall be accumulated as decided by the University from time to time. The maximum earned leave that may be sanctioned at a time shall not exceed the limit as decided by the University from time to time. The earned leave exceeding 120 days may however be sanctioned in the case of higher study or training or leave on medical certificate when the entire leave or portion thereof is spent outside India.

Provided earned leave taken as leave preparatory to retirement can be availed upto maximum number of days as decided by the University from time to time. However, no



permission for private employment except with Public Sector Undertaking of Government of India/Punjab shall be granted.

(iii) Prefixing and suffixing holidays to leave other than leave on medical certificate:

It shall be allowed automatically except in case where for administrative reason, permission for suffixing/ prefixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which teacher is certified medically fit for rejoining duty happens to be a holidays, he shall be automatically allowed to suffix such holidays to his medical leave and such day(s) shall not be counted as leave.

- Note:** 1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
2. In case where only a portion of leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not, in the aggregate exceed 120 days.

7.19 Half-pay Leave

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

Note: A completed year of service means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extraordinary leave.

7.20 Commuted leave

Commuted leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent teacher subject to the following conditions:

- (i) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
- (ii) No commuted leave may be granted under the provision unless the authority competent to sanction leave has reasons to believe that the teacher will return to duty on its expiry.
- (iii) Where a teacher who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered.

Provided that no such recovery shall be made if the retirement is by reason of ill-health, incapacitating the teacher for further service or in the event of his death.

Note: Commuted leave may be granted at the request of the teacher even when earned leave is due to him.

7.21 Extra-Ordinary Leave

- (i) A Permanent teacher may be granted extra-ordinary leave:
 - (a) When no other leave is admissible, or
 - (b) When other leave is admissible but the teacher applies in writing for the grant of extraordinary leave.

- (ii) Extra-ordinary leave shall always be without pay and allowances.

Extra-ordinary-Leave shall not count for increment except in the following cases:

- (a) Leave taken on medical certificate.
 - (b) Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided that the teacher has no other kind of leave to his credit.
 - (c) Leave taken for prosecuting higher studies. And
 - (d) Leave granted to accept an invitation to a teacher post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.
- (iii) Extra-ordinary Leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave (including period of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except, in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in all during the entire period of service.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

7.22 Leave not due

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

7.23 Maternity Leave

- (i) Maternity leave may be granted to a woman teacher on full pay for a period of 180 days or as provided by Govt. of Punjab from time to time. Provided that no leave under this Regulation shall be granted to a woman teacher who has two or more living children.
- (ii) Maternity leave under this Regulation may also be granted in cases of miscarriages, abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971, subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female

employee. In calculating the number of days of maternity leave, such maternity leave granted and availed of by a female University employee in the past should not be taken into account. However in cases requiring longer duration of rest, leave of kind due and admissible can be availed of to cover the period of absence and the application for leave is supported by a certificate from Civil Surgeon or University Medical Officer or Registered Medical Practitioner, countersigned by the University Medical Officer/Civil Surgeon.

- (iii) Maternity Leave may be combined with leave of any other kind, except casual leave, but the leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
- (iv) Leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

7.24 Quarantine Leave

- (i) Quarantine Leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher.
- (ii) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days, in exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half pay leave or extra-ordinary leave.
- (iii) A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

7.25 Leave Salary

- (i) Except as provided in sub-regulation (v), a teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- (ii) A teacher on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-regulation (i).
- (iii) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub-regulation (i).
- (iv) A teacher on extra-ordinary leave is not entitled to any leave salary.
- (v)(a) A teacher who is granted leave beyond the date of retirement or quitting of service, as the case may be, shall be entitled, during such leave, to leave salary as admissible under the regulations in lump sum for the entire period of such leave as one time settlement, reduced by the amount of pension and pension equivalent to other retirement benefits.
- (b) Where such teacher is re-employed during such leave, the leave salary shall be restricted to the amount of leave admissible while on half pay leave and further reduced by the amount of pension and pension equivalent of other retirement benefits. Provided that it shall be open to the teacher not to avail himself of the leave but to avail of full pension.

- (c) If during such employment, he is granted leave earned by him during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

7.26 Advance of Leave Salary

- (i) The advance in lieu of leave salary admissible to a teacher proceeding on leave of not less than thirty days shall include allowances as well, subject to deduction on account of income tax, provident fund, house rent, recovery of advance etc.
- (ii) In case a teacher who dies in harness, the cash equivalent of the leave salary that the deceased employee would have got; had he gone on earned leave but for the death, due and admissible, on the date immediately following the date of death, subject to a maximum number of days as decided by the University from time to time, shall be paid to his family. Further, such cash equivalent shall not be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.
- (iii) Half pay leave upto a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study i.e. a course which is certified to be in the public interest by the leave sanctioning authority.

Part-B

8. Teacher appointed on Probation

A teacher, appointed as a probationer against a substantive vacancy and with definite terms of probation, shall during the period of probation, be granted leave which would be admissible to him if he held his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Board. On the other hand, a teacher appointed on probation to a post, likely to continue until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University is appointed on probation to a higher post, he shall not, during probation, be deprived of the benefit of leave regulations applicable to his permanent post.

Part-C

9. Temporary Teachers

Temporary teachers shall be governed by the provisions of Part

- (i) of these regulations subject to following conditions and exceptions:

9.1 Earned Leave

- (i) A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows:
 - (a) 1/60th of the period of actual service plus
 - (b) 1/3rd of the period, if any, during which he is required to perform duty during vacation.



- (ii) A temporary teacher appointed without interruption of duty substantively to a permanent post, will be credited with the earned leave which would have been admissible if his previous duty had been in a permanent employment, diminished by any earned leave already availed.

9.2 Half Pay Leave

No half pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

9.3 Commuted Leave

Temporary teacher shall not be entitled to commute any portion of the half pay leave.

9.4 Extra-Ordinary Leave

In the case of a temporary teacher, the duration of extra-ordinary leave on any occasion shall not exceed the following limits:

- (i) Three months at a time.
- (ii) Six months in cases where the teacher has completed three years continuous service and the leave application is supported by medical certificate.
- (iii) Eighteen months where the teacher is undergoing treatment in a recognised hospital for tuberculosis, cancer or leprosy.
- (iv) (a) 24 months in cases where the leave is required for prosecuting studies certified to be in the University interest, provided that the teacher has completed three years' continuous service on the date of commencement of extra-ordinary leave. In cases, where this condition is not satisfied, extra-ordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three month's extra-ordinary leave under (i) above) if the teacher completes three years' continuous service on the date of expiry of such leave.
- (b) when a temporary teacher fails to resume duty on the expiry of the maximum period of extra-ordinary leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the limit upto which he could have been granted such leave under (a) above, he shall unless the Board, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be in the University employment.

9.5 Leave not due, study leave and Sabbatical leave

Temporary teacher shall not be entitled for the grant of leave not due, study leave or sabbatical leave.

Part-D**Teachers appointed on contract**

Teacher appointed on contract will be granted leave in accordance with the terms of the contract.

Part-E (1) Honorary and Part-time teachers

Honorary and Part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.



9.6 Study Leave

- (i) Study Leave will not be granted to permanent whole time teachers (other than a Professor of the University) with continuous service not less than 2 years (or period of probation), to pursue a special line of study or research directly related to his work in the University or to make special study of the various aspects of University Organizations and methods of education giving full plan of work.

Provided that the Board may, in special circumstances of a case waive the condition of two years service being continuous.

Explanation: In computing the length of service, the duration of which a person was on probation or engaged as Research Assistant may be included provided that :

- (a) the person is a teacher on the date of the application and
 - (b) there is no break in service.
- (ii) Study Leave shall be granted on the recommendation of the advisory committee, but leave shall not be granted for more than two years, save in very exceptional cases in which the Board is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University. The period of Study Leave shall, in no case, exceed three years.
- (iii) Study Leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of Study Leave.
- (iv) Study Leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of Study Leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave and also give details of work to be done during the proposed spell of study leave.
- (v) No teacher who has been granted Study Leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Board. When the course of study falls short of Study Leave sanctioned the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Board to treat the period of shortfall Extra-Ordinary leave has been obtained.
- (vi) The teacher granted study leave would be entitled to continue to draw his total emoluments for the duration of the study leave as are applicable to teachers granted fellowships under the Faculty Improvement Programme except the living expenses allowance of Rs. 250 p.m. The necessary increment will also be sanctioned as and when due. However, the amount of emolument payable to the teachers on Study Leave shall be reduced subject to the provisions of Sub-clauses (vii) and (viii) below.
- (vii) (A) The amount or Scholarships/Fellowship or other financial assistance that a teacher granted Study Leave has been awarded, will not preclude his being granted Study Leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the Study Leave may be granted. The following guidelines may be followed for determining admissibility of pay and allowances for the purpose of granting study leave to a teacher who is expected to receive scholarship/fellowship or any other kind of financial assistance.

Sr. Value of Scholarship/ No. Fellowship/Financial Assistance per Annum,	Nature of Study Leave to be granted
---	--

- | | |
|--|---------------|
| 1. \$ 20,000 or above | without pay |
| 2. \$ 10,000 and above but less than \$ 20,000 | with half pay |
| 3. Less than \$ 10,000 | with full pay |

- (a) In the above case, the teacher may be paid the normal house rent allowance, he was in receipt of before accepting the fellowship, if he continues to incur the expenditure. If a teacher is in occupation of a house leased by the University, he can, if he so chooses, retain the accommodation during the period of fellowship subject to the usual recovery towards house rent.
- (b) The payment of house rent allowance and city compensatory allowance will be made on production of the requisite certificates.
- (B) The following terms and conditions may be followed in relation to Study leave for Teachers for undertaking research in an institution in India other than Govt./Semi Govt. Institutions i.e. UGC, DBT, CSIR etc.

Sr. Value of Scholarship, Fellowship No. or any other kind of financial assistance excluding House Rent and conveyance allowance	Nature of Study Leave
---	------------------------------

- | | |
|--|--|
| 1. Upto 30% of the pay of the teacher concerned | with full Pay and allowances. |
| 2. More than 30% of the pay of the teacher concerned | Deduction from pay of the
Amount of Fellowship/
Scholarship/Financial
Assistance exceeding 30% of
the pay. |

- (viii) If a teacher who is granted Study Leave, is permitted to receive and retain any remuneration in respect of Part-time employment during the period of Study Leave, he shall ordinarily not be granted any Study Leave salary, but in cases, where the amount of remuneration received in respect of Part-time employment is not considered adequate, the Board may determine the Study Leave salary payable in each case.

Note : It shall be the duty of the teacher granted Study Leave to communicate immediately to the University the amount of financial assistance in any form received by him during the course of Study Leave from any person or Institution whatsoever.

- (ix) Subject to the maximum period of absence from duty on leave not exceeding three years Study Leave may be combined with earned leave, half pay leave, extraordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the study leave. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation.
- (x) The period of Study Leave shall count as service for purposes of retirement benefits provided that the teacher rejoins the University on the expiry of his Study Leave, and serves for the period for which the Bond has been executed.
- (xi) Study Leave granted to a teacher be deemed to be cancelled in case it is not availed of within six months of its sanction.

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

- (xii) A teacher availing of Study Leave, shall undertake that he shall serve the University continuously for double the period of Study Leave subject to a maximum of three years from the date of his resuming duty after expiry of the Study Leave.

Provided further that:

- (a) Application for study leave may be routed after prior permission from the competent authority and if an employee applied for study leave directly and accepts the assignment without the prior permission of university, he/she will not be granted study leave.
 - (b) He/she will be bound himself/herself to refund to the university liquidated damages to the amount of money he/she received during his/her study leave if circumstances here so happen that the university may in any way after under the terms of this bond by reason of any act of the principal/campus director/registrar/vice chancellor party culminating in breach of any of the conditions of the bond.
 - (c) The employee has to apply for admission to any teaching/Ph.D. Programme/Post Doctoral Programme for admission with prior permission of university, not more than two persons from an office/Department can apply at a given time.
 - (d) Two University teachers may be selected every year for grant of study leave.
 - (e) Applications for grant of study leave shall be invited in the beginning of April and selection made in time to enable them to leave in the month of August.
 - (f) The needs of each Department shall be kept in mind before deciding the subject in which the teachers are granted study leave and the Vice Chancellor shall make recommendation to the Board in this behalf.
 - (g) University teachers granted study leave may also avail themselves of facilities for higher studies abroad or in India if these are available in the subjects of their area of specialization.
- (xiii) A teacher :
- (a) who fails to rejoin the service of the University on the expiry of his Study Leave, or
 - (b) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
 - (c) who within the said period is dismissed or removed from the service by the University, shall be liable to refund to the University, the amount of leave salary and allowances and other expenses incurred on the teacher or paid to him or on his behalf in connection with the course of study.

Provided that if a teacher had served in the University for a period of not less than half the period of service under the Bond on return from Study Leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted Study Leave without pay and allowances, he shall be liable to pay the University an amount equivalent to his four months pay and



allowances last drawn as well as other expenses incurred by the University in connection with the course of study.

Explanation: (a) If a teacher asks for extension of Study Leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these regulations.

(b) Notwithstanding the above, the Board may order that nothing in these regulations shall apply to a teacher who within three years of return to duty from Study Leave is permitted to retire from service on medical grounds.

(xiv) (a) After the leave has been sanctioned, the teacher shall before availing of the leave, execute a bond in favour of the University in the prescribed form undertaking to serve the University for not less than double the period of Study Leave, sanctioned to him on full, half or no pay subject to a maximum period of three years.

(b) In addition to executing a bond as aforesaid the teacher shall have to provide two sureties when study leave is granted to him on full pay and one surety when Study Leave is granted to him on half pay and give security of immovable property to the satisfaction of the University or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University. Where the two sureties or the one surety, as the case may be, provided by the teacher are those who are permanent teachers of the Institution to which the teacher belongs, the University may, in its discretion, waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank. The Surety clause shall form part of the Study Leave Bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his failure to fulfil the obligations of the Bond.

(xv) A teacher who has been granted Study Leave for pursuing studies towards his doctorate shall submit to the Registrar six monthly reports of progress in his studies through his supervisor or the Head of the Institution. In case of others, the teacher concerned may send the reports of the work done by him directly to the Registrar. These reports, shall reach the Registrar within one month of the expiry of every six months of the Study Leave. If the reports do not reach the Registrar within the time specified, the payment of salary may be deferred till the receipt of such reports.

10. Guidelines for Grant of Sabbatical Leave

A professor in the University shall be eligible for grant of a Sabbatical Leave for a period of one year at the end of every six years of service as a Professor in the University, or for a period of six months at the end of every three years of service as a Professor in the University for purpose of study, research and writing within the country or abroad.

Note:1. For any absence for period exceeding three months (excluding vacations), service for an additional period of equal duration will have to be rendered for the completion of the qualifying service of six years or three years, as the case may be.



2. Sabbatical Leave may not be granted to a Professor if the period between his return from the proposed leave and his attaining the age of superannuation, is less than double the period of Sabbatical Leave asked for by him.
3. A Professor may avail of Sabbatical Leave of one year's duration twice or of six month's duration four times during the entire period of his service as a Professor in the University, provided that he has rendered approved service of not less than six years or three years, as the case may be, before each spell of Sabbatical Leave.
4. A Professor shall, during the period of Sabbatical Leave, be paid, full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on Sabbatical Leave.
5. During the period of Sabbatical leave, the Professor shall be allowed to draw normal increments on due dates and the period of leave shall also count as regular service for the purpose of pension/retirement benefits provided that the Professor rejoins the University on the expiry of his leave.
6. A Professor on Sabbatical Leave shall not take up during the period of that leave any regular appointment in another organization in India or abroad. He may, however, be allowed to accept a Fellowship or a research scholarship, or an ad hoc teaching or research assignment with honorarium, or any other form of assistance other than regular employment, provided that in such cases, the Board may, if it so desires, sanction Sabbatical Leave on reduced pay and allowance.

Note:(1) A Professor who is on Sabbatical Leave could not take classes. However, if the Professor on Sabbatical Leave so desired he could guide research students and carry on research work himself during the period of Sabbatical Leave.

- (2) A Professor who is on Sabbatical leave should not attend the staff meeting, as well as other meetings of the Departmental Committees including the Departmental Selection Committees etc. The benefits of past service, that is prior to the date on which present regulations (Delhi University Pattern) come into force will be credited to the leave account of present incumbents.

- a) leave already sanctioned/earned,
- b) earned leave including compensatory leave,
- c) furlough leave (to be utilized as provided in earlier regulations),
- d) study leave, if entitled as per earlier regulations.

- (3) The years for casual/special casual/duty leave will be from 1st January to 31st December of the year (i.e. a calendar year).

11. Cash payment in lieu of unutilised privilege leave

- 11.1. All the University employees, who retire on superannuation shall be paid cash equivalent of leave salary for earned leave to a maximum number of 300 days. The cash payment for unutilised earned leave shall include pay and such allowances as decided by the Punjab Govt. from time to time for its employees.

Provided that an employee who avails of full leave preparatory to retirement and get cash payment in lieu of unutilised leave on the date of retirement subject to maximum number of days as decided by the Punjab Govt. from time to time for its employees.

- 11.2. This concession shall be subject to the following conditions:

- (i) Accumulation of privilege leave shall be restricted to 450 days in case of such existing employees who opt to get encashment of unutilised privilege leave upto 300 days.

- (ii) The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in lumpsum.
 - (iii) Cash payment under this Regulation shall be equal to leave salary as admissible for earned leave and dearness allowances on the leave salary at the rates in force on the date of retirement. No city compensatory allowance as admissible or house rent allowance shall be payable.
 - (iv) The authority competent to grant leave shall also be competent to grant cash equivalent of earned leave at credit on the date of retirement.
- 11.3. An employee already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to this benefit on the date of retirement.
- 11.4. If any employee resigns, he shall not be granted either prior or subsequent to his resignation any leave due to his credit provided that the University may, in any case, grant terminal leave to an employee prior to his resignation which may extend beyond the date on which the resignation becomes effective, if in the opinion of the University, the circumstances justify such grant of leave.
- 11.5. If any employee dies while in service, the cash equivalent of the leave salary (including the appropriate amount of dearness allowance) that the deceased employee would have got, had he gone on earned leave that would have been due and admissible to him but for his death, on the date immediately following the date of death and in any case not exceeding leave salary for 240 days shall be paid to his family subject to reduction of the amount of pension equivalent of death-cum-retirement gratuity, if any.
- Provided that in the case of an employee governed by Regulation relating to Contributory Provident Fund 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.

Any Service matters not covered under these regulations will be as per Punjab Govt. regulations amended from time to time.

12. Age of Retirement

- (i) All whole-time paid members of the administrative staff except persons appointed on contract basis and those covered by UGC norms shall retire on reaching the age of sixty years.

Provided that extension/re-employment on consolidated basis be allowed up to the age sixty-five years on the recommendation of the Officer concerned and on production of a certificate of physical fitness from a Medical Officer of the rank of an Assistant Surgeon after every two years.

- (ii) all whole-time members of the teaching staff shall retire on reaching the age of 60. Provided that:

- (a) If the date of superannuation in the particular Calendar year falls on or before 30th June, a teacher shall retire on 30th June of the year, and if it falls after 30th June, he shall retire on 31st December of the year.

- (b) In exceptional cases:

- (1) If the services of a teacher are required after the age of superannuation, in the interest of the University, he may be re-appointed by the Board on contract for a period not exceeding two years in the first instance on the recommendation of the Vice Chancellor. During the



contract period, notwithstanding any other Regulation, the teacher shall not be entrusted with any administrative responsibility, such as Head of the Department, Dean of Faculty etc. and will be ineligible for office filled by rotation. He shall devote himself entirely to academic work.

- (2) In very exceptional cases the re-appointment on contract basis may be extended further for a period not exceeding two years but it shall not go beyond the age of 65 years in any case. Such an extension of the contract period shall be allowed only after getting an assessment report of the teacher's work during the last three years from three subject experts to be nominated by the Board on a reference by the Vice Chancellor.
- (3) The terms and conditions of a teacher reappointed after superannuation shall be determined by the Board.
- (4) Such re-appointments shall be made against supernumerary posts to be created by the Board against a lumpsum provision which will be provided in the Budget Estimates.

Note: 1. Recommendation for re-appointment shall be initiated by the Vice Chancellor. He may, however, obtain the recommendation of the Dean, Academic Affairs, if considered necessary.

2. No application shall be made or entertained for reappointment.
3. The salary of the teacher re-appointed shall be determined on the basis of emoluments last drawn by him on superannuation but it shall be in the form of a consolidated or a fixed salary.
4. The re-appointed teacher will continue to occupy the category of house that had been allotted to him before retirement for the period he is re-employed.
- (iii) A whole-time Medical Officer of the University shall retire on reaching the age of sixty years, provided that extension may be granted for a period upto two years, in special cases, on the recommendation of the Vice Chancellor.
- (iv) The date of retirement of an employee shall be the afternoon of the last day of the month in which the actual date of his retirement falls.

13. Pay

13.1 Fixation of Initial Pay

The initial substantive pay of a University employee who is appointed substantively to a post on a time-scale of pay is regulated as follows:-

- (a) If he holds a lien on a permanent post, other than a tenure post-
 - (i) When appointment to the new post involves the assumption of duties or responsibilities of greater importance than these attaching to such permanent post, he will draw as initial pay the stage of the time-scale next above his substantive pay in respect of the old post;
 - (ii) When appointment to the new post does not involve such assumption, he will draw as initial pay the stage of the time-scale which is equal to his substantive pay in respect of the old post, or, if there is no such stage, the stage next below that pay plus personal pay equal to the difference; and in either case will continue to draw that pay until such time as he would have received an increment in the time-scale of the old post or for the period after which an increment is earned in the time-scale of the new post, whichever is less. But if the minimum of the time-scale of the new post is higher



than his substantive pay in respect of the old post he will draw that minimum as initial pay;

(iii) When appointment to the new post is made on his own request under regulation 2.8.1 (c) and maximum pay in the time-scale of that post is less than his substantive pay in respect of the old post, he will draw that maximum as initial pay.

(b) If the conditions prescribed in clause (a) are not fulfilled, he will draw as initial pay the minimum of the time-scale, on appointment in Government service in the case of member of Punjab Civil Service (Judicial Branch), specialist doctors and on completion of probation in other cases:

Provided both in cases covered by clause (a) and in cases, other than cases of re-employment after resignation or removal or dismissal from the public service, covered by clause (b), that if he either –

(1) has previously held substantively or officiated in –

(i) the same post, or

(ii) a permanent or temporary post on the same time-scale, or

(iii) a permanent post other than a tenure post or a temporary post (including a post in a body, incorporated or not, which is wholly or substantially owned or controlled by the Government) on an identical time-scale; or

(2) is appointed substantively to a tenure post on a time-scale identical with that of another tenure post which he has previously held substantively or in which he has previously officiated, then the initial pay shall not be less than the pay, other than special pay, personal pay or emoluments classed as pay by the competent authority. Which he drew on the last such occasion, and he shall count for increments the period during which he drew that pay on such last and any previous occasions for increment in the stage of the time-scale equivalent to that pay. If, however, the pay last drawn by the University employee in a temporary post has been inflated by the grant of premature increments the pay which he would have drawn but for grant of these increments shall unless otherwise ordered by the authority competent to create the new post, be taken for the purposes of this proviso to be the pay which he last drew in the temporary post.

The service rendered in a post referred to in proviso (1) (iii) shall, on reversion to the parent cadre, count towards initial fixation of pay, to the extent and subject to the conditions indicated below:–

- (i) The University employee should have been approved for appointment to the particular grade/post in which the previous service is to be counted;
- (ii) all his seniors, except those regarded as unfit for such appointment, were serving in posts carrying the scale of pay in which benefit is to be allowed or in higher posts, whether in the department itself or elsewhere, and at least one junior was holding a post in the Department carrying the scale of pay in which the benefit is to be allowed; and
- (iii) the service will count from the date his junior is promoted and the benefit will be limited to the period the University employee would have held the post in his parent cadre had he not been appointed to the ex-cadre post.

The previous service rendered in the same post on identical time scale or a post having identical two/three/four tier scales of pay or in which time bound placements or grant of higher pay scales are provided as in the new post in a University Department shall, in addition to the protection of pay actually drawn in the corresponding scale under the regulation, count his previous service in the cadre of transferee Department for the purpose of Assured Career Progression Scheme as per instructions issued by the Punjab Government from time to time. This benefit is allowed to the junior employee as a measure personal to him and without creating any right for the senior employee to claim equality in pay and pay scale with junior who receives higher pay/pay scale due to his previous service and such employee will not be entitled to take benefit of his previous service towards seniority.

(c)(i) Notwithstanding anything contained in these regulations, where a University employee holding a post in a temporary or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, his initial pay in the time scale of the higher post shall be fixed at the stage next above his pay drawn by him in the lower post.

13.2. Fixation of Initial Pay under the Revised Pay Structure

(a) Subject to the provisions of regulation 13.1, the initial pay of a University employee, who is governed by the revised pay structure, is regulated as follows:-

- (i) when appointment to the new post involves the assumption of duties or responsibilities of greater importance than those attaching to the old post on which he holds a lien, his initial pay shall be fixed by granting him the benefit of one increment and the grade pay of the new post;
- (ii) when appointment to the new post does not involve duties and responsibilities of greater importance he shall draw as initial pay, which is equal to the substantive pay in respect of the old post. However, the higher grade pay, if any admissible under this clause shall be absorbed at the time of grant of benefit of fixation of pay under an Assured Career Progression Scheme; and
- (iii) when a University employee is appointed to a post carrying lower grade pay on his own request under regulation 2.8.1 (c), his initial pay shall be fixed equal to the pay-in-pay band drawn by him in the old post plus the grade pay of the new post. However, if the maximum of the pay band in the time scale of lower post is less than his substantive pay in respect of the old post, his initial pay shall be fixed equal to the maximum of the pay band plus the grade pay of the new post.

Explanation.- The expression "revised pay structure" means the pay structure consisting of running pay bands and grade pay which came into force with effect from the 1st day of January, 2006 under the provisions of the Punjab Civil Services (Revised Pay) Regulations, 2009.

Note.- The pay of the University employees, who are promoted in the higher grade, shall continue to be regulated in accordance with the provisions of regulation 11 of the Punjab Civil Services (Revised Pay) Regulations, 2009.



- (b) The initial substantive pay of a University employee who is appointed substantively to a post on a time-scale of pay which has been reduced for reason other than a diminution in the duties or responsibilities attached to posts thereon and who is not entitled to draw pay on the time-scale as it stood prior to reduction, is regulated by regulation **13.1**: Provided, in cases, other than cases of re-employment after resignation or removal or dismissal from the public service, covered by clause (a) or clause (b) of that regulation if he either-
- (1) has previously held substantively or officiated in-
 - (i) the same pos prior to reduction of its time-scale, or
 - (ii) a permanent or temporary post on the same time-scale as the unreduced time scale of the post, or
 - (iii) a permanent post other than tenure post, or a temporary post, on a time-scale of pay identical with the unreduced time scale of the post, such temporary post being on the time-scale as a permanent post, or
 - (2) is appointed substantively to a tenure post, the time-scale of which has been reduced without a diminution in the duties or responsibilities attached to it, and has previously held substantively or officiated in another tenure post on a time-scale identical with the unreduced time-scale of the tenure post, then the initial pay shall not be less than the pay, other than special pay, personal pay or emoluments classed as pay by the competent authority, which he would have drawn under regulation **13.1** on the last such occasion, if the reduced time-scale of pay had been in force from the beginning and he shall count for increments the period during which he would have drawn that pay on such last and any previous occasion: Provided that service rendered on pay at a stage in a time-scale which is less than the minimum of the revised scale shall not count for increment in that scale.

13.3 Increments

An increment shall ordinarily be drawn as a matter of course, unless it is withheld. An increment may be withheld from a University employee by a competent authority if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments.

Note.—In the case of an officer/official who does not fulfill the basic condition laid down in the respective Service Regulations regarding the minimum number of years of service, in the lower rank and who is promoted to a higher post by invoking an alternative provision in the relevant regulations specifying the extent of relaxation of the basic condition, referred to above, the initial pay in his case would be the minimum of the post to which he is promoted/appointed till he fulfills the condition of completing the basic minimum period of service prescribed and the first annual increment will be granted after one year of the date of completion of the minimum length of qualifying service/experience, necessary for appointment to the service, cadre or the post. In other words for the purpose of 1st increment his appointment shall be deemed to have started on the date on which he completes the

minimum qualifying service/experience, as is necessary for appointment to the service, cadre or the post concerned. This restriction will however not apply in cases where the officer/official was drawing pay more than the minimum of the higher post. In such cases pay shall be fixed in accordance with the provisions of regulation 13.1 of these regulations. The first annual increment in such a case also will, however, be granted after one year of the date of completion of the minimum length of qualifying service/experience.

13.4 Assured Career Progression Scheme

- (a) A University employee is entitled to the benefit of fixation of pay under the Assured Career Progression Scheme notified by the Punjab Govt. from time to time subject to such terms and conditions, as may be specified:

Provided that grant of benefit of such Scheme, shall also be subject to the following general terms and conditions:—

- (i) a University employee, who forgoes promotion offered to him, shall not be eligible for benefits under the Assured Career Progression Scheme; and
 - (ii) only the Service which counts for seniority and increments in a cadre against a post, shall be reckoned for the grant of benefit under the Assured Career Progression Scheme.
- (b) The following provisions prescribe the conditions on which service counts for increments in a time-scale:—
- (i) All duty in a post on a time-scale counts for increments in that time-scale: provided that, for the purpose of arriving at the date of the next increment in that timescale the total of all such periods as do not count for increment in that time-scale shall be added to the normal date of increment.

Note 1.—In the case of a University employee who, while officiating in a post, proceeds on training or to attend a course of instruction and who is treated as on duty while under training, these periods of such duty will count for increment in the post in which he was officiating prior to his being sent for training or instruction for which he is allowed the pay of the officiating post during such period.

Note 2.—A period of overstay of leave does not count towards increments in a timescale unless it is converted into extraordinary leave is specially allowed to count for increments.

Note 3.—If a probationer, other than a probationer receiving fixed monthly emoluments, is confirmed at the end of a period of probation exceeding twelve months, he is entitled to claim retrospectively the increments, which but for his probation he would have received in the ordinary course. This provision is applicable only to cases where the normal probationary period itself is more than twelve months and not to the type of cases where the normal probationary period of a probationer is extended on account of his failure to pass the departmental examination within the time limit prescribed for the purpose. In other words, in cases where the normal probationary period is itself more than twelve months, on confirmation the officer may be given the increments which he would have

drawn but for his probation, and arrears in this regard may also be allowed to the officer. On the other hand, in cases where the period of probation is extended on account of failure to pass the departmental examination while there is no objection to the pay and increments being regulated on confirmation at the end of the extended probationary period on the basis of what the officer would have drawn but for his probation no arrears on this account should be allowed to him for the period prior to the date of confirmation. This would mean that the increment of the officer is withheld without cumulative effect for failure to pass the departmental examination and cannot be considered as a penalty within the meaning of **Regulation 5 of** the Punjab Civil Services (Punishment and Appeal) Regulations, 1970.

(ii) (a) Service in another post other than a post carrying less pay referred to in clause (a) of regulation **2.8.1(c)**, whether in a substantive, or officiating capacity, service on deputation out of India and leave except extraordinary leave taken otherwise than on medical certificate count for increments in the time-scale applicable to the post on which the University employee holds a lien.

(b) All leave except extraordinary leave taken otherwise than on medical certificate and the period of deputation out of India shall count for increment in the time-scale applicable to a post in which a University employee was officiating at the time he proceeded on leave or deputation out of India and would have continued to officiate but for his proceeding on leave or deputation out of India:

Provided that the competent authority may in any case in which it is satisfied that the extraordinary leave was taken for any cause beyond the University employee's control or for prosecuting higher scientific and technical studies, direct that extraordinary leave shall be counted for increments under clause (i) or (ii).

Note 1—The period of annual holidays with wages corresponding to earned leave will count towards increments in the case of temporary workmen governed by the Factories Act in grades in which the appointing authority will in each case certify that the workman concerned would have actually continued to work in that grade, but for his proceeding on leave and the period of leave will count for increments only to the extent it is covered by the certificate. A permanent workman working in a higher grade in an officiating capacity may also count such leave towards increments in that higher post subject to the certificate in the case of temporary workmen.

Note 2.—In the case of temporary/officiating University employees, a certificate that University employee concerned would have continued to officiate in that post but for his proceeding on extraordinary leave is necessary and the period of extraordinary leave would count for increment only to the extent covered by the certificate.

(iii)(a) If a University employee, while officiating in a post or holding a temporary post on a time-scale pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post, shall, if he is re-appointed to the lower post or is appointed or reappointed to a post on the same time scale of pay count for increments in the time-scale applicable to such

lower post. The period of officiating service in the higher post which counts for increment in the lower is, however, restricted to the period during which the University employee would have officiated in the lower post but for his appointment to the higher.

This clause applies also to a University employee who is not actually officiating in the lower post, at the time of his appointment to the higher post, but who would have so officiated in such lower post or in a post on the same scale of pay had he not been appointed to the higher post.

- (b) If a University employee on reversion from an ex-cadre post to the parent cadre is appointed to a post on a scale lower than that of the ex-cadre post but not on the same time-scale as the post held at the time of his transfer to the ex-cadre post, the service rendered on the higher scale in the ex-cadre post shall count for increments in the time-scale applicable to the cadre post subject to the conditions as are laid down for cases falling under provision (i) (iii) to Regulation 13.1 (b).

Note 1.—For the purpose of clause (iii) of this regulation, the officiating and temporary service in higher post will also include the periods or all leave, except extraordinary leave taken otherwise than on medical certificate, provided it is certified by the appointing authority that the University employee would have actually officiated in the lower post but for proceeding on leave while officiating in the higher post.

(iv) Foreign Service counts for increments.

- (a) the post in University service on which the University employee concerned holds a lien, and
- (b) any post in the parent cadre on a lower scale of pay to which the University employee is appointed on reversion from the ex-cadre post.
- (c) the post in University service in which the University employee was officiating immediately before his transfer to foreign service, for so long as he would have continued to officiate in that post or a post on the same time-scale but for his going on foreign service.
- (c) Notwithstanding anything contained in the foregoing regulation, the annual increments shall be allowed with effect from the first day of the month in which they fall due under the normal regulations regulating increments.

Note 1.—The increment of an employee on leave due on the first day of the month will be drawn from the date of resuming his duty on return from leave, because during leave the employee gets leave salary only.

Note 2.—In cases in which there is postponement due to employees proceeding on leave without pay which is not counted for increment, normal increment will be granted from the first day of the month in which the postponed increment, as worked-out under the existing regulations and orders, falls.

Note 3.—The periods of service at the same stage count for increment. In regard to the point whether increment is to be allowed on the specific date when the



employee completes one year's service at the same stage or on the first day of the month, when by counting those broken periods the date of next increment falls on a date later than the first day of the month the increment will be payable from the first day of the month in which the next increment falls due, after counting the broken periods equal to one year, provided the University employee has also been holding the post from the first day of that month to the date it falls due. In case he is not holding the post on the first day of the month, the increment will be granted from the date it falls due.

Note 4.—Where the normal increment is withheld for specific period and the period of such penalty expires after first day of the month, increment will be granted or restored from the date on which the penalty cases.

Note 5.—This regulation is not applicable to advance or enhanced increments which are allowed as a result of passing of certain examinations. Such increments, if possible, will be governed by separate regulations and orders.

(d) Subject to any general or special orders that may be made by the competent authority in this behalf, an authority may grant a premature increment.

Note 1.—A proposal to grant an increment in advance of the due date should always be scrutinized with special jealousy as it is contrary to the principle of a time-scale of pay to grant an increment before it is due. Such a grant should not be made or advised except in very rare circumstances which would justify a personal pay to a University employee whose pay is fixed.

Note 2.—The expression “scale of pay” represents the maximum of the scale which is to be taken into account for determining the authority competent to sanction increments rather than the stage of it.

Note 3.—In the case of increments granted in advance, it is usually the intention that the University 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 special orders to the contrary he should be placed on exactly the same footing, as regards future increments, as a University employee, who has so risen.

13.5 Transfer from A Higher to A Lower Grade or From A Higher Stage to A Lower Stage

(a) The authority which orders the transfer of a University employee as a penalty from a higher to a lower grade or post may allow him to draw any pay, not exceeding the maximum of the lower grade or post, which it may think proper:

Provided that the pay allowed to be drawn by a University employee under this regulation shall not exceed the pay which he would have drawn by the operation of regulation **13.2(b)** read with clause (b) or clause (c), as the case may be, of regulation **13.4(b)**.

(b) (1) If a University employee is reduced as a measure of penalty to a lower stage in his time-scale, the authority, ordering such reduction shall state the period for which it shall be effective and whether, on restoration the period of reduction shall operate to postpone future increments and, if so, to what extent.

(2) If a University employee is reduced as a measure of penalty to a lower service, grade or post, or to a lower time-scale, the authority ordering the reduction may or may not specify the period for which the reduction shall be effective; but where the period is specified, that authority shall also state whether, on restoration, the period of reduction shall operate to postpone future increments.

Note 1.—Having regard to the principle underlying regulation **13.5(b)**, the question as to whether an increment falling due during the period of reduction should or should not be allowed is one necessarily to be decided with reference to the exact terms of the order of the punishing authority. If the Audit Officer feels any doubt about the intention underlying the orders of the punishing authority, he has simply to ascertain it and act accordingly.

Note 2.—If the reduction to a lower post or grade is for an unspecified or indefinite period, the pay of the University employee, on re-appointment to the higher post or grade shall be regulated under the normal regulations and not under regulation **13.5(b)**.

Note 3.—(a) Every order passed by the authority imposing on a University employee the penalty of reduction to a lower stage in a time-scale should indicate—

- (i) the date from which it will take effect and the period (in term of years and months) for which the penalty shall be operative;
- (ii) the stage in the time-scale (in terms of rupees) to which the University employee is reduced; and
- (iii) the extent (in terms of years and months), if any, to which the period referred to at (i) above should operate to postpone future increments.

It should be noted that reduction to a lower stage in a time-scale is not permissible under the regulations either for an unspecified period or as a permanent measure. Also when a University employee is reduced to a particular stage, his pay will remain constant at that stage for the entire period of reduction. The period to be specified under (iii) should in no case exceed the period specified under (i).

(b) The question as to what should be the pay of a University employee on the expiry of the period of reduction should be decided as follows:—

- (i) If, the order of reduction lays down that the period of reduction shall not operate to postpone future increments, the University employee should be allowed the pay which he would have drawn in the normal course but for the reduction.
- (ii) If the order specifies that the period of reduction was to operate to postpone future increments for any specified period the pay of the University employee shall be fixed in accordance with (i) above but after treating the period for which the increments were to be postponed as not counting for increments.
- (c) In order to ensure, that the object underlying **13.5(b)** of not allowing increments during the period of reduction is achieved, every order passed by a competent authority imposing on a University employee the penalty of reduction to a lower stage in a time scale should invariably specify that stage in terms of rupees to which the University employee is reduced as in the following form:—

The _____ has directed that Shri _____ should be reduced to a pay of Rs. _____ for a period of _____ with effect from _____.



(c) Where an order of penalty of withholding of increment of a University employee or his reduction to a lower service, grade or post, or to a lower time-scale, or to a lower stage in a time-scale, is set aside or modified by a competent authority on appeal or review, the pay of the University employee shall, notwithstanding anything contained in these Regulations, be regulated in the following manner:—

- (a) if the said order is set aside, he shall be given, for the period such order has been in force, the difference between the pay to which he would have been entitled had that order not been made and the pay he had actually drawn;
- (b) if the said order is modified, the pay shall be regulated as if the order as so modified had been made in the first instance.

Explanation:—If the pay drawn by a University employee in respect of any period prior to the issue of the orders of the competent authority under this regulation is revised, the leave salary and allowances (other than travelling allowance), if any, admissible to him during that period shall be revised on the basis of the revised pay.

Note.—In respect of cases falling under clause (a) of this regulation, service rendered by the University employee in the lower service, grade or post or lower time-scale or lower stage in the time-scale or at the stage the increment was withheld, from the date of imposition of such penalty by the disciplinary authority to the date on which the order of penalty is set aside by the competent appellate or reviewing authority shall count for increment or for other purposes in the post which he was holding immediately before the imposition of the penalty provided that he would have continued to hold that post but for the order of penalty. In respect of cases falling under clause (b) of this regulation, such service from the date of imposition of the penalty by the disciplinary authority to the date on which the order is modified by the appellate or reviewing authority, shall be counted for the purpose of increment or for other purposes in the post which he was holding immediately before the imposition of the penalty or any other post which he would have held but for the order of penalty, to the extent, the modified order permits of such counting. For example, if an officer of a Group 'A' Service in the higher scale of pay of Rs. 15600-39100+5400 Grade Pay is reduced to a Group 'B' Service in the pay scale of Rs. 10300-34800+4400 Grade Pay, for a period of, say, two years, and if after six months, the order is modified by the appellate authority as reduction to the Group 'A' Service in the lower scale of Rs. 10300-34800+5000 Grade Pay, the period of six months shall count for increment in the lower scale. If, on the other hand, the order of penalty is modified as reduction to a lower stage in the time-scale of Rs. 15600-39100+5400 Grade Pay, for a specified period or withholding of increment in that time-scale for a specified period, the period that has already elapsed since the date of imposition of the original penalty shall be taken into account only for the purpose of computing the specified period of penalty under the modified order.

Administrative Instruction.—A permanent post vacated by reduction of a University employee to a lower service, grade or post or to a lower time scale, should not be filled substantively until the expiry of a period of one year from the date of such reduction.

Where on the expiry of the period of one year, the permanent post is filled and the original incumbent of the post is reinstated thereafter, he should be accommodated

against any post which may be substantively vacant in the grade to which his previous substantive post belonged.

If there is no such vacant post, he should be accommodated against a supernumerary post which should be created in this grade with proper sanction and with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in that grade.

- (d) The competent authority may appoint one University employee to hold substantively, as a temporary measure or to officiate in, two or more independent posts at one time. In such cases, the University employee shall draw the highest pay to which he would be entitled if his appointment to one of the posts stood alone:

Provided that the employee must fulfil the requisite qualifications and conditions for services for both the posts.

Any Service matters not covered under these regulations will be as per Punjab Govt. regulations amended from time to time.

14. Foreign Service and Deputation in India

14.1. Meaning of Foreign Service

Foreign Service means service in which a University employee receives his pay with the sanction of University from any source other than the revenues of the University.

14.2 General Conditions for Foreign Service

- (i) A competent authority may sanction the transfer of a University employee to Foreign Service in or out of India:

Provided no University employee may be transferred to Foreign Service in or out of India against his will:

Provided further that no University employee shall be transferred to a post carrying pay which is less than or a pay scale the maximum of which is less than the basic pay he would have drawn but for his transfer to Foreign Service:

Provided further that no University employee shall be transferred to Foreign Service unless the foreign employer undertakes to afford him, as far as, may be, privileges not inferior to those which he would have enjoyed under the Punjab Services (Medical Attendance) Regulations, 1940, as amended from time to time, if he had been employed in the service of the University.

14.3. Transfer to Foreign Service

A transfer to Foreign Service is permissible if the following conditions are fulfilled:—

- (i) the duties to be performed after the transfer are such as should, for public reasons, be rendered by a University employee;
- (ii) the University employee transferred holds, at the time of his transfer to Foreign Service a post paid from University revenues, or holds a lien on a permanent post. Transfer of a temporary University employee to Foreign Service who fulfils this condition of lien is also permissible;

- (iii) A University employee transferred to Foreign Service shall remain in the cadre or cadres in which he was included in a substantive or officiating capacity immediately before his transfer.

14.4 Pay and Joining Time

- (i) A University employee in Foreign Service shall draw pay from the foreign employer from the date on which he relinquishes charge of his post in University service. The amount of his pay, the amount of joining time admissible to him and his pay during such joining time will be fixed by the authority sanctioning the transfer in consultation with the foreign employer.
- (ii) The competent authority may by general order impose such restrictions in regard to the admissibility of pay to an employee transferred to foreign service, as it may deem fit.
- (iii) A University employee transferred to Foreign Service if appointed to officiate to a post in University service, before his term of Foreign Service expires or before he reverts to his parent service in normal course shall draw pay calculated on the pay of the post in which he holds a lien and that of the post in which he officiates. In other words his Foreign Service will be taken into account in fixing his pay on appointment as above.

14.5 Pension and Leave Salary

- (a) (i) A University employee transferred to Foreign Service may not, without the sanction of the competent authority, accept a pension or gratuity from his foreign employer in respect of such service.
- (ii) When any University employee whose services are lent on Foreign Service conditions retires from University service without at the same time retiring from the service of his foreign employer, the Accountant General shall communicate to the foreign employer through the usual authorities a statement showing the date of retirement and the amount of pension drawn from the University so as to give the foreign employer the opportunity, if he be so inclined, of revising the existing terms of employment.
- (iii) The employee on Foreign Service out of India, if he so chooses, may accept gratuity from the foreign University but the service rendered by him with that University shall not qualify for pension under the University. The gratuity so accepted shall be credited into the General Provident Fund or the Contributory Provident Fund account, as the case may be, of the employee concerned.
- (b) (i) While a University employee is in foreign service, contribution towards the cost of his pension shall be paid to University revenues on his behalf.
- (ii) If the Foreign Service is in India, contributions shall be paid on account of the cost of leave salary also.
- (iii) Contribution due under sub-regulations (a) and (b) above shall be paid by the University employee himself, unless the foreign employer consents to pay them. They shall not be payable during leave taken while in Foreign Service.



Note.—The payment of matching contribution in respect of the University employees, who are governed by the New Defined Contributory Pension Scheme, shall be made by the foreign employer in accordance with the procedure specified in this behalf.

- (iv)(a) A University employee in Foreign Service out of India may be granted leave by his employer on such conditions as the employer may determine. In any individual case the authority sanctioning the transfer to Foreign Service may determine before hand in consultation with the foreign employer the conditions on which leave will be granted by such employer. The leave-salary in respect of leave granted by said employer will be paid by him and the leave will not be debited against the University employee's leave account.

Note.—Leave granted under this sub-regulation should be treated as leave and not as duty for the purposes of pension.

- (b) In special circumstances, the authority sanctioning transfer to Foreign Service out of India may make an arrangement with the foreign employer under which leave may be granted to the University employee in accordance with the regulations applicable to him as a University employee, if the foreign employer pays leave contribution at the prescribed rate.

14.6 Rate of Contributions Payable on Account of Pension and Leave Salary

- (i) The rates of contribution payable on account of pension and leave salary shall be such as the competent authority may by general order specify with a view to—
- (a) secure to the University employee the pension that he would have earned by service under University if he had not been transferred to foreign service; and
 - (b) to secure to University employee leave salary on the scale and under the conditions applicable to him.
- (ii) While calculating the rate of leave salary admissible in the case of University employee entitled to a lien in a post and paying his own contributions the pay drawn in Foreign Service shall account for the purpose of pay on the last day of duty.

Note.—The rates of contributions prescribed under this regulation and the method of their calculation are given in Annexure 'B' appended to this Chapter.

14.7 Time limit for Payment of Contributions

The payment of leave salary and pension contribution in respect of University employee in Foreign Service shall be made (separately as they are creditable to different heads of accounts) by the foreign employer or by the employee concerned as specified in the terms of transfer to Foreign Service within fifteen days from the end of the financial year or at the end of the term of the foreign service, whichever is earlier. No dues recoverable from University on any account, shall be set off against these contributions.

14.8 Interest on Overdue Contributions

In case the contribution is not paid within the specified period, interest shall be paid to University on unpaid contribution, according to the terms of Foreign Service at the rate of two paise a day for one hundred rupees from the date of expiry of that period up to the date on which the contribution is finally paid. Where contributions are paid not in cash

but by book adjustments in the accounts made by University any interest levied on overdue contributions should be charged upto the date on which the adjustment is finally made in the accounts.

14.9 Remission of Interest

- (i) The Competent Authority may remit interest on overdue contributions in exceptional circumstances when for instance the payment of the contribution has been delayed through no fault of University employee or the foreign employer concerned.
- (ii) If a University employee transferred to Foreign Service withholds the contributions, he shall forfeit the right to count as duty in University service the time spent in Foreign Service. The contribution paid on his behalf maintains his claim to pension or/and leave salary, as the case may be, in accordance with the regulations of service of which he is a member. Neither the University employee nor the foreign employer has any right of property in a contribution paid and no claim for refund can be entertained.

14.10 Leave While on Foreign Service

- (a) A University employee transferred to Foreign Service shall before taking up his duties in foreign service, acquaint himself with the regulations or arrangements which will regulate his leave during such service.
- (b) A University employee transferred to Foreign Service in India may not be granted leave otherwise than in accordance with the regulations applicable to the service of which he is a member, and may not take leave or receive leave salary from University unless he actually quits duty and goes on leave.
- (c) A University employee transferred to Foreign Service in India shall be personally responsible, for the observance of regulation **14.10(b)**. By accepting leave to which he is not entitled under the regulations he renders himself liable to refund leave salary irregularly drawn and in the event of his refusing to refund, to forfeit his previous service under University, and to cease to have any claim on University in respect of either pension or leave salary.
- (d)
 - (i) A University employee in Foreign Service out of India may be granted leave by his employer on such conditions as the employer may determine. In any individual case the authority sanctioning the transfer to Foreign Service may determine before hand in consultation with the foreign employer, the conditions on which leave will be granted by such employer. The leave salary in respect of leave granted by the said employer shall be paid by him and the leave shall not be debited against the University employee's leave account. Leave granted under this clause should be treated as leave and not as duty for the purposes of pension.
 - (ii) In special circumstances, the authority sanctioning transfer to Foreign Service out of India may make an arrangement with the foreign employer under which leave may be granted to the University employee in accordance with the regulations applicable to him as a University employee, if the foreign employer pays leave contribution at the rate prescribed under regulation **14.6** or otherwise specified.



(e) The grant of leave preparatory to retirement to a University employee coupled with permission to remain in the service of the foreign employer shall be regulated in the following manner:—

(i) In the case of a University employee, who is already on Foreign Service in or out of India under a body corporate, owned or controlled by Govt. applies for leave preparatory to retirement. The leave applied for can be granted only if the body corporate, owned or controlled by Govt. is prepared to release him from its employment to enable him to enjoy the leave.

(ii) In the case of a University employee who is transferred to Foreign Service in or out of India under a body other than a body corporate, owned or controlled by Govt. who applies for leave preparatory to retirement, such a leave shall be admissible only where the University employee quits duty under the foreign employer. In other words he will not be permitted to continue in employment under the foreign employer while on leave preparatory to retirement. If he is allowed to continue in the employment of the foreign organisation after the date of superannuation, he shall be treated purely as on private employment.

14.11 Reversion from Foreign Service

(a) A University employee reverts from Foreign Service to University service on the date on which he takes charge of his post in University service; provided that if he takes leave on the conclusion of Foreign Service before rejoining his post, his reversion shall take effect from such date as the competent authority may declare.

(b) When a University employee reverts from Foreign Service to University service, his pay shall cease to be paid by the foreign employer, and his contributions shall be discontinued, with effect from the date of reversion.

Note. (1) If the University employee is repatriated by the borrowing department before the expiry of the agreed term of deputation, the salary of such an employee for the period from the date of relieving from Foreign Service to the date he takes charge of the post under the University, shall be paid by the foreign employer:

Provided that if such University employee is relieved by the foreign employer on the basis of a complaint or indiscipline or misconduct in the discharge of his duties, such period shall be treated as leave of the kind due.

(2) A specific provision to this effect shall invariably be incorporated in the terms and conditions of the deputation or Foreign Service.

14.12 General Conditions of Deputation and Deputation Allowance

(a) General Conditions

(i) The term 'deputation' covers only appointment made by transfer on temporary basis. Appointments of University employees made either by promotion or by direct recruitment in competition with candidates from the open market, whether on a permanent or temporary basis shall not be regarded as deputation. Similarly, permanent appointments made by transfer shall not be treated as deputation.

- (ii) The transfer of an employee from one department to another department under the Punjab Government will not be considered as deputation and no deputation allowance will be admissible.
- (iii) The term "Basic Pay" for this purpose shall mean the pay drawn in the scale of pay of the substantive appointment held or the pay in the scale of pay of officiating appointment in an employee's present cadre provided the officiating appointment so held was not in a tenure post and it is certified by the appointing authority that but for the deputation the employee concerned would have continued to hold the officiating appointment indefinitely.
- (iv) Personal pay, if any, drawn by an employee on the post in his parent department may be allowed in addition and will not be absorbed in the deputation allowance, but will be absorbed in other increases in pay e.g. increment or increase of pay by promotion or for any other reason.

(b) Deputation Allowance

The grant of deputation allowance to University employees who are transferred on deputation or to Foreign Service to other State Govt./University or the Central Govt./University or bodies (incorporated or not), wholly or substantially owned or controlled by University, provided the transfer is outside the regular line and is in the public interest shall be regulated as under :-

- (i)(a) The deputation allowance shall be granted only in those cases where the services of specialists in scientific and technical fields are required by the local authorities and other public or quasi-public bodies in the public interest and the choice of the officer is made by the University and not by the borrowing organisation; and
- (b) The deputation allowance shall be admissible at the rate of five per cent of basic pay of the University employee subject to a maximum of one thousand and five hundred rupees per mensem at the same station and ten per cent of basic pay subject to a maximum of three thousand rupees per mensem at a different station.
- (ii) The deputationist shall either be allowed special pay or deputation allowance on his basic pay and not both, irrespective of the fact whether the special pay has been sanctioned for the parent post in lieu of higher time scale or otherwise. Similarly special pay, if any, attached to a deputation post shall also not be admissible along with deputation allowance.
- (iii) Any project allowance admissible in a project area may be drawn in addition to the deputation allowance.
- (iv) Where a special rate of deputation allowance is admissible in any area on account of conditions of living there being particularly arduous or unattractive, such a special rate being more favourable than that admissible under these regulations, the University employees deputed to such area will be given the benefit of the special rate.

14.13. Pay on Deputation to Universities, Corporations, Local Bodies and Other Corporate Bodies

- (i) The University employees who go on deputation on Foreign Service to the Universities, Corporations, Local Bodies and other corporate bodies shall not be



allowed to get higher start. In case a University employee wants to take advantage of a higher scale of pay advertised by the Universities, Corporations, Local Bodies and other corporate bodies he can do so after resigning from University service.

- (ii) A University employee placed on deputation may opt to draw either the pay in the scale of pay of the new post, as may be fixed under the normal regulations, or his basic pay in the parent University Department plus personal pay, if any, under regulation **14.12** plus deputation allowance. For determining the pay under the normal regulations for this purpose in case of deputation to autonomous bodies, it may be assumed that the University regulations apply. The option once exercised shall be final except that on each occasion when such an employee receives proforma promotion in his parent University department under the next below regulation or is reverted to a lower grade in the parent University or is appointed to another grade by the borrowing agency a fresh option shall be allowed to him.
- (iii) The employee on deputation may be given the benefit of the “next below” regulation.
- (iv) No University employee shall receive an abnormal increase in pay because of his deputation. In cases in which a University employee is sent on deputation against a post the minimum scale of pay of which plus deputation allowance substantially exceeds the emoluments normally admissible to the deputationist, viz. the pay which he draws in the post from which he proceeds on deputation plus deputation allowance, the authority ordering the deputation shall restrict the pay in a suitable manner to curtail the substantial excess thereof.
- (v)(a) These regulations also apply in other cases of deputation or appointments of employees of other University and the Central University to posts under the University. Where, however, special orders may exist in respect of appointments of a specific category of employees to a specified class of posts, those orders will continue to be applied instead of these orders.
- (vi) In a case, a person already on deputation is desired to be promoted to a higher post in the borrowing department, the borrowing University/authority shall obtain the concurrence of the lending University/authority prior to that promotion. The lending University/authority shall in such a situation also decide how the pay in the higher post shall be regulated.
- (vii) This regulation shall not apply to cases of deputation to posts outside India.

14.14. How to Treat Deputation Allowance

The deputation allowance admissible to University employees transferred on deputation or to Foreign Service to any other University/ State Govt./Central Govt. or Bodies (incorporated or not) wholly or substantially owned or controlled by the State Govt. shall not count as emoluments for any purpose other than pension. In case of pension too it shall count as emoluments only if it is mutually agreed upon between the two Departments i.e. University/Govt./borrowing departments that it shall so count for the purposes of pension and the sharing of additional liability is also settled before hand.

Note 1.—The regulations regarding leave salary and pension contribution as laid down in Appendix 3 to the Account Code, Volume I shall apply in cases where a permanent



University employee is appointed under a different University through open competition, provided he is not required to resign his previous appointment and the University under whom he was employed prior to his appointment under a different University through open competition agrees to retain his lien until he is finally absorbed by the latter University.

14.15. Restriction on Grant of Extraordinary Concessions

The grant of extraordinary attractive concessions in the shape of higher pay scales, additional remuneration, conveyance allowance, free residential accommodation, free use of electricity and water, free use of car, use of servants for private purposes, sumptuary allowance and bonus or award for good work shall not be allowed to University employees deputed on Foreign Service to private bodies without the prior approval of the University.

14.16. Period of Deputation

The initial period of deputation may be extended up to three years by the University and if in a rare case of special nature, the exigencies so require in public interest, such period may be extended beyond three years by the University with the prior concurrence of Board.

14.17. Travelling Allowance and Daily Allowance during Deputation

A deputationist, or a University employee on transfer to Foreign Services shall be entitled to the Travelling and Daily Allowance at the rates applicable in the borrowing organisation.

14.18. House Rent Allowance during Deputation

House Rent Allowance will be admissible to a deputationist at the same rates as is admissible to the other University employees of equivalent categories. A deputationist who may be occupying a University residential accommodation will be permitted to retain the same on payment of five percent of his pay plus deputation allowance or the standard rent, whichever is less, as house rent from his own pocket, the difference between the market rent and the rent paid by the deputationist from his own pocket shall be paid by the borrowing organisation.

14.19 Conditions to be observed while sanctioning the Cases of Deputation or Foreign Service

- (a) (i) A University employee who has served on deputation or on Foreign Service should not be allowed to proceed on deputation or on Foreign Service again unless he has worked for a minimum period of two years on a post in his parent University on reversion from deputation or Foreign Service from the first assignment so that University may be able to make the best use of his service.
- (ii) The University has an inherent power to terminate deputation arrangements earlier than the period specified in the order of terms and conditions of deputation when exigencies so demand. University may, of its own motion or on the request of the borrowing organisation or authority, recall a University employee at any time before the expiry of the period of deputation. However, to make it more clear and to remove



any doubt in this behalf, a specific condition empowering the State University to recall a University employee before the expiry of the period of deputation shall invariably be incorporated in all orders transferring employees on deputation or to foreign service.

- (iii) In the case of Companies, Corporations, Boards etc., which are under the direct or indirect control of the Punjab Govt., the maximum three years (five years in rare cases of special nature) period of deputation shall be strictly adhered to. Such corporate bodies shall be required to take replacements from the University Departments concerned.
- (b) Any relaxation of the conditions and principles of deputation or Foreign Service laid down in this chapter will require prior concurrence of the Board.

Annexure 'A'
[Referred to in regulation 14.4 (i)]

The amount of remuneration to be granted to a University employee transferred to Foreign Service in India be regulated by the following principles:—

- (i) When the transfer of a University employee to Foreign Service in India is sanctioned, the pay which he shall receive in such service must be precisely specified in the order sanctioning the transfer. If it is intended that he shall receive any remuneration or enjoy any concession of pecuniary value, in addition to his pay proper, the exact notice of such remuneration or concession must be similarly specified. No University employee will be permitted to receive any remuneration or enjoy any concession which is not so specified, and, if the order is silent as to any particular remuneration or concession, it must be assumed that the intention is that it shall not be enjoyed.
- (ii) The following two general principles must be observed in sanctioning the conditions of transfer:—
 - (a) The terms granted to the University employee must not be such as to impose an unnecessarily heavy burden on the foreign employer.
 - (b) The terms granted must not be so greatly in excess of the remuneration which the University employee would receive in University service as to render Foreign Service appreciably more attractive than University service.

Note.—The intention of this principle is to prevent undue increase in the emoluments of the individual University employee transferred to Foreign Service. His pay in Foreign Service should, therefore, be fixed with reference to the post which he would have held under University, had he not been transferred and not with reference to the post in India corresponding to that held by him in Foreign Service.

- (iii) If the two principles laid down in paragraph (ii) above are observed, a competent authority may sanction the grant of the following concessions by the foreign employer. Such concessions must not be sanctioned as a matter of course but in those cases only in which their grant is in accordance with local custom and the wishes of the foreign employer, and is, in the opinion of the competent authority, justified by the circumstances. The value of the concessions must be taken into account in determining appropriate rate of pay for the University employee in Foreign Service:—
 - (a) The payment of contribution towards leave salary and pension under the ordinary regulations regulating such contributions.
 - (b) The grant of conveyance allowance under the ordinary travelling allowance regulations of the University or under the local regulations of the foreign employer.
 - (c) The use of tents, boats, and transport on tour; provided that this is accompanied by a corresponding reduction in the amount of travelling allowance admissible.
 - (d) The grant of free residential accommodation which may be furnished, in cases in which the competent authority considers this to be desirable, on such scale as may seem proper to that authority

- (e) The use of motors, carriages and animals.
- (f) Payment by the foreign employer of such compensatory allowance as would be paid by University at the station at which he is employed in Foreign Service, to the University employee in the service of that University.
- (iv) The grant of any concession not specified in paragraph (3) above requires the sanction of the Department of Finance.
- (v) Specific terms in regard to travelling allowance to be allowed to University employees for journeys on transfer to foreign service, and on reversion there from, should invariably be prescribed by sanctioning authorities in consultation and agreement with the foreign employer, i.e., it should be made clear in the orders sanctioning the transfer whether the travelling allowance for such journeys, which is payable by the foreign employer is to be regulated by the Punjab Civil Services (Travelling Allowance) Regulations, Volume III or by the regulations framed by the foreign employer.
- (vi) The foreign employers should in the case of University employees transferred to Foreign Service accept liability for leave salary in respect of disability leave granted on account of disability incurred in and through Foreign Service, even though such disability manifests, itself after the termination of Foreign Service. The leave salary charges for such leave should be recovered direct from foreign employers. The foreign employer is liable to pay leave salary charges, if it is medically certified that the disability has been incurred in or through Foreign Service, irrespective of the period that has elapsed between the date of reversion and the date of manifestation of the disability.



Annexure 'B'
(Referred to in note below Regulation 14.6)

The following rates of contributions on account of Pension and Leave Salary have been prescribed by University under regulation **14.6**:—

(i) Rates of monthly contributions for pension payable during active foreign service:—

Length of Service	Percentage of the maximum monthly pay of the post in the officiating or substantive grade, as the case may be, held by the officer at the time of proceeding on Foreign Service or to which he may receive proforma promotion while on Foreign Service in case of –			
	Group'A' University employee	Group'B' University employee	Group'C' University employee	Group'D' University employee
1	2	3	4	5
0-1 Years	7	5	5	4
1-2 Years	7	6	6	4
2-3 Years	8	7	6	5
3-4 Years	8	7	7	5
4-5 Years	9	8	7	5
5-6 Years	10	8	7	6
6-7 Years	10	9	8	6
7-8 Years	11	9	8	6
8-9 Years	11	10	9	7
9-10 Years	12	10	9	7
10-11 Years	12	11	10	7
11-12 Years	13	11	10	8
12-13 Years	14	12	10	8
13-14 Years	14	12	11	8
14-15 Years	15	13	11	9
15-16 Years	15	13	12	9
16-17 Years	16	14	12	9
17-18 Years	16	14	13	10
18-19 Years	17	15	13	10
19-20 Years	17	15	13	10
20-21 Years	18	16	14	11
21-22 Years	19	16	14	11
22-23 Years	19	17	15	11
23-24 Years	20	17	15	12
24-25 Years	20	17	16	12
25-26 Years	21	18	16	12
26-27 Years	21	18	16	13
27-28 Years	22	19	17	13
28-29 Years	23	19	17	13
29-30 Years	23	20	18	13
Over 31 Years	23	20	18	14

- (ii) Rates of monthly contribution for leave salary payable during active Foreign Service in respect of University employees subject to leave regulations in Section III of Chapter VIII shall be at 11 per cent of pay drawn in foreign service.
- (iii) The following instructions should be observed in the calculation of the amounts of contribution:—
- (a) The term “active foreign service” in paragraphs 1 and 2 above is intended to include the period of joining time which may be allowed to a University employee both on the occasion of his proceeding to and reverting from Foreign Service and accordingly contributions are leviable in respect of such periods.
 - (b) “Length of service” means the total period running from the date from which service for pension commences or is likely to commence.
 - (c) The leave salary contribution for the period of joining time taken by a University employee in continuation of leave under clause (b) of Regulation 9.1 before reversion from Foreign Service should be calculated on the pay he was getting immediately before he proceeded on leave.
 - (d) When a temporary University employee is transferred to Foreign Service, pension contributions should be recovered as in the case of permanent University employees.

In such cases the recovery of contributions for leave salary does not present any difficulty, the amounts being calculated on the pay actually drawn in Foreign Service.

- (e) In the case of University employees mentioned in regulation 4.2 of Volume II of these regulations, the period which they are entitled to add under that regulation to their service qualifying for superannuation pension should be taken into account in reckoning “length of service” for determining the rates of Foreign Service contribution on account of pension prescribed.

Note.—The expression “length of service” occurring in this paragraph should be taken to mean the entire continuous service of the University employee concerned including temporary service in a pensionable post.

Any Service matters not covered under these regulations will be as per Punjab Govt. regulations amended from time to time.

15. Record of Service

15.1 Service record of each University employee shall be maintained by the Registrar Office.

Provided that the maintenance of service record may be dispensed with in the case of University employees whose service particulars are recorded in the history of service or a service register by the Registrar Office.

15.2.1 All the incidents relating to the official career of a University employee, which have a bearing on pay, promotion, leave, pension etc. shall be recorded in the service record of such a University employee particularly in respect of the following incidents along with the dates and the relevant authentication/orders:—

- (i) Appointment and joining.
 - (i-a) Completion of probation period/extension of probation period/ confirmation.
- (ii) Grant of increment or withholding of increment



- (iii) Grant of Selection Grade.
- (iv) Grant of benefit of Assured Career Progression Scheme.
- (v) Fixation of pay.
- (vi) Grant of leave.
- (vii) Deputation/transfer.
- (viii) Suspension or interruption in service along with details of the period thereof.
- (ix) Reinstatement.
- (x) Resignation.
- (xi) Termination of service along with its reasons.
- (xii) Promotion.
- (xiii) Compulsory/Premature/Voluntary Retirement.
- (xiv) Removal or dismissal from service.
- (xv) Reversion.
- (xvi) Reduction in rank or pay along with the precise reasons thereof viz. whether reduction is on account of inefficiency or reduction in establishment or abolition of the post held by the employee.
- (xvii) Retirement on superannuation.
- (xviii) Extension in service after the date of retirement on superannuation.

2. Each entry in the service record shall be neatly made and duly attested by the Registrar Office.

The attesting officer shall ensure that the entries are made regularly and in proper manner.

3. Erasure, overwriting or interpolation in the service record are not permissible and all corrections where necessary shall be made under proper attestation by the attesting officer.

15.3. It shall be the duty of Registrar Office, to initiate action to show the service book, every financial year within its first quarter, to the University employee, concerned under his administrative control and obtain his signatures thereon in respect of each entry in token of his having seen the service book. A certificate to the effect that necessary action in this behalf has been taken in respect of the preceding financial year shall be submitted by the concerned Office to the next higher authority by the end of every September. Before affixing his signatures the University employee concerned shall ensure that his service has been duly verified and certified as required by the regulations.

15.4.(i) The service record including the service book required to be maintained under the preceding regulations shall be kept in the custody of the Office in which the University employee concerned is serving. The service record so maintained shall in no case be made over to the University employee concerned.

(ii) If the University employee is transferred to Foreign Service, his Head of Department or Office, as the case may be, shall note therein the order sanctioning the transfer, effect of the transfer in regard to leave admissible during the Foreign Service and such other particulars as he may consider necessary in connection with the transfer. On retransfer of the University employee from Foreign Service to University service, the head of his Department or Office, as the case may be, shall note in it all necessary

particulars connected with his foreign service, including the facts of recovery of leave and pension contributions.

- 15.5. A University employee shall be entitled to have a certified copy of his service book on payment of such amount as may be fixed by the University as copying fee and cost of the service book and also to have all subsequent events and entries recorded therein under proper attestation by the Attesting Officer.

Any Service matters not covered under these regulations will be as per Punjab Govt. regulations amended from time to time.

16. Promotion Regulations

Appointments:

The appointments by promotion shall be made on the basis of seniority-cum-merit as per the procedure prescribed by the University for its employees. The appointment by direct recruitment shall be made strictly on merit.

Manner of Appointment:

- (i) The posts in the scale with initial pay of Rs.15,600+5,400=Rs.21,000/- and above shall be filled up by direct appointment and promotion in the ratio of 3:1.
- (ii) All other posts will be filled up by direct appointment and promotion on 50:50 basis.
- (iii) All the promotions/direct recruitment shall be conducted through test. At least 40% score in test is essential for promotions.

Designation/Qualification/Pay Scale and Promotion Criteria in Respect of Non-Teaching Posts

Direct Recruitment				Promotions		
1 Sr No.	2 Designation	3 Pay Scale	4 Qualification & Experience	5 Designation	6 Pay Scale	7 Qualification & Experience
1.	Deputy Registrar	Rs.15600-39100/- G.P.Rs.7600/-	Master's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; alongwith- (i) Nine years' of experience as Assistant Professor in AGP of Rs.6000 and above with experience in educational administration, or (ii) Comparable experience in research establishment and/or other institutions or higher education, or (iii) 5 years' of	Assistant Registrar to Deputy Registrar	Rs.15600-39100/- G.P.Rs.7600/-	Master's Degree from a recognized university. At least 15 years experience of working in a responsible position in an Education Institution/Govt. Office out of which five years as Assistant Registrar or Supdt. Grade-I.

			administrative experience as Assistant Registrar or in an equivalent post.			
2.	Assistant Registrar	Rs.15600-39100/- G.P.Rs.5400/-	Master's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC 7pt scale alongwith a good academic record, as laid down by the UGC, shall continue to be in force.	Supdt. to Assistant Registrar	Rs.15600-39100/- G.P.Rs.5400/-	Graduate from a recognized university with the total service or 05 years in administration as Superintendent-II or equivalent post in the scale of Supdt. Gr.-II. The post of Assistant Registrar created through ratio Supdt. Grade-II and P.A 3:1 from amongst P.As. shall be filled by the promotion from amongst the Supdt. Grade-II P.As. on the basis of seniority-cum-merit on the recommendation of Screening Committee approved by the Vice Chancellor. Provided that no P.A. shall be promoted as Assistant Registrar unless he has put atleast two years service as P.A. in the University.
3.	Superintendent Grade-I	Rs.10300-34800/- G.P.Rs.5000/-	Graduate with minimum of 55% of marks from a recognized university with the total service of 05 years in administration, out of which atleast 3 years as Superintendent Grade-II or equivalent post in the scale of Supdt. Gr.-II and 05 years as Senior Assistant. The person having experience in Engineering colleges/ educational institution/organization of repute and possessing knowledge	Supdt. Grade-II to Supdt. Grade-I	Rs.10300-34800/- G.P.Rs.5000/-	Graduate from a recognized university with the total service or 05 years in administration as Superintendent Grade-II or equivalent post in the scale of Supdt. Gr.-II.

			of administration/ accounts will be preferred.			
4.	Superintendent Grade-II	Rs.10300-34800/- G.P.Rs.4800/-	Graduate from a recognized university or its equivalent. 10 years experience out of which atleast five years experience as Senior Assistant or equivalent post in the scale of Senior Assistant. Persons having experience of work in engineering college/ technical institutions/ universities/ organization of repute will be preferred and working knowledge of computer.	Senior Assistant to Supdt. Grade-II	Rs.10300-34800/- G.P.Rs.4800/-	Graduate from a recognized university or equivalent. 15 years of experience in administration/accounts and finance examination etc. out of which at least five years experience as Senior Assistant.
5.	Personal Assistant to Vice Chancellor/ Registrar/Campus Director of Constituent College	Rs.10300-34800/- G.P.Rs.4800/-	i) Graduate from a recognized University. ii) Having Shorthand/ Typing Speed @120/40 w.p.m both English and Punjabi and working knowledge of computer. Must be capable to handle correspondence independently. iii) 10 years experience of working in a University/ Educational Institution/ Govt. office			Promotion amongst the Sr. Scale Stenographers having five years experience as Sr. Scale Stenographer.
6.	Senior Assistant	Rs.10300-34800/- G.P.Rs.4400/-	Graduation with at least 10 years experience in a clerical position in Govt./ Autonomous organization, preferable in a University and working knowledge of Computers.	Junior Assistant to Senior Assistant	Rs.10300-34800/- G.P.Rs.4400/-	05 years experience as Junior Assistant in the same institute.
7.	Junior Assistant	Rs.10300-34800/- G.P.Rs.3600/-	No direct recruitment	Clerk to Jr. Assistant	Rs.10300-34800/- G.P.Rs.3600/-	By placement with 05 years service as Clerk/Data Entry Operator
8.	Clerk-cum-Data Entry Operator	Rs.10300-34800/- G.P.Rs.3200/-	1. (i) Should have passed Bachelor's degree from a recognized University or Institution and; (ii) Possesses atleast	Peon to Clerk	Rs.10300-34800/- G.P.Rs.3200/-	i) The class-IV (Group-D) employees who possess a minimum educational qualification of matriculation (with

			one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government organised Institution or a reputed Institution, which is ISO-9001, certified. Possesses a Computer Information Technology Course equivalent to O Level Certificate of Department of Electronic Accreditation of Computer Courses (DOEACC) of Govt. of India. 2. Must qualify test in type writing at speed of 40 w.p.m in English and 30 w.p.m. in Punjabi languages.			Punjabi) and have a minimum of five years experience as such. ii) Passing qualifying test in Punjabi and English Type writing which should be equal to the criteria prescribed by the SSS Board.
9	Senior Scale Stenographer	Rs.10300-34800/- G.P.Rs.4400/-	Graduate with minimum of 55% marks from a recognized university or its equivalent. Must pass tests in stenography both in English and Punjabi at speed of 120 w.p.m. and 100 w.p.m. respectively to be transcribed on the type writer at a speed of 25 w.p.m. and 20 w.p.m. respectively with 92 percent accuracy. Knowledge of P.C. essential. 12 years experience out of which atleast three years as a Stenographer. Preference to candidates with experience of working on electronic	Jr. Scale Stenographer to Sr. Scale Stenographer	Rs.10300-34800/- G.P.Rs.4400/-	5 years service as Junior Scale Stenographer

			typewriter and P.C.			
10	Junior Scale Stenographer	Rs.10300-34800/- G.P.Rs.3600/-	No Direct recruitment.	Steno to Jr. Scale Stenographer	Rs.10300-34800/- G.P.Rs.3600/-	05 years service as Stenographer
11	Steno	Rs.10300-34800/- G.P.Rs.3200/-	i) Should have passed Bachelor's Degree from a recognized University or Institution and ii) Must qualify tests in stenography both in English and Punjabi at a speed of 80 w.p.m. in shorthand and transcribed on a speed of 15 w.p.m. with 92 percent accuracy. iii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government			No Promotion Channel.

			recognised Institution or a reputed Institution, which is ISO-9001, certified. or Possesses a Computer Information Technology Course equivalent to O Level Certificate of Department of Electronic Accreditation of Computer Courses (DOEACC) of Govt. of India			
12.	Senior Store Keeper	Rs.10300-34800/- G.P.Rs.4400/-	Graduate with minimum of 55% marks from a recognized university or its equivalent. 10 years experience of working out of which 5 years as Storekeeper/Junior Assistant in the maintenance of store & purchase. Diploma in Material Management will be preferred.	Storekeeper to Sr. Store Keeper	Rs.10300-34800/- G.P.Rs.4400/-	Graduate with 10 years of service out of which 05 years as Storekeeper.
13.	Store Keeper	Rs.5910-20200/- G.P.Rs.2400/-	Graduate with minimum of 55% marks and 5 years experience in store			No Promotion
14.	Driver	Rs.5910-20200/- G.P.Rs.2400/-	Matriculate from a recognized University/ Board of repute or its equivalent. 05 years of experience in Driving Light or Heavy Vehicle. Must possess a valid driving license and not convicted for any offence.	-	-	-
15.	Peon	Rs.4900-10680/- G.P.Rs.1650/-	Middle pass or its equivalent with Punjabi from a recognized School/ Institution/Board of repute or its equivalent	-	-	-
16.	Telephone Operator	Rs.5910-20200/- G.P.Rs.2400/-	10+2 with minimum 55% of marks from recognized university/board or	-	-	-

			its equivalent with 2 years experience as telephone operator.			
17.	Care Taker-cum-Cook	Rs.5910-20200/- G.P.Rs.1950/-	Matriculate with minimum 55% marks from a recognized board with five years experience as Cook.	-	-	-
18.	Mali	Rs.4900-10680/- G.P.Rs.1650/-	Middle pass with minimum 55% marks from recognized school/ institution/ Board or its equivalent with two years experience in planning & gardening.	-	-	-

Laboratories

Direct Recruitment				Promotions		
1	2	3	4	5	6	7
Sr. No.	Designation	Pay Scale	Qualification & Experience	Designation	Pay Scale	Qualification & Experience
1.	Laboratory Supdt.	Rs.15600-39100/- G.P.Rs.5400/-	Diploma in first Class in appropriate branch of engineering/B.Sc./BCA in first division with 8 years experience out of which 5 years as Senior Technician or equivalent post in the scale of Sr. Technician.	Senior Technician to Laboratory Superintendent.	Rs.15600-39100/- G.P.Rs.5400/-	8 years as Senior Technician.
2.	Technical Assistant and Sr. Tech. to be merged as Sr.Tech.	Rs.10300-34800/- G.P.Rs.3800/-	Applied Sciences: B.Sc. (Non-medical)/BCA degree in the appropriate discipline with 5 years experience in similar laboratory. Engineering: Diploma holder in the appropriate discipline with 5 years experience	Technician Gr.-I to Senior Technician	Rs.10300-34800/- G.P.Rs.3800/-	5 years service as Technician Grade-I with ITI for Engg. Labs. or 10+2 with Science subjects for Science Labs or higher qualification.
3.	Technician Grade-I (20% of the posts)	Rs.10300-34800/- G.P.Rs.3200/-	-	Technician Gr.-II to Technician Gr.-I	Rs.10300-34800/- G.P.Rs.3200/-	3 years service as Technician Gr.-II
4.	Technician Gr.-II(30% of the posts)	Rs.5910-20200/- G.P.Rs.2800/-	-	Junior Technician to Technician Gr.-II	Rs.5910-20200/- G.P.Rs.2800/-	5 years experience as Jr. Technician.
5.	Laboratory Assistant and Junior Technician to be merged as Junior Technician (50%)	Rs.5910-20200/- G.P.Rs.2400/-	Applied Science: B.Sc. (Non-medical)/BCA degree with 2 years experience in similar laboratory OR 10+2 (Science) with 5	Laboratory Attendant to Junior Technician.	Rs.5910-20200/- G.P.Rs.2400/-	5 years service as Lab. Attendant.

	of the posts)		years experience in similar laboratory. Engineering: Diploma holder in the appropriate discipline with 2 years experience or ITI with 5 years experience.			
6.	Laboratory Attendant	Rs.4900-10680/- G.P.Rs.1400/-	A pass in SSLC (matriculation) or equivalent. Preference for science candidate	-	-	-
7.	Draftsman Civil/Mechanical/Architecture.	Rs.10300-34800/- G.P.Rs.3800/-	National Trade Certificate in Draftsman trade with 12 years experience as Junior Draftsman or Dip. In Arch. with 7 years experience. Knowledge of CAD/CAM package essential	Junior Draftsman to Draftsman.	Rs.10300-34800/- G.P.Rs.3800/-	15 years service as Junior Draftsman.
8.	Junior Draftsman Civil/Mech./Arch.	Rs.10300-34800/- G.P.Rs.3200/-	National Trade Certificate in draftsman with knowledge of CAD/CAM packages	-	-	-

Workshop

Direct Recruitment				Promotions		
1 Sr.No.	2 Designation	3 Pay Scale	4 Qualification & Experience	5 Designation	6 Pay Scale	7 Qualification & Experience
1.	Foreman Instructor	Rs.15600-39100/- G.P.Rs.5400/-	Diploma in Mechanical/Production/Industrial Engg. With 1 st Division with 8 years experience out of which 5 years as Workshop Instructor or equivalent post in the scale of Workshop Instructor.	Workshop Instructor to Foreman Instructor	Rs.15600-39100/- G.P.Rs.5400/-	8 years experience as Workshop Instructor.
2.	Workshop Instructor	Rs.10300-34800/- G.P.Rs.4600/-	Diploma in appropriate trade with 03 years experience or National Trade Certificate in appropriate trade with 08 years experience in the similar workshop.	Technician Grade-I to Workshop Instructor.	Rs.10300-34800/- G.P.Rs.4600/-	5 years service as Technician Grade-I with National Trade Certificate in appropriate Trade.
3.	Technician Grade-I (20% of the posts)	Rs.10300-34800/- G.P.Rs.3200/-	-	Technician Grade-II to Technician Grade-I	Rs.10300-34800/- G.P.Rs.3200/-	3 years service as Technician Gr.-II
4.	Technician	Rs.5910-20200/-	-	Junior Technician	Rs.5910-	5 years service as

	Grade-II (30% of the posts)	G.P.Rs.2800/-		to Technician Gr.-II	20200/- G.P.Rs.2800/-	Junior Technician.
5.	Skilled Assistant and Junior Technician to be merged as Junior Technician (Workshop) (50% of the posts)	Rs.5910-20200/- G.P.Rs.2400/-	National Trade Certificate in appropriate trade from a recognized technical institute with 03 years experience in a similar workshop.	Workshop Attendant to Junior Technician	Rs.5910-20200/- G.P.Rs.2400/-	5 years service in the concerned shop as workshop attendant.
6.	Workshop Attendant	Rs.4900-10680/- G.P.Rs.1400/-	A pass in SSLC (matriculation) or equivalent. Preference for science candidate.	-	-	-

Dispensary

Direct Recruitment				Promotions		
1	2	3	4	5	6	7
Sr.No.	Designation	Pay Scale	Qualification & Experience	Designation	Pay Scale	Qualification & Experience
01.	Staff Nurse	Rs.10300-34800/- G.P.Rs.4600/-	Diploma in Staff Nursing/ B.Sc. Nursing and registered with Punjab Nursing Council	-	-	-
02.	Pharmacist	Rs.10300-34800/- G.P.Rs.4200/-	Diploma in Pharmacy and registered with Punjab Pharmacy Council with 02 years experience.	-	-	-
03.	*Medical Attendant	Rs.4900-10680/- G.P.Rs.1400/-	A pass in SSLC (matriculation) or equivalent. Preference for science candidate.	-	-	-

The Seniority of Med. Attendant will be counted alongwith LA & Lib. Attendant. All Med. Attendant/Lab. Attendant/Library Attendant/Workshop Attendant with Joint Seniority can be considered for promotion to Jr. Tech. If one possesses 5 years experience as LA/MA/WA/Lib.A.

Library

Direct Recruitment				Promotions		
1	2	3	4	5	6	7
Sr.No.	Designation	Pay Scale	Qualification & Experience	Designation	Pay Scale	Qualification & Experience
01.	Assistant Librarian	Rs.10300-34800/- G.P.Rs.3800/-	Bachelor's Degree in Library Science with 05 years experience in a similar library	Library Assistant to Assistant Librarian	Rs.10300-34800/- G.P.Rs.3800/-	08 years experience as Library Assistant.

02.	Library Assistant	Rs.10300-34800/- G.P.Rs.3200/-	Bachelor's Degree in Library Science. Work experience of two years preferred.	-	-	-
03.	Library Attendant	Rs.4900-10680/- G.P.Rs.1400/-	A pass in SSLC (matriculation) or equivalent. Preference for science candidate.	-	-	-

Maintenance Cell

Direct Recruitment				Promotions		
1	2	3	4	5	6	7
Sr. No.	Designation	Pay Scale	Qualification & Experience	Designation	Pay Scale	Qualification & Experience
01.	Maintenance Engineer	Rs.15600-39100/- G.P.Rs.5400/-	B.Tech. Civil with 55% marks and 05 years experience at the supervisory level.	-	-	-
02.	Maintenance Supervisor and Junior Engineer will be merged as Maintenance Supervisor.	Rs.10300-34800/- G.P.Rs.4800/-	Diploma with first division in Civil/Electrical Engineering with 03 years experience.	-	-	-
03.	Maintenance Assistant and Skilled Worker will be merged as Maintenance Assistant.	Rs.5910-20200/- G.P.Rs.2400/-	National Trade Certificate in appropriate branch with 03 years experience.	-	-	-
04.	Maintenance Attendant	Rs.4900-10680/- G.P.Rs.1400/-	Middle pass with knowledge of Punjabi.	-	-	-

Computer Centre

Direct Recruitment				Promotions		
1	2	3	4	5	6	7
Sr.No.	Designation	Pay Scale	Qualification & Experience	Designation	Pay Scale	Qualification & Experience
01.	Computer Operator	Rs.10300-34800/- G.P.Rs.3600/-	PGDCA/B.Sc. in Information Technology/B.Sc. with Certificate Course in Computing and MCA	-	-	-

Architecture

Direct Recruitment				Promotions		
1	2	3	4	5	6	7
Sr.No.	Designation	Pay Scale	Qualification & Experience	Designation	Pay Scale	Qualification & Experience
01.	Modeller	Rs.10300-34800/- G.P.Rs.3800/-	Diploma in Carpentry with minimum 55% marks and five years experience as Modeller, preference shall be given to the person working with firms or institutions of Architecture.	-	-	-
02.	Graphic Artist	Rs.10300-34800/- G.P.Rs.3200/-	Certificate or diploma in commercial art/graphic/design/photography with 55% marks from a recognized institution with two years experience in the preparation of graphic/photographic material.	-	-	-
03.	Studio Assistant	Rs.5910-20200/- G.P.Rs.2800/-	Matriculation with minimum 55% marks and three years practical experience in photography work.	-	-	-
04.	Audio Visual Technician	Rs.5910-20200/- G.P.Rs.3800/-	Bachelor's Degree with 55% marks in Science/Diploma in Audio Visual Techniques with two years experience in the use of audio visual equipment.	-	-	-
05.	Curator	Rs.5910-20200/- G.P.Rs.2400/-	Diploma/Degree in Architecture with minimum 55% marks and two years professional experience in Architecture.			

17. Contribution Pension Scheme Regulations

1. A Pension Fund to be called "The Maharaja Ranjit Singh Punjab Technical University Contribution Pension Scheme" shall be established for the benefit of the employees eligible under these Regulations, by creating a corpus from the contribution made by the employees of the University.
2. The new Pension Scheme shall be mandatory for all University regular employees joining the University service on or after 01.1.2004.
3. No deduction will be made towards GPF contribution from the regular University employees joining the service on or after 1.1.2004, as the GPF scheme is not applicable to them.

4. On becoming a member of new Contribution Pension Scheme, the University will allot a Permanent Pension Account Number (PPAN), which will indicate the calendar year of joining the University service. The Permanent Pension Account Number will be allotted to individual University employee from '00001' running from January to December of a calendar year.
5. An Index Register will be maintained for the purpose of allotment of Permanent Pension Account Number to the new entrants to the University service as per the format provided in the regulations.
6. While preparing the salary bill for the employees covered under this Scheme, separate bills for drawl of matching contribution to be paid by the University and creditable to Pension Account shall be prepared.
7. These accounts shall not be mixed with GPF accounts and these records/ledger accounts shall be independent of GPF accounts maintained in the case of pre 1.1.2004 entrants to the University service.
8. At the end of each Financial Year, the University will prepare Annual Account Statement for each employee showing the opening balance, details of monthly deductions and University's matching contributions, interest earned, if any, and the closing balance and the same shall be supplied to individual employees under this Scheme.
9. The amendments made by the Punjab Government shall ipso facto be applicable to this Contribution Pension Scheme.
10. The New Contribution Pension Scheme shall come into force from 01.01.2004.

Note: The employees working in the constituent colleges prior to the college becoming constituent college of the University, shall be governed by the Provident Fund Regulations as opted by the employees at the time of joining the service or whenever the options were sought for the same.

18 Regulations Regarding the Forwarding of Applications for Posts outside the University.

18.1 No applications shall be forwarded unless:-

- (i) The applicant has completed two years service in the University.
- (ii) The Head of Department certifies that he can make alternative arrangements till the post is filled in on regular basis and that the arrangements will be without any detriment to work.
- (iii) The Head of Department certifies that persons possessing the qualifications prescribed for the post will be available from the open market.

18.2 An employee who meets the requirements mentioned at 18.1 above can be allowed to submit two applications in a calendar year.



- 18.3** No employee who is under a bond to serve the University for a certain period shall be permitted to apply unless the bond period has expired.
- 18.4** An employee who fulfils the requirements mentioned at **18.1(i) to (iii)** above and whose application is forwarded, shall in the event of his selection, be relieved after the Academic Session. No employee shall be relieved in the middle of the Academic Session.
- 18.5** Applications of the employees fulfilling the prescribed conditions will be forwarded by the Registrar. Only cases where relaxation of regulation/policy is required, will be submitted to the Vice Chancellor.
- 18.6** The above regulations shall not apply to employees appointed against leave vacancies. Their applications shall be forwarded but on the understanding that they would be relieved only when they complete their full period of appointment with the University.

Any Service matters not covered under these regulations will be as per Punjab Govt. regulations amended from time to time.

19. Regulations Regarding Acceptance of Outside/Foreign Assignment by Teachers/Scientists/Employees of the University.

- (i) No teacher/scientist/employee will be allowed to accept any outside assignment unless he has completed three years of service in the University.
- (ii) He must have completed the probation period on the post he is holding.
- (iii) A teacher/Scientist/employee, who is under bond to serve the University for a certain period, shall not be granted extraordinary leave to accept an outside assignment before the expiry of the period of bond executed by him.
- (iv) If a teacher/scientist/employee, who has been granted extraordinary leave to take up an outside assignment fails to rejoin duty on the expiry of his leave, his service will be deemed to have been terminated from the date of expiry of leave.
- (v) He should be granted only extraordinary leave during the period of such outside assignment and that also for a maximum of three years in one spell, extendable upto five years by the Board.
- (vi) After availing of extraordinary leave in terms of **19(iv)** above for one year or more in one spell, a teacher/scientist/employee must serve the University for at least three years before he is granted extraordinary leave to accept another assignment for the period short of maximum total of five years in entire service. The condition of five years service will not apply when the period of previous assignment is less than one year but this period shall be counted for calculating total period of five years for which a teacher/scientist/employee can be granted extraordinary leave during his entire service.
- (vii) The maximum period for which extraordinary leave is granted to a teacher/scientist/employee for taking up outside assignment must not exceed five years during his entire service in the University, provided that the Board may allow leave to teachers/employees not exceeding six months in a spell of three years in cases where it is satisfied that the assignment is of an advisory/consultancy nature to foreign Govt./Institutions/International Organisation, and shall bring recognition to the University and such leave shall not count towards maximum period of five years.



- (viii) The period for which a teacher/scientist/employee has already served on outside assignment will be taken into account for calculating the maximum period of five years.
- (ix) An employee on outside assignment may be granted extension in extraordinary leave beyond the prescribed limit if the period between expiry of his leave and his retirement is less than two years provided he shall not join back during the remaining period of his service.
- (x) Application for outside assignment must be routed through proper channel and if a teacher applied direct for an outside assignment or receives an offer of Appointment direct and accepts an outside assignment without the University permission, he will have to resign from the University and he will neither be granted an extraordinary leave nor lien will be kept in the University.

Any Service matters not covered under these regulations will be as per Punjab Govt. regulations amended from time to time.

20. University Policy for Interaction with Print and Electronic Media

20.1 Definitions

Maharaja Ranjit Singh Punjab Technical University, Bathinda has been established by Govt. of Punjab vide Act No. 5 of 2015.

“Media” includes all media e.g. print, television, radio and other electronic media including the web, blogs, etc.

“Staff” includes Faculty members and employees of the University.

“Brand” A brand includes all the attributes, associations, values, personality and benefits associated with a product/service/organization. The brand also defines the type of relationship a person has with an organization/product/service.

20.2 “Policy”

The policy defines the procedures, the University Community is required to follow and the responsibilities they have when interacting with the media. These procedures will ensure that all contact with the media is conducted professionally; that University receives the best possible, accurate and positive media coverage and that the University’s reputation and brand are protected. The policy acknowledges the need for planning, exchange of information and communication between individual staff and departments.

Breach of this policy may be deemed a breach of the Code of Conduct and may be subject to disciplinary action.

20.3 Procedures

(i) Media Liaison

All media liaison must be handled through the Office of Public Relations. An employee wishing to make contact with the media must seek prior approval from Registrar. The preparation and distribution of all media releases must be done through, and in collaboration with PRO. The PRO through Registrar will make judgments’ regarding the news worthiness and news angles of these stories.

This will ensure that:

- The release aligns with our brand, values and mission;
- The content is presented in an appropriate manner;
- The media release is disseminated to the most up-to-date and relevant media contacts;
- The dissemination of the release is timely;
- The media release does not inadvertently attract negative coverage;
- University messages are co-ordinated and there are no contradictions;

Staff members contacted directly by the media must contact the PRO before speaking to the media, so that an appropriate response can be agreed and communicated. Where the urgency or dynamic nature of the media is such that this advice is not possible, staff members must comment in line with this policy.

(ii) Acting as an Official Spokesperson

Members of staff are not permitted to represent themselves as spokespersons for the University unless authorized to do so. Official statements in the name of the University must be authorized by the Vice Chancellor or Registrar. A staff member authorized to speak on behalf of University to the media may identify himself or herself by using the University name and/or his/her official title.

(iii) Academic Comments

The Policy recognizes that Faculty may have the opportunity to interact with the media in three primary capacities:

- as a private individual, or
- as an academic or professional expert, or
- as an official spokesperson of the University.

All these roles, and the responsibilities associated with them, are addressed in the Policy.

(iv) Principles

- (a) The University is a public institution that is accountable for its actions.
- (b) The University responds promptly to media enquiries and is always truthful when dealing with the media.
- (c) The University is proactive in developing positive media coverage in order to communicate with the community it serves, build support for its core objectives and enhance its reputation.
- (d) The University responds quickly so as to limit the potential damage to the University caused by adverse or incorrect media coverage.
- (e) The University has an obligation to protect itself and its staff and students from unfair intrusion by the media.

(v) Responsibilities of staff in the best interests of the University

- (a) Notwithstanding the rights of individuals to freedom of speech within the law, staff of the University have an obligation, expressed in the Staff Code of Conduct, to act in the best interests of the University at all times.
- (b) Staff is expected to participate fully in University consultation and decision-making processes on any official University matters, and to refrain from debating opinions on such matters through the media.

(c) Staff must not

(i) Express views and opinions in the public domain with the intention of discrediting the University.

(ii) Express views on behalf of the University unless authorized to do so by the Vice Chancellor.

4. In circumstances where a staff member considers that there have been serious wrongdoing by the University, he or she is advised to follow internal procedures for proper investigation and resolution of such matters.

(vi) Contact with the media by staff members as private individuals

(a) The University affirms the right of Faculty to interact freely with the media as private individuals.

(b) When Faculty members discuss with the media, or write about, matters outside their areas of work, they must make it clear that they are speaking as private individuals and not as staff members. The use of University position titles, letterhead or postal addresses are prohibited in this context.

(c) When staff members speak to the media on their own behalf, or on behalf of organizations not associated with their work at the University, University property must not be used as a backdrop for filming or photographic purposes.

(vii) Contact with the media by staff members as academic or professional expert.

(i) For the purposes of this section, "academic freedom", in relation to the University, means-

(a) The freedom of academic staff and students within the law, to question and test received wisdom, and to put forward new ideas and to state controversial or unpopular opinions:

(b) The freedom of academic staff and students to engage in research:

(c) The freedom of the University and its staff to regulate the subject-matter of courses taught at the University:

(d) The freedom of the University and its staff to teach and assess students in the manner they consider best promotes learning:

(e) The freedom of the University through its chief executive to appoint its own staff.

(ii) In exercising its academic freedom and autonomy, the University shall act in a manner that is consistent with-

(a) The need for the maintenance of the highest ethical standards and the need to permit public scrutiny to ensure the maintenance of those standards.

(b) The need for accountability and the proper use of resources allocated to them.

The University's Code of Ethics for the Staff expands on the responsibilities associated with academic freedom, and explains the principle that this freedom is directly linked to the academic staff member's area of academic expertise, and his or her research, scholarship and teaching activities.

(iii) The principle of 'academic freedom' may also apply to the general staff, many of whom are also recognized as having professional expertise in particular areas.

- (iv) The University affirms the right of staff members to interact freely with the media as academic or professional experts.
- (v) In exercising this right, staff must ensure that they do not claim or imply that they speak on behalf of the University, or express views on other official University matters (see Part 7 below).
- (vi) While academic debate over research findings, theories or viewpoints is encouraged, personal attacks on other members of staff or students, or disparagement of any area of the University through the media, are contrary to the provisions of the Code of Ethics for Academic Staff.
- (vii) The University may be held liable for defamatory comments or libellous statements made by a staff member. Staff must therefore take the utmost caution to ensure any comments and statements do not have legal consequences for the University.
- (viii) **Media enquiries about areas of academic expertise**

- (a) Academic staff members are encouraged to respond to media enquiries related to their areas of academic expertise and are not required to seek permission before doing so. However, staff is requested to inform the Public Relations Office when they have had contact with the media, so that the resulting media coverage can be monitored.
- (b) Staff is encouraged to consult the Public Relations Office for advice or assistance in dealing with media enquiries.
- (c) Some media enquiries about an academic matter might also relate more broadly to the University. In such cases, or where the Teacher has any doubt about whether he or she may answer the enquiry, the matter must be referred to the Public Relations Office.
- (d) Staff who answers a media enquiry as an academic expert must make it clear that his/her opinion is based on his/ her expert knowledge and research. Where the subject is likely to be contentious, they must make it clear in their response to the media that their opinion does not represent the considered position of the University.
- (e) Staff must provide the media with their academic titles (e.g., Professor or Dr) when they are commenting as academic experts. Position titles are not appropriate in this context; as such titles may convey the impression that the person is representing the considered position of the University.

(ix) **Visits to the campus by the media**

In circumstances where the media wish to visit the campus or any University facility in relation to enquiries, the staff member is required to consider whether the visit might impinge on the work or academic activities of other members of the University community. If so, the staff member must take reasonable steps to ensure that the relevant people are consulted, and that appropriate agreement to the arrangements for the visit are made, with any disruption to the work of others being kept to a minimum.

When a staff member hosts a media visit which is likely to lead to wider media interest, the staff member should consult the Public Relations Office at the earliest opportunity.

It is appropriate for the University grounds or facilities to be used for filming, however, where extensive filming on campus is planned, staff is required to take permission from the Competent Authority

(x) Emergencies

In the event of an emergency or critical incident, no statement is to be made to the media by any staff member unless authorized by the Registrar or the Vice Chancellor.

If any serious security issue or emergency occurs at the University (for example, an accidental death on campus, a fire, or significant police involvement with a matter connected to the University), Chief Security Officer is responsible for informing the relevant senior staff and the Public Relations Office immediately

The Public Relations Office, in consultation with the Registrar, Vice Chancellor and any other authorized staff, is responsible for releasing any information to the media about an emergency situation.

(xi) Privacy Concerns/Breaches

To ensure compliance with all relevant privacy laws and the University's Information Privacy Policy, staff may not comment to the media or disclose any personal information concerning such a person, without that person's express permission.

(xii) Bringing the University into Disrepute

Staff, student or anyone associated with the University must not engage with the media in any activity or comment that may bring the University's goodwill, reputation or public image into disrepute and in case the same is done, then University will be at liberty to initiate legal action against the person who causes such a damage besides seeking compensations vis-à-vis damage caused.

20.4 Accountabilities

(i) Responsibility

The Public Relations Officer through Registrar has responsibility for the development, implementation and maintenance of this policy. The Competent Authority has a role to play in implementing, administering and reviewing the policy. It should continually seek ways to simplify the policy and related procedures. Wherever possible, they should work to eliminate encumbrances that hinder or make policy development convoluted, and clarify aspects of the policy and procedures that are hard to understand.

The Competent Authority may modify, review and incorporate changes in the policy from time to time, in consultation with the Public Relations Officer.

(ii) Implementation plan

Office of the Public Relations under supervision of Registrar will implement the Policy by:

- putting in place an on-going awareness strategy designed to make the framework of the Media Policy known, understood and accessible to the University community;
- being responsive to the need for on-going quality improvement; and
- fostering an understanding of the role of policy in the good management of the University and its reputation and image.

(iii) Effectiveness of this policy

The following performance indicators will be used to evaluate the effectiveness of the policy:

- Requests for workshops and presentations on the University's Media Policy;
- Feedback from stakeholders on the policy with responses coming from a representative cross section of the University community;
- Compliance with the Media Policy;
- The number of queries raised in regard to the Media Policy.

20.5 When talking to media, the following guidelines can be useful for staff:

- (i) **Always** make sure who the journalist is and where he or she is from. This information will help you to understand the likely media treatment of the issue. It may also help you to decide whether or not to give the interview.
- (ii) **Before** you answer questions **find out** what they want to know, why they want to know it, who they have spoken to already and what others have said, whether they plan to speak to anyone else, when their deadline is and when the story/item will appear. If the journalist objects to all the questions, explain politely that you're doing your job and ask whether answering the questions is a problem.
- (iii) **Don't** feel obliged to respond immediately. Unless you're sure of your facts, ask for a bit of time to check out/think about the matter and say you'll get back to the reporter by an agreed time. This response enables you to consult with Office of Public Relations, if necessary, gather your thoughts and/or clarify information, decide what you will say and what your key messages are. Ask a support person to rehearse you before you call back if you think this will help.
- (iv) **Refer on** any questions that are outside your area of academic expertise unless you have been authorized to make statements on the issue/event by the Competent Authority.
- (v) Providing **'off the record'** comment is very risky. Different journalists have different understandings of what 'off the record' means. A useful thought to bear in mind is that if you don't want something reported, don't say it. However, Office of Public Relations can be useful source of advice if you think giving the journalist 'off the record' comment may be useful.

- (vi) Saying '**no comment**' may give the impression that individuals or the University are not being accountable or not prepared to engage on matters of public interest. But there may be legal or commercial issues, that prevent comment being made now. An example of saying no comment in a helpful way is: "We can't comment in detail on that specific issue at the moment but we will look to make an announcement once discussions are concluded. We're committed to keep the public informed of developments as soon as possible."
- (vii) **Don't** assume media know anything about your work. Explain things as simply as possible. It can often be difficult to put complex subjects into simple language. But explaining things in clear words, without resorting to jargon, is the most effective way of ensuring that media clearly understand' what you are telling them and that you receive good coverage of your views.

20.6 Functions of the Public Relations Officer.

- (i) To help in University Brand Building.
- (ii) To keep liaison with media
- (iii) To highlight and advertise University, Teaching and Research achievements.
- (iv) To release Press Releases, Rejoinders (when necessary) and news/photographs to the newspapers, news agencies and other electronic media. The Press Releases may be either on the basis of any important decision by the University authority, any important announcement such as : date of examination, admission, etc. or on the basis of seminars, symposia, any other function (such as: Fresher's receptions, farewell, prizes/awards distribution, a certificate giving ceremony etc.).
- (v) To help prepare Annual Reports of the University (which includes academic, research and administrative activities of the University for every academic year).
- (vi) To prepare paper-clippings with the news items, views and writings concerned with the University or education, published in the important national dailies of the country and maintain the same in the office.
- (vii) To take photographs of various functions of the University by the Photographers of the office and arrange to publish the important ones in the newspapers and make coverage through Print & electronic media.
- (viii) To maintain contact with the media people and extend cooperation to them.
- (ix) To perform other duties as and when assigned by the higher authorities.

20.7 Campus Access

Members of the media may not photograph, record or interview faculty, staff or students at University without prior permission and assistance of the Public Relations office through the Registrar.

20.8 General conduct on campus

News organizations must respect the rights of students to decline to be interviewed or photographed. Members of the media may not capture photographic or video images or audio of students without written permission from the individuals involved. News media are not permitted to enter classrooms without securing prior permission from the Head of

Department and notifying the Media Relations team. News media are not permitted to enter residential areas at any time.

20.9 Inviting media for attending events

Some campus events are for members of the campus community only. Print journalists may be invited for attending events designated as open to the public or open to the press, while separate broadcast permissions may have to be secured in advance for other media. Registration may be required for some events when seating is expected to be at a premium. For events requiring security measures, reporters who have not registered in advance may not be permitted entry at the time of the event. Also, for events with designated press seating, reporters and photographers must remain seated unless granted permission by the concerned authority or by advance permission by the event organizers in consultation with Public Relations Officer.

20.10 Restricted images

Photographers and film crews should be aware of the University's restricted images that are not permitted to be used for any purpose other than University business whether they are supplied by the University or taken independently.

20.11 Blacklisting

A newspaper/periodical concerned will be liable to be blacklisted for a period of 6 months at the first instance and one year thereafter if it behaves in a manner unbecoming of a newspaper or fails to observe normal ethics of journalism or commits any of the following as defined in clause (i) to (iv) mentioned below, the University will be at liberty to publish the denial and its own version and simultaneously the matter can be reported to the Chairman, Press Council of India for imposition of penalty envisaged under law:

- (i) If it fails to publish or publishes in a distorted or mutilated manner any University press Note, handout, communiqué, press contradiction clarifications, advertisements etc;
- (ii) If it indulges in baseless, motivated, malicious, scurrilous reports or comments;
- (iii) If it indulges in report imputing to a person of statement he/she has not made.
- (iv) If it indulges in writing/publishing anti-national, anti-social, obscene and other seditious and objectionable news.

Besides blacklisting such newspapers, the University can also initiate legal action for defamation and recourse to other legal remedies can also be sought. Even entry of such papers can also be banned in the University premises.

20.12 Advertisement Policy

The Office of Public Relations will place advertisements in various newspaper/ journals on behalf of the Departments of The University and other centers/off-site Campuses/constituent colleges of the University.-

The Primary objective of Advertising is to secure widest possible coverage through newspapers which circulate news or comments on current affairs and standard journals on science, arts, literature, sports, film, cultural affairs, etc. While giving

advertisements, political affiliations or editorial policies of the publication concerned are not taken into account. However, advertisement would not be issued to newspapers or journals which indulge in yellow journalism, incite or tend to incite communal passions, breach of peace, offend the sovereignty and integrity of India or socially accepted norms of public decency and morals. With a view to streamlining the release of advertisements, the Office of the Public Relations will adopt the following regulations:

20.13 Short title

These regulations may be called the University Advertisement policy.

20.14 Definition

In these regulations, unless the context otherwise requires:-

- (i) "advertisement" means all advertisements of the Departments of the University/Constituent Colleges released through the Office of the Public Relations, and include both classified and display advertisements;
 - (ii) "classified advertisement" means an advertisement published in a compact section of a newspaper under specified heads. These include tender notice, rate quotations, situation vacant, auction notice, notifications, employment notices, etc.
 - (iii) "daily newspaper" means a publication that circulates news and comments on current affairs and is published every day;
 - (iv) "display advertisement" is that with a conspicuous display of contents and is published anywhere in a newspaper or in a periodical, in contrast to classified advertisement. This includes mass campaign and sales promotion;
 - (v) "University" means the Maharaja Ranjit Singh Punjab Technical University, Bathinda;
 - (vi) "local newspapers" are those which are printed and published in the State of Punjab and Chandigarh or whose registered offices are located in the State of Punjab and Chandigarh.
 - (vii) "periodical" means publication of any reading material in book forms like magazines, bulletins, souvenirs, etc. They may be weekly, fortnightly, monthly, quarterly, half-yearly, or annual publications etc.;
 - (viii) "policy" means the advertisement policy of the University
- "Blacklisting" means to refrain officially for a certain period of time with any newspaper/periodical such as stoppage of issuing Press Notes/ Handouts/ Invitations.

20.15 Release of advertisements

All advertisements of University/Departments/Sections /Office/Constituent Colleges shall be released only through the office of The Public Relations.

Newspaper accepting such display/classified advertisement directly from the department without routing through the Office of the Public Relations, will be banned from receiving University advertisement for a period of 6 months.

While releasing all Classified/displayed notifications to Newspapers

Follow the following guidelines for space management of the advertisements.

- Use small letters.
- Title must be in small letters.

- Different tables should be dispensed with as far as possible as they are not relevant(please see the format enclosed which covers these details without tables).
- If more than one notification from the same department is to be published, one single heading is to be given for all these notifications.
- Designation of the officer issuing notification only. As far as possible, the Name of the officer need not be published as the notifications are issued on behalf of the University

The Office of the Public Relations will monitor and watch advertisements released by various departments daily and bring violations, if any, to the notice of the Registrar/ Vice Chancellor.

20.16 Empanelment of newspapers/periodicals

For fresh/new empanelment of the News Paper, the case will be placed before the Media Committee for consideration.

20.17 Print Area

A newspaper should have a minimum print area of 28 cm x 45cm and should have not less than two pages to be eligible for issue of the advertisement and in the case of a periodical, the minimum print area shall be 22 cm x 15 cm.

20.18 Eligibility

Subject to other provisions of these regulations, a newspaper or a periodical which fulfils the following conditions will be eligible for advertisements:-

- (i) It should be an approved newspaper or periodical.
- (ii) It must have complied with the provisions of the Press and Registration of Books, Oct. 1867
- (iii) It must have uninterrupted and regular publication for a period of not less than three years;
- (iv)It must have a minimum paid circulation of 1000 copies per issue;
- (v)No classified advertisement will be issued to weekly, biweekly, fortnightly, monthly, bi-monthly, quarterly newspaper and periodical as also house journals, house magazine and souvenirs;
- (vi)House journals, house magazines and souvenirs will not ordinarily qualify for display advertisement as well. However, any other categories of newspapers/journals/publications which the University may consider from time to time appropriate for bonafide reasons, shall be qualified.
- (vii)The newspaper or the periodical should not have published seditious materials or matter likely to incite communal disharmony or affect or offend the sovereignty and integrity of India.
- (viii)Newspapers and periodicals shall strictly abide by the journalistic code of ethics.

20.19 Determination of copies in circulation

The University is at liberty to publish the advertisement/ tender in a newspaper subject to the circulation of that paper determined by the DAVP which will be at the sole discretion of the University authorities.

20.20 Manner of release of advertisements**(i) Classified Advertisements will be issued in the following manner:-****A. Tender Value:-**

- (a)Tenders for value worth upto Rs 2 lakh will be issued to one newspaper in each of the categories.
- (b)Tenders for value worth more than Rs 2 lakhs to 5 lakhs will be issued to 2(two) newspapers of 'A' category, 1 (one) newspaper each of 'B' and 'C' categories and 1(one) national daily.
- (c)Tenders for value worth more than Rs 5 lakhs to 10 lakhs will be issued to 2(two) newspapers of 'A' category, 1 (one) newspaper each of 'B' and 'C' categories and 2(two) national dailies.
- (d)Tenders for value worth more than Rs 10 lakhs will be issued to 3(three)newspapers of 'A' category, 1 (one) newspaper each of 'B' and 'C' categories and 3(three) national dailies.

B. Other Classified Advertisement:-

- (a)Advertisements other than tender notices will be issued to one newspaper in each of the categories.
- (b)As far as possible, classified advertisement will be released for publications in the daily newspapers, by rotation, to maintain to the extend possible, equitable distributions. However, attempts should be made for release the same to at least 2(two) newspapers of 'A' category.
- (c)The following time limit shall be followed for publication of classified advertisements on purchases and construction works:

(ii)Time Limits Value of Advertisements

- (a)Below Rs 5 lakh: 10 days
- (b) Rs 5 lakh to Rs 10 lakh: 15 days
- (c) Above Rs 10 lakh: 21 days

20.21 Deletion from the List

If a newspaper ceases publication either continuously for a period of 4(four) weeks or intermittently for 45 days in a year, it will be the sole discretion of the Competent Authority/ Committee to decide the deletion of a newspaper from the eligibility list, and the re-entry of the newspaper will be subject to the reiders imposed by the University

Provided that if stoppage of publication is caused by strike, lockout, and natural calamity, the provisions for deletion from the eligibility list shall not apply.



20.22 Disqualification for Release of Advertisement

Any newspaper or periodical already included in the eligibility list shall be liable for disqualification on any of the following grounds:-

- If it publishes seditious material, or matter likely to incite communal disharmony or affect or offend the sovereignty and integrity of India;
- If it indulges in the publication of obscene reports, pornography or reports/comments repugnant to the socially accepted norms of public decency and morals.
- It behaves in a manner to breach any particular provision of this Policy.

20.23 Interpretation

With regard to the interpretation of any provision of the policy, the decision of the University will be final.

20.24 Disclaimer

The University reserves the rights to improve, add, delete, or otherwise modify the contents of this policy manual, in whole or in part, at any time.

20.25 Jurisdiction

Arbitration: The Vice Chancellor, Maharaja Ranjit Singh Punjab Technical University, Bathinda shall be an Arbitrator. In case of any dispute arising out of the contract, the same shall be referred to the Arbitrator. The decision of the arbitrator shall be final and binding upon the parties concerned. The arbitration for any dispute and jurisdiction for the purpose shall be Bathinda, under the prevailing Indian law.

21 Code of Professional Ethics for University and College Teachers**21.1 Preamble****Teacher and their Rights:**

Teachers shall enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

21.2 The Code of Professional Ethics**Teachers and their Responsibilities:**

Whoever adopts teaching as a profession, assumes the obligation to conduct himself in accordance with the ideals of profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should ensure that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students, must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar work and research conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the University/Constituent College such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

21.3 Teachers and the Students**Teachers should:**

- (i) Respect the right and dignity of the students in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students, and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours, and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals and
- (x) Refrain from inciting students against other students, colleagues or administration.

21.4 Teachers and Colleagues**Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

21.5 Teachers and Authorities**Teachers Should:**

- (i) Discharge their professional responsibilities according to the existing regulations and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such regulation as is detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment/private assignment; including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Take prior permission before delivering a series of lectures/short teaching assignments at other institutions.
- (iv) Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;
- (v) Co-operate through their organisations in the formulation of policies of other institutions and accept offices;
- (vi) Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession;
- (vii) Adhere to the conditions of contract;
- (viii) Give and expect due notice before a change of position is made; and.
- (ix) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

21.6 Teachers and Non-Teaching Staff

- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the University;
- (ii) Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.