

CHAPTER-XVI
ORDINANCES MADE UNDER STATUTE 14
RELATING TO PENSION SCHEME

1. The powers of the 'Head of the office' under the pension Scheme shall be exercised by the Registrar.
2. Except as otherwise provided in the Ordinances, the function of Accountant General, Punjab, under the scheme will be discharged by the Deputy Controller (Local Audit), Punjabi University, Patiala or such other officer as may be appointed by the Department of Local Fund Accounts, Punjab, to head the staff appointed for audit of the University Accounts.
3. The Registrar shall notify the list of employees who are due to retire from the University service a year before the date of retirement.
4. The Deputy Controller (Local Audit) shall apply requisite checks to Certify well before the date of retirement of the employee that the University share of Contributory Provident Fund has been correctly calculated, and deposited in the Pension Fund. He will also check & pass deduction vouchers of "CPF matching contribution" and "subscription/contribution to C.P.F. Account" under Statutes 1 and 12 of the Pension Scheme. This work must be finished at least two months before the date of retirement of the employee on priority basis if not already completed in advance.
5. The Registrar shall after the verification of service and calculation of Pension including commuted Pension etc. forward the *Pension Papers* to the Deputy Controller. (Local Audit.) at least two months before the date of the retirement of the employee.

6. On receipt of the Pension papers from the Registrar the Deputy Controller (Local Audit) shall apply the requisite checks and assess the amount of Pension, Commuted Pension etc. at least one month before the date of retirement. After the certification of Pension papers by the Audit as above, the Registrar will issue the notification of Pension Payment order to the pensioner with a copy to Audit, Finance Officer and Dy. Registrar (Establishment). The bills for payment of pension including Commuted Pension etc. presented by the Accounts Branch will be paid after pre-audit by the Deputy Controller (Local Audit).
7. Pension payment will be automatic. No bill will be required to be submitted by the pensioner. The amount of monthly pension will be credited to the pensioner's individual Savings or Current Account at the commencement of the following month. Every pensioner will open Savings/Current Account in his own name, unless he is already having one, with the State Bank of Patiala, Punjabi University, Patiala and intimate the Account Number to the Accounts Branch. Pension will not be paid in cash or through Joint or an either or survivor Account.
8. If the payment of pension is desired to be paid by the pensioner through Bank Draft/Money Order, the same shall be remitted to him/her through money order or bank draft at his cost.
9. Till the University has formulated a procedure and executed an Agreement with the Bank for automatic payment of pension through the Bank after issue of the Pension Payment Order, the payment under the pension scheme will be made monthly (with the same procedure in which the payment of salary is made) by the University in the pension payment register (form to be approved by the Vice-Chancellor). On finalisation of the arrangement with the Bank, the Pension payment order shall be issued by the Registrar.

10. The pensioner would be required to furnish to the Registrar a life certificate once in a year in the month of April in the form attached at appendix 'A' duly signed by him and certified by any University Officer (not below the rank of Deputy Registrar) or Head of the University Teaching/ Research Department or Gazetted Officer of Government or any Registrar or Sub-Registrar under Registration Act or Magistrate of any class and non-employment/ Re-employment certificate in the proforma attached at Appendix 'B' and such other documents as per Punjab Government Pension Rules.
11. **PROVISIONAL PAYMENTS** : If the Registrar is of the opinion that the employee is likely to retire or has retired before his pension is assessed and settled in accordance with these provisions, he shall without delay take steps to determine the qualifying years of service and the emolument qualifying for pension after making the summary investigation carefully. For this purpose he shall rely upon information available in the office record. After the amount of pension including commuted pension etc. has been determined, the Registrar shall recommend the case to the Vice-Chancellor for making provisional payment.
12. The Vice-Chancellor shall be competent to sanction 100% provisional pension for a period of six months which can be extended for sufficient reasons. On receipt of the orders of the Vice-chancellor for making provisional payment of pension, the Registrar shall make the payment subject to post-audit.

If the amount of provisional pension disbursed to a University employee is found to be in excess of the final pension assessed by the DC.(LA), it shall be open to recover the excess amount of pension in instalments by making short payments of pension payable in future.

13. Under Statute 9 reproduced below, the employee will be required to furnish a certificate from the parent department certifying the period of service in the parent department and that no CPF/ Pensionary benefits had been obtained for the service rendered in the parent department. The certificate given by the parent department on the application of the University employee at the time of entry into the University service will be sufficient for counting the previous service for pensionary benefits at this University. Unless otherwise mentioned it shall be presumed that the service does not include any period which does not qualify for pension and the employee shall give an affidavit that the service in the parent department does not include any period which does not qualify for pension.

"9 A person who after having served in any Punjab Government Department/Government college in Punjab has joined this University shall also be allowed the benefit of previous service while calculating qualifying service under the Pension Scheme at this University at the time of retirement, superannuation or pre-mature retirement, as the case may be, provided he had put in atleast three years service in his parent department and no CPF/ Pensionary benefits had been obtained for the service rendered in the parent department".

14. **HIGH POWERED COMMITTEE FOR PENSION CASES**
A high powered committee of the following shall consider and finalize cases of pensionary benefits where even after the sanction of provisional payment these have not been finalized upto two months after the date of retirement.
 1. Vice-Chancellor (Chairman)
 2. Dean, Academic Affairs
 3. Registrar
 4. Finance Officer
 5. Deputy Controller (Local Audit).

Appendix A

LIFE CERTIFICATE

(Certificate to be submitted by the Pensioner in April every year)

Certified that I have seen the Pensioner.....
(Name of the Pensioner)

holder of Pension Payment order No.....and that he/
she is alive on this date.

Name
Signatures :
Designation &
Seal of the
Certifying Officer.

Signatures of the Pensioner

Place :

Date :

EMPLOYMENT CERTIFICATE

I declare that I have not recieved any remuneration for serving in any capacity either in Government Establishment or an establishment paid from Local Fund or University during the period from _____(Date of retirement) to _____(Date of submitting the application form)

I declare that I have been employed in a Permanent/ Temporary capacity in the _____
(Name of the Deptt. / Branch) on a pay of Rs. _____
per mensem w.e.f. _____.

Signature _____
Name of the Pensioner _____
PPO No. _____

Place :
Dated :

NON EMPLOYMENT CERTIFICATE

*I declare that I have accepted Commercial employment after obtaining/ without obtaining sanction of the University (during first two years from the date of retirement).

*I declare that I have/ have not accepted any employment under any Government/Organisation outside India after obtaining/ without obtaining sanction of the University (during first two years of retirement).

*Delete whichever is not applicable.

Signatures _____

Name of Pensioner _____

PPO No. _____

* (This certificate is to be furnished by a pensioner who has retired as an Officer of the University/teacher/ Grade A employee or equivalent).

Liberalisation of pensionary benefits of the State Government pensioners on the recommendations of the Third Punjab Pay Commission.

It is to invite a reference to the subject noted above and to state that vide para-9 of Punjab Government letter No. 1/15/89-Fp-III/8070; Dated 31st August, 1989, travel concession equal to one month basic pensioner after completion of every block of two years was granted to all the pensioners. Some of the pension disbursing authorities have sought clarification through the accountant General (A & E) Punjab as to whether travel concession can be allowed to both husband and wife, who are Punjab Government pensioners, separately on their pension or some limit is to be imposed in such cases.

2. Government have considered this matter at length and it has now been decided that where husband and wife are both Punjab Government Pensioners, this concession would be allowed to one of them who may be entitled for higher amount. This decision will be applicable with effect from 1st January, 1995. The travel concession which may become payable on a block of two years completing on or before 31st December, 1994 shall not be regulated under these instructions.
3. All pensioners while claiming travel concessions shall submit a declaration in form enclosed.

No. 1/43/93-IFP-III/9029

Dated 28th December, 1994

NO: 1/7/98-1 FP3/8709

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

Dated, Chandigarh, the 16.7.1998

To

All Heads of Departments
Registrar Punjab and Haryana High Court
Commissioners of Divisions,
District and Sessions Judges and
The Deputy Commissioners in the State.

Subject :- Implementation of recommendations of the Fourth Punjab
Pay Commission regarding pension and other retirement
benefits.

Sir,

I am directed to address you on the subject cited above and to say that after careful consideration of the recommendations of the Fourth Punjab Pay Commission, the Governor of Punjab is pleased to revise/modify/grant various benefits to the pensioners of the State as indicated in the succeeding paragraphs :-

DATE OF EFFECT

1. The revised provisions as per these orders shall take effect from 1.1.1996.

EMOLUMENTS AND AVERAGE EMOLUMENTS:

- 2.1 The term 'Emoluments' for the purpose of calculating various retirement and death-cum-retirement benefits shall mean Basic Pay, Personal Pay, if any, and Non-Practising Allowance, in the revised scales promulgated under the Punjab Civil Services (Revised pay) Rules, 1998, as amended from time to time.

The average emoluments shall be determined on the basis of the emoluments (as defined in para 2.1 above) drawn during the last ten months of service.

2.3 The average emoluments of those employees who retire within ten months from the date of coming over to the revised scales of pay shall be calculated as follows :-

- | | |
|--|--|
| (i) For the period during which pay is drawn in pre-revised scales. | Basic pay, personal pay if any, NPA DA actually admissible upto CPI 1510 in the un-revised scales, 1st and 2nd instalments of Interim Relief ; and |
| (ii) For the period during which pay is drawn in the revised scales. | Basic Pay, personal pay, if any and NPA in the revised scales according the Punjab Civil Services Rules (Revised pay) Rules, 1998. |

Such employees are given an option to have their pension computed on the basis of their pre-revised recognizable emoluments in the manner as if they retired on 31st December, 1995 (ignoring the revised emoluments drawn by them after 1st January, 1996), and gave such pension consolidated and up-dated to 1st January, 1996 level in accordance with the general formula notified in that behalf. They shall be allowed such up-dated pension if it is more beneficial with effect from the date of their actual retirement. Such option shall be exercised within three months of the issue of these orders. Such an option may be given by the eligible legal heir, in the case of a deceased employee.

DATE OF PENSION

- 3.1 The minimum rate of pension/family pension shall be Rs. 1310/- P.M.
- 3.2 Full pension shall be calculated at the rate of 50% of the average emoluments, and would be available on a qualifying service of 33 years. In case the qualifying service for pension is less than 33 years, the pension shall first be computed at the rate of 50% of the average emoluments and then it will be proportionately reduced. If the Pension so computed falls short of Rs. 1310/-, the same will be raised to Rs. 1310/- per month w.e.f. the 1st January, 1996.

RATES OF FAMILY PENSION

- 4.1 The rate of family pension in respect of employees who die in harness during the first seven years or till the Government employee would have attained the age of superannuation had survived, which ever period is less shall be as follows:-

Pay in the revised Pay Scales	Rate of Enhanced Family Pension per mensem
Pay upto Rs. 4500	60% of pay
Pay above Rs. 4500	50% of pay subject to a Minimum of Rs. 2700/-

- 4.2 The rates of family pension admissible to the families of deceased pensioners shall be as under. The separates will also be applicable in respect of pension payable to the families of employees, who die in harness after first seven years of his death or the date of superannuation of the employee, had he survived, which ever period is less.

Pay in the revised Pay Scales	Rate of family Pension per mensem.
Pay upto Rs. 4500	40% of Pay
Pay above Rs. 4500	30% of Pay subject to a Minimum of Rs. 1800.

Pay for this purpose would include the same elements mentioned in para 2.1 above.

4.3 For the purpose of Rule 6.17(s) on Punjab Civil Services Rules Volume II, the definition of family shall also include the following relatives of the deceased Government employee:-

- i) Son/daughter including widowed/divorced daughter till he/she attains the age of 25 years or upto the date of his/her marriage/remarriage or till he/she starts earning his/her livelihood, which ever is earlier; son/daughter including widowed/divorced daughter shall be deemed to be earning his/her livelihood if his/her income is Rs. 2620/-per mensem or more.
- ii) Parents who were wholly dependent on the Government employee when, he/she was alive provided the deceased employee had left behind neither a widow nor a child. The parents whose total income from all sources was Rs.2620/- per mensem or more at the time of death of employee shall not be considered to be dependent.

RATES OF RETIREMENT-CUM-DEATH GRATUITY

- 5.1 The maximum limit of Retirement-cum-Death Gratuity is raised from the present Rs.2.50 lacs to Rs. 3.50 lac.
- 5.2 In the case of death of an employee in harness the gratuity shall be admissible at the following rates:-

Qualifying Service	Amount of Death Gratuity
i) Less then one year	2 times the emoluments
ii) One year or more but less than 5 years.	6 times the emoluments
iii) 5 years and more but upto 12 years.	12 times the emoluments

iv) Above 12 years Half of the emoluments
for each completed six
monthly period of
qualifying service subject
to a maximum of 33 times
the emoluments and a
ceiling of Rs. 3.50 lacs.

5.3 For the purpose of calculating the Retirement-cum-Death Gratuity, Dearness Allowance admissible to a Government employee on the date of his retirement or on the date of his death shall also be treated as emoluments, alongwith the emoluments as defined in paragraph 2.1 above.

5.4 Other existing provisions relating to payments of gratuity shall remain unchanged.

6. EX-GRATIA GRANT :

Ex-gratia admissible vide Rule 2.7 of Punjab Civil services Rules Vol.II to members of family of an employee who dies in harness shall be paid at the rate of Rs. 50,000/- on a uniform basis. It has also been decided that the employees who, while in service are permanently disabled and rendered unfit for further service shall also be given ex-gratia grant at the rate of Rs. 50,000/- on a uniform basis.

LEAVE TRAVEL CONCESSION AND OLD AGE ALLOWANCE :

7. The existing provisions relating to Leave Travel Concession and grant of old age allowance shall remain unchanged.

GENERAL :

8.1 Orders regarding rate of commutation of pension and matters ancillary thereto are being issued separately.

8.2 Where pension /family pension/retirement-cum-death gratuity has already been sanctioned on or after 1.1.96, the same shall be revised in terms of these orders.

8.3 In respect of matters not provided in the above orders, the existing rules/instructions on the subject shall continue to be in force. The Punjab Civil services (Revision of Pay) Rules, 1998 shall also apply, wherever required in the context of above orders. The relevent provisions of the Punjab Civil Services Rules Volume-II shall be deemed to have been amended to the extent of the contents of this letter, and a notification for the same will be issued in due course.

Yours faithfully,

(ASHOK KUMAR GOEL)
special secretary Finance

Endst. No. 1/7/98-1 FP/III/ 8710

Dated 16th July, 1998

A copy is forwarded to the following for information and necessary action:-

- i) Secretary to Government of Haryana, Department of Finance, Chandigarh;
- ii) Secretary to the Government of Himachal Pradesh, Department of Finance, Shimla; &
- iii) Finance Secretary, Chandigarh Administration (UT), Chandigarh.

(ASHOK KUMAR GOEL)
Special Secretary Finance.

Endst. No. 1/7/98-1FP/III/8711

Dated: 16th July, 1998

A copy each is forwarded to :-

- 1) Accountant General (Accounts and Entitlement), Punjab, Pension-III Branch, Sector-17, Chandigarh. (A copy signed in ink alongwith two spare copies is sent herewith);
- 2) Accountant General (Audit), Punjab, Chandigarh;
- 3) Accountant General, Haryana, Chandigarh;
- 4) Accountant General, Himachal Pradesh, Shimla;
- 5) Deputy Accountant General, Office of the Accountant General, Himachal Pradesh and Union Territory, Sector-17, Chandigarh;
- 6) All Treasury Officers and Assistant Treasury Officers in the State of Punjab;
- 7) Assistant pay and Accountants Officer, Punjab, Punjab Bhawan, New Delhi;
- 8) Director, Pension and Pensioners' Welfare, Punjab, Chandigarh.
- 9) Director, Public Relations, Punjab, Chandigarh;
- 10) Cheif Accountant, Reserve Bank of India, Department of Government and Bank Accounts, Central Office, C-7, Bandra-Kurla Complex, Post Box No. 8143, Bandra (E),

For information and neccessary action.

(ASHOK KUMAR GOEL)
Special Secretary Finance

A copy is forwarded to the :-

- 1) The Chief Secretary to Government, Punjab;
- 2) All the Financial Commisssoners and Secretaries to Government, Punjab;
- 3) Resident Financial Commissioner, Punjab, Punjab Bhawan, Corpernicus Marg, New Delhi.

For information.

(ASHOK KUMAR GOEL)
Special Secretary Finance

To

1. The Chief Secretary to Government, Punjab;
2. All the Financial Commissioners and the secretaries to Government, Punjab;
3. Resident Financial Commissioners, Punjab, Punjab Bhawan Copernicus Marg, New Delhi.

I.D.No : 1/7/98-1FP/8712

Dated: 16th July, 1998

No : 1/7/98-1FP III/8830
GOVERNMENT OF PUNJAB
DEPARTMENT OFFINANCE
(FINANCE PERSONEL BRANCH-III)

Dated, Chandigarh, the 21.7.1998.

To

All the Heads of Department,
Commisioners of Divisiones,
Registrar, High court of Punjab & Haryana,
District and Session Judges and
Deputy Commissioners in the state.

Subject : Commutation of pension in respect of employees reitred
on or after 1-1-1996.

Sir,

I am directed to invite a reference to the subject cited above to para 8.1 of letter No. 1/7/98-1 FP III/8709, dated 16.7.1998 and to say that after careful consideration of the recommedations of the Fourth Pay Commission in respect of pensionary benefits to the pensioners and family pensioners, the Governor of Punjab is pleased to decide that employees retiring on or after 1.1.1996 will now be permitted to commute pension equivalent to 40% of their basic pension. Commuted portion of pension shall be eligible for restoration after 15 years from the actual date of commutation.

The provisions of Chapter 11 of Punjab Civil Services Rules, Volume-II shall be deemed to heve been amended to the extents as stated above and necessary notification shall be issued in due course. Other provisions and the Table referred to in Rule 11.5(2) of the said rules shall, however, remain managed.

The receipt of this letter may please be acknowledged.

Your`s faithfully

(ASHOK KUMAR GOEL)
Special Secretary Finance.

(TO BE SUBSTITUTED FOR THE LETTER WITH SAS NO. AND DATE)

No. 1/7/98-IFP III/8825

Government of Punjab

Department of Finance

(FINANCE PERSONNEL BRANCH-III)

Dated, Chandigarh the 21st July, 1998/18 th August, 1998.

To

All Heads of Departments,
Commissioners of Divisions,
Registrar, Punjab and Haryana High Court,
District & Session Judges and
All Deputy Commissioners in the State.

Subject : Rationalisation of Pension/ Family Pension of pre-1st January, 1996 Pensioners/ Family Pensioners-Implementation recommendations of the Fourth Punjab Pay Commission– Pensionary Benefits.

Sir,

I am directed to invite a reference to the subject cited above and to state that after careful consideration of the recommendations of the Fourth Punjab Pay Commission in respect of pensionary benefits to pre 1st January, 1996 pensioners, the Governor of Punjab is pleased to rationalise the pension of pre-1st January, 1996, pensioners, family pensioners and recipients of extraordinary pension as indicated in the succeeding paragraphs with effect from 1st January, 1996.

In case of employee who retired or died during the period 1st January, 1986 to 31st December, 1995.

Pension/Extraordinary pension in cases of retirement or death during the period 1st January, 1986 to 31st December, 1995 shall be consolidated and revised with effect from 1st January, 1996 by the Pension Disbursing Authority by adding the following:-

- a) Basic pension/ Basic Family pension/ Basic Extraordinary pension admissible of the date of retirement/ death.

- b) Dearness Relief Admissible on (a) above upto CPI 1510 @ of 148%, 111% and 96% sanctioned-vide Punjab Government letter No. 16/66/84-IFP III/3447, dated 30th April, 1996.
- c) I.R.I.
- d) I.R.II
- e) 40% of (a) above.

Where the consolidation Pension/ Family Pension worked out above is less than Rs. 1, 310 p.m the same shall be stopped upto Rs.1, 310.

The amount is ready paid on account of Interim Relief III will be encourage from the arrears becoming due on account extraordinary pension.

Endst.N. 1/7/98-1FP III/8831 Dated, Chandigarh, the 21.7.1998

A copy is forwarded to the following for information necessary action:-

- i) Secretary to Government of Haryana,
Department of Finance, Chandigarh.
- ii) Secretary to the Government of Himachal Pradesh,
Department of Finance, Shimla; and
- iii) Finance Secretary, Chandigarh Administration
(U.T.), Chandigarh.

(ASHOK KUMAR GOEL)
Special Secretary, Finance

Epdst. No. 1/7/98-1FP III/8832 Dated, Chandigarh, the 21.7.1998

A copy each is forwarded to:-

- 1) Accountant General (Accounts and Entitlement), Punjab,
Pension-III Branch, Sector-17, Chandigarh (A copy signed in ink alongwith two spare copies is sent herewith);
- 2) Accountant General (Audit), Punjab, Chandigarh;

- 3) Accountant General, Haryana, Chandigarh;
- 4) Accountant General, Himachal Pradesh, Shimla;
- 5) Deputy Accountant General, Office of the Accountant General, Himachal Pradesh and Union Territory, Sector-17, Chandigarh;
- 6) All Treasury Officers and Assistant Treasury Officers in the State of Punjab;
- 7) Assistant Pay and Accounts Officers, Punjab, Punjab Bhawan, New Delhi;
- 8) Director, Pension and Pensioner's Welfare, Punjab, Chandigarh;
- 9) Director, Public Relation, Punjab, Chandigarh;
- 10) Chief Accountant, Reserve Bank of India, Department Government and Bank Accounts, Central Office, C-7 Bandra, Kurla Complex, Post Box No. 8143, Bandra (E), Bombay (60 Copies).

For information and necessary action.

(ASHOK KUMAR GOEL)
Special Secretary, Finance.

A copy is forwarded to the :-

1. The Chief Secretary to Government, Punjab;
2. All the Financial Commissioners and Secretaries to Government, Punjab;
3. Resident Financial Commissioner, Punjab, Punjab Bhawan, Copernicus Marg, New Delhi.

for information.

(ASHOK KUMAR GOEL)
Special Secretary, Financial.

1. The Chief Secretary to Government, Punjab;
2. All the Financial Commissioners and Secretaries to Government, Punjab;

3. Resident Financial Commissioners, Punjab, Punjab Bhawan,
Corpernious Marg, New Delhi.

I.D.No. 1/7/98-1FP/III/8833 Dated, Chandigarh, the 21.7.1998.

Punjabi University, Patiala

Annexure-D

No. 3/44/90-2 FP . 3/2739.

Government Punjab,
Finance Department,
(Finance Personnel por-3)

Dated, Chandigarh, 27 March, 1991

To

1. All Heads of the Department
2. Commissioner of Divisions
3. Registrar, Punjab & Haryana High Court,
4. All the District & Session Judges (In the State)
5. All the Deputy Commissioners & Sub-Divisional Officers
(Civil)

Subject : Grant -8 Pensionary Benefits in cases of missing
Government Employees.

Sir,

I am directed to invite your attention to the Subject cited above & say that presently as per prevelant procedure the hairs of such employees as go missing & are not traceable, are granted Pension & other retirement benefits after the lapse of period seven years. This period of 7 years is besed on section 108 of the Indian Evidence Act. This is to longish a period and members of the Family have to face grat hardships. While adopting the guide-lines of the Govt. of India laid down in their letter No. 1/17/86-P Wo.P. dated 29.8.86, Punjab Govt. after careful consideration have decided that:-

- 1) If a Government employee goes missing the Family members nominated by the employee should in the first instance be paid the amount due in account of pay & leave encashment and amount standing to his credit in the G.P.F.
- 2) After Completion of one year, subject to the conditions laid down in the next para, other family pensionary benefits such as Gratuity / Family pension may also be granted to the family of the missing employee.
2. Above pensionary benefits can be sanctioned subject the under mentioned conditions:-
 - (a) First Information Report by the members of family regarding the employee having gone missing must be lodged with the police station having jurisdiction in the area and a report obtained from the police that despite the best efforts made by the police it has not able to locate the missing employee.
 - (b) An indemnity Bond be furnished by the dependents/ nominated members of the family to the effect that if the missing employee is found out or in case he claims the amount of arrears of pay all amounts of pensionary benefits that had been paid shall be got adjusted.
4. Head of the Departments/ Officers shall have to make an assessment that are the dues showing against the employee have been recovered as per rules/ instructions.
5. The family of the concerned employee after the lapse of a period of one year since the employee became missing may apply to the Head of the Department/ Office for the sanction being accorded to the grant of family pension & gratuity. If the gratuity is not disbursed to the applicant within a period of three months of the date of application the Department/Office will have to pay the interest at the rate applicable from time to time and after fixing responsibility, disciplinary action will be taken against the employee responsible for the delayed payment of gratuity.

6. It is requested that these instructions may please be brought to notice of all concerned.

Your`s Faithfully,

Sd/-

(Tirath Singh)

Under Secretary, Finance (3)

Dated, Chandigarh, 27.3.91.

CHAPTER XX
SERVICE AND CONDUCT RULES OF TEACHERS IN
NON-
GOVERNMENT COLLEGES

1. The following Ordinances to govern service and conduct of teachers shall apply to all the teachers employed in non-government colleges, admitted to the privileges of the Punjabi University including those already in service unless otherwise specified in these ordinances.
2. In these ordinances, unless the Context-otherwise requires :
 - (i) 'college' means a Non-Government college admitted to the privileges of the University; and
 - (iii) 'employee' means a teacher including the Principal in the service of a Non-Government College.
3. The appointment of every employee in a non-government college admitted to the privileges of this University shall be in writing in the form of a contract to be prescribed by the University from time to time and it shall be executed within one month from the date of appointment. (Appendex-I)
- 4.(a) The appointment will be valid only if the selection has been made through a duly constituted selection committee as below and is approved by the University :-
 - (i) for Principal of a college the selection committee shall consist of :-
 1. Chairperson of the Governing body of the concerned college.
 2. One member of the Managing Board to be appointed by the president.
 3. Two representations to be nominated by the Vice-Chancellor.
 4. One representation to be nominated by Chairperson of the Governing Body out of a panel of ten first Principals of

- Government College, Constituted by the DPI (College) ;
5. Director Public Instruction (colleges) or his representative

If only one application is received for the post of Principal and the candidate fulfills the qualifications/experience prescribed, he shall be interviewed by the selection committee constituted as per rules. In case the candidate is found fit he may be selected

(ii) The selection committee for selection of Lectures :-

1. Chairperson of the Governing Body of the college concerned.
2. Principal of the college concerned
3. Two representatives of the vice-chancellor of the University concerned. One of the representatives should be a subject expert.
4. Representative of the Director Public Instructions Punjab (Colleges of the rank of Principal)
5. subject expert (senior Lecturer of Govt. college) detailed by the Director, Public Instructions Punjab (colleges)

4 (iii) If a university representative is sent to represent the university on a selection committee for private colleges affiliated to the university and he has to represent the university on more than one selection committee in one day, he shall be paid remunerations separately for each of the selection committee. Rate remuneration payable to the representative/subject expert nominated by the university for participation in selection committees of non-Government colleges shall be Rs. 300/- per selection committee. No DA shall be paid to the Members.

4 (iv) For recruitment of teachers for the colleges affiliated to the university appointment policy shall be as laid down in Annexure II

4 (b) In case of the post of Principal in a college (Govt. & non-Govt. Professional & Non-Professional) affiliated to the university falling vacant the senior-most teacher shall be appointed as officiating Principal.

- 4 (c) Rate Sumptuary allowance payable to the Principal of Government as also non-Government colleges affiliated to the University shall be Rs. 200/- pm w.e.f. 23-05-2003.
- 6 (a) Every employee shall be paid atleast the minimum pay-scale as laid down by the Punjab Government.
- 6 (b) The pay scales of teaching personnel of the Privately affiliated aided Colleges in the State have been revised at par with University/Government Colleges with effect from 1.1.1996.
- 6 (c) The Qualifications for appointment of the Principal of Non-government Colleges shall be as under :-

Principal)Professor's Grade)

- 1 A Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E&F.
- 2 Ph.D.or equivalent qualification
- 3 Total experience of 15 years of teaching/Research in University/ Colleges and other institutions of higher education.

Principal)Professor's Grade)

- 1 Master's Degree with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E&F.
- 2 Ph.D.or equivalent qualification
- 3 Total experience of 15 years of teaching/Research in University/ Colleges and other institutions of higher education.

The minimum requirement of 55% marks at Master's Level in the concerned subject shall not be insisted upon for Principals for the existing incumbents who are already in the University system. For them the minimum requirement in their cases shall be atleast 50% of marks at Mater's Level. However, these marks should be insisted upon for those entering the system from outside.

- 7 The empoyee appointed on one year probation would be confirmed if his work and conduct is found satisfactory, subject to availability of a permanent post.

The employer shall notify to the employee in writing before the expiry of one year's probationary period, if his period of probation is to be extended and in the absence of such a notice, the teacher would be deemed to have been confirmed. The probationary period shall in no case be extended beyond two years from the date of appointment. In case a person appointed temporarily is re-appointed on probation, the period of his service in temporary capacity shall be counted towards his probationary period. The rules regarding Medical Fitness and verification of Character and Antecedents in the case of Teaching/Non-teaching staff working in non-govt. colleges shall be applicable on the pattern of teaching/Non-teaching staff working in Punjab Government Colleges.

8. No college teacher shall be required to teach for more periods than laid down by the University apart from such co-curricular activities as may be assigned to him by the Principal as per UGC guidelines and work load of teachers adopted by the University. Further, if a teacher is given some extra teaching work temporarily for a fortnight or more he shall be paid proportionately for that ;

Provided that the additional work load given to a teacher shall not exceed 12 periods a week. If it exceeds this limit, then lecturer would be appointed by the college and paid at the rates approved by the University.

9. The Principal and the teachers of a college shall be paid their salary regularly, and in no case later than the 10th day of the month following that for which salary is due.
10. Annual increment shall be granted to teachers by the Principal as a matter of course unless it is specifically withheld. The teachers shall have a right to prefer an appeal to the Vice-Chancellor against the with-holding of such increment within a period of 90 days.
11. An employee appointed whether permanent or on probation or temporarily shall be entitled to summer vacation salary as under

:

- (a) (i) Those who complete Nine F u l l
salary
month's service.
(iii) Those who complete Proportionate
salary
service for three months on the basis of full
or more but less than salary for nine
nine months. months.

Provided that no employee who had served for less than three months will be entitled to any summer vacation salary.'

Provided that no one shall draw salary for the period of summer vacation from two sources;

Provided further that an employee who leaves service of his own accord, shall no be entitled to summer vacation salary or any portion thereof.

- 12 The Governing Body/Principal shall maintain proper and regular service record of the Principal/teachers and as and the service record shall be taken into account. Adverse remarks, if any, shall be communicated to the person concerned by the 30th Sept. of the current year and the concerned employee shall have the right to appeal within 30 days of receipt of the said remarks.
- 13 The age of superannuation of an employee in an affiliated college shall be 60 years ;

Provided that the employee would retire on the last day of the month in which his retitement becomes due.

13 (A) The dismissal or removal or retrenchment from service or reduction in rank of an employee shall be governed by the Provisions of the Punjab Affiliated Colleges. (Security of Service of Teachers) Act, 1974.

- 14 The Governing Body of a non-government college shall have

on its management in addition to the Principal (who shall be an ex-officio member), two representatives of teachers elected through secret ballot by simple majority by regularly appointed whole time teachers, whose probationary period is over. Each teacher shall have two votes; provided that both votes shall not be exercised in favour of the same candidate. The two representatives so elected shall have not less than five years service to their credit and the term of office of such representatives shall be the same as for the remaining members of the Governing Body; provided that in no case it shall exceed three years.

The teaching experience gained by a teacher while working in the different colleges admitted to the privilege of any statutory University shall be counted towards the total teaching experience for the purpose. Provided that objection, if any in this behalf can be filed by any teacher of the concerned college, to reach the University within thirty days of the election. Provided further that a casual vacancy occurring and members elected shall continue for the residuary term of the outgoing members.

- 15 In case of moral turpitude or misconduct the Governing Body shall have the right to suspend the employee with immediate effect. The period of suspension shall not exceed six months within which the case must be decided. During the period of suspension the employee shall be paid an allowance equal to half amount of his salary. If ultimately the employee is removed from service, notice period of such removal shall not be allowed nor will any salary be paid in lieu thereof.
- 16 A permanent employee may, at any time, terminate his engagement by giving the Governing body three month's notice in writing or three month's basic pay in lieu thereof.
- 17 During the period of probation and when an employee is holding temporary appointment the notice period required on either side shall be one month. Or one month's basic pay in lieu thereof.
- 18 All colleges shall follow the general pattern of the contributory Provident Fund Rules, as recommended by the University Grants

Commission; Provided that the contribution of the college towards the Provident Fund of an employee shall not be less than 10% of his pay.

II. Leave Rules :

- 19 Leave account shall be maintained by the Head of the Institution. All leave other than casual leave must be duly entered in the service book of the teacher and his leave account completed as soon as it is sanctioned.

Leave cannot be claimed as matter of right. When the exigencies of service require, a discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

20 Casual Leave

Casual leave will be admissible to a teacher in a year (1st Jan to 31st Dec) as follows :

- | | | |
|-------|---|---------|
| (i) | To teachers with 10 years service or less. | 10 days |
| (ii) | To teachers with more than 10 years service but less than 20 years service. | 15 days |
| (iii) | To teachers with over 20 years service. | 20 days |

How to be Calculated :

From the date on which a teacher completes his 10th or 20th years of service, as the case may be, he will be given leave in that year according to the next higher scale. Thus if a teacher completes 10 years service on the 30th September, he will be entitled to 15 days casual leave for the entire year.

Casual leave shall always be applied for before it is availed of. In case of urgency, however, this condition may be waived of at the discretion of the sanctioning authority. The authority competent to grant casual leave shall be the Principal in case of

teachers working under his administrative control.

In cases where all applications for leave cannot, in the interests of the public service, be granted an authority competent to grant leave should, in deciding which application should be granted, taken into account following considerations :

- a) the teacher who can, for the time being best be spared.
- b) the amount of leave due to the various applicants.
- c) the amount and character of the service rendered by each applicant since he last returned from leave.
- d) the fact that any such applicant was compulsorily recalled from his last leave.
- e) the fact that any such applicant has been refused leave in the public interest.

Casual leave will be sanctioned by the Principal at his discretion and shall not be combined with any other leave or summer vacation.

It may, however, be combined with holidays and in hard circumstances to be determined by the Principal, it may be combined with autumn/winter/spring recess; provided that the total spell in either case is not allowed to exceed 16 days.

In the case of Principal, leave will be sanctioned by the President/ Secretary of the Governing Body or any other person authorised by the Governing Body.

If a teacher has not been in service for whole of a calendar year, he will be entitled to casual leave in proportion to the service put in by him during the calendar year.

All women employees in service shall be entitled to 20 casual leaves every year irrespective of number of years of service put in by them.

21 Duty Leave :

Duty leave may be allowed to the teachers for attending meeting of the University, NCERT, State Government, Punjab school Education Board and Educational Seminars, Conferences,

Workshops, Youth Feativals etc. and for delevering extension lectures, if the sanctioning authority is satisfied that such Attendance/Participation is in the interest of the college.

22. Half Pay Leave/Commuted Leave :

Half pay leave admissible to a teacher in permanent employment of the college under the same management in respect of each completed year of service will be 20 days, Cummuted leave not exceeding half the amount of half pay leave due, may be granted to a teacher on medical certificate. Commuted leave during the entire service of teacher shall be limited to a maximum of 240 days.

Absence without prior permission even on medical certificate is liable to be treated as absence without leave which can be converted into leave without pay.

Leave on medical grounds shall be proverned by the rules applicable to the teachers working in Punjab government colleges.

23 Study Leave :

A teacher who has put in five years service may be given study leave on such terms as may be settled between him and the Governing Body mutually.

24 Maternity Leave :

The maximum limit of maternity leave admissible to the women employees shall be 180 days without the necessity of production of a medical certificate. Extension ig, any, beyond 180 days shall however, be permissible by the grant of leave of the kind due. The other eligibility conditions shall continue to be applicable as here-to-fore. Leave on account of miscarriage, abortion shall be admissible only in those cases where a women employee has less than two living children. The others having two or more children shall not be entitled to avail of this kind due on the production of medical certificate. The crtificate of the Cheif Medical Officer, Senior Medical Officer, Medical Officer of the Punjab Governemtn may, however, be called for

in case of doubt.

In case of emergency, Leave (If due) other than casual leave be combined with maternity leave.

25. Accumulation of earned leave by an employee shall be restricted to 360 days. The existing employees shall, however have the opinion either to continue to be governed by the existing rules or by this decision.
26. Enhancement of leave at the time of retirement shall be admissible up to 240 days those employees who opt for the revised rules. The Other conditions shall remain unchanged.
27. The period spent on duty shall include all kinds of leave except extraordinary leave for the purpose of calculation of earned leave.
28. There will be restriction of 120 days on availing of earned leave at a time.
29. In the case of without pay and other kinds of leave where the rules framed by Academic Council/ Syndicate are not clear or where there is no provision in the existing rules, the rules of Punjab Government Colleges will be applied.

III Conduct Rules

30. (i) No employee shall take part in subscribe to or assist in any way, any movement which tends to promote feelings of hatred or enmity between classes of citizens of the Indian Union, or to disturb public peace.
(ii). A teacher offering himself for election to Parliament/ State Legislature shall have to resign from service; provided that on the date, the nomination of the teacher for election of the parliament/ State Legislature is accepted, he would be deemed to have automatically vacated his office, even if he had not resigned of his resignation has not been accepted.
31. No employee shall, except with previous permission of the governing body, own wholly or in part or conduct or participate in editing or managing of any newspaper or any periodical, or

- act as correspondent of newspaper.
32. No employee shall in any manner criticise adversely in public any administrative action of the Governing Body of the college.
 33. No. employee shall, except in accordance with any special or general order of the governing body or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any Official document or information to any employee or to any person to whom he is not authorised to communicate such document or information.
 34. (i) No employee shall, except with the previous sanction of the Governing Body, engage directly or indirectly in any trade, occupation or business or undertake any employment. the permission of the Principal for undertaking private tuition work, which will not be more than one hour a day will be necessary. No employee shall appear in any examination without obtaining prior permission of the Governing Body/ Principal; provided that a teacher may without such sanction. Undertake honorary work of a purely social or charitable nature or occasional work of a Literary, artistic or scientific character, subject to condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the Principal if so directed by the Governing Body.
- Provided further that no permission shall be necessary for examination work of this University or any other Indian University when the total emoluments accruing from such work do not exceed Rs. 3,000/- per annum, in case the total emoluments for all examinations work exceeds Rs. 3,000/- the previous permission of the Governing Body shall be necessary.
- ii) No employee in an affiliated college shall write a guide or a help book or cheap notes. he shall follow the procedure laid down by the University in case he intends to publish any work.
 35. An employee shall avoid habitual indebtedness or insolvency, an employee who becomes the subject of legal proceedings of his insolvency shall forthwith report the full facts to the Principal of his college.

36. No. employee shall bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.
37. No. employee shall be a member representative or office-bearer of any association, representing or purporting to represent teachers unless such association satisfies the following conditions:
 - (a) Its membership is confined to teachers.
 - (b) Meetings of such an association may be held in the premises of the college after college hours or on a non-teaching day with prior permission of the principal which would normally be granted.
 - (c) The decision taken at such meeting pertaining to the college administration shall be communicated, in writing, to the Principal within ten days.
38. General
 - (i) Every employee shall at all time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
 - (ii) Unless in any case it be expressly provided for, the whole time of an employee shall be at the disposal of College in such capacity and at such places as may from time to time, be directed by the Principal/Governing Body of his College, subject to such conditions as may be laid down by the University.
 - (iii) No employee in a college shall apply for any other job, post or scholarship without the previous sanction of the Principal of his college or, in case of the Principal, without the previous sanction of the Governing Body.

Provided that persons appointed on contract basis may apply for a job or a post if the post or the job for which they are applying is to commence from a date after the expiry of the period of contract.

- (iv) Save in exceptional circumstances, no employee shall absent

- himself from his duties without having first obtained the permission of the authority in the leave rules.
- (v) No employee shall take part in any activity which in the judgement of the Principal is calculated to lead to indiscipline in the college.
39. Gratuity Rules.

In addition to the benefits of the Provident Fund a teacher at the time of retirement shall be granted by the Governing Body a gratuity of sum equivalent to one fourth of his pay last drawn for each completed six monthly period of qualifying service subject to 16½ (sixteen and half) times the pay ; provided that in no case gratuity shall exceed the amount as fixed by the Punjab Government from time to time for its employees.

In the event of death of a teacher while in service the gratuity shall be subjected to minimum of 12 times the pay of the teacher drawn at the time of his death; provided that in no case shall it exceed the amount as fixed by the Punjab Govt. from time to time for its employees.

AGREEMENT FORM FOR COLLEGE TEACHERS IN A NON-GOVERNMENT COLLEGE

An agreement made this _____ day of _____ 199 _____ between _____ son of Shri _____ the first Party and the Governing Body of Managing Committee of the _____ college, through its Chairman/Secretary, hereinafter known as the Second Party.

Whereas the Second Party has engaged the First Party to serve the _____ College as _____ subject to the terms and conditions hereinafter set out:

1. That this agreement shall take effect and commence from the day of _____ 1999 _____ and shall be determinable as hereinafter provided.
2. That the First Party is employed in the first instance on probation for a period of one year and shall be paid a monthly salary of Rs. _____. The period of probation may be extended further by one year, but the total period of probation shall in no case exceed two years.
3. In case the second Party in managing a number of colleges it shall have the right to transfer the First Party to any other similar institution in the same agreement ; provided it does not adversely affect his emoluments and further prospects.
4. That on confirmation (after the period of probation) the Second Party shall pay to the First Party during the continuance of his engagement for his services a salary at the rate of Rs. _____ per month rising by annual increments of Rs _____ to Rs. _____. These annual increments shall be granted on the recommendations of the Principal and shall not be withheld without assigning specific reasons in writing and further the First Party shall have the right of appeal to the Vice-Chancellor.
5. That the First Party shall subscribe to and be entitled to, the benefit of the Standard Provident Fund Rules as recommended by the University Grants Commission and gratuity in accordance with the rules laid down by the Punjabi University.
6. Except in cases where the First Party is employed in a temporary vacancy up to the beginning of the long vacation, the first party shall be entitled to the full summer vacation salary; provided he has continuously worked for nine months immediately before and up to the commencement of the summer vacation; provided further that if the First Party leaves services of his own accord, he shall not be entitled to summer vacation salary or proportion thereof.
7. That the First Party shall be entitled to leave in accordance with the rules laid down by the Punjabi University.

8. That the First Party shall not be required to teach for more periods than laid by the Punjabi University, apart from such co-curricular activities as may be assigned by the Second Party through the Principal of the College. However, if the First Party is given some extra teaching work for a fortnight or more shall be paid proportionately for that.
9. That the First Party shall be paid his salary regularly but in no case later than the tenth day of the calendar month, following the month for which his salary is due.
10. That the First Party shall not take part in any activity which, in the judgment of the Principal is calculated to, lead to indiscipline in the college.
11. That the First Party shall devote his whole time to this duties of his appointment, and shall not engage, directly, or indirectly in any trade, occupation or business, whatsoever, or without the sanction, in writing of the Second Party, engage himself or take any part in any private tuition work or take up any occupation, whatsoever, directly or indirectly, which in the opinion of the Second Party, is likely to interface with the duties of his appointment.
12. That the First Party shall at all times maintain absolute integrity and devotion to duty.
13. That the First Party shall not take part in, subscribe to or assist, in any way, any movement which tends to promote feelings of hatred or enmity between different classes or subjects of the Indian Union, or to disturb public peace.
14. That the First Party shall not stand for election to Parliament/ State Legislature/Local Bodies, without the prior permission of the Managing Committee.
15. That the First Party shall not, except with the previous permission of the Managing Committee, own wholly or in part or conduct or participate in editing or managing of any newspaper or any periodical.
16. That the First Party shall not in any document publish anonymous 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 of fact or express an opinion involving adverse criticism of the actions and policy of the Managing Committee of his college.
17. That the First Party shall not, except in accordance with any general or special order of the Managing Committee or in the performance, in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom, he is not authorized to communicate such document or information.
 18. That the First Party shall not write a guide or a help-book or cheap notes, and shall follow the procedure laid down by the University in case he intends to publish any book.
 19. That the First Party shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of the college.
 20. That the First Party shall not bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.
 21. That the First Party shall not be a member representative or office-bearer of any association representing or purporting to represent teachers or any class of teaching profession, unless such association satisfies the following conditions :
 - (a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such employees or class of employees as the case may be;
 - (b) It is not in any way connected with any political party or organisation or does not engage in any political activity.
 22. That the First Party shall not apply for any other job, post, or scholarship without the previous sanction of the Principal of his college or in case of the Principal without the previous sanction of the Managing Committee.

23. That the First Party shall not absent himself from his duties without having obtained the permission of the principal or in the case of the Principal, of the Managing Committee. Leave in all cases must be applied for and got sanctioned before it is taken.
24. That the Second Party shall be entitled summarily to determine the engagement of the First Party for misconduct, but subject as aforesaid to determine the engagement after giving three month's notice in writing or on payment; of three month's salary in lieu of the said notice Provided in case of serious moral turpitude, on the part of the First Party, the Second Party shall have the right to terminate the services of the First Party with immediate effect.
25. That the Second Party shall not determine the engagement of the First Party, whether summarily or otherwise without informing in writing of the grounds on which they propose to take action, giving him a reasonable opportunity of stating of his case in writing and before coming to a final decision shall consider the statement of the First Party, and, if he so desires, give him a personal hearing.
26. The First Party may, if he so wishes, terminate his engagement with the Second Party by giving the Second Party three month's notice in writing or pay the Second Party a sum equivalent to three month's salary in lieu thereof.
The Second Party may not, if it so decides, realise such sum from the First Party in any particular case.
27. If the First Party is holding a temporary appointment or is on probation, then said notice for either shall be one month only.
28. The dismissal or removal or retrenchment from service or reduction in rank of an employee shall be governed by the Provisions of the Punjab Affiliated Colleges (Security of Service of Teachers) Act, 1978.
29. On the termination of this agreement from whatever cause, the First Party shall deliver to the Second Party, all books, apparatus,

records, and such other articles belonging to the said college or to the Second Party or to the University, as may be in his possession or charge.

POLICY AND SYSTEM TO BE ENFORCED FOR THE RECRUITMENT OF THE TEACHING FACULTY IN THE COLLEGES AND UNIVERSITIES.

The Governor of Punjab is pleased to lay down the following criteria and guide-lines for recruitment of lecturers in the Colleges and Universities :-

1. No. of candidates to be invited for interview :

Presently, there is no clear and transparent system for calling the candidates for interviews for the posts of lectures in Colleges/Universities. Generally the practice of calling large number of candidates for interviews for a few posts is adopted which leads to a number of problems and complications. If the number of candidates to be invited for interview is restricted then such problems and complications can be avoided. It is therefore, decided that the following norms for inviting candidates for interview be applied :-

- (a) For One vacancy-maximum 6 candidates subject to eligibility.
- (b) For two vacancy-maximum 10 candidates subject to eligibility.
- (c) For three vacancy-maximum 12 candidates subject to eligibility.
- (d) For four vacancy-maximum 14 candidates subject to eligibility.
- (e) For five vacancy-maximum 16 candidates subject to eligibility.

Beyond that, for every additional vacancy 3 candidates may be invited.

That means that if there are 10 vacancies, then maximum 31 candidates shall be invited for interview (16 for first five

- vacancies and 15 for next five vacancies and so on).
2. Screening of applications for short listing the highest ranking candidates :

The selection of candidates for interview will be made only on the basis of their performance and achievement in their respective subject(s) alongwith certain other qualifications. The applications shall be screened on the following grounds giving marks in each field out of the total maximum marks indicated against each parameter as below :-

(A) Basic qualification marks	3	0
(B) Higher qualification marks	1	5
(C) Extra currucular activities marks	1	5
(D) Publications in the National/ International Referral Journals or Books.	1	5
(E) Experience	15	marks

On the basis of inter-se merit of the applicants after Screening, the candidates shall be invited for interview as per para 1 above. The remaining 20 marks shall be for (a) Interview-10 marks (b) Resume-Writing- 10 marks as per guidelines mentioned in Paras 4 & 5 below.

3. Method for calculating and granting Marks
 - (A) For the basic qualification as laid-down by the UGC for Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, Foeign Languages and Law.
 - (i) "Good academic record with at least 55% of the marks or, an

- equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E& F at the Master's Degree level, in the relevant subject from an Indian University, or, an equivalent degree from a Foreign University.
- (ii) Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC."
 - (iii) An applicant shall get pro-rata marks out of the 30 marks as per the performance in qualifying degree. For example, if a candidate has got 56% marks in M.A./M.Sc. and has passed NET, then he/she will get only 56% out of 30 marks qualifications, he/she will get 70% out of the 30 marks.
- Note : (1) Wherever required qualification is M.Ed. or M.Ph.Ed. or LLB/LLM etc. etc., there the marks in these degrees i.e. M.Ed./M.P.Ed./LLB/LLM etc. shall be taken into account and not the preliminary degree. For example if a post of lecturer in laws requires B.A./B.Sc. or M.A./M.Sc. etc.
- (2) In case of lecturers in Engineering subjects, the required qualification is either B.E./B.Tech 1st class or M.E./M.Tech. 1st class. In such cases the marks for basic qualification of either B.E./B.Tech 1st class or M.E./M.Tech 1st class are to be considered.
 - (3) Where a candidate B.E./B.Tech 1st class and thus fulfils basic qualification & has also passed M.E./M.Tech, such a candidate will be given 7 marks for higher qualification (as in case of M.Phil).
 - (4) Where a candidate is M.A./M.Sc., LLM, M.Ed. etc. etc., but has not cleared NET and has either the Degree of Ph.D. or has submitted the thesis for Ph.D. upto December, 2002 and, therefore, claims exemption from NET, his/her basic qualifications shall be considered as M.A./M.Sc. etc. with Ph.D. and marks shall be awarded for M.A./M.Sc. as mentioned above. But such a candidate shall not get extra marks for having got degree of Ph.D.
- (B) Higher Qualifications

In addition to basic qualification, a candidate having achieved any of the following shall get additional marks :-

- | | | | |
|-------|--|----------|---|
| (i) | First Class First with Gold Medal | 5 marks | |
| (ii) | Basic qualification and M.Phil. | 7 marks | |
| (iii) | Basic qualification and Ph.D. | 1 | 0 |
| | marks | | |
| (iv) | First Class First and Gold Medal with M.Phil. | 12 marks | |
| (v) | Double Gold Medal both in basic qualification and M.Phil. | 13 marks | |
| (vi) | First class First with Gold Medal either in basic qualification or in M.Phil. with Ph.D. | 15 marks | |

- (C) For Extra-Curriculum Activities For having participated in any International or National or Zonal meet(s) in any event such as Sports/Athletics/Games/Theatre/Music/Dance both folk or Classical/Painting/Deceamation/Literature/NCC/Scouting/ NSS or any other activity, the marks will be awarded as following:

International Meets

- | | | | |
|-----|--|---|---|
| I | For winning Gold Medal in any International meet | | |
| | 15 marks | | |
| II | For winning Silver Medal in any International meet | | |
| | 13 marks | | |
| III | For winning Bronze Medal in any International meet | 1 | 1 |
| | marks | | |
| IV | Simple participation in any International meet | | |
| | 10 marks | | |

National Meets

- | | | |
|---|---|--|
| V | For winning Gold Medal in any National meet | |
| | 13 marks | |

VI	For winning Silver Medal in any National meet marks	1	1
VII	For winning Bronze Medal in any National meet 9 marks		
VIII	Simple participation in any National meet 7 marks Inter-Zonal or Inter State or Inter-University level where atleast 3 Zones/States/Universities have participated		
IX	For winning Gold Medal/1st Position 12 marks		
X	For winning Silver Medal/2nd Position 10 marks		
XI	For having Bronze Medal/3rd Position 8 marks		
XII	For having participated 5 marks NCC/NSS OR Similar Activites		
XIII	For having attended Republic Day Contingent Camp marks	1	5
XIV	NCC having attended atleast 4 Campus & Passed 'C' marks Certificate.	1	5
XV	NCC having attended atleast 3 Campus & Passed 'C' marks Certificate.	1	2
XVI	NCC having attended atleast 3 Campus & Passed 'B' marks Certificate.	1	2
XVII	NCC having attended atleast 2 Campus & Passed 'B' marks Certificate.	1	0
XVIII	NCC having attended atleast 1 Camp. 8 marks		
XIX	NSS or Similar Activities and having attended atleast 2 Campus	3 marks	

(D) For Published Work

- (i) For at least 2 paper published in the International/ or 1 5 marks

least 4 papers published in National referral Journal(s)/ or combination of 3 papers in International and National Referral Journals out of which at least 1 should be in International Journals.

- ^ (ii) For publication of at least 1 paper in International or at 10 marks

least 3 papers in National Journals out of which at least 1 should be in International Journal.

- (iii) For 1 Paper in International or 2 Papers in National Journal 7 marks

- (iv) For 1 Paper in National Referral Journal 5 marks

OR

- (v) Publication of at least 2 books on the subject 15 marks

- (vi) Publication of at least 1 books on the subject 10 marks

- (vii) Publication of at least 4 Articles on the subject 7 marks

published in reputed Journal or News Paper

OR

- (viii) Publication of at least 3 books on any subject 15 marks

- (ix) Publication of at least 2 books on any subject 10 marks

- (x) Publication of at least 1 books on any subject 7 marks

OR

- (xi) If 10 or more Articles on the subject or any 15 marks

- subject are published in News Paper(s)/Journal(s) of recognised standing
- (xii) If 6 or more Articles on the subject or any subject 10 marks are published in News Paper(s)/Journal(s) or recognised standing.
- (xiii) If 3 or more Articles on the subject or any subject 5 marks are published in News Paper(s)/Journal(s) or recognized standing.
- (xiv) If 1 or more Articles on the subject or any subject are 3 marks published in News Paper(s)/Journal(s) of recognised standing.

Notes : (1) The minimum duration of a camp should be atleast 7 days.

- (2) If a candidate has participated in more than one event(s) in same or different fields or competition, and where participation in two or more than two events together entitles for more than 15 marks, then the candidate shall get maximum 15 marks.

For example, in an International meet, a candidate has won bronze medal (11 marks) and participated in two other items (each entitling him/her 10 marks), such a candidate shall be entitled to maximum 15 marks because his/her combined score is 11+10+10 which is more than 15. Similarly in case of a candidate having participated in NCC, NSS or similar other activity and, thus, has earned the combined marks of more than 15 marks, he/she shall be entitled for maximum 15 marks.

- (E) For Experience a candidate will get 1 mark for each competed year in the teaching or research areas. The period for less than six month will be ignored and period for more than six month will be taken as whole year. For experience of 5 years or more, a candidate will get maximum 5 marks only. In case of part time lecturers the experience will be considered at half the scale e.g. four academic years as part timer lecturer will be considered as

equal to two years experience only. Particularly for recruitment of lecturer(s) in the Universities the following shall also be considered towards experience :-

- (i) Post-doctoral experience on an International Fellowship. Which should be atleast 6 months duration. 2 marks
subject to maximum 5 marks

OR

- (ii) Research Projects: (only major research Projects awarded by ICCSSR,DST,DBT,CSIR,ICAR etc.) in the form of PI or CI 2 marks
subject to maximum 5 marks

OR

- (iii) Research work done in affiliated College/ University/National/International recognised Research Labs. for each 365 days whole timer and 500 days for Part timer maximum 5 marks. 2 marks
f o r

OR

- (iv) For each Ph.D. produced each subject to 2 marks
maximum 5 marks.

Note: Research work done for obtaining Degree of M.Phil or Ph.D. will not be considered for granting of marks under the heading "Research Project" or "Research Work".

4. The Interviews

Every candidate shall have to appear for interview before a Selection Committee Constituted by the Competent Authority. It will be compulsory that every candidate should be asked to deliver a talk on any subject or any area of his/her subject as suggested by the interview Board or even of his/her own choice for atleast 3-5 minutes. This is to judge whether the candidate can communicate & convey properly and confidently or not.

The marks in Interview may be awarded either by the Members individually and then the aggregate average may be taken or the Committee can assess the performance of the candidate collectively and award the marks as it may deem fit.

5. The Resume Writing Maximum 10 marks

After the interview is over, the candidates be asked to move to the adjoining room and write-down in maximum 10 minutes whatever he/she experienced in the Interview. At the end of 10 minutes time, the resume paper be collected from the candidate and be sent to the Chairman of the Selection Committee without any delay. The Chairman or any other Member of the committee may read the resume to all the Members of the Committee and then by unanimous opinion award the marks or the Committee may authorise the Chairman to go through the resume paper and award the marks.

6. (a) By following the above procedure the marks out of 80 marks can be awarded at the time of screening of the application on the basis of attached documents. The merit list be prepared accordingly as per the number of available vacancies and highest ranking candidates should be invited for interview. The list of eligible candidates being invited for interview be displayed

- publicity so that every candidate may know about his/her status.
- (b) The same procedure be followed for the vacancies belonging to reserve categories and separate eligibility list(s) are to be prepared for each category.
 - (c) The procedure of video-recording the interview of the candidates may be adopted, wherever possible.
- 7. The above-mentioned policy is to be followed in toto and strictly while recruiting the lecturers in Government Colleges and Government aided Colleges. It will be appreciated if even the un-aided Colleges also adopt this policy.
 - 8. PPSC and the Universities are also advised to adopt the above policy for recruitment of lecturers.

cum-merit and to the recommendation of Principal regarding work and conduct of employee.

- (ii) The appointment, suspension and dismissal of the clerical staff shall rest with the Managing Committee of the college. However a temporary appointment for a period upto three months may be made by the Principal.
- (iii) The appointment, suspension, and dismissal of the peons, dafties, chowkidars, attendants or other employee of this cadre shall rest with the Principal of the college.

All the appointments of class-III employees may be made through open advertisement and the concerned Principal shall submit the case of selected employee to the University for approval.

3a. Qualifications

The minimum educational qualifications for appointment to the various categories, shall be as under :-

- (i) Office Superintendent/ M.A. OR equivalent degree with 2 years

- | | |
|--|--|
| <p>Accounts Officer
Accountant OR</p> | <p>experience as Head Clerk/
B.A. OR equivalent degree with 5
years
experience as Head Clerk or
Accountant.</p> |
| <p>(ii) Head Clerk/Accountant
years experience
with</p> | <p>Graduate with atleast 2
of office work OR under-graduate
10 years experience of office work.
Ist Division in Matric, 80
hand & 30 W.P.M. in typing.</p> |
| <p>(iii) Steno-Typist
W.P.M. in short</p> | <p>Matric Ist Division or 2nd
equivalent examination Or
graduate & 30
W.P.M. speed of type-writing.</p> |
| <p>(iv) Clerk-cum-Typist
Division in +2 Or
graduate & 30</p> | <p>B.Lib. Science or Library
years experience.</p> |
| <p>(v) Assistant Librarian
Assistant with 10</p> | |
-
- (i) Office Superintendent Grade-I/Accounts Officers :
M.A.or equivalent degree with seven years experience as Senior
Assistant/Accountant or equivalent post.
OR
B.A. or equivalent degree with 10 years experience as Senior
Assistant/Accountant or equivalent post.
- (ii) Office Superintendent Grade-II/Assistant Accounts Officer :
M.A. or equivalent degree with Two years experience as Senior
Assistant/Accountant or equivalent post.
OR
B.A. or equivalent degree with Five years experience as Senior

Assistant/Accountant or equivalent post.
 (iii)a Senior Assistant/Accountant :
 B.A. or equivalent degree with 5 years'experience of office work.
 OR
 Under-Graduate with 10 years experince of office work.
 For the post of Accountant preference will be given to a person
 having experience in accounts.

(vii) Library Assistant Library	Matriculate with a Certificate in Science.
(viii) Library Attendant	Matriculate.
(ix) Restorer	Matriculate.
(x) Lecture Assistant Science subjects group or its Laboratory	Ist division in Matric with or 2nd division in +2 Science equivalent exam. B.Sc. or Assistant with 3 years experience.
(xi) Laboratory Assistant division with Science subjects or Laborotary Bearer/Attendant with Science subject having 3 years experience as Laboratory Bearer/attendant.	Matric 2nd
(xii) Dipsenser	Qualified Dispenser/ Pharmacist.

- | | |
|--|---------------------------|
| (xiii) Laboratory Attendant/
Bearer | Matriculate. |
| (xiv) Peons/Daftries/Chowkidars | (Preferably Matriculate). |

4. Pay-Scale

The minimum pay-scales for different categories of staff shall be the same as are applicable, from time to time, to such Non-Teaching employees working in the Government Colleges in the State. The Dearness allowance and other allowance as admissible under the term of appointment shall be at the rate fixed by the State Government.

Provided that in case of any incumbent already in service, if the existing pay-scale is better, he shall be allowed to continue to draw pay in existing pay-scale.

5. Age of Entry

No person shall be appointed to any post whose age is less than 18 years or more than 35 years on the date of appointment.

6. Medical Fitness and Antecedents

The rules regarding Medical Fitness and verification of character and Antecedents in the case of Teaching/Non-Teaching staff working in Non-govt. colleges shall be applicable on the pattern of Teaching/Non-Teaching staff working in Punjab Govt. Colleges.

7. Probation

Every person appointed to a substantive post shall be on probation for a period of one year. In case his work and conduct has not been found satisfactory, during the period, the Employer may extend his period of probation by one year more. In this case the employer must inform the employee in writing about it before expiry of his one year's probation. The probationary period expiry of his one year's probation. The probationary

period shall, in no case, be extended beyond two years from the date of appointment.

After the expiry of the probation period, the employee shall be deemed to have been confirmed; Provided that if during the period of probation, the appointing authority may :-

- (i) In the case person appointed by promotion/transfer, may revert him to the post held by him immediately before such appointment.
- (ii) In the case person appointed by direct recruitment, terminate his services.

8. a) Pay on appointment

The initial pay of an employee who is appointed by promotion or transfer to a post shall be fixed as follows :

- (i) When appointment to the new post involves the assumption of duties or responsibilities of greater importance than attaching to the post he is holding, he will draw as initial pay the stage of time-scale next above his substantive pay in respect of the old post or the minimum of the time-scale of the new post whichever is higher.
- (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 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;
- (b) The initial pay of an employee who is recruited by direct appointment will be fixed at the minimum or at such higher stage in the sanctioned scale as may be determined by the appointing authority.
- (c) The authority which orders the reduction in rank of an employee

- as penalty from a higher form a higher grade to a lower grade of pay, may allow him to draw pay not exceeding the maximum of the lower grade of post which it may think proper.
- (d) If an employee is on account of misconduct or inefficiency reduced to a lower grade or post or to a lower stage in his time-scale, the authority ordering such reduction may determine the period for which it shall be effective.
9. Termination of Services
- (i) The services of an adhoc employee may be terminated by appointing authority without assigning any reason and giving any notice.
- (ii) The service of an employee on probation can be terminated at any time on the ground of his work and conduct being not satisfactory. If an employee on probation wishes to resign from service, he shall give one month's notice in writing to the college. If the employee fails to give such a notice, the college shall 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 unless otherwise directed by the appointing authority.
- (iii) The Service of confirmed employee may be terminated by following procedure laid down under the Punjab affiliated Colleges (security of service of teachers) Act, 1974.
- NOTE :- Salary for the purpose of this Ordinance shall mean total emoluments drawn monthly by the date of relinquishing the charge of his duties.

10. Revision of pay-Scales.

The holder of a post, the pay-scale of which is revised shall be allowed pay in the revised scale in accordance with the instructions issued by the Govt. in this behalf.

11. Increment

An increment shall be drawn as a matter of course, unless it is withheld by the appointing authority. An increment may be withheld if work and conduct of an employee has not been satisfactory. When it is proposed to withhold the annual increment of an employee no order shall be passed imposing this penalty unless the employee concerned has been given an adequate opportunity to make any representation that he may desire to make and such representation has been taken into consideration.

12. Age if retirement

All whole-time employees of the college not holding a tenure post, shall retire on attaining the age of 60 years.

13. An employee, before leaving the college service, shall hand over the charge of his post to a duly authorised employee and shall return to the college all books, apparatus, furniture etc. issued to him and shall pay in full all the charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he fails to do so, the Principal shall recover the amount due from him, on account of the above items, from his last salary or from the college contribution to his provident fund.
14. An employee who is an occupant of residential accommodation of the college shall be in the status of licensee and shall on leaving the service of the college vacate the residence allotted to him by the college.
15. Service Record.
 - (i) Service Record of each employee of the college shall be maintained by the Principal's office on the printed service books prescribed for the purpose.
 - (ii) Separate personal files of the employees shall be maintained by the Principal's office.
 - (iii) Confidential report in the proforma of each employee shall be recorded every year in the month of April and shall be maintained by the Principals.

Adverse remarks; if any, shall be communicated to the concerned employee who will be entitled to represent against such remarks to the appointing authority within three months of the communication of such remarks the Orders passed by the appointing authority in this behalf shall be final.

16. Working Hours.

The working hours for class III employees would be 42 hours per week of six working days and class IV employees 48 hours per week of 6 working days. The total span of duty for class IV employees should not exceed 12 hours a day.

17. Payment of Salary

The Non-teaching staff in a college shall be paid their salary regularly and ordinarily not later than the 10th of the month of following the one for which the salary is due.

18. Medical Facilities.

The Medical facilities will be provided to the employees in accordance with such rules as are framed for the teachers of the college in this behalf from time to time.

19. Leave.

Leave cannot be claimed as a matter of right. When the exigencies of service so require, a discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

Leave account shall be maintained by the Head of the institution. All leave other than casual leave must be duly entered in the service book of the employee & his leave account completed as soon as it is sanctioned.

20. An employee, who resigns or is discharged from the employment of the college cannot, if re-employed after an interval, count his former service towards leave without the permission of the authority re-appointing him.

21. If an employee, who is dismissed or removed or suspended is reinstated the authority competent to order the reinstatement shall make specific order as suspension, as the case may be, counted as the duty for the purpose of leave.

22. An employee shall be entitled to half the summer, autumn and

winter vacations.

If an employee is not permitted by the Principal to avail of the due vacation spell, he would be entitled to privilege leave subject to a maximum of 30 days to be calculated in the proportion of total of summer, autumn and winter vacations to the total entitlement of 30 days. For example, if the total spell of three vacations is 50 and in a particular vacation spell of 10 days the employee could not be granted vacation then the entitlement to privilege leave would be in the ratio of 3:5. Full pay shall be granted to an employee while on privilege leave. Such leave may be combined with medical leave.

23. The college shall follow the rules of Punjab Government for leave on Medical grounds viz. half leave pay leave or commuted leave. Such leave will be granted on production of Medical Officer or such other authority as the college management may prescribe.
24. In case of necessity, leave without pay may be granted at the discretion of Principal, subject to the condition that no employee may be granted such leave for more than 2 years during the whole period of service; Provided that in the case of leave without pay, the annual increment of the employee shall be deferred by the period spent as such on leave without pay.
25. The maximum limit of Maternity Leave to the women employees shall be 180 days without the necessity of production of a medical certificate. Extension, if any beyond 180 days shall, however, be permissible by the grant of leave of the kind due. The other eligibility conditions shall continue to be applicable as here-to-fore.

Leave on account of miscarriage abortion shall be admissible only in those cases where a woman employee has less than two living children. The others having two or more children shall not be entitled to avail of this concession but, if required can be sanctioned leave of the kind due, on the production of medical certificate. the certificate of a Principal Medical Officer or Assistant Civil Surgeon or Gazetted Medical Officer may

however be called for in case of doubt.

26. (a) Casual leave may be granted to a permanent employee during a calendar year, as under :

- | | | |
|------------|-----------------------------|---------|
| (i) | With service up to 10 years | 10 days |
| in a year | | |
| (ii) | With service between 10 and | 15 days |
| in a year | | |
| | 20 years | |
| (iii) | Exceeding 20 years | 20 days |
| in a year. | | |

Mode of calculation

- (a) From the date on which an employee completes his 10th or 20th years of service as the case may be, he will be entitled to leave in that year according to the next higher slab. Thus, if an employee completes 10 years service on the 30th September, 1990, he will be entitled 15 days casual leave for the entire year of 1990.
- (b) Casual leave shall always be applied for and got sanctioned before it is availed of. In case of urgency, however, this condition may be waived of at the discretion of the sanctioning authority.
- (c) The authority competent to grant casual leave shall be the Principal in case of employees working under his administrative control.

Note:-1. Sundays and other college holidays falling within the period of casual leave shall not be counted as casual leave.

2. Not more than 10 days casual leave will be allowed at a time. Casual leave cannot be combined with any other leave. It can be combined with holidays. Provided that the total period including the holidays does not exceed ten days.

In accordance with the conditions/ recommendations contained in Punjab Government letter No. 1/10/98/-3FP 2/3187 dated 9.4.2002, male employee shall also be entitled to paternity leave for 15 days.

All women employees in service shall be entitled to 20 days casual

leaves every year irrespective of number of years of service put in by them.

27. Five casual leaves may be allowed to office bearers of teacher's Association of Non-Govt. affiliated colleges as is being allowed in case of office bearers of Punjabi University Teachers Association. It is understood that half of such casual leave so availed, shall be deducted from their Casual leave account and the remaining half of the Casual Leave will be counted as special Casual Leave. The maximum Special Casual Leave should not exceed five in a year.
28. The Non-teaching staff of the colleges shall be entitled to eight days earned leave for every completed year spent on duty. This concession of earned leave of eight days shall not be admissible to such employee in respect of any year in which he is prevented from availing himself of the full vacation as he is entitled to the earned leave as is admissible to the vacation staff. If any employee avails himself of a part of vacation the earned leave proportionately admissible to him in lieu of unavailed vacation together with eight days additional earned leave will not exceed the maximum earned leave admissible to him under the rules.
30. In addition to the benefit of the Provident Fund an employee at the time of retirement shall be granted by the Governing Body a gratuity of a sum equivalent to one fourth of his pay last drawn for each completed six monthly period of qualifying service subject to 16½ (Sixteen and half) times the pay; provided that in no case gratuity shall exceed the amount as fixed by the Punjab Government from time to time for its employees. In the event of death of an employee while in service the gratuity shall be subject to minimum of 12 times the pay of an employee drawn at the time of his death; provided that in no case shall it exceed the amount as fixed by the Punjab Govt. from time to time for its employees.

Provided that:

In case of Class IV employees no gratuity shall occur for

29. Library staff working in the affiliated Non-Government colleges shall be deemed to be Non-vacational staff.

Labortary staff be deemed to be vacational staff subject to the condition that they will be on duty during Theory & Practical examinations.

Labortary staff of the non-Government colleges shall deemed to be vacational staff subject to the condition that the principal will have full powers to assign them any Iniversity/Government/college work, as may be required during the vacation;

31. In case of death of any non-teacing employee in service, his/her next of the kin may be appointed in the college if a post is available and the incumbment fulfills the requisite qualifications.
Conduct:

32. Every employee shall at all times maintain absolute integrity and devtion to duty.

33. Every employee shall abide be and comply with the rules of the college and all orders and directions of his authorities issued from time to time.

34. Every employee shall extended utmost courtsey and attention to all persions with whom he ahs to deal in the course of his duites.

35. Every employee shall endeavour to promote the interest of the college and shall not act in any manner pre-judicial to the interest of the college.

36. No employee shall, except with the previous sanction of the college authority wholly or in part, conduct or participate in editing or managing of any newspaper or any other periodical publication.

37. No employee shall, in any Radio-Broadcast or any documents published anonymously or in his own name or the name of any other person, or in any communication to the Press or in any public utterence, make any statemnt or express any opinion.

- (i) Which has effect of any adverse cricism of any decision of his Principal/Governing Body of the college concerning the

- Management or the college authorities or any current or recent policy or action of the college authorities.
- (ii) Which is capable of embarrassing the relations between the services in the college;
 - OR
 - (iii) Which involves personal attacks institutions against his colleagues and subordinates/superiors.
- 38. No employee shall, except in accordance with the general or special orders of the Principal or college Authorities or in the performance of the duties assigned to him, convey directly or indirectly any official documents or information to any person to whom he is not authorised to convey the said documents or information.
 - 39. No employee shall bring or attempt to bring political or other outside influence to bear upon any authority to further his interests in respect of matters pertaining to his services under the college.
 - 40. The employee shall so manage his affairs as to avoid habitual indebtedness or insolvency. Any employee against whom any legal proceedings are instituted for the recovery of any debt due from him adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the college concerned.

NOTE:

- The burden of proving that the insolvency for indebtedness was the result of circumstances which with the exercise of ordinary diligence the employee could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits, shall be upon the employee concerned.
- 41. No employee of the college shall apply for any post outside the college except through the Principal. In one calendar year, not more than two applications for outside post will be forwarded and the record will be maintained by the Principal's office.
 - 42. The following minor penalties may, for good and sufficient reasons be imposed upon an employee:

- (i) Censure
 - (ii) Withholding of increments(s) with or without commulative effect or promotion.
 - (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
43. Procedure for imposing of penalties :
- (a) No order imposing on employee any of the penalties specified in clause (i) to (ii) or rule 43 shall be made except after:--
 - (i) Information the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken and giving him a reasonable opportunity or making such representation as he may wish to make against the proposal;
 - (ii) Holding an inquiry in every case in which the punishing authority is of the opinion that such inquiry is necessary;
 - (iii) taking the representation, if any submitted by the employee under clause (i) and (ii) and the record of inquiry, if any held under clause (ii) into consideration; and
 - (iv) recording a finding on each imputation of misconduct or misbehaviour; and
 - (b) the record of the proceedings in such cases shall include :
 - (i) A copy of the intimation to the employee of the proposal to take action against him;
 - (ii) A copy of the statement of imputation of misconduct or misbehaviour delivered to him;
 - (iii) his representation, if any;
 - (iv) the evidence during the inquiry if held;
 - (v) the findings on each imputation of misconduct or misbehaviour ; and
 - (vi) the orders on the case together with reasons thereof.
44. No employee shall be dismissed or removed or reduced in rank except after an enquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of these charges.

The imposition of such penalties shall be governed by the Punjab
affiliated colleges (security of service Act), No. 25 of 1975 as
amended from time to time.

