

ACT AND STATUTES

(As amended up
to date)

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FOREWORD CHAPTER 1

THE HARYANA AND PUNJAB AGRICULTURAL UNIVERSITIES ACT, 1970

The Punjab Agricultural University Act, passed by the State Legislature, received the approval of the Government of Punjab

Arrangement of Sections

Sections

1. Short title and commencement
2. Definitions

on 13th October, 1961 leading to the establishment of the Universities

University in 1962. On the reorganization of the State of Punjab,

an Ordinance was promulgated to provide for the establishment corresponding University of two independent Universities for two States, namely Punjab

9.

Admission to a corresponding University

Powers of a corresponding University

and Haryana. This Ordinance was subsequently replaced by an Act of Parliament namely 'The Haryana and Punjab Agricultural Universities Act, 1970'.

The last edition of 'PAU Act & Statutes' was published in

10. Visitations

11. Authorities and Officers of a corresponding University

12. Chancellor

13. Constitution, Powers and Duties of a corresponding University 14. Powers and Duties of the Board

15. The Vice-Chancellor

16. Powers and Duties of the Vice-Chancellor

17. The Registrar

3. Dissolution of the Existing University and Establishment of Haryana and

Punjab Agricultural

4. Incorporation

5. Territorial limits

6. Headquarters

7. Objects of a

8.

18. The Comptroller December 2007.

20. Director of Students' Welfare amend

22. The Librarian the most important

members and ministerial staff in their day-to-day working. I hope that this edition will prove highly useful for all.

(Baldev Singh Dhillon)

- 24.The Colleges
- 25.Experiment Stations for Research
- 26.Agricultural Extension Education
- 27.Retirement and other conditions of service 28.Provident Fund
- 29.Appointment of Salaried Officers
- 30.Temporary arrangements
- 31.Statutes
- 32.Statutes how made
- 33.Regulations
- 34.Accounts and Audit
- 35.Division of Assets and Liabilities
- 36.Legal proceedings

Vice-Chancellor

37.Transfer of employees

38.Membership of corresponding University bodies

Punjab Agricultural University Ludhiana

- 39.Annual Report
- 40.Construction of references to existing University in any document etc.
- 41.Obligations to be discharged by the Punjab Agricultural University 42.Proportion of cost to be borne by the Government of Himachal Pradesh 43.Settlement of unresolved disputes
- 44.Power to remove difficulties
- 45.Repeals and Savings

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THE HARYANA AND PUNJAB
and in all Statutes made thereunder
AGRICULTURAL UNIVERSITIES ACT, 1970

Definitions 2. In this Act,

unles
s the context otherwise requires :-

(a) "Academic Council" means, in relation to a

No. 16 OF 1970

corre

sponding University, the Academic Council of that

This Act of Parliament received the assent of the President on the 2nd April, 1970.

AN ACT

To provide for the establishment of two independent Agricultural Universities in place of the Punjab Agricultural University constituted by the Punjab Agricultural University.

(b) “agriculture” includes the basic and applied science of soil and water management, crop and home sciences and the betterment of rural people;

(c) “appropriate Government” means :-

(i) in relation to the Haryana Agricultural University, the Government of the State of

Agricultural University Act, 1961, and for matters

Haryana;

consequential on, or connected with the establishment of those independent Agricultural Universities.

Whereas, for the development of Agriculture in the States of Haryana and Punjab, it is expedient to

(ii) in relation to the Punjab Agricultural University, the Government of the State of Punjab;

(d) “Board”, in relation to a corresponding University, means the Board of Management of that

provide for the establishment of two independent

Univ

ersity;

Agricultural Universities in place of the Punjab Agricultural University constituted by the Punjab Agricultural University Act, 1961 ;

AND WHEREAS, the legislatures of the States of Haryana and Punjab have passed resolutions in terms of clause (1) of article 252 of the constitution relation to the above-mentioned matter and matters ancillary thereto in so far as such matters are matters enumerated in List II in the Seventh Schedule to the Constitution;

BE it enacted by Parliament in the Twenty-first Year of the Republic of India as follows :-

(e) “college” means a constituent college of a corresponding University;

(f) “corresponding University” means :-

(i) in relation to the territories to which the function of the Haryana Agricultural University extend, that University;

(ii) in relation to the territories to which the functions of the Punjab Agricultural University extend, that University;

(g) “existing University” means the Punjab Agricultural University constituted by section 3 of the Punjab Agricultural University Act, 1961;*

CHAPTER I (h) “library” means a library established or maintained by a corresponding University;

PRELIMINARY

(i) “prescribed” means prescribed by the Statutes

1. (1) This Act may be called the Haryana and Short title and

commencement of a corresponding University;

Punjab Agricultural Universities (Punjab Amendment)

Act, 2005.

respectively, the Statutes and Regulations made by a

(2) It shall be deemed to have come into force on the 29th July, 2005.

corresponding University under this Act;

*Punjab Act 32 of 1961

(k) “transferred territories” means the territories added to the Union territory of Himachal Pradesh by sub-section (1) of section 5 of the Punjab Reorganisation Act, 1966;*

(i) “Vice-Chancellor” means the Vice-Chancellor of a corresponding University.

College at Palampur in the transferred territories shall notwithstanding the dissolution of the existing University, continue to be a college of the Punjab Agricultural University and shall cease to be such college on the establishment of a University in those territories.

(3) On the establishment of a University in the

CHAPTER II

in territory of Himachal Pradesh, the assets and
ESTABLISHMENT OF CORRESPONDING UNIVERSITIES

ities of the Punjab Agricultural University,

pertaining to the Agricultural College at Palampur, all

3. As from the commencement of this Act, the
research training and extension centres, and any other
existing University shall stand dissolved and there

**Dissolution of the
existing Univer-
sity and establish-**

shall be established in its place two independent
said Union territory, shall stand transferred to,
Agricultural Universities, to be known respectively
shall vest in, such University.
as the Haryana Agricultural University and the Punjab
Agricultural University.
headquarters of the Haryana Agricultural

erty of the Punjab Agricultural University located
**ment of Haryana
and Punjab Agri-
cultural Universi-
ties**

prope

in the

and

Headquarters 6. (1) The

4. (1) Each of the Agricultural Universities
Punjab Agricultural University shall be at Ludhiana,
mentioned in section 3 shall be a body corporate
such other place as the appropriate Government
having perpetual succession and a common seal
direct.

University shall be at Hissar, and the headquarters of
Incorporation the

or at

may

with power to acquire, hold and dispose of property, and to contract, and may, by its name,
sue and be sued.

(2) Each corresponding University shall establish an office at the place at which the seat
of the appropriate Government is located.

2. Each body corporate referred to in sub-
corresponding University shall be deemed
section(1) shall consist of the Chancellor and the
established and incorporated for the following
Vice-Chancellor of that University, the members of

Objects of a 7. Each

corresponding to be

University
objects, namely :-

the Board, the Academic Council and all persons,
who may hereafter become or be appointed as such (a) making provision for imparting education in
officers or members, so long as they continue to hold

differ

ent branches of study, particularly agriculture,
such office or membership.

agric

ultural engineering, home sciences and other allied

sciences;

5. (1) The Haryana Agricultural University shall
function within the territories of the State of Haryana (b) furthering the advancement of learning and
and the Punjab Agricultural University shall function

Territorial limits

prose

cution of research, particularly in agriculture and
within such other territories to which the functions
allied sciences;

other

of the existing University extended immediately before the commencement of this Act.

Provided that on the establishment of a University in the Union territory of Himachal Pradesh, the Punjab Agricultural University shall cease to function

(c) undertaking the extension of such sciences to the rural people of the territories within which the University is required by this Act to function; in the transferred territories.

direct

(2) Until a University is established in the Union
Each corresponding University shall, subject
territory of Himachal Pradesh, the Agricultural

Admission to a 8. (1)

corresponding
University to the
provisions of this Act
and the Statutes, be
open

*31 of 1966
persons :

to all

THE HARYANA AND PUNJAB AGRI. UNIVERSITIES ACT, 1970
AND PUNJAB AGRI. UNIVERSITIES ACT, 1970

5

6

THE HARYANA

Provided that nothing herein shall require any such University to admit to any course of study a number of students larger than the prescribed number.

(2)The appropriate Government may direct the corresponding University to reserve in any college seats for women, Scheduled Castes, Scheduled Tribes or such educationally backward classes of citizens as may be specified by that Government in this behalf and where such direction has been given, the corresponding University shall make the reservations

(f) to provide lectures and instructions for field workers, village leaders and other persons not enrolled as regular students of the University and to grant certificates to them when deemed desirable;

(g) to co-operate with other Universities and authorities in such manner and for such purposes as the University may determine;

(h) to institute teaching, research and extension education posts required by the University and to appoint persons to such posts;

accordingly : (i) to create administrative, ministerial and other

Provided that no such person shall be entitled to be admitted to a corresponding University unless he meets the standards laid down by the corresponding
posts and to make appointments thereto;

(j) to institute and award fellowships, scholarships and prizes in accordance with the Statutes;

University. (k) to institute and maintain residential

9. Each corresponding University shall have the
accommodation for students of the University;
following powers, namely :-

Powers of a

corresponding

University (l) to supervise and control the residential

(a)to provide for graduate and post-graduate instructions in agriculture, agricultural engineering, home sciences and other allied sciences and in such other branches of learning as the University may deem

accommodation and to regulate the discipline of the students of the University and to make arrangements for promoting their health and welfare;

(m) to institute and receive such fees and other

fit;

charg

es as may be prescribed; and

(b)to make provision for instructions in applied fields, research and the dissemination of the findings of research and technical information through an

(n) to do all such acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University.

extension education programme;
Chancellor of a corresponding University

Visitations 10. (1) The

- (c) to institute degrees, diplomas and other academic distinctions;
- (d) to hold examinations and to grant and confer degrees, diplomas and other academic distinctions to and on persons who shall have :-
 - (i) pursued a prescribed course of study; or
 - (ii) carried out research in the university, or in an institution recognised in this behalf by the University, under the prescribed conditions;
- (e) to confer honorary degrees or other distinctions in the prescribed manner and under the prescribed conditions :

may cause an inspection to be made by such person as he may direct, of the corresponding University, its buildings, laboratories, and equipment and of any institution maintained by that University, and may cause an inquiry to be made in respect of any matter connected with the administration and the finances of that University.

(2) The Chancellor of a corresponding University shall, in every case, give notice to the University of his intention to cause an inspection or inquiry to be made, and, on receipt of such notice, that University shall be entitled to appoint a representative who shall have the right to be present, and heard, at such inspection or inquiry.

THE HARYANA AND PUNJAB AGRI. UNIVERSITIES ACT, 1970
AND PUNJAB AGRI. UNIVERSITIES ACT, 1970

7

8 THE HARYANA

(3) The Chancellor of a corresponding University
Governor of the State of Haryana shall

Chancellor 12. (1) The

may address the Board of the University with reference to the result of such inspection or inquiry with such advice as he may offer regarding the action to be taken.

(4) The Board shall communicate to the Chancellor such action as it proposes to take or has taken as the result of such inspection or inquiry.

(5) If the Board does not, within a reasonable time, take action to the satisfaction of the Chancellor, he may, after considering any explanation furnished or representation made by the Board, issue such direction

be the Chancellor of the Haryana Agricultural University and the Governor of the State of Punjab shall be the Chancellor of the Punjab Agricultural University.

(2) The Chancellor of a corresponding University shall, by virtue of his office, be the Head of that University and shall, when present, preside at a convocation of that University.

(3) The Chancellor of a corresponding University shall have such other powers as are specified in this Act or as may be prescribed.

as he may deem fit, and the Board shall comply with
The appropriate Government shall, within a
such directions.

Constitution, 13. (1)

powers and
period of one year from

the commencement of this Act,

duties of the

Board of a establish
a Board for the
management of the
corresponding
corresponding

CHAPTER III

University.

University

MANAGEMENT OF A CORRESPONDING UNIVERSITY (2) The Board of the Haryana Agricultural University
shall consist of :-

11. The following shall be the authorities and officers Authorities and
of each corresponding University, namely :- **officers of a** (a) the Vice-Chancellor;

corresponding

(a) Authorities of a corresponding University - **University** (b) the Chief Secretary to the Government of

(i) Board;
State of Haryana;

the

(ii) Academic Council; (c) the Secretaries to the Government of the

- (iii) Board of Studies; and
- (iv) Such other authorities as may be declared by the Statutes to be authorities of the University.

(b) Officers of the corresponding University -

- State of Haryana in the Departments of :- (i) Agriculture;
- (ii) Finance; and
- (iii) Community Development;

(i) Chancellor; (d) persons, not being officials, appointed by

(ii) Vice-Chancellor;

Government of the State of Haryana from amongst

(iii) Dean of Post-graduate Studies;

(iv) Deans of the Colleges;

(v) Director of Research;

(vi) Director of Agricultural Extension Education; (vii) Director of Students' Welfare;

(viii) Registrar;

(ix) Comptroller;

(x) Estate Officer;

(xi) Librarian; and

(xii) Such other persons in the service of the University as may be declared by the Statutes to be officers of the University.

the following categories of persons, namely :-

(i) one from amongst persons who are, in the opinion of that Government, eminent agricultural scientists with a background of agricultural research of education;

(ii) two from amongst persons who are, in the opinion of that Government, progressive farmers or live-stock breeders having experience of, an interest in, scientific farming and live-stock improvement;

(iii) one from amongst persons who are, in the opinion of that Government, distinguished industrialists,

THE HARYANA AND PUNJAB AGRI. UNIVERSITIES ACT, 1970

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THE HARYANA

AND PUNJAB AGRI. UNIVERSITIES ACT, 1970

businessmen, manufacturers or live-stock breeders, associated with agricultural development; and

(iv) one from amongst women who are, in the opinion of that Government, outstanding social workers preferably with a background of rural advancement.

(3) The Board of the Punjab Agricultural University shall consist of :-

(a) the Vice-chancellor;

(4) The Board of the Haryana Agricultural University shall associate with its meeting the following persons as technical advisers, but the persons so associated shall not be entitled to vote at any such meeting :

(a) the Director of Agriculture, Haryana;

(b) the Director of Animal Husbandry, Haryana; and

(c) two officers appointed by the Board of that University from amongst the Deans or Directors of that

(b) the Chief Secretary to the Government of the

University.

State of Punjab; (5) The term of office of the members of the

(c) the secretaries to the Government of the State

d, other than the official members, shall be three

of Punjab in the Departments of -

:

(i) Agriculture; and Provided that two members of the Board, not being

the

Univ

Boar

years

(ii) Finance;

offici

al members, shall retire at the end of each year.

(d) the Director of Agriculture, Punjab;

(e) One nominee of the Indian Council of Agricultural Research;

(f) two nominees of the Government of the Union territory of Himachal Pradesh;

(g) persons, not being officials, appointed by the Government of the State of Punjab from amongst the following categories of persons, namely :-

(6) The members of the Board, other than the official members, shall determine, by lots, the member who shall retire at the end of each year.

(7) A member of the Board may resign his office by a notice in writing, addressed to the Chancellor of the corresponding University.

(8) If, for any reason, a vacancy occurs in the office of a member of the Board, the appropriate Government may fill the vacancy by appointing another person

(i) two from amongst persons who are, in the
thereto in accordance with the provisions of this
opinion of that Government, eminent agricultural

secti

on.

scientists with a background of agricultural research or education;

(ii) two from amongst persons who are, in the opinion of that Government, progressive farmers having experience of, and interest in, scientific farming;

(iii) one from amongst persons who are, in the opinion of that Government, distinguished industrialists, businessmen, associated with agricultural development; and

(iv) one from amongst women who are, in the opinion of that Government, outstanding social workers preferably with a background of rural advancement.

(9) No act or proceeding of the Board shall be invalid merely on the ground of the existence of any vacancy in, or defect in the constitution of, such Board.

(10) Four members of the Board, in the case of the Haryana Agricultural University, and five members of the Board, in the case of the Punjab Agricultural University, shall be a quorum for meeting of the Board;

Provided that if a meeting of the Board is adjourned for want of a quorum, no quorum shall be necessary at the next meeting for the transaction of the same business.

THE HARYANA AND PUNJAB AGRI. UNIVERSITIES ACT, 1970

11 12

THE HARYANA AND PUNJAB AGRI.

UNIVERSITIES ACT, 1970

(11) The Chancellor shall be the Honorary Chairman of the Board and the Vice-Chancellor, the Working Chairman.

(12) The members of the Board shall not be entitled to receive any remuneration for the performance of their functions under this Act except such daily and travelling allowances as may be prescribed :

Provided that regular meetings of the Board shall be held at least once in every two months;

(1) to regulate and determine all matters concerning the University in accordance with this Act and the Statutes, and to exercise such powers and to discharge such duties as may be conferred on or imposed upon the Board by this Act or the Statutes.

Provided that nothing herein shall affect the
Vice-Chancellor shall be a whole-time
emoluments or other conditions of service of the Vice-

The Vice-15. (1) The

Chancellor
officer of the

corresponding University and shall be
Chancellor.

appointed by the Board in the prescribed manner :

(13) On the commencement of this Act, the
Provided that where the members of the Board are
members of the Board of Management of the existing

not
 unanimous with regard to the selection of the person University shall be deemed to have vacated their offices as such.

prop
 osed to be appointed as the Vice-Chancellor, the
 appointment shall be made by the Chancellor of the

14. The powers and duties of the Board shall be Power and
 concerned corresponding University :
 as follows :-Duties of the

Board Provided further that the first Vice-Chancellor of the
 Hary
 ana Agricultural University shall be appointed by
 Chancellor;
 the
 Government of the State of Haryana :

(b) to hold and control the property and funds of the University and issue any general directive on behalf of the University;

(c) to accept or transfer any property on behalf of the University;

(d) to administer funds placed at the disposal of the University for specific purposes;

(e) to invest moneys belonging to the University;

(f) to appoint the officers, teachers and other employees of the University in the prescribed manner;

(g) to direct the form and use of the common seal of the University;

(h) to appoint such committees as it may deem necessary for its proper functioning;

(i) to borrow money for capital improvements and make suitable arrangements for its repayment;

(j) to appoint the Vice-chancellor subject to the provisions of section 15;

(k) to meet at such times and as often as the Board

Provided also that the person holding office immediately before the commencement of this Act as the Vice-Chancellor of the existing University shall be deemed to be the first Vice-Chancellor of the Punjab Agricultural University and shall hold such office for the unexpired portion of his term of office as the Vice-Chancellor of the existing University.

(2) The term of office of the Vice-Chancellor shall be four years and he shall be eligible for reappointment.

(3) The emoluments and other conditions of service of the Vice-Chancellor shall be such as may be prescribed and shall not be varied to his disadvantage after his appointment.

(4) When a vacancy occurs, or is likely to occur, in the office of the Vice-Chancellor by reason of leave taken by the holder of such office or any cause other than the expiry of the term of office, the Registrar shall report the fact forthwith to the Board, and such vacancy shall be filled in accordance with the provisions of sub-

may deem necessary :

secti
 on (1).

THE HARYANA AND PUNJAB AGRI. UNIVERSITIES ACT, 1970
 UNIVERSITIES ACT, 1970

13 14 THE HARYANA AND PUNJAB AGRI.

(5) Until the vacancy is filled under sub-section (4) or until such time as the Board designates an acting Vice-Chancellor, the senior-most Dean, in the case of the Haryana Agricultural University, or the Registrar, in the case of the Punjab Agricultural University, as the case may be, shall carry on the current duties of the office of the Vice-Chancellor.

(6) The Vice-Chancellor may relinquish office by resignation in writing addressed to the Board and ordinarily delivered to the Secretary of the Board at least two months prior to the date on which the Vice-Chancellor wishes to be relieved.

would have dealt with the matter, but nothing in this sub-section shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorised and provided for in the budget.

(7) Where any action by the Vice-Chancellor under sub-section (6) affects any person in the service of the corresponding University to his disadvantage, such action shall not be taken unless the person concerned has been given a reasonable opportunity of being heard, and the person against whom any action is proposed to be taken may prefer an appeal to the Board within thirty days of the date on which the action proposed to

be taken against him is communicated to him.

16. (1) The Vice-Chancellor shall be the principal executive and academic officer of the corresponding shall

Vice-
University and the Chairman of the Academic Council effect to the orders of the Board regarding the and shall, in the absence of the Chancellor, preside at

ntment, suspension and dismissal of officers,
a convocation of the corresponding University and shall

ers and other employees of the corresponding
confer degrees on persons entitled to receive them.

ersity.

(2) The Vice-Chancellor shall exercise control over the affairs of the corresponding University and shall be responsible for the due maintenance of discipline

(9) The Vice-Chancellor shall be responsible for the close co-ordination and integration of teaching, research and extension education.
at that University.

(10) The Vice-Chancellor shall exercise such other
(3) The Vice-Chancellor shall convene meetings of the Academic Council unless he temporarily delegates this power to some other officer of the corresponding University.

(4) Without prejudice to the powers conferred by
powers as may be prescribed.

(11) The salary and allowances payable to the officers, teachers and other employees of the corresponding University shall be determined by the Vice-Chancellor with the approval of the Board.

this act on the appropriate Government, the Vice-

(1) The Registrar of a corresponding University Chancellor shall ensure the faithful observance of the

be a whole-time officer of that University and shall provisions of this Act and the Statutes and he shall

appointed by the Vice-Chancellor of that University exercise all such powers as may be necessary in that

the approval of the Board.
behalf.

(5) The Vice-Chancellor shall be responsible for the presentation of the budget and the statement of accounts to the Board.

(6) In any emergency, which, in the opinion of the Vice-Chancellor, requires immediate action to be taken, he shall take such action as he deems necessary and shall, at the earliest opportunity, report the action taken to the officer, authority or other body for confirmation who or which in the ordinary course

(2) The Registrar of a corresponding University shall receive such remuneration and other emoluments as may be prescribed and shall not, during the tenure of his office, accept any remuneration or emolument other than the prescribed remuneration or emolument.

(3) The powers and duties of the Registrar of a corresponding University shall be as follows :-

(a) to be responsible for the custody of the records and the common seal of the University;

(b) to be the *ex officio* Secretary to the Academic
Council and to the Board and to place before such

Power and

duties of the (8) Subject as aforesaid, the Vice-Chancellor

Chancellor

give

appoi

teach

Univ

The

17.

Registrar

shall

be

with

16 THE HARYANA AND PUNJAB AGRI. UNIVERSITIES ACT, 1970

(6) All moneys belonging to the corresponding

University shall be kept in a

Scheduled Bank approved

Council and Board all such information as may be
the Board.

by

necessary for the transaction of business of the

Council or the Board, as the case may be;

**The Estate
Officer**

Univ

ersity, who shall be
appointed by the Vice-

19.

The Estate Officer of
a corresponding

(c) to receive applications for admission into the university;

(d) to keep a permanent record of all syllabi, curricula and informations connected
therewith;

Chancellor with the approval of the Board, shall be responsible for the custody, maintenance
and management of all the buildings, lawns, gardens and other properties of the University.

(e) to make arrangements for the conduct of such

Director of**20.**

(1) The Director of Students' Welfare of a examinations as may be prescribed and to be

**Students'
Welfare**

corresponding University shall be a whole-time officer responsible for the due execution of all processes

of that University and

shall be appointed by the Vice-connected therewith;

Chancellor with the approval of the Board.

(f) to perform such other duties as may be
prescribed or required, from time to time, by the Vice-

(2) The Director of Students' Welfare shall have the following duties, namely :-

Chancellor. (a) to make arrangements for the housing of

18. (1) The Comptroller of a corresponding

**Comptroller
students;**

University shall be a whole-time officer of that University and shall be appointed by
the Vice-Chancellor of that University with the approval of the Board.

(2) The Comptroller shall manage the property and investments of the corresponding
University and

(b) to direct a programme of student-counselling; (c) to arrange for the employment of
students in accordance with the plans approved by the Vice-Chancellor;

(d) to supervise the extra-curricular activities of

advise it in regard to its financial policy.

stude

nts;

(3) The Comptroller shall be responsible to the (e) to assist in the placement of graduates of the
Vice-Chancellor for all accounting matters of the

Univ

ersity; and

corresponding University including the preparation and presentation of its Budget and
statement of accounts.

(f) to organise and maintain contact with the Alumni Association of the University.

(4) The Comptroller shall receive such
college shall have a Dean who shall remuneration as may be prescribed and shall not,
during the tenure of his office, receive any
whole-time officer and shall be appointed by the
remuneration or other emolument other than the
Chancellor with the approval of the Board.
prescribed remuneration.

**Deans of 21. (1) Each
Colleges**

be a

Vice-

(5) The Comptroller shall - .

(a) ensure that expenditure, not authorised in the budget, is not incurred by the corresponding University except by way of investment, and

(2) The Dean shall be responsible to the Vice-Chancellor for all matters concerning his college.

(3) The Dean shall be responsible for the organisation and the conduct of resident instruction of the Departments of the college.

(b) disallow any expenditure not warranted by the terms of any Statute or for which provision is required to be made by the Statutes but has not been so made.

The Librarian

22. (1) The L

shall be appointed by the Vice-Chancellor with the approval of the Board and shall be incharge of the library.

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THE

(2) The Librarian shall be responsible to the Vice-Chancellor for all matters concerning the library.

(j) to exercise such other powers and perform such other duties as may be conferred or imposed on it by

or under the provisions of this Act.

23. (1) The Academic Council shall be incharge of the academic affairs of the University and shall, subject

Academic

Council (3) The Academic Council shall consist of :-

to the provisions of this Act and the Statutes, superintendent, direct and control, and be responsible for the maintenance of standards of instruction, education and examinations and other matters connected with the obtaining of degrees and shall exercise such other powers and perform such other duties as may be prescribed.

(2) Without prejudice to the generality of the foregoing power, the Academic Council shall have power -

(a) to advise the Vice-Chancellor on all academic matters, including the control and management of the

(a) the Vice-Chancellor;

(b) the Deans of the colleges of the University; (c) the Dean of Post-Graduate Studies;

(d) the Director of Extension Education;

(e) the Director of Research;

(f) the Head of one Department from each college, to be selected by the respective college.

(4) The term of office of the members specified in clause (f) of sub-section (3) shall be two years.

libraries ;

(b) to co-opt at its meetings such heads of Departments as it may consider necessary;

(c) to make recommendations to the Vice-

Haryana Agricultural University,
Chancellor for the institution of the Professorship,

The 24. (1) The
following colleges shall
be constituent
Colleges
colleges of the

name

ly :-

Associate Professorships, Assistant Professorship and teacherships and other teaching posts and in regard to the duties and emoluments thereof;

(d) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching, research and extension;

(e) to make regulations regarding the admission of students to the University;

(f) to make regulations regarding examinations conducted by the University and the conditions on which students shall be admitted to such examinations;

(a) the College of Agriculture at Hissar;

(b) the College of Veterinary Medicine at Hissar;

(c) the College of Animal Sciences at Hissar;

(d) the College of Basic Sciences and the Humanities and such other colleges as may be established by the University after the commencement of this Act; and

(e) such Central Government institutions of agricultural research, technical and extension education in the State of Haryana as may be desire to be integrated as colleges of the Haryana Agricultural

(g) to make regulations relating to courses of study

Univ

ersity.

leading to degrees, diplomas and certificates;

(h) to make recommendations regarding post-graduate teaching, research and extension;

(i) to make recommendations regarding the qualifications to be prescribed for teachers in the

(2) The following colleges shall be the constituent colleges of the Punjab Agricultural University, namely -

(a) the College of Agriculture at Ludhiana;

(b) the College of Agricultural Engineering at

University;

Ludh

iana;

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THE

(c) the College of Basic Sciences and the Humanities at Ludhaina;

(d) the College of Home Science at Ludhiana;

(5) There shall be a Head of each Department who shall be responsible to the Dean, for resident instruction, to the Director of Reseach, for research, and to Director of Extension Education, for extension

(e) until a Universiy is established in the Union

educ

ation.

territory of Himachal Pradesh, the Agricultural College at Palampur;

(6) The Head of each Department shall be selected by the Vice-Chancellor and appointed by him with the

approval of the Board.

(f) such other colleges as may be established by the University after the commencement of this Act; and

(7)

The duties, powers and functions of the Heads

of Departments shall be such as may be prescribed.

(g) such Central Government institutions of agricultural research, technical and extension

Subject to the provisions of this Act and the

education in the State of Punjab as may be desire to be integrated as colleges of the Punjab Agricultural

Experiment 25. (1)

**Stations for
Research**

Statutes, Experiment

under

Stations shall be established

each corresponding University, which shall be

responsible for

research, both fundamental and applied, University.

and research activities shall be concentrated as far as

(3) (a) There shall be a Board of Studies for each college of a corresponding University and where there is more than one college in a branch of learning, there may be one Board of Studies for all the colleges in that branch of learning.

(b) The Deans of various colleges shall be the Chairman of the respective Boards of Studies and the Heads of Departments of the colleges shall be members thereof.

(c) Where there is a Board of Studies for more than one college in a branch of learning, the Deans shall

possible at the Central Research Stations and other Regional Research and Testing Stations in the different agro-climatic zones of the State.

(2) There shall be a Director of Research in each corresponding University, who shall be responsible to the Vice-Chancellor and who shall be appointed by the Vice-Chancellor in consultation with the Deans and with the approval of the Board.

(3) The Director of Research shall be a whole time officer trained in Agriculture and shall initiate, guide and co-ordinate the research programmes of the corresponding University and its outlying sub-stations.

act as Chairmen of the Board of Studies by rotation

(1) In relation to the territories to which the according to seniority for a period of one year each. **Agricultural Extension** **26.**
corresponding University extend, such functions of a

(d)The Vice-Chancellor may nominate to the Board

Education
University shall be

responsible for :-

of Studies such other teachers of related subjects or sciences from the same or other colleges, as he may

(a)the agricultural extension functions which are primarily educational in nature; and deem fit.

(b)Imparting training to the future Extension
(e)The duties of such Boards of Studies shall be to prescribe syllabi so as to ensure integrated and well-balanced courses of study.

(4) Every college shall comprise such Departments as may be prescribed and each Department shall be assigned such subjects of study as the Academic Council may deem fit.

Officers for the national Extension Blocks and instructors for the Extension Training Centres.

(2) All Extension Specialists, in relation to any subject-matter, shall be the members of the staff of their respective subject-matter sections in each corresponding University and work in close co-ordination with the Departments of Agriculture, Development and Co-operatives.

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(3) The Director of Extension Education shall be a whole-time officer technically trained in agriculture and shall be appointed by the Vice-Chancellor in consultation with the Deans and with the approval of

STATUTESAND REGULATIONS

the Board.

Statutes 31. Subject to

the provisions of this Act, the Statutes

(4) The Director of Extension Education shall be responsible to the Vice-Chancellor and shall develop programmes for assisting farmers and housewives in applying results of scientific investigations to the solution of their problems.

of a corresponding University may provide for any matter and shall, in particular provide for the following :

- (a) the constitution, powers and duties of the authorities of the University;
- (b) the election, appointment and continuance in

CHAPTER V

office of the members of the authorities of the University

and of the officers, teachers and other employees of

SERVICES the University including the filling up of vacancies and

27.

The age of retirement and other conditions of

Retirement

all

other matters relating to these authorities and service of every officer, teacher or other employee of a other

and

conditions of

officers, teachers and other employees for which it may corresponding University shall be such as

may be prescribed. **services** be necessary or desirable to provide;

(c)

the designation, the manner of appointment, the **Provident** gratuity and provident fund for the benefit of its officers,

28. Each corresponding University shall constitute powers and the duties of the officers of the University; **Fund**

(d)

the classification and the manner of appointment teachers and other employees in such manner, and of teachers; subject to such conditions, as may be prescribed.

(e)

the constitution of gratuity or provident fund or **Appointment** members of the technical staff of a corresponding for the benefit of officers, teachers and other

29. Subject to the provisions of this Act, the **of salaried** **officers**

both

employees of the U

Department in consultation with the members of the Department concerned, recommended by the Dean or the Director of Research or the Director of Extension Education, as the case may be, and appointed by the Vice-Chancellor with the approval of the Board.

(f) the institution of degrees and diplomas;

(g) the conferment of honorary degrees;

(h) the establishment, amalgamation, sub-division and the abolition of Departments;

30. The Vice-Chancellor may, until such times as **Temporary** the authorities of the corresponding University are duly **arrangements**

(i) the establishment, and the abolition of **arrangements** maintained by the University;

constituted, temporarily appoint any such officer of that University as such University is authorised by this Act to appoint.

(j) the institution of fellowships, scholarships, medals and prizes;

(k) the maintenance of a register of graduates;

(l) the admission of students to the University and their enrolment and continuance as such;

(m) the courses of study to be laid down for degrees and diplomas of the University;

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(n) the conditions under which students shall be admitted to the degree, diploma or other courses and the manner in which the examinations are to be held and the eligibility for the award of degrees and diplomas;

(o) the conditions of residence of the students of the University and the levy of fees for residence in hostels maintained by the University;

(p) the recognition and supervision of hostels not maintained by the University;

(q) the number, qualifications, emoluments and other conditions of service of officers, teachers and other employees of the University and the preparation and the maintenance of record of their services and activities;

(r) the fees which may be charged by the University;

(s) the remuneration and allowances, including travelling and daily allowances, to be paid to persons employed on the business of University;

(t) the conditions for the award of fellowships, scholarships, medals and prizes, stipends and fee concessions;

(u) all other matters which by this Act are to be or may be provided for by the Statutes.

(3) The Academic Council may propose to the Board the draft of Statutes and such draft shall be considered by the Board at its next meeting.

Provided that the Academic Council shall not propose the draft of any Statutes or any amendment of a Statute affecting the statutes, powers or constitution of any authority of the

University until such authority has been given an opportunity to express its opinion upon the proposal, and any opinion so expressed shall be considered by the Board.

(4) The Board may consider any such draft as is referred to in sub-section (3) and pass the proposed statute or reject or return it to the Academic Council, for re-consideration, either in whole or in part, together with any amendment which it may suggest.

(5) (a) Any member of the Board may propose to the Board the draft of any Statute and the Board may either accept or reject the proposal if it relates to a matter not falling within the purview of the Academic Council.

(b) In case such a draft relates to a matter within the purview of the Academic Council, the Board shall refer it for consideration to the Academic Council which may either report to the Board that it does not approve the proposal, which, then, shall be deemed to have been rejected by the Board or submit the draft to the Board

32. (1) The Statutes made by the Existing such form as the Academic Council may approve,

Statutes how in

made and the provisions of this section shall apply in the case

University under section 30 of the Punjab Agricultural

University Act, 1961* and in force immediately before

the commencement of this Act shall, in so far as they

are not inconsistent with the provisions of this Act, and subject to such adaptations and modifications as may

corresponding University may be notified by the appropriate Government, be the first Regulations consistent with this Act and the Statutes of a corresponding University.

tes for -

(2) The Board may, from time to time, make new or additional Statutes and may amend or repeal the statutes in the manner hereinafter provided in this

(a) laying down the procedure to be observed at its meetings and the number of members required to form a quorum;

section.

b) providing for all matters which by this Act and

the Statutes are to be provided for by the Regulations;

*Punjab Act 32 of 1961

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UNIVERSITIES ACT, 1970

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(c) providing for any other matter solely concerning the authority and not provided for by this Act and the

(b) contributions and grants which may be made by the appropriate Government on such conditions which

Statutes.

may impose; and

it

(2) Every authority of the corresponding University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meetings and of the business to be transacted at meetings and for keeping of records of the proceedings

(c) other contributions, grants, donations and benefactions.

(2) Each corresponding University shall constitute a Finance Committee consisting of :-
of the meetings. (a) the Vice-Chancellor;

(3) The Academic Council may, subject to the (b) the Comptroller; provision of the Statutes, make Regulations providing for courses of study, system of examinations and (c) a member chosen by the Board from amongst

degrees and diplomas of a corresponding University
official members;

the

after receiving drafts of the same from the Board of Studies concerned.

(4) The Academic Council may not alter a draft received from the Board of Studies, but may reject or return it to the Board of Studies for further consideration together with the suggestions of the Academic Council.

(5) The Board may direct the amendment, in such a manner as it may specify, of any Regulation made under this section or the annulment of any Regulation made under sub-section (1).

(d) a member chosen by the Board from amongst the non-official members.

(3) The powers and duties of the Finance Committee of a corresponding University shall be as follows :-

(a) to examine the annual accounts of the University and to advise the Board thereon;

(b) to examine the annual budget estimates and to advise the Board thereon;

(c) to review the financial position of the University

from time to time; (

section, the Regulations made by the existing 32 of 1961 (d) to make recommendations to the University on University under section 31 of the Punjab Agricultural University Act, 1961 and in force immediately before the commencement of this Act shall, in so far as they are not inconsistent with the provisions of this Act and subject to such adaptations and modifications as may be notified by the appropriate Government, be the first regulations of each corresponding University.

all matters relating to the finances of the University;

(e) to make recommendations to the Board on all proposals involving expenditure for which no provision has been made in the budget or which involves expenditure in excess of the amount provided in the budget.

(4)

The accounts and the balance-sheet shall be CHAPTER VII

subm

itted by the Vice-Chancellor through the Board to

ACCOUNTS AND AUDIT

the

appropriate Government which shall cause them to

34. (1) Each corresponding University shall have a Accounts

be

audited by the Examiner, Local Fund Accounts.

general fund to which shall be credited :-and audit

(5) The accounts, when audited, shall be printed

(a) income from fees, endowments and grants and from properties of the University including Hostels, Experiment Stations and Farms;

and copies thereof together with audit report, shall be submitted by the Vice-Chancellor to the Board, which shall forward them to the appropriate Government with

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AND PUNJAB AGRI. UNIVERSITIES ACT, 1970

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THE HARYANA

such comments as it may deem fit and that Government shall cause a copy of the audited accounts together with its comments thereon to be laid before the State

(d) every contract made by the existing University before the commencement of this Act shall, if subsisting at such commencement, be deemed to have been made.

Legislature.

(i) in

the case of a contract which is relatable to CHAPTER VIII

any

asset or unit of the existing University in the State

of

Haryana, by the Haryana Agricultural University.

MISCELLANEOUS

(ii) in any other case, by the Punjab Agricultural

35.

On the commencement of this Act, the assets

Division of

University;

and liabilities of the existing University shall stand

assets and

liabilities

(e) every share, debenture, bond and other transferred to, and shall vest in, the Haryana investment made by the existing University shall be Agricultural University and the Punjab Agricultural valued on the basis of average market value thereof University and shall be apportioned between such during one year immediately before the commencement Universities in accordance with the following principles,

of this Act, and the value so determined shall be namely :-

apportioned between the Haryana Agricultural University and the Punjab Agricultural University in the ratio of 40 : 60; (a) (i) any asset of the existing University which is, immediately before the commencement of this Act,

in the State of Haryana, and every right to such property, shall stand transferred to, and shall vest in, the Haryana Agricultural University;

(ii) every other asset and every right thereto shall stand transferred to, and shall vest in, the Punjab Agricultural University;

(b) (i) every liability of the existing University which is relatable to any unit or asset in the State of Haryana shall, if subsisting immediately before the commencement of this Act, be the liability of Haryana

(f) every borrowing made by the existing University before the commencement of this Act shall, if the liability is subsisting on such commencement, be repaid together with the interest due thereon by the Haryana Agricultural University and the Punjab Agricultural University in the ratio of 40 : 60;

(g) the Provident Fund and accruals thereto of every officer or other employee of the existing University shall stand transferred to the corresponding University in which he has been posted on the date of the

Agricultural University;

com

ment of this Act.

(ii) every other liability of the existing University, if subsisting on such commencement, shall be the liability of the Punjab Agricultural University;

(c) the cash balances (whether in the form of cash, bank or security deposits) and reserve funds held by the existing University, immediately before the commencement of this Act, shall, after deducting all the liabilities of the existing University up to such commencement, be apportioned between the Haryana Agricultural University and the Punjab Agricultural University in the ratio of 40 : 60;

Explanation : For the purposes of this section, "asset" shall be deemed to include all property movable and immovable, rights, powers, authorities and privileges, and all other rights and interests arising out of such property as were immediately before the commencement of this Act in the ownership, possession, power or control of the existing University and all books of accounts, registers, records and all other documents of whatever nature relating thereto and shall also be deemed to include all obligations of whatever kind then subsisting of the existing University.

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36. If at the commencement of this Act, any suit, his remuneration and terms or conditions of service

Legal

until

proceedings

appeal or other proceeding of whatever nature is duly altered by the corresponding University.

are

pending by or against the existing University, the same shall not abate, be discontinued or be in any way prejudicially affected by reason of the dissolution of the existing University, but the suit, appeal or other proceeding may be continued, prosecuted or enforced by or against-

(a) the Haryana Agricultural University, if it relates to any property or unit of the existing University in the State of Haryana, and

(b) in any other case, the Punjab Agricultural

(3) For the persons who, immediately before the commencement of this Act, were the trustees for pension, provident, gratuity or other like fund, constituted for the officers or other employees of the existing University, there shall be substituted as trustees such persons as the appropriate Government may, by general or special order, specify.

(4) Notwithstanding anything contained in the Industrial Disputes Act, 1947*, or any other law for the time being in force, the transfer of the services of any

University.

officer or other employee from the existing University
to a corresponding University shall not entitle such

Transfer of

employees

officers and other employees of the existing

37. (1) Save as otherwise provided in section 13,

officer or other employee to any compensation, whether all

under

this Act or under any other law for the time being University holding office as such immediately before

in

force, and no such claim shall be entertained by any the commencement of this Act, shall, on such

court, tribunal or other authority.

commencement, become the officers or other

employees of the corresponding university and such

(1) All casual vacancies among the members

officers or other employees shall be divided between

Membership of

corresponding

University

(other than *ex officio*

38.

members) of any authority of body

those Universities in accordance with the following

each corresponding University shall be filled, as soon

principles, namely :-

possible, by the person or body who or which

appointed or nominated the member, whose place

those officers or other employees of the existing

bodies

of

as

(a)

became vacant, and the person appointed or nominated University who are holding office in, or in connection to a
casual vacancy shall be a member of such authority with, any property or unit of the existing University in

or body for the remaining period of the term for which the State of Haryana shall become the officers or other the
person whose place he fills, would have been a employee of the Haryana Agricultural University.

member.

(b) every other officer or other employee of the existing University, shall become the
officer or other employee of the Punjab Agricultural Univeristy.

(2) Every officer or other employee of the existing University shall, on and from the
commencement of this act, hold his office or service in the corresponding University on the
same terms and conditions and with the same rights to pension, provident fund, gratuity and
other matters as would have been admissible to him if the existing University had not been
dissolved, and continue to do so unless and until his employment in the corresponding
University is duly terminated or

(2) A person, who is a member of any authority of a corresponding University as a
representative of another body, whether of that University or not, shall retain his seat on that
authority so long as he continues to be a member of the body by which he was appointed or
nominated and thereafter till his successor is duly appointed or elected.

(3) No act or proceeding of any authority or body of a corresponding University shall be
invalid by reason merely of the existence of any vacancy or defect in the constitution of such
authority or body.

*14 of 1947

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(4) If any question arises whether any person has been duly appointed as, or is entitled to
be, a member of any authority of a corresponding University subordinate to the Board
or whether any decision of

person or to grant any copy of any degree, diploma, certificate, marks-sheet or other document
to any person shall, on such commencement, be the obligation of the Punjab Agricultural
University.

the corresponding University is in accordance with this
consideration of the maintenance, by the
Act and the Statutes, the question shall be referred to

Proportion of 42. In

cost to be

Punjab Agricultural

University, of a campus at Palampur,

the appropriate Government whose decision thereon

borne by the

		Government of the Government of the Union Territory of Himachal Himachal Pradesh shall bear a
shall be final.		
portion of the cost of the Punjab		
39. (1) The Annual Report of a corresponding	Annual	Pradesh
University shall be prepared under the directions of	Agricultural University and the quantum of such cost	
the Vice-Chancellor and submitted to the Board at least	Report	shall be determined by the Central Government having
d to the benefit derived by that Union territory.		regar
one month before the annual meeting at which it is to		Settlement of 43. If any
dispute arises by reason of the dissolution		
be considered.		unresolved
(2) The Board shall, after consideration of the		dispute of
the existing University, such dispute shall be resolved		
Annual Report, forward a copy thereof to the		in the first instance by the Vice-Chancellors of the
ponding Universities and in the event of the failure		corre
appropriate Government.		of
such Vice-Chancellors to arrive at an agreed solution		
(3) On receipt of a copy of the Annual Report referred to in sub-section (1), the		
appropriate Government shall cause a copy of such Report, together with its comments		
thereon, to be laid before the State Legislature.		
(4) Notwithstanding the dissolution of the existing University, the Annual Report of the		
existing University for the year 1969-70, shall be prepared under the directions of the		
Vice-Chancellor of the Punjab Agricultural University and the Board of that University		
shall, after consideration of the Annual Report, forward a copy thereof to the appropriate		
Government.		
with regard to any such dispute, the matter shall be referred to the Secretary to the		
Government of India in the Ministry dealing with Agriculture and the decision thereon of such		
Secretary shall be final.		
(2) If, on the establishment of a University in the Union territory of Himachal Pradesh,		
any dispute arises with regard to the transfer of assets or liabilities pertaining to the		
Agriculture College at Palampur or the research, training and extension centre, or property, of		
the Punjab Agricultural University located in the said Union territory or with regard to the		
transfer of the officers or other employees of such College or centres		
40. Any reference to the existing University in any	Construction	to the
University established in the Union territory of		
law, other than this		
Act, or in any contract		
or other		
	of references to existing	Hima
instrument shall be construed :-		
first instance by the Vice-Chancellor of the Punjab	chal Pradesh, such dispute shall be resolved in University in	the
(a) if such reference		
relates to any asset		
or		
	any document, etc.	Agric
		ultural University and the Chief Secretary to the

property of the existing University in the State of

Gove

rnment of the Union territory of Himachal Pradesh
Haryana, as a reference to the Haryana Agricultural
in the event of their failure to arrive at an agreed
University; and

and

soluti

on with regard to any such dispute, the matter shall

be referred to the Secretary to the Government of India

in the

(b) in any other case, as a reference to the Punjab
Ministry dealing with Agriculture and the decision
Agricultural University.

there

on of such Secretary shall be final.

41. Any obligation incurred, before the
commencement of this Act, by the existing University
to confer any degree or
other academic
distinction on,

Obligations to

be discharged

by the Punjab

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sions of this Act, the
President may, by
order, do

44. If

any difficulty arises in
giving effect to the

or to issue any diploma or other certificate, to any

University

anything, not inconsistent with such provisions, which

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THE HARYANA AND PUNJAB AGRI.

appears to him to be necessary or expedient for the
purpose of removing the difficulty;

Provided that no such power shall be exercised after the expiry of the period of two
years from the commencement of this Act.

STATUTES REGARDING THE POWERS AND DUTIES OF THE AUTHORITIES
OF THE
UNIVERSITY

45. (1) The Punjab Agricultural University Act,

Repeals and

**Powers & Du-
ties of the**

1961*, is hereby repeated.

saving

perform all the duties conferred on it by the Act and

1. (1) The
Board shall exercise all
the powers and
Board of Man-
agement shall
also have the powers :-

(2) The provisions of the General Clauses Act, 1897**, shall apply to the repeal of the said Act as if the said Act were a Central Act.

(3) The Haryana and Punjab Agricultural Universities Ordinance, 1970***, is hereby repealed.

(4) Notwithstanding such repeal, anything done or any action taken under the said Ordinance shall be deemed to have been done or taken under the

(a) to declare by statute other colleges as constituent colleges of the University under Clauses (g) of Section 24 (2) of the Act; and

(b) to declare by statute Central Government Institutions of Agricultural Research, Technical and Extension Education in the Punjab desiring to be integrated as constituent colleges of the University under clause (h) of Section 24 (2) of

corresponding provisions of this Act. the Act.

(2) The Board shall publish an annual report

N.D.P. Namboodiripad

conta

ining:-

Joint Sect. to the Govt. of India

*Punjab Act 32 of 1961 **10 of 1897

***1 of 1970

(a) a review of the progress made in different spheres of activities of the University;

(b) the amounts of receipts and disbursements and the purpose for which they were made;

(c) the number of professors, officers, teachers and other employees and position and remuneration of each, the number of students in the several sections and classes and the course of instruction pursued in each; and

(d) an estimate of the expenses for the next following year.

(3) The Board shall submit to the State Government legislative proposals which it considers necessary for the betterment and promotion of Agriculture based on the results of research conducted in the University.

(4) All questions to be considered in a meeting of the Board shall be decided by a majority of votes of the members present. The Chairman of the Board shall

POWERS AND DUTIES OF THE AUTHORITIES

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be entitled to vote on any question and, if the votes be equally divided he shall have a second or casting vote.

development of higher teaching, research and extension education, whenever the University is consulted by the Government on such matters.

ACADEMIC COUNCIL

(e) to approve or reject any subject proposed for

2. (1) The Vice-Chancellor shall appoint the senior most

Manner of se-

Head of Department on the recommendation of the Dean of of the College as a member of the Academic Council, under

lection of a the thesis by a candidate for the Degree of **member of Doctor of Philosophy** in various disciplines

clause (f) of sub-section (3) of Section 23 of the Act.

Council

The appointment shall be for two years. On the expiry of this term, another Head of Department shall be appointed on the recommendation of the Dean of the College as

member of the Academic Council and every subsequent persons employed thereon; vacancy shall be filled in by rotation, in the same manner.

The Vice-Chancellor shall also have the power to co-opt such Heads of Departments, as may be considered necessary, for any particular meeting of the Academic Council under sub-section (2) (b) of Section 23 of the Act.

(2) All questions to be considered in a meeting of the Academic Council shall be decided by a majority of votes of the members present. The co-opted member shall not have

(g) to advise the Board on proposals of new expenditure on University teaching, research and extension education;

(h) to recommend to the Board the making of grants to Departments or Colleges which contribute to University teaching and research;

(i) to make regulations regarding the holding of the right to vote. convocation; and

The Chairman of the Academic Council shall be entitled to vote on any question and, if the votes be equally divided, he shall have a second or casting vote.

(j) to make regulations for maintenance of discipline and the regulation of conduct of the students in the colleges and hostels of the University.

3. The Academic Council shall exercise all the powers

shall constitute the and perform all the duties conferred on it by the Act and shall

Academic also have power :-

(a) to recommend candidates for diplomas, degrees conferred by the

University;

e Officer. One representative from amongst the

(b) to recognize the examinations of the recognized Universities, equivalent to the corresponding examinations of the Punjab Agricultural University;

(c) to propose to the Board of Management the institution of fellowships, scholarships, stipends, medals, etc. to be awarded to the students of various constituent colleges of the University;

(d) to make proposals for consideration of the Board, regarding distribution of new grants by

teachers shall also be nominated as a member of this Committee by the Vice-Chancellor. The Committee shall advise the Vice-Chancellor regarding :-

the Academic

der clause (f)

un-Agriculture, Veterinary Medicine, Animal Science,

Agricultural Engineering, Home Science and of sub-sec-other allied sciences;

tion (3) of

Section 23 of

(f) to promote research within the University and

the Act

to require reports on such research from the

Powers &

4.

Duties of the following Committees :-

Council

(i)

A Committee on Students' Welfare with the and certificates to be

Constitution of

The Academic Council

Committees

(1) the allocation of funds other than Amalgamated Fund for various students welfare activities;

(2) the formulation of rules to regulate the conduct of students;

(3) the formulation of procedure for taking punitive action against a student on charges of indiscipline

the State Government to the Colleges for the
POWERS AND DUTIES OF THE AUTHORITIES

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or misconduct

(4) all matters relating to the welfare of students.

(ii) There shall be a Research Council consisting of the following members :

- i) Vice-Chancellor-Chairperson
38 STATUTES

(iii) There shall be an Extension Council consisting of the following members :-

- i) Vice-Chancellor-Chairperson
- ii) Directors of Agriculture/Horticulture/Animal Husbandry/Fisheries and Chief Conservator of Soils,
- ii) Director of Agriculture/Horticulture/Chief Punjab, Principal Conservator of Forests, Punjab Conservator of Soils, Punjab, Principal (depending upon mandate and programmes of the Conservator of Forests, Punjab. University) of the Government.

iii)
Dire
ctor
of
Rese
arch,
Dean
,
Post
grad
uate
Studi
es

- iii) Director of Extension Education, Dean,

and Additional Director of Extension Education and

Postgraduate Studies Associate Directors of all KVKs

- iv) All Deans of the constituent colleges

iv)

All Deans of the constituent colleges.

- v) All Additional Directors of Research

v)

All Additional Directors of Research

- vi) One progressive farmer to be nominated by the Vice-Chancellor

vii) Three Scientists to be nominated by the Vice-Chancellor.

viii) Director of Research-Member Secretary

Registrar and Comptroller shall be the non-member invitees.

Functions of Research Council

The Research Council shall consider and make recommendations in respect of :

- i) Research programmes and projects undertaken or to be undertaken by the various University scientists in the field of Agriculture and allied Sciences and their prioritization, monitoring and evaluation.

vi) Two eminent persons in the field of Extension Education from outside nominated by the Vice-Chancellor.

vii) Two progressive farmers to be nominated by the Vice-Chancellor

viii) Vice-Chancellor may co-opt up to two members from related organizations.

ix) Director of Extension Education - Member Secretary.

Registrar and Comptroller shall be the non-member invitees.

Functions of the Extension Council/ Extension Education Council

The Extension Council shall consider and make recommendations in respect of :-

- i) Extension Education Programmes and Projects of the University
- ii) Coordination of Extension Education Activities
- iii) Physical, fiscal and administrative facilities
Development of Farmers' Education, Training and
required for implementing research projects. Advisory Services.
- iv) Orienting research to meet farmers and other
Monitoring and evaluation of the Extension
stake holders needs. Education Programmes and Projects of the
University.
- v) Public Private partnership in research.
Any other matter referred to it by the Vice-Chancellor,
- vi) Any other matter pertaining to research Board or any other authority of the University.
programmes, which may be referred to by the
The tenure of non-official members of Research
Vice-Chancellor or the Board or any other council as well as Extension Council will be two
authority of the University. years.

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BOARD OF STUDIES

5. (1) The Board of studies shall be constituted in
DESIGNATION,

accordance with sub-section (3) of Section 24 of the

Constitution STATUTES REGARDING THE

of Board of

Studies THE MANNER OF APPOINTMENT, POWERS

Act provided that when there is more than one Dean AND DUTIES OF THE OFFICERS OF THE
on the Board, the Dean, PGS will preside in the
absence of the Dean of the College (Chairman). In

Manner of ap-

the absence of the Deans, the members present shall

**1. All appointments of
the officers of the
University
pointment
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s**

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shall be made strictly on the basis of merit.

elect a Chairman from amongst the Heads of
Departments.

University

Appoint-

**2. The following
procedure shall be
adopted for the
ment
V**

(2) All questions to be considered in a meeting of

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appointment of Vice-Chancellor :-

the Board of Studies shall be decided by a majority of

cellor

(a) The Board may either take up the matter on votes of the members present. The Chairman of the Board shall be entitled to vote and if the votes be equally divided he shall have a second or casting vote. The committee may advertise and/or

obtain suggestions from such other persons,

(3) At the meeting of a Board of Studies five

institutions and agencies as it may deem fit.

members shall form a quorum.

6. The Board of Studies shall exercise all the powers

and perform all the duties conferred on it by the Haryana and Punjab Agricultural Universities Act, 1970. It will

be the duty of such Board to :-

(i) propose to the Academic Council, courses of study for the various programmes or instructions offered on different faculties of the University;

shall recommend at least three names to the Board in order of preference unless the number of eligible candidates is less than three.

(c) The Board may ask the Committee to consider additional prospects or engage in further (ii) propose to the Academic Council, the curricula deliberations.

of the University and advise the Council in regard to all questions referred to it regarding the syllabi for various undergraduate and postgraduate programmes; and

(iii) review from time to time standards of teaching and evaluation of students and guide student's scholastic programme in the faculty concerned and propose new rules or changes in the existing rules to the Academic Council.

(d) When a list has finally been accepted, the Board may arrange for informal or formal interviews with one or more of the prospective appointees and make the final selection as provided in sub-section (1) of section 15 of the Act.

(e) Where the Board fails to appoint the Vice-Chancellor in the manner prescribed in section 15 of the Act within 2 months of the receipt of intimation of the vacancy, the matter shall be reported to the Chancellor to enable him to make the appointment.

APPOINTMENTS, POWERS AND DUTIES OF THE OFFICERS

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3(1) (a) The posts of Deans of the Colleges, Dean, Deans, Director

Postgraduate Studies, Director of Research, Director

of Extension Education shall be on whole time basis

for a tenure of four years. A person selected shall not

be eligible for appointment for more than two terms. names of any person/persons who have not

The appointment of Dean/Director can be terminated

ed.

Appointment of (d) The Chairman of the Committee shall

of Research, Di-

scrutinize all the applications and prepare a list of

rector of Exten-

candidates who shall be either called for interview or

sion Education

considered in absentia. He may also include in such

a list

appli

by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded and a new Dean/Director shall be appointed according to the procedure prescribed in the Statutes.

(e) After interviewing the candidates or considering them in absentia, as the case may be, the Committee shall recommend as far as possible three persons in order of preference.

(b) A person appointed as Dean/Director shall draw (f) The Vice-Chancellor shall then submit a single special allowance of Rs. 1000/- p.m. and rent free

mmendation for consideration of the Board of accommodation.

agement. However, the Board of Management may

approve the panel recommended for appointment person appointed as Dean/Director may

which shall be valid for a period of six months from relinquish the position at any time during his/her tenure the date of interview.

by giving one month's notice to the Vice-Chancellor.

The Board shall either accept the

The following procedure shall be adopted for

recommendation or in case the Board does not accept the appointment of Deans of the Colleges, Dean, recommendation, the Vice-Chancellor shall, in due Postgraduate Studies, Director of Research, Director course, present another recommendation.

of Extension Education and other similar posts on

teaching/research/extension side which may be

(a) The post of Director Students' Welfare declared officers of the University under Section 11(b) be on whole time basis for a tenure of four years.

(xii) of the Act;

person selected will not be eligible for appointment

(a) The Vice-Chancellor shall have the post advertised with such qualifications as may be prescribed by the competent authority.

(b) After advertising the post and receiving the applications, the Vice-Chancellor shall appoint a Selection Committee to make recommendations.

(c) The Selection Committee shall consist of the following :

(i) Vice-Chancellor - Chairman

for more than two terms. In case the incumbent proceeds on leave/deputation for one year or more, he/she shall stand reverted to his/her original post and the new incumbent will be appointed in accordance with the procedure laid down under Clause 3.4. Further, the appointment of Director Students' Welfare can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded and a new Director Students' Welfare shall be appointed according to the procedure prescribed

(ii) At least three other persons from outside the Statutes.

the University nominated by the Vice-Chancellor - Members

(No Officer from the University shall be nominated as member of the Selection Committee)

(b) A person appointed as Director Students' Welfare shall draw special allowance of Rs.1000/-p.m. and rent free accommodation.

APPOINTMENT, POWERS AND DUTIES OF THE OFFICERS

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(c) A person appointed as Director Students' Welfare may relinquish the position at any time during his/her tenure by giving one month's notice to the Vice-Chancellor.

3 (4) The procedute for the appointment of Director Students' Welfare shall be as under :-

superannuation of whichever is earlier, in the first instance. The person appointed to the respective post may, after the expiry of his original term, be reappointed by the Vice-Chancellor with the approval of the Board of Management. The person so reappointed shall be considered to be in continuous service from the date of his appointment for

(i) The Director Students' Welfare shall be selected the first term.
out of the Professors of the University.

(ii) The Selection Committee shall consist of the
Provided further that so long as the post of Registrar is filled on deputation from IAS/PCS cadre, the terms of
following :

empl
oyment will be such as are settled with the State

(i) Vice-Chancellor ... Chairman
Gove
rnment.

(ii) At least three other persons from outside the

Powers & Duties of

University nominated by the Vice-Chancellor - Members
Vice-Chancellor for the
(No Officer from the University shall be nominated
Resident Teaching Programme
as member of the Selection Committee)
for the development, evaluation and improvement
of curricula and teaching procedures designed to
5. (1) The
Dean of the College
shall be directly
the Deans
responsible to the
of Colleges
administration of the

(iii) The Selection Committee shall examine the
op in the students, professional competence,
academic capability, educational contributions and
chara
cter and quality leadership.
administrative ability of Professors in the University
including the existing/previous Director Students' Welfare eligible on the date preceding six
months of expiry of the tenure of the present Director Students'

(2) In the absence of a Dean on earned leave etc., the Vice-Chancellor may give the
charge of the post of Dean to a suitable official as is being done in the case
Welfare or the date on which the position falls vacant
other officers.
and recommend the name of the most suitable person

3) The Dean of a College shall have the following
for appointment as Director Students' Welfare. The
powe

rs and duties :-
selection will be made on merit. The Vice-Chancellor shall then submit the
recommendations of the Selection Committee for consideration of the Board of
Management.

The word 'Professor' wherever occurring in these Statutes includes persons conducting
teaching/

(i) He shall be responsible for the organisation and conduct of teaching in the Departments
comprising the College and for that purpose shall pass such orders as may be necessary
in consultation with the Heads of Departments
research/extension and having status and pay scale
concerned.

equivalent to that of Professor.

4. "The procedure prescribed in Clause 3 (2) of the Statutes, shall also be followed in making appointments of the Registrar, the Comptroller, the Librarian, the Estate Officer, the Senior Architect and other similar posts on non-teaching side which may declared 'Officers' of the	(ii)He shall be responsible for the due observance of the Statute of the College. Appointment of the Registrar, the Comptroller, the Librarian, (iii)He shall preside over the meetings of the Board
University under section 11(b) (xii) of the Act. Provided that all the posts will be tenurial and filled for a term of four years or till the date of retirement on	the Senior Architect and other similar (iv)He shall formulate and present policies to the officer level posts on non-teaching side Board of Studies Board of Studies
APPOINTMENT, POWERS AND DUTIES OF THE OFFICERS	45 46
of any member to present any matter to the respective Board of Studies. (c)remand the case to the Dean or to any other authority directing to make such further enquiry (v) He shall submit reports to the Vice-Chancellor as it may consider proper in the circumstances on the work of the College regarding resident of the case; or instructions. (d) pass such other orders as he may deem fit : (vi)He shall be responsible to the Vice-Chancellor for the use of the buildings and rooms of the College and for the equipment of the College. (vii)He shall serve as the medium of communication for all official business of the College with other	of any member to present any matter to the respective Board of Studies. (c)remand the case to the Dean or to any other authority directing to make such further enquiry (v) He shall submit reports to the Vice-Chancellor as it may consider proper in the circumstances on the work of the College regarding resident of the case; or instructions. (d) pass such other orders as he may deem fit : (vi)He shall be responsible to the Vice-Chancellor for the use of the buildings and rooms of the College and for the equipment of the College. (vii)He shall serve as the medium of communication for all official business of the College with other
Provided that no order imposing or enhancing any penalty shall be made by the reviewing authority unless the student (s) concerned has/have been given a reasonable opportunity of making a representation against the penalty proposed. authorities of the University, the students and The Director of Research shall coordinate Director of in the University in co-operation with the Deans. While his dealings would be mainly with the necessary, he may concerned with research in Departments of representatives from amongst the Colleges, he shall be directly responsible to the Vice-specific conferences on Chancellor for the initiation, guidance and coordination research programme of the University and its outlying stations.	Provided that no order imposing or enhancing any penalty shall be made by the reviewing authority unless the student (s) concerned has/have been given a reasonable opportunity of making a representation against the penalty proposed. Powers & Duties of 6. (1) the public. Duties of all research Research conferences and where staff designate staff of the College for resident instructions. of the
(ix)He shall prepare the budget of the College. (x)He shall exercise, in consultation with the Heads of Departments, administrative control over the teaching loads of the members of faculty and work with the Directors of Research/Extension Education on work load assignments of joint teaching research or teaching extension personnel. (xi)He shall be responsible to the Vice-Chancellor for maintaining discipline, law and order in the College and for the discharge of his duties, he may award suitable punishment e.g. fine/ rustication/expulsion etc., to students for acts of indiscipline and misdemeanour.	(ix)He shall prepare the budget of the College. (x)He shall exercise, in consultation with the Heads of Departments, administrative control over the teaching loads of the members of faculty and work with the Directors of Research/Extension Education on work load assignments of joint teaching research or teaching extension personnel. (xi)He shall be responsible to the Vice-Chancellor for maintaining discipline, law and order in the College and for the discharge of his duties, he may award suitable punishment e.g. fine/ rustication/expulsion etc., to students for acts of indiscipline and misdemeanour.

Notwithstanding anything contained in the Statute the Vice-Chancellor within six months of the date of the order of penalty may, on his own motion or otherwise, call for the records of any enquiry and may :-

(a) confirm, modify or set aside the order; or

(b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or

(2) All research programmes shall be conducted within the appropriate Departments by members of the staff and graduate students of the Department.

(3) The Director of Research shall have the following powers and duties :-

(i) He shall be responsible for initiation, organisation and conduct of research programmes of the University and for that purpose, shall pass such orders as may be necessary in consultation with the Heads of the Departments concerned.

(ii) He shall exercise broad administrative control over :

(i) research staff, (ii) research funds allotted for the purpose, and (iii) all physical properties, facilities and materials assigned by the University for the pursuit of the research programme.

(iii) He shall prepare in consultation with the Heads of Departments the budgetary needs of research of different Departments of the University.

APPOINTMENT, POWERS AND DUTIES OF THE OFFICERS 47 48

STATUTES

(iv) He shall be the principal liaison officer for dealing

(3) The Director of Extension Education shall have

with aid-granting agencies, such as I.C.A.R.,

full

access to the Vice-Chancellor and shall be directly
Commodity Committees or private institutions.

respo

nsible to him for effecting close collaboration and

coordination of the extension education activities of
the

(v) He shall formulate and present policies to the
University with those of the Departments of

Research Advisory Committee for its consideration. (vi) He shall cause to be published
regularly research bulletins, circulars, articles in scientific journals and popular magazines
and press releases which

Agriculture, Development, Co-operation and Animal Husbandry of the State Government.

(4) The Director of Extension Education shall have the following powers and duties :-

summarize practical research findings on important

(i)

He shall be responsible for initiation, organisation
problems.

and condu

(vii) In formulating research policies and programmes of the University, he shall work
in close consultation with the Deans and the Director of Extension Education.

(viii) He shall assume leadership in development and maintenance of research
productivity of a high level by :

(a) promotion of self-improvement on the part of research personnel;

(b) stimulation of a wholesome, aggressive *esprit*

programmes of the University and for that purpose shall pass such orders as may be
necessary in consultation with the Heads of Departments concerned.

(ii) He shall exercise broad administrative control over :-

(a) Extension Education staff.

(b) Extension Education funds allotted for this purpose; and

(c) All physical properties, facilities and materials assigned by the University for the
pursuit of

de corps; and

(c) development of an attitude in the minds of the staff as to the worthiness and self-satisfaction (humble pride) of a life vocation of service in the field of agricultural research.

(ix) He may represent the University in conferences regarding research.

(iii) He shall assess, in consultation with Heads of Departments, the budgetary needs of extension education of different Departments of the University.

(iv) He shall be the principal liaison officer for dealing with such agencies as the Departments of Agriculture, Animal Husbandry,

7. (1) The Director of Extension Education shall plan Powers & Co-operation, Development and Panchayats of

and execute all
extension
education
programmes
and

activities in co-operation with the Deans and the
Director of Research.

Duties
Director of
of the Government in the matter of extension
E xt ension
Education

education

(
v
)

He shall f

(2) The Director of Extension Education shall supervise and control the field activities of the extension subject-matter specialists who shall otherwise hold academic rank and be members of the staff of the departments.

tional programme of the Extension Advisory Committee, for its consideration.

(vi) He shall guide and supervise the working of the Information Section dealing with publications, audio-visual aids, radio, press and other materials directed to the successful

APPOINTMENT, POWERS AND DUTIES OF THE OFFICERS 49 50

implementation of the extension educational
programmes.

meetings of
of Manager

them;

(vii) In formulating the extension policies and programmes of the University, he shall work in close consultation with the Deans of Colleges and Director of Research.

(viii) He shall assume leadership in the development and maintenance of effective and productive

(b) conduct the official correspondence of the Academic Council and the Board;

(c) be responsible for admission of students to the University including the supervision of the entrance examination, if any;

extension educational programmes :-

(d) be responsible for registration of students of the (a) promotion of self-improvement on the part of extension personnel; and

University;

(e) be responsible for maintaining a register of all (b) inculcation in them of a missionary spirit for State. (f) be responsible for maintaining all students'

degrees/dip

records; (ix

regarding extension education. (g) obtain the grades of the students from the

instructors

responsible to the Vice-Chancellor and shall have the
following duties :-

Duties of

Director of
S t u d e n t s '
(h) deleted;

(a) to make arrangements for the housing and messing
of students; (j) perform such other duties and functions as are

Welfare (i) deleted; and

- (b) to direct a programme of student counselling;
 (c) to arrange for the part-time employment of students responsible to the Vice-Chancellor

assigned to

Powers & 10. He shall be

in accordance with the plan approved by the Vice-

Duties of
the to
 ensure :-
Comptroller (a) that

- Chancellor;
 expenditure, not authorised in the budget,
 (d) to assist in the placement of graduates of the University;
 (e) to obtain travel facilities for holidays, study tours of students;

is not incurred without appropriate sanction; (b) that all moneys belonging to the University are kept in a scheduled bank approved by the Board of Management;

- (f) to communicate with the guardians of students (c) that all the accounts of the University are concerning the welfare of the students;
 (g) to exercise general control and supervision over the physical education programme and other co-curricular activities of the students;

property ke

- (h) to perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time.

(d) that the budget of the University is prepared and submitted to the Vice-Chancellor and that the financial sanctions are obtained in time;

(e) that income and fees due to the University are collected and that salaries and other amounts

9. In exercise of his duties under Section 17 of the Powers & APPOINTMENT, POWERS AND DUTIES OF THE OFFICERS 51 52 STATUTES

due to the s

maintained to conduct the official
 (e) maintenance of accounts relating to the works

- correspondence of the Finance Committee; (g) that development plans are prepared;
 (h) that dealings with the Government, with the authority responsible for the auditing of the

in his charge on prescribed forms.

(Powers of the Chief Engineer have been vested with the Estate Officer. Notification No. 265, dt. 12-11-98).

accounts of the University, Commodity

Powers &
13. The Librarian shall
Duties of the
 supervision of the Vice-

work under the control and Committees and other aid-granting agencies

Chancellor and, in exercise of regarding financial and accounts matters, are on

Librarian his
 be

responsibilities under section 22 of the Act, shall correct lines.
 responsible for the maintenance of all libraries of

- 11.** The Estate Officer shall work under the control University and for the organization of their services.
 and supervision of the Vice-Chancellor and in the Act, shall be responsible for the following :-

Powers &

the

Duties of**the Estate**

- (a) He shall have general overall supervision of the (a) maintenance of the University buildings, fencing, University
 (b) maintenance of fire protection services;
 (c) preparation of the maintenance budget of the University;
 (d) maintenance of accounts relating to the maintenance work in his charge on prescribed forms;
 (e) maintenance of an up-to-date record of all the immovable properties of the University including

(b) he shall prepare the Library budget for the University Library including Department collections;

(c) deleted;

(d) he shall have the responsibility of receiving and accessioning all library materials;

(e) he shall have the responsibility of initiating the purchase requisitions for all library materials;

lands and buildings in co-operation with the Heads of Departments;

(f) he shall have the responsibility of renewing in

(f) procurement/disposal of immovable property of the University.

(g) he shall prepare a library newsletter at monthly and supervision of the Vice-Chancellor and shall be materials received since the last preceding responsible for the following :-

(a) construction and maintenance of utility services;

(h) he shall initiate, participate and co-operate in programme designed to stimulate and services of the University; encourage the use of the library by students and

Duties of

(b) maintenance of architectural and constructional

(c) all University construction;

(d) preparation of the annual construction budget of the University and a periodical report showing the progress of works under construction;

(i) he shall arrange library hours which will permit maximum library use by both students and faculty; and

APPOINTMENT, POWERS AND DUTIES OF THE OFFICERS

53

54

(j) he shall arrange for departments and selected research Sub-stations, small collections of volumes and journals that are in almost constant use by the staff and postgraduate students as references.

(vii) He shall be responsible for the maintenance of proper standards of postgraduate instructions.

(viii) He shall, in consultation with the Heads of Departments, exercise control over the teaching load of the members of the postgraduate faculty.

14. (1) The Dean of Postgraduate Studies shall be Heads directly responsible to the Vice-Chancellor for the administration of all resident teaching programme at the evaluation, improvement of curricula and professional competence, character and quality of leadership.

Powers & (ix) He shall provide, in consultation with the curricula within each subject-matter and development,

Duties of

integration
instruction
students for

(2) The Dean, Postgraduate Studies shall have the following powers and duties :- (x) He shall be a member of the Advisory

Advisory C
Advisory C

constituent colleges of the Punjab Agricultural University and for that purpose, shall pass such orders as may be necessary in consultation with the Deans of the constituent colleges and the Directors of Research and Extension Education where such consultation is considered necessary.

(ii) He shall in collaboration with the Director of Research, be responsible for the coordination of research of the postgraduate students and its integration with the general research programme of the University.

(iii) He shall preside over the meetings of the post- graduate committee.

(iv) He shall formulate and present policies to the postgraduate committee for its consideration without prejudice to the right of any member to present any matter to the postgraduate committee.

(v) He shall forward the recommendations of the postgraduate committee, to the Vice-Chancellor or the Academic Council as the case may be.

(vi) He shall maintain record of the postgraduate students in the Punjab Agricultural University and also supervise their progress.

(xi) He shall prepare budget for the postgraduate programme of the University which shall be incorporated in the budget of the constituent colleges by the concerned Deans.

- (xii) He shall perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time for effective co-ordination of post-graduate teaching in the University.

APPOINTMENT, POWERS AND DUTIES OF THE TEACHERS

55

56

CHAPTER IV**Ap****pointment of Additional Director of Research/****Additional Director of Extension Eduaction****STATUTES REGARDING THE CLASSIFICATION, THE MANNER OF APPOINTMENTS, POWERS AND DUTIES OF THE TEACHERS OF THE UNIVERSITY****4.1 (a)**

- (i) The posts of Additional Directors of Research/ Additional Directors of Extension Education shall

1. In these Statutes, unless the context otherwise

Definition

be on whole time basis for a tenure of four years.

requires :-

A person selected shall not be eligible for

appointment for more than two terms. The

- (a) 'Act' means the Haryana and Punjab

appointment of Additional Director of Research/

Agricultural Universities act, 1970 and amended from time to time.

- (b) Teacher means a person appointed or recognised by the University for the purpose of imparting instructions or conducting and guiding research or extension programmes and includes a person declared to be a teacher.

- (c) Words and expression not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.

Additional Director of Extension Education can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded and a new Additional Director of Research/Additional Director of Extension Education shall be appointed according to the procedure prescribed in the Statutes.

- (ii) A person appointed as Additional Director of Research/ Additional Director of Extension Education shall draw special allowance of Rs. 800/- per month.

- (iii) A person appointed as Additional Director of Research/
- Classification of teachers**

2. The teachers shall include the following :-

Additional Director of Extension Education may

- (i) Professors-cum-Heads of Departments
relinquish the position at any time during his/her

tenure by giving one month's notice to the Vice-

- (ii) Professors

Chancellor.

- (iii) Joint Librarian/Deputy Librarian/Asstt. Librarian

4.1

- (b) The procedure for appointment of Additional

- (iv) Associate Professors

Director of Research/Additional Director of

Extension Education shall be as under :

- (v) Assistant Professors

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(vi) Persons conducting and guiding research

with such qualifications as may be prescribed by

(vii) Persons conducting and guiding extension

the competent authority.

(viii) Sports Assistant (Redesignated as Asstt. Director Physical Education by the Acad. Council-213 meeting held on 24-11-93).

(ii) After advertising the post and receiving the applications, the Vice-Chancellor shall appoint a Selection Committee to make recommendations.

(iii) The selection committee shall consist of the following

(ix) Any other employee of the University declared

(i) Vice-Chancellor

Chairman

as 'teacher' by the Vice-Chancellor on the

recommendations of the Academic Council.

(ii) At least three other persons from

outside the University nominated by Members

3. All appointments of teachers of the University

**Manner of
the Vice-Chancellor**

appointment

under these statutes shall be made by the Vice-

(No officer from the University shall be nominated Chancellor, strictly on merit.

as member of the Selection Committee)

APPOINTMENT, POWERS AND DUTIES OF THE TEACHERS

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(iv) The Chairman of the committee shall scrutinize are available in addition to the Head of the Department,

all the applications and prepare a list of candidates the post of the Head of the Department shall be a who shall be either called for interview or considered tenure post. In a department in which there is only one in absentia. He may also include in such a list Professor in the concerned discipline, that Professor names of any person/persons who have not applied. shall act as Head of Department.

(iii) In a department in which post of Head of the

(v) After interviewing the candidates or considering them Department is a tenure post as per provision of sub- in absentia, as the case may be, the Committee clause (ii) above, the term of appointment of Head of shall recommend as far as possible three persons Department shall be four years. A Professor will not in order of preference. be eligible for appointment as Head of Department

(vi) The Vice-Chancellor shall then submit a single recommendation for the consideration of the Board of Management. However, the Board of Management may also approve the panel recommended for appointment which shall be valid for a period of six months from the date of interview.

(vii) The Board shall either accept the recommendation or in case the Board does not accept the recommendation, the Vice-Chancellor shall, in due course, present another recommendation.

Note : The word 'Professor' wherever occurring in these Statutes includes persons conducting teaching/ research/extension and having status and pay scale equivalent to that of professor.

4.1 (c) Notwithstanding anything contained in clause 8 of the Statutes regarding Number, Qualifications, Emoluments and other conditions of Service of Officers and other

employees of the University, not being Teachers and the Preparation and the Maintenance of Record of their service and Activities (Part A)

for more than one term, provided that relaxation up to one year may be given if the incumbent is due to retire during that period. In case the Head of Department proceeds on leave/deputation for one year or more, he shall stand reverted to his original post of Professor and new Head of Department shall be appointed as per procedure in these Statutes. Further, the appointment of Head of Department can also be terminated by the Board on the recommendation of the Vice-Chancellor even before completion of his tenure for reasons to be recorded and new Head of Department appointed as per prescribed procedure.

Provided further that if there is only single eligible Professor level teacher in a particular discipline or where there are more than one Professor level teachers, only a single eligible Professor submits his/her bio-data, the Vice-Chancellor may approve his/her appointment as Head of the Department on behalf of the Board of Management. However, if in the opinion of the Vice-Chancellor, the candidate concerned is not suitable for appointment as Head of the Department, the recommendations of the Vice-Chancellor will be placed before the Board of Management for considerations.

(applicable to teachers also vide Clause 9 of the Part

er if all Professors in a Department have worked as
B of the corresponding Statutes for teachers) the
of Department for one term, the position will be notified
seniority of Additional Directors of Research/Additional
the persons selected will be authorised to act as Head
Director of Extension Education shall be determined
Department till further orders :
according to their seniority on the post of professor

Furth

Head

and

of the

(iv)T

he Selection Committee for selection of the Head
and equivalent. of Department in the departments covered in sub-

clause(iii) above shall consist of the following :

4 (2) The procedure for appointment of Heads of

Appointment of Heads of

(a)Vi

Departments shall be as under :

ce-Chancellor (preferably) or any Chairman
Departments other person nominated by him

- (i) A Head of Department shall be selected out of the
(b)One representative of the Indian Member

Professors in the concerned discipline of that Council of Agricultural Research to
department as well as Professors of the same be nominated by the Vice-Chancellor
discipline working in the Univeristy.

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- (ii) In the departments in which one or more Professors

APPOINTMENT, POWERS AND DUTIES OF THE TEACHERS

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STATUTES

(e)Director of Extension Education Member

seed technology) in the University. The provisions

- (f) Dean, Postgraduate Studies Member
regarding appointment of Heads of Departments

contained in Clause 4.2 of the Statutes ibid as well

- (v) "The Selection Committee shall examine the
as provisions in Clause 7 of these Statutes shall

research and educational contribution, academic

apply *mutatis mutandis* to the post of Director
capability and administrative ability of Professors

Seeds). He will exercise administrative and financial
in the department eligible on the date preceding

powers of Head of Department or as may be
six months of expiry of the tenure of the present

delegated by the Vice-Chancellor”.
Head of Department or the date on which the

“Notwithstanding anything contained in these
of Director
position falls vacant and recommend the name of

Director, School of Energy
the most suitable person for appointment as Head

shall be tenurial post for a

of Department and other appointments likewise
will

be made by interviewing the candidates on seniority
cum merit basis.”

Engineering, Punjab Agricultural University who had

(vi)The Selection Committee shall make its recommendation to the Vice-Chancellor, who
shall put it up to the Board of Management with his comments, if any, for decision.

(vii)A teacher who has attained the age of superannuation shall not be eligible for
appointment as Head of Department.

(viii)A teacher appointed as Head of Department may relinquish this position at any time
during his tenure by giving one month's notice to the Vice-Chancellor.

(ix)All Professors to whom powers of Heads of

made significant teaching/research/extension contributions in the area of “Energy in
Agriculture”. The contribution should be within the broad framework of objective of the
School of Energy supported by the projects/programmes carried, courses taught, labs
developed and number of publications in the journals of repute. The provisions regarding
Appointment of Heads of Departments contained in Clause 4(2) of the Statutes *ibid* as well
as provisions in Clause 7 of these Statutes shall apply *mutatis mutandis* to the post of
Director, School of Energy Studies for Agriculture. He/She will exercise administrative and

Departments have been delegated by the Vice-

inancial powers of Head of Department as may
Chancellor shall be deemed to have been appointed

be delegated by the Vice-Chancellor”.

on regular basis in accordance with these Statutes
The procedure for the appointment of Professors,
from the date on which they started exercising such

and other teachers of

**Appointment
4.2(B)**

**School of
Statutes, the post of**

**Energy
Studies for Agriculture**

**Studies for
Agriculture**

erm of four years and
shall be filled up from

amongst Professors and equivalent working in
Engineering disciplines in the College of Agricultural

**Appointment 4.3
of Profes-
sors, Assoc.
Associate professors**

powers.

be as under :

shall have the post advertised **Note** : The word 'Professor' wherever occurring in these Statutes includes persons conducting research/

equivalent

**Professors
equivalent rank shall**

and other (i)
The Vice-Chancellor

teachers of

ranks

with such qualifications
as may be laid down by

him on the recommendations of the Academic extension and having status and pay scale

Council.

equivalent to that of 'Professor'.

(ii)
After

advertising the post and receiving the

4.2(A) "Notwithstanding anything contained in these

Statutes, the post of Director (Seeds) shall be

tenurial post for a term of four years and shall be

filled up from amongst Professor and equivalent

composition :

working in the disciplines of Plant Breeding, Vegetable Crops, Agronomy, Plan Pathology/ Entomology (with experience on seed production/

(i) Vice-Chancellor Chairman

(ii) Academician Members

Appointment
applications, the Vice-Chancellor shall appoint a
of Director
Selection Committee to make recommendations.
(Seeds)

(iii) The Selection Committee shall have the following

to be nominated by the Chancellor

APPOINTMENT, POWERS AND DUTIES OF THE TEACHERS

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(iii) Three outside experts in the
concerned subject/field out of the list approved by the Board of
Management on the recommendations of the Vice-Chancellor.

Provided that if there is any representation against such appointment, addressed to the Vice-Chancellor or when there is lack of unanimity in the meeting of the Selection Committee, only then the matter will be placed before the Board.

(iv) Dean/Director concerned

Appointment
4.4 Notwithstanding

anything contained in these

(v) Head of the Department concerned.

appointment of Joint Director (Sports

of Joint Statutes, the

Director

(At least four members including two outside

(Sports & & Cultural

Activities), who shall be entrusted with

Cultural the duties

experts must constitute the quorum).

pertaining to Physical Education and

Activities) Cultural
Activities under the
overall administrative

(iv) The Chairman of the Selection Committee or his control of the Director Students' Welfare, shall be nominee shall scrutinize all the applications and made through promotion from amongst Deputy prepare a list of the candidates who shall be either Directors Physical Education. The case for called for interview or considered in absentia. The promotion shall be referred to the Selection reprints of three major publications of the candidates Committee consisting of the following :

called for interview/to be considered in absentia 1.Director Students' Welfare

Chairman

(to be furnished by the candidate along with the application) shall be got assessed from the same 2.Dean, Postgraduate Studies

Member

three external experts who are to be invited as 3.Two other persons to be nominated

Member

members of the Selection Committee. The by the Vice-Chancellor

Assessment Report will be placed before the The Seniority-cum-merit of the candidates shall be Selection Committee.

in view by the Selection Committee/appointing

authority.

- (v) The Selection Committee shall evaluate the qualifications, experience, report of the outside Provided that if suitable person is not available for experts regarding major publications etc. of the

otion, the post may be filled up by direct candidates. However, weightage of interview shall

itment from the open market as per procedure not exceed 15% of the total marks.

ribed under Clause 4.3 above.

- (vi)After interviewing the candidates or considering

Appointment of Assistant Professors and other

them in absentia, as the case may be, the

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Appointment

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committee shall recommend, as far as possible, at least three persons in order of preference.

qualifications as may be laid

(vii) In the case of appointment of Professors and

Academic Council.

Associate Professors and other teachers of equivalent rank, the Vice-Chancellor shall, on

(i) After advertising the post and receiving the receipt of recommendation of the Selection

Committee, the Vice-Chancellor shall appoint a Committee, consider the same for acceptance.

Selection Committee to make recommendations. Where the Vice-Chancellor decides to accept the

(ii) The Selection Committee shall have the following recommendation of the Selection Committee, he will

Composition : on behalf of the Board of Management, approve the

appointment. The panel recommended by the (ii) Three outside experts Members

Selection Committee shall be valid for a period of six months from the date of interview.

APPOINTMENT, POWERS AND DUTIES OF THE TEACHERS

be invited from the list approved

The Additional Director of Research shall officially

Powers &

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and other

(i) The Vice-Chancellor

teachers of advertised with such

equivalent ranks

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Responsibilities, 6.

by the Board of Management on the
functionally work under the control of the Director
recommendations of the Vice-Chancellor
Research and shall perform the following duties :-
(iii) Dean/Director or Head of the

Duties of and
Additional of
Director of
Research (a) He shall
monitor and review the
progress of different

Department concerned

r

research schemes and provide coordination among the
(iv) An academician to be nominated by the researchers in the College.
Chancellor.

(Atleast four members including two outside experts must constitute the quorum).

(iv) "The Chairman of the Selection Committee or his nominee shall scrutinize all the
applications and prepare a list of the candidates who shall be either called for interview or
considered in absentia. The Vice Chancellor may determine the number of eligible
candidates to be called for interview in case more than 10 candidates have applied for a
particular post. However, the number of candidates to be called for

- (b) He shall scrutinize new research projects and review of synopsis of research projects of
the postgraduate programme of the college.
- (c) He shall be Member-Secretary of the College Project Review Committee where the Dean
of the College concerned is the Chairman.
- (d) He shall work in close co-operation with the Dean of the College concerned and the
Dean of the College will be associated with the finalisation of his Annual Progress and
Assessment Reports.

interview, when there are more than 10 applicants,

(e)

He shall compile materials for the Annual

should not be less than 10. The Selection Committee Research Report at the College level.

shall evaluate the qualifications, experience, publications

(f)

He shall perform such other duties as entrusted to

etc. of the candidates. However, weightage of interview him by the Director of Research from time to time.

shall not exceed 15% of total marks."

Responsibili-6(A) "The
Additional Director of
Extension Education

(v)

them in absentia, as the case may be, the Committee

After interviewing the candidates or
considering

Duties of the

ties, Powers &

Additional Di-
shall officially and
functionally work under
the control

of Director of Extension Education and shall perform

rector of Exten- the

shall recommend as far as possible, at least three
following duties :

persons in order of preference.

sion Education

(a) He shall monitor and review the progress of

(vi) The Vice-Chancellor will, on receipt of different extension schemes/projects and
recommendations of the Selection Committee, consider provide coordination among the extension
the same for acceptance. Where the Vice-Chancellor personnel in his sphere of duty.
decides to accept the recommendations of the Selection

(b) He shall scrutinize new extension projects in

Committee, he will, on behalf of the Board of

his sphere of duty.

Management, approve the appointment. The panel
recommended by the Selection Committee shall be valid

(c) He shall compile materials for the Annual

for a period of six months from the date of interview. Extension Reports regarding his sphere of duty.
The Board also decided that the Selection Committee

(d) He shall perform such other duties as entrusted
for the posts of Deputy Librarian and Assistant Librarian/ to him by the Director of Extension Education
Deputy Directors and Assistant Director of Physical from time to time.
Education shall be the same as that of Associate
Head of the Department shall be

responsibilities

Professor and Assistant Professor respectively except

teaching to the Dean of the
that the concerned expert in Physical Education or

the Director of Research, for
Library Science, as the case may be, shall be associated

the Director of Extension
with the Selection Committee.

Duties, Res- 7. The

& Powers of
responsible for resident

the Heads of
College, for research to

Departments
extension education to

65 66

STATUTES

Education and for Post-Graduate Teaching to the Dean,
Post-Graduate Studies of the University.

He shall have the following powers and duties :

- (i) He shall be responsible for the organisation and conduct of resident teaching; research
and extension education of his Department and for that purpose shall pass such orders
as may be necessary in consultation with the Deans/Directors.

STATUTES REGARDING APPOINTMENT OF TEACHERS BY PROMOTION BASED ON MERIT

Abolished w.e.f. 03-03-99 as per notification No. Acad.IAU.2001/300 Dt. 1-3-2001.

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CAREER ADVANCEMENT OF TEACHERS

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CHAPTER IV-B

Eligibility for Career Advancement

Eligi

STATUTES REGARDING CAREER ADVANCEMENT

5.

(i)

An Assistant Professor and equivalent will be

placed in the senior scale Rs. 3,000-5,000 if he/

OF TEACHERS

she has :

- These Statutes shall apply to Assistant Professor/
equivalent for the grant of senior/selection grade
and promotion to the post of Associate Professors/
equivalent, with effect from 1-1-1986.

- Completed 8 years of service after regular
appointment. Provided that candidates who at the
time of their recruitment as Assistant Professor/
equivalent possess Ph.D./M.Phil. degree will be

2. Career Advancement

(i) The career advancement of a teacher will be made on his own post without addition to the number of faculty positions on the basis of assessment/screening of his performance through the prescribed procedure.

(ii) A teacher will be allowed career advancement only if he is found suitable by the assessment/ screening committee.

(iii) A teacher, who has not been found suitable for career advancement after assessment/ screening, shall be entitled to offer himself for re-assessment/screening after a lapse of 2 years from the date of eligibility of last

given benefit of three/one years service for placement in senior scale. The Assistant Professors/equivalent who acquire Ph.D./M.Phil. degrees subsequently will also be eligible for similar benefit.

(b) Participated in two refresher courses/summer institutes, each of approximately four weeks duration or engaged in other appropriate continuing education programme of comparable quality as may be specified by University Grants Commission/Indian Council of Agricultural Research and

(The condition at (b) above will not be operative till necessary provision in this behalf are adopted

assessment/screening.

by this University).

(iv) There will be no higher or lower limit on the Consistently satisfactory performance appraisal number of percentage of teachers allowed

(c)

reports.

career advancement.

r

(ii)A

n Assistant Professor/equivalent in the senior

3. The career advancement of Assistant Professor/ scale will be eligible for promotion to the post of equivalent as Assistant Professor (senior scale)/ selection grade and promotion as Associate Professor/equivalent will be made by the Vice-Chancellor in the manner prescribed hereinafter.

Assoc.Prof./equivalent if he/she has :

(a) completed 8 years of service in the senior scale, provided that this requirement will be relaxed if the total service of the teacher is not less than 13

4. When a teacher, who is allowed career years.

advancement, leaves the University, the vacancy thus arisen shall be filled up at the original level position occupied by the teacher before career advancement in the manner prescribed in the Statutes regarding the Classification, Manner of Appointment and Powers and Duties of Teachers of the University.

(b) Obtained a Ph.D. degree.

(c) Made some mark in the areas of scholarship and research as evidenced by self-assessment reports, quality of publications, contributions to educational innovation, design of new courses and curricula etc. (This will not apply to teachers working on Library/Sports side).

CAREER ADVANCEMENT OF TEACHERS

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(d) Participated in two refresher courses/summer institute each of approximately 4 weeks duration or engaged in other appropriate continuing education programmes of comparable quality as may be specified after placement in the senior

(iv) The period spent on outside academic assignment and/or post-doctoral fellowship/scholarship/training etc. within the country or abroad on equivalent or higher post/grade subject to a maximum of four years will be counted.

scale.

deleted

(v)

(The condition at (d) above will not be operative till necessary provisions in this behalf are adopted by the University) and

- (e) Made significant contributions to the development of Library/Physical Education as evidenced by self-assessment reports, physical activities etc. as the case may be.

(This requirement is applicable to the teachers working on Library/Sports side only).

(vi) The period of leave for doing Ph. D. or higher studies will be counted as service.

(vii) The service rendered by a teacher as Lecturer/ equivalent in the scale of Rs. 700-1300 and Rs. 700-1600 w.e.f. 01-01-1973 shall be counted.

(viii) If a teacher fails to submit his Annual Progress and Assessment Report in a particular year by the due date, that year will not be counted as service for the purpose of determining eligibility for grant of senior/ selection grade and/or promotion.

- (f) Consistently good performance appraisal reports.

6.

The Assistant Professors/equivalent in the senior

Note : The term 'service' used in these Statutes shall mean service rendered as Assistant Professor/ equivalent in the Punjab Agricultural University after regular appointment.

scale who do not have Ph. D. degree and who do not meet the scholarship and research and research standards of an Associate Professor but have completed 16 years service and fulfil the other criteria mentioned in Clause 5(ii) above and have

Provided that eligibility service for placement in a good record in teaching/research/extension will senior/selection grade/promotion shall be counted be placed in the selection grade of Rs. 3700-5700 as under : subject to the recommendations of the Assessment

Committee. They will be designated as Assistant

- (i) A teacher possessing Ph.D./M.Sc.degree must Professor/equivalent in the selection grade. They have rendered at least two years/four years service can offer themselves for a fresh assessment after respectively in the Punjab Agricultural University obtaining Ph.D. and fulfilling other requirements for and the remaining on equivalent or higher post or promotion as Associate Professor/equivalent and if grade in other University/Institution of higher learning subject to the satisfaction of the Vice-

found suitable will be given the designation of Associate Professor/equivalent.

Chancellor.

7.

Procedure :

- (ii) The period of adhoc service against a leave/ deputation/lien vacancy of one year or more followed by regular appointment shall be taken into account provided the adhoc appointment is made by adopting prescribed procedure of selection for regular appointments.

Every teacher who fulfils the criteria regarding eligibility for placement in senior/selection grade or promotion will furnish information regarding his bio-data and service in the PAU in the prescribed proforma as per Annexure of Chapter IV-A of the Statutes to the Head of the Department two months before the date of eligibility. In case the teacher fails to submit his bio-data within the stipulated period, his/her eligibility date for placement in the

CAREER ADVANCEMENT OF TEACHERS

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72 STATUTES

senior/selection grade or promotion shall be deferred for the corresponding period. On the receipt of complete biodata of the teacher, the Head of the Department, after certifying the correctness of the particulars in the proforma, shall forward the same within two weeks to the Dean/ Director concerned. The Dean/Director concerned, after certifying the correctness of the particulars of the teacher, shall send the case alongwith the panel of experts, where required, to the Registrar withing two weeks thereafter. The Registrar will place the information received from the Dean/ Director concerned, preferably within two months, before the Assessment Committee comprising of Dean of the College, Director of Research or Director of Extension Education, Dean, Postgraduate Studies and Head of the Department to consider the suitability of the teacher for placement in senior scale. However, for selection grade or promotion, the Assessment Committee will include one outside expert member nominated by the Vice-Chancellor, in addition to the above committee.

8. (i) The Committee will adopt the following criteria for assessment of the teachers.

- (a) Professional performance in relation to the duties and tasks assigned. The emphasis will be on the contributions and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he was recruited.
- (b) Spirit of co-operation and team work.
- (c) Organisational abilities/attributes.
- (d) Personal/behavioural abilities/attributes.

(ii) The Assessment Committee will take into consideration the following factors while making its recommendations :

- (a) Material furnished in the assessment proforma submitted by the teacher concerned.
- (b) Teaching/Research/Extension work done by the teacher.
- (c) Confidential Character Rolls/Annual Progress and Assessment Reports of the teacher concerned.
- (d) Personal discussions with the teacher concerned except for placement in senior scale.
- (e) Any other additional information the Assessment Committee may like to call for from the teacher.

On receipt of the recommendations of the Assessment Committee, the Vice-Chancellor will consider the same for acceptance. He may, however, if he considers it necessary, refer the recommendations back to the Committee for reconsideration. Where, the Vice-Chancellor decides to accept the recommendations of the Assessment Committee, he will, on behalf of the Board of Management, approve the placement in the senior scale/ selection grade/promotion by upgrading the post presently held by the concerned teacher. Where, however, the Vice-Chancellor differs with the recommendations of the Assessment Committee, he shall place the same alongwith his comments before the Board of Management for approval of his proposal or otherwise.

CAREER ADVANCEMENT OF TEACHERS

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CHAPTER IV-C

STATUTES REGARDING CAREER ADVANCEMENT OF TEACHERS
CAREER ADVANCEMENT OF TEACHERS
W.E.F. 27-7-1998

SCHEME FOR

E

EFFECTIVE FROM 27-7-1998

The Board of Management at its 191st meeting held on 19-12-2000 decided to adopt the scheme of "Career Advancement of Teachers" formulated by the ICAR for State Agricultural Universities (Annexure-I) circulated vide their letters No. 21(10)-99/Per.IV dated 19-7-2000 and 6-12-2000 in toto w.e.f. 27-7-1998. The Board also authorised the Vice-Chancellor to notify necessary amendments/clarifications on the scheme made by the ICAR from time to time.

Further, the Board of Management at its 194th and 195th meetings held on 28-5-2001 and 30-7-2001 respectively approved the procedure (Annexure-II) for the proper implementation of this scheme.

(1) Career Advancement

- (a) Minimum length of service for eligibility to move into the grade of Lecturer (Sr. Scale)/Asstt. Prof. (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil, and six years for others as Assistant Professor/Lecturer and for eligibility to move into the Grade of Assistant Professor (Selection Grade)/Lecturer (Selection Grade)/Associate Professor/Reader, the minimum length of service as Lecturer (Sr. Scale)/Assistant Professor (Senior Scale) shall be uniformly five years.
- (b) For movement into grades of Associate Professor/Reader and above, the minimum eligibility criteria would be Ph.D. Those teachers without Ph.D. can go upto the level of Assistant Professor (Selection Grade)/Lecturer (Selection Grade).
- (c) An Associate Professor/Reader with a minimum of eight years of service will be eligible for consideration for appointment as a Professor.
- (d) The Selection Committees for Career Advancement shall be the same as those for direct recruitment for each category.
- (e) The existing scheme of Career Advancement for non-academic staff namely Asstt. Director of Physical Education/Asstt. Registrar, Asstt. Librarian would continue.

2.0 Eligibility Criteria

(2.1) Lecturer (Senior Scale)/Asstt. Professor (Sr. Scale)

A Lecturer/Asstt. Professor will be eligible for placement in a senior scale through a procedure of selection, if he/she has :

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years respectively, for those with M.Phil and Ph.D.
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission/ICAR. (Those with Ph.D. degree would be exempted from one refresher course).
- (iii) Consistently satisfactory performance appraisal reports.

CAREER ADVANCEMENT OF TEACHERS

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**(2.2) Lecturer (Selection Grade)
(Promotion)****2.5 Professor**

Lecturers/Asstt. Professors in the Senior Scale who do not have a Ph.D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria given above for the post of Reader /Associate Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader/Associate Professor. They will be designated as Lecturers/Asstt. Professors in the Selection Grade. They would offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for promotion as Reader/Associate Professor if found suitable, could be given the designation of Reader/Associate Professor.

(2.3) Reader/Associate Professor (Promotion)

A Lecturer/Assistant Professor in the Senior Scale will be eligible for promotion to the post of Reader/Associate Professor, if he/she has :

- (i) Completed 5 years of service in the Senior Scale;
- (ii) Obtained a Ph.D. degree or has equivalent published work;
- (iii) Made some mark in the areas of scholarship and research as evidenced e.g. self-assessment, reports of referees, quality of publications, contribution in educational innovation, design of new courses and curricula and extension activities;
- (iv) After placement in the Senior Scale participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuous education programmes of comparable quality as may be specified or approved by the University Grants Commission/ICAR; and
- (v) Possesses consistently good performance appraisal reports.

(2.4) Promotion to the post of Reader/Associate Professor will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the concerned University or other similar Committees set up by the appointing authorities.

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Reader/Associate Professor to that of Professor after 8 years of service as Reader/Associate Professor.

The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader/Associate Professor to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the selection committee with some of the following :

- (a) Self-appraisal reports (required).
- (b) Research contribution / books / articles published.
- (c) Any other academic contributions.

The best three written contributions of the teacher (as defined by him/her) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

- (d) Seminars/Conferences attended.
- (e) Contribution to teaching/academic environment/institutional corporate life.

- (f) Extension and field outreach activities.

The requirement of participation in orientation/refresher courses/ summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer (Senior Scale)/Asstt. Professor (Sr. Scale) to Lecturer (Selection Grade)/Asstt. Professor (Selection Grade). **Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed by the year 2002.**

The requirement for completing these courses would be as follows:

- (i) For Lecturer/Asstt. Professor to Lecturer (Senior Scale)/Asstt. Professor (Sr. Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.

CAREER ADVANCEMENT OF TEACHERS

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- (ii) Two refresher courses for Lecturer (Senior Scale)/Asstt. Professor (Sr. Scale) to Lecturer (Selection Grade)/Asstt. Professor (Selection Grade).

- (iii) The senior teachers like Readers/Associate Professors/Lecturers (Selection Grade)/Asstt. Professors (Selection Grade) and Professor may opt to attend two Seminars/Conference in their subject area and present paper as one aspect of their promotion/selection to higher level or attend refresher course to be offered by ASCs for this level.

(2.6) If the number of years required in a feeder cadre are less than those stipulated in notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre, may be placed in the next higher cadre after adjusting the total number of years.

This situation is likely to arise as in the earlier scheme, the number of years required in feeder cadre were much more than those envisaged under this notification.

3.0 Counting of Past Service

Previous service, without any break as a Lecturer or equivalent, in a university, college, national laboratory, or other scientific organisation, e.g. CSIR, ICAR, UGC, DRDO, ICSSR, ICHRI and as a UGC Research Scientist, should be counted for placement of lecturer in Senior Scale/Selection Grade provided that :-

- (i) The post was in an equivalent grade/scale of pay as the post of a Lecturer.
- (ii) The qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer.
- (iii) The candidates who apply for direct recruitment should apply through proper channel.
- (iv) The concerned Lecturers possessed the minimum qualifications prescribed by the UGC.
- (v) The post was filled in accordance with the prescribed selection procedure as laid down by the University /State Government/Central Government/Institution's regulation;
- (vi) The appointment was not adhoc or in a leave vacancy of less than one year duration. Ad-hoc service of more than one year duration can be counted provided
 - (a) the ad-hoc service was of more than one year duration.
 - (b) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
 - (c) the incumbent was selected to the regular post in continuation to the ad-hoc service, without any break.

4.0 Merit Promotion

Merit Promotion Scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, Professors who were governed by the old merit promotion scheme of 1987 would be eligible for full scale of professor w.e.f. 1-1-1996. The University can discuss in its academic body and decide inter-se-seniority between the merit promotees and direct recruits, based on the date of selection, and as per the existing/amended Acts and Statutes of the University.

5.0 Professor of Eminence

- i) The proposal relating to Super time scale for Professor of Eminence will be taken up after the scheme in respect of UGC is finalised and implemented.
- ii) Meritorious teachers who may not have M.Phil/Ph.D./M.Tech. but who have made outstanding contributions would be rewarded and recognised as per the scheme to be approved by MHRD/ICAR.

6.0 Redressal of Anomalies

Anomalies arising after implementation of this order/notification shall be brought to the notice of ICAR which will be considered in consultation with DOPT/Deptt. of Expr., Ministry of Finance.

CAREER ADVANCEMENT OF TEACHERS

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PROFORMA FOR CONSIDERING CASES UNDER THE CAREER

12.Participation in

Refresher Courses/Summer Institute :

ADVANCEMENT SCHEME

S. No. Title of
the Course

**ASSISTANT PROFESSOR AND EQUIVALENT TO ASSISTANT
PROFESSOR AND EQUIVALENT (SR. SCALE)**

1. Name : _____

2. Designation : _____

3. Discipline : _____

13.Awards/distinctions received, if any :

4. Deptt./Office : _____

14.Publication/technology generated, if any :

5. Date of Birth : _____

15.Constraints experienced in meeting targets of research/teaching/

6. Date from which M.Phil/Ph.D.

extension, if any :

degree required : _____

7. Date of joining the PAU : _____

Signature of the Scientist

8. Date of joining the present Deptt.: _____

9. Date of joining in the present : _____

post/grade (Rs. 8,000-13,500)

Verified that the information furnished by the Scientist is correct.

10.(i) Date of completion of 6 years

service in the grade of

Rs. 8,000-13,500 (other than those

who are not having M.Phil/

Ph.D. degrees)

: _____ Signature of the Head of the Deptt.

(ii) Date of completion of 5

years service in the grade of

Rs. 8,000-13,500 in case of

M.Phil Degree holders

: _____

Countersigned

(iii) Date of completion of 4 years

service in the grade of

Rs. 8,000-13,500 in case of

Ph.D.degree holders

: _____

11.Details of work performance projectwise :

Dean/Director

S.No. Targets set Targets achieved

CAREER ADVANCEMENT OF TEACHERS

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PROFORMA FOR CONSIDERING CASES UNDER THE CAREER

(i) Research

Publications

ADVANCEMENT SCHEME

Authors in order Title of the Paper

S. No. Name(s) of
Name of

**ASSISTANT PROFESSOR & EQUIVALENT (SR. SCALE) TO ASSISTANT
author)**

(Sole/Sr./Co-
(Vol. No. &

PROFESSOR AND EQUIVALENT (SELECTION GRADE)

1. Name : _____

2. Designation : _____

(ii) Other

Publications/Presentations in Conferences/Seminars

3. Discipline : _____

11.Participation in Refresher Courses/Summer Institute :

S.No. Title of
the Course
Duration

4. Deptt./Office : _____

5. Date of Birth : _____

12.Participation in Seminars/Symposia/Workshop/Conference etc.

6. Date of joining the PAU : _____

S.No. Name of the
Seminars/Symposia/

7. Date of joining the present
Workshop/Conference

Organising

Institution

Deptt. : _____

13.Awards/distinctions received, if any :

8. i. Date from which scale of : _____

Rs.8,000-13,500 is held

14.Constraints

experienced in meeting targets of research/teaching/

extension/institute corporate life, if any :-

ii.Date from which scale of : _____

Rs.10,000-15,200 is held

iii.Date on which completed : _____

5 years in grade of Asstt. Prof.
(Sr. Scale Rs. 10,000-15,200)

Signature of the Scientist

9. Areas in which the Scientist has made some mark including the specific
information furnished by the Scientist is correct.

Verified that the

achievements in Research/Teaching/Extension/Corporate Life :-

(a) Research

(b) Patents applied/obtained or implementable Technology generated (c) Courses
designed and taught

(d) Transfer of technology

Signature of the Head of the Deptt.

(e) Projects/proposals processed

Countersigned

(f) Monitoring

of funds

(g) Corporate Life.

10.Published work during

the assessment period

CAREER ADVANCEMENT OF TEACHERS

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Dean/Director

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PROFORMA FOR CONSIDERING CASES UNDER THE CAREER

during the assessment period

11.Published work

ADVANCEMENT SCHEME

Publications

(i) Research

S. No. Name(s) of
Authors in orderTitle of
the Paper Name of

(Sole/Sr./Co-
author) (Vol.
No. & the

ASSISTANT PROFESSOR & EQUIVALENT (SR. SCALE) TO

ASSOCIATE PROFESSOR AND EQUIVALENT

1. Name : _____

2. Designation : _____

3. Discipline : _____

Publications/Presentations in Conferences/Seminars

4. Deptt./Office : _____

Refresher Courses/Summer Institute :

5. Date of Birth : _____

the Course Duration
organising

(ii) Other

12. Participation in

S.No. Title of
Name of the

Institution

6. (i) Date from which Ph.D. degree acquired : _____

(ii) Details of published work
in case of those not holding
of the Seminars/
Ph.D. degree

sia/Workshop/

sing Institution

13. Participation in Seminars/Symposia/Workshop/Conference etc.

S.No. Name
Name of the

Sympo

Organi

Conference

7. Date of joining the PAU : _____

8. Date of joining the present
Deptt. : _____

14. Awards/distinctions received, if any :

9. i. Date from which scale of
experienced in meeting targets of research/teaching/

Rs.8,000-13,500 is held

ii. Date from which scale of : _____

Rs.10,000-15,200 is held

iii. Date on which completed
5 years in grade of Asstt. Prof.

15. Constraints

extension, if any :-

Signature of the Scientist

(Sr. Scale Rs. 10,000-15,200) : _____

10. Areas in which the Scientist has made some mark including the specific achievements in
research/teaching/extension :-

Verified that the information furnished by the Scientist is correct.

(a) Research _____

(b) Patents applied/obtained or implementable Technology generated

(c) Courses designed and taught

(e) Projects/proposals processed

Signature of the Head of the Deptt.

Countersigned

(d) Transfer of

(f) Monitoring of Projects/Schemes/activities
including utilisation
of funds

CAREER ADVANCEMENT OF TEACHERS

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Dean/Director
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PROFORMA FOR CONSIDERING CASES UNDER THE CAREER ADVANCEMENT SCHEME

(ii) Other Publications/Presentations in Conferences/Seminars 13.Participation in
Seminar/Symposia/Conference etc.

ASSOCIATE PROFESSOR & EQUIVALENT TO PROFESSOR & EQUIVALENT

Seminar/

S.No.Name of the
Organising Institution

1. Name : _____
Symposia/Workshop/

Conference

2. Designation : _____

3. Desicipline : _____

4. Deptt./Office : _____

14.Extension and field outreach activities

5. Date of Birth : _____

S.No. Duties/Tasks
assigned

Ac

hievements

6. Date from Ph.D. : _____
degree acquired

7. Date of joining the PAU : _____

15.Books/bulletin/articles published

8. Date of joining the present
Deptt. : _____
contritutions made (research/teaching/

extension/corporate life).

16.Indicate three best

9. Date of joining the grade of
Assoc. Prof. (Rs. 12,000-18,300)
received, if any : _____

17.Awards/distinctions

18.Participation in Refresher Courses/Summer Institutes, if any :-

10.(i) Date from which scale of
Rs.8,000-13,500 is held : _____
expressed in meeting targets of research/teaching/

19.Constraints

extension/institute corporate life, if any :

ii. Date from which scale of : _____
Rs.10,000-15,200 is held

iii. Date from which scale of : _____
(Rs. 12,000-18,300) is held

11.Specific achievements in Research/Teaching/Extension :-

Signature of the Scientist

Verified that the

(a) Research

information furnished by the Scientist is correct.

(b) Patents applied/obtained or implementable Technology generated

(c) Courses designed and taught

(d) Transfer of technology

(e) Projects/proposals processed

(f) Monitoring of Projects/Schemes/activities including utilisation of funds

Signature of the Head of the Deptt.

12.Published work during the assessment period

Countersigned

(i) Research Publications

S. No.	Name(s) of Authors in order	Title of the Paper	Name of
	(Sole/Sr./Co-author)	(Vol. No. &	the

<i>Issue No.)</i>	<i>Journal</i>	<i>Dean/Director</i>
APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS & TEACHERS	87 88	STATUTES

ANNEXURE - II B consideration. W here the Vice-Chancellor

DECISIONS TAKEN BY THE BOARD OF MANAGEMENT AT ITS 194TH
& 195TH MEETINGS HELD ON 28-5-2001 AND 30-7-2001 RESPECTIVELY

decides to accept the recommendations of the Assessment Committee, he will, on behalf of the Board of Management approve the placement in the senior scale/selection grade and promotion by upgrading the post presently held by the concerned teacher. Where, however, the

- i) A teacher who has not been found suitable for Vice-Chancellor differs with the recommendations career advancement after assessment, shall be entitled to offer himself for re-assessment after lapse of two years from the date of eligibility of of the Assessment Committee, he shall place the same alongwith his comments before the Board of Management for approval of his proposal

last assessment. or otherwise.

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APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS & TEACHERS

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STATUTES

CHAPTER - V

offic

er. All matters affecting their promotion, transfer

and other conditions of service shall be determined by

STATUTES REGARDING THE APPOINTMENTS OF EMPLOYEES OF THE UNIVERSITY OTHER THAN OFFICERS AND TEACHERS

1. *Classification* -(1) Employees of the University other than officers and teachers shall belong to either :-

(a) The University cadre; or

the concerned officer in accordance with the relevant Statute framed under the Act.

(2) This cadre shall consist of such employees as are mentioned in Part II of the schedule.

Note - For purposes of this Statute; pay shall include all allowances except local compensatory allowance and

(b) the cadre of the University officers under whom the house rent.

post is administratively placed.

2. Each cadre shall consist of :-

Group A : All the posts in the grade pay of Rs. 5000/-and above and all the posts existing in Group-A (irrespective of the monetary limits of grade pay) will remain in Group-A.

Group B : All the posts ranging between the grade pay of Rs. 3800-4999.

Group C : All the posts ranging between the grade pay

4. *Appointments* : The appointments by promotion shall be made on the basis of seniority - cum-merit. The appointments by direct recruitment shall be made strictly on merit.

5. (1) (i) "The appointment of group 'A' employees excepting those mentioned in schedule Part-IV (a & b) shall be made by the Vice-Chancellor on behalf of the Board of Management. 75% of the posts shall be filled by promotion. If suitable persons are available subject

of Rs. 1900-3799.

requirement of passing the prescribed

Group D : All the posts below the grade pay of Rs.

tmental examination/test, if any, for the post held 1900.

the employee concerned, and the rest by direct

2. *Univeristy Cadre* (1) Employees borne on the University cadre may be required to serve in any office or institution under the University and shall in respect of their day-to-day work be under the administrative control of the head of the office or institution to which they are posted. Irrespective of the authority mentioned in Part I of the schedule, the Heads of the Departmets and University Officer Incharge of that office/institution shall be the competent authority to transfer them within the office/ institution to inflict punishment of censure. Suspension, and recovery of charges and stoppage of increment. These Officers/Heads of Departments shall also be competent to issue certificates regarding completion of the probationary period or to extend the period of probation of such employees.

(2) The University cadre shall consist of such employees as are mentione in Part I of the Schedule.

3. *The Cadre of the University Officers under whom the post is administratively placed.*

(1) Employees borne on the cadre shall work under the administrative control of the concerned University

recruitment from the open market, the employees of the University being eligible for appointment."

In the case of group 'A' employees mentioned in schedule Part-IV (a), appointment shall be made by the Vice-Chancellor, 75% of the posts shall be filled by promotion, if suitable persons are available subject to the requirement of passing the prescribed departmental examination/test, if any, for the post held by the employee concerned, and the rest by direct recruitment from the open market, the employees of the University being eligible for appointment.

(ii) In case of group 'A' employees mentioned in schedule Part-IV (b), the appointment shall be made by the Vice-Chancellor by 100% promotion subject to the requirement of passing the prescribed departmental examination/test, if any, for the post held by the employee concerned.

Provided that an employee who has attained the age of 55 years and put in 30 years service in the PAU and is exempted from passing the departmental

APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS & TEACHERS 91

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examination/test prescribed for the post held by him/

The Registrar;

her will be considered for promotion but such employee can avail one promotion only after the age of 55 years.

(2) *Manner of appointment by promotion* - In the case of promotion to group 'A' posts against 75% quota, seniority and merit of the candidate concerned will be kept in view by the appointing authority in each case. The cases of promotion to group 'A' posts, shall be referred to the selection committee constituted for

- (b) The Comptroller;
- (c) The Dean, Post-graduate Studies;
- (d) Any other person or persons nominated by the Vice-Chancellor.

(iii) Where the Vice-Chancellor finds that it is not possible to appoint a committee as above, or where the nature of the post warrants it, he may constitute an

direct recruitment.

ad-

hoc selection committee.

(3) *Manner of appointment by direct recruitment*- The following procedure shall be adopted for making appointment to group 'A' posts by direct recruitment.

(i) The Vice-Chancellor may have the post advertised with such qualifications as have been prescribed and/ or invite suggestions and recommendations from such persons/institutions/agencies as he deems proper.

(ii) (a) After having advertised the post and received applications and/or after having obtained the suggestions or recommendations from appropriate persons, institutions and agencies, the Vice-Chancellor may appoint a selection committee to make recommendations and approve appointment in respect of group 'A' employees mentioned in Schedule Part-IV (a) and on behalf of the Board of Management in respect of other group 'A' employees. However, if there is any representation against appointment addressed to the Vice-Chancellor in respect of appointments made by him on behalf of Board of Management or when there is lack of unanimity in the meeting of a

(iv) The chairman of the committee with the help of a Screening Committee to be appointed by him shall scrutinize all the applications, suggestions and recommendations received and prepare a list of the candidates who shall be either called for interview or considered in absentia. He may also include in such a list person/persons who have not applied or have not been recommended by the persons, institutions and agencies to whom the matter had been referred.

(v) After interviewing the candidates or considering them in absentia, as the case may be, the committee shall recommend to the Vice-Chancellor, as far as possible, at least three persons in order of preference.

(vi) After receiving the recommendations of the selection committee, the Vice-Chancellor may, if he considers it necessary, request the committee to consider additional names or to review or reconsider its recommendations. He may also, if he considers it necessary, himself interview persons recommended by the committee and/or other whom he considers to be

Selection Committee then the matter may be brought

suita

ble.

before the Board.

(vii)

The recommendations of the Selection Committee

Provided the Vice-Chancellor may accept the recommendations of the Selection Committee for appointment by promotion of group 'A' employees (except those mentioned in Schedule Part-IV) on behalf of the Board of Management and approve their promotion. However, such cases may be brought before the Board for information.

(b) Ordinarily the selection committee will consist of the following :-

will be submitted to the Vice-Chancellor for approval. However, if there is any representation against appointment addressed to the Vice-Chancellor in respect of appointments made by him on behalf of the Board of Management or when there is lack of unanimity in the meeting of a Selection Committee then the matter may be brought before the Board.

6. (1) (a) The appointment of group 'B' employees excepting technical posts shall be made by the Vice-

APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS & TEACHERS 93

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Chancellor by 100% promotion subject to the requirement of passing the departmental test, if any, prescribed for the said post.

Provided that an employee who has attained the age of 55 years and put in 30 years service in the PAU and is exempted from passing the departmental examination/test prescribed for the post held by him/ her will be considered for promotion, but such employee can avail one promotion only after the age

Note : Where the lower post from which the promotion is to be made is provided in two or more Colleges/ Directorates or Offices, as the case may be, instead of formulating the

seniority list of lower post for the purpose of promotion, the post to be filled shall be notified with the prescribed qualifications within the University and the Selection Committee shall consider the applications of the eligible and qualified applications on seniority-*cum*-merit basis.

of 55 years.

6 (A)

1. The appointment of group 'D' employees with

The appointment of group 'B' technical employees falling under G-I to G-II categories shall be made by the Vice-Chancellor by 100% promotion provided they possess prescribed qualifications for the post held under reconstituted lower group.

The appointment of group 'B' technical employees in G-III category excepting those mentioned in Schedule Part-V shall be made by 100% promotion from amongst the employees in G-IV category provided they possess prescribed qualifications for the post held under reconstituted lower group.

Provided that an employee who has attained the age of 55 years and put in 30 years service in the PAU and is exempted from passing the departmental examination/test prescribed for the post held by him/ her will be considered for promotion but such employee can avail one promotion only after the age of 55 years.

Provided that if suitable persons are not available for promotion for the posts mentioned in sub-clause (a) above, the posts may be filled up by the direct recruitment from the open market for which the employees of the University shall also be eligible.

(2) The procedure for selection to group 'B' posts by direct appointment shall, as far as possible, be the same as prescribed above in the case of group 'A' employees.

(3) The cases of promotion shall be referred to the Selection Committee constituted in Schedule Part-III. Seniority-*cum*-merit of the concerned candidates shall be kept in view by the Selection Committee/appointing authority in each case.

lowest pay scales and Group 'C' ministerial posts shall be made by the concerned Officers of the University by direct recruitment in the manner specified in Part-III of the Schedule.

The appointment of group 'C' employees in initial entry scales of pay with maximum ranging between Rs. 7000-9200 other than group 'C' technical employees shall be made by the Vice-Chancellor by 100% promotion subject to requirement of passing the prescribed departmental examination/test, if any, for the post held by the employee concerned.

The appointment of group 'C' technical employees falling in G-III category mentioned in Schedule Part-V shall be made by the Vice-Chancellor. 75% of the vacancies shall be filled up by promotion provided they possess prescribed qualifications for the post held under reconstituted lower group and 25% by direct recruitment from open market, the employees of the University being eligible for appointment.

2. The appointment of group 'C' employees (except group 'D' posts with lowest pay scales, ministerial posts, technical posts in 'G' IV category **and the posts of Mate (Sanitation) and Security Guard** shall be made by the concerned Officers of the University in the ratio of 75% by promotion and 25% by direct recruitment. **The post of Mate (Sanitation) and Security Guard will be filled up by 100% promotion from amongst the sweepers and chowkidars.**

3. The appointment of group 'C' technical employees falling in G-IV category shall be made by the Concerned Officers of the University/75% by promotion from

APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS & TEACHERS 95

96

amongst the employees of the University who fulfil the qualifications prescribed for the posts, by circulating the same within the University in the manner specified under note below Clause 6 of the Statutes *ibid* and 25% by direct recruitment from open market, the employees Employees under the Vice-Chancellor -

1.

of the University being eligible for appointment. (i) Secretary to Vice-Chancellor.

Provided that if suitable persons are not available for (ii) Private Secretary to Vice-Chancellor. promotion against promotion quota, the post may be (iii) All other officers/employees provided in the filled by direct recruitment from the open market for budget but not included at Serial Nos. 2 to 6. which the employees of the University shall also be

eligible for appointment, in the manner specified in

Employees under the Registrar :-

Part-III of the Schedule. (i) Deputy Registrar.

4. The cases of promotion shall be referred to the (ii) Assistant Registrar.

Selection Committee constituted in Schedule Part-III. Seniority-*cum*-merit of the concerned candidates shall be kept in view by the Selection Committee/appointing

(iii) Office Superintendent.

(iv) Ministerial posts.

authority in each case. (v) Daftaries, Messengers, Sweepers and

(B) Notwithstanding anything contained in clause 6 & 6 (A) above, suitable persons for the posts of Secretary, Private Secretary & Gunman to Vice Chancellor shall

Chowkidars in the University Administration scheme.

(vii) Press Manager and the staff under him.

be selected by the Vice Chancellor from amongst the (viii) Bus, Car, Jeep, Truck Drivers.

employees of the University in such manner as the Vice-

(ix) Medical Officers and other staff under them such Chancellor decides. The persons selected shall be liable

as Dispensers, Compounders, Nurses etc.

to reversion to their previous positions or to their parent

cadres at the discretion of the Vice-Chancellor.

(ii) Assistant Accounts Officer.

3. Employees under

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(iii)Security staff.

(iv)Telephone Operator.

APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS & TEACHERS 97 98

(v) Architects and Engineering staff under them. (ii)Any other post brought on the Schedule under

(vi)Any other post brought on the schedule under the orders of the Vice-Chancellor.
the orders of the Vice-Chancellor.

3.

Cadre of the Director of Extension Education:-

(
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)

Group 'B

5. Employees under the Librarian -the budget under extension education schemes

but not included in Part I of this Schedule and

(i) Deputy Librarian and other staff sanctioned in (1) and (2) above.

the various libraries in the Departments,

Colleges and the University. (ii)Any other post brought on the Schedule under

the orders of the Vice-Chancellor.

(ii)Any other post brought on the schedule under

the orders of the Vice-Chancellor.

6. Employees under the Director of Students' Welfare.

(i) The staff sanctioned in connection with :

(a)Arrangements for housing and messing of students;

(b)Programme of students counselling; and

(c)Physical Education Programme in the various constituent colleges of the University.

(ii)Any other post brought on the schedule under the orders of the Vice-Chancellor.

Part II**1. Employees under the Deans of the Constituent Colleges -**

(i) Group 'B', 'C' & 'D' employees provided in the budget sanctioned for the constituent colleges concerned but not included in Part I of the

Schedule.

- (ii) Any other post brought on the Schedule under the orders of the Vice-Chancellor.
- 2. Cadre of the Director of Research-
 - (i) Group 'B', 'C' & 'D' employees provided in the budget sanctioned for the research schemes but not included in Part I of the



candidates to be selected for appointment shall to qualify the typewriting test in Punjabi with a In the case of typists, a test of type writing with a With regard to the Steno-typists, a competitive of 400 words at a speed of 80 w.p.m. to be transcribed at the speed of 15 w.p.m. and Punjabi shorthand test consisting of 200 words at a of 10 w.p.m. shall be held. However, 8% mistakes (ii) They have worked in the University for atleast five years and qualify the typewriting test in Punjabi with a the Vice-ChancellorStandard consisting of 20 marks of each paper and General Knowledge consisting of 25 marks be prepared on the basis of aggregate marks minimum speed of 40 w.p.m. shall be necessary. test in English shorthand consisting of a passage will be permissible. A merit list on the basis of 2(b) Group 'D' employees whose scale of pay is less than Clerk will be considered for i.e. 75% from open market and 25% from amongst the shall be prescribed. The candidates will have to manual or electronic typewriter. The merit list of the interview for which 15 marks shall be allotted

2. Two other persons arrange tests. For Clerks, a paper of 85 marks Typists comprising Punjabi, English, Arithmetic of Matric to be nominated by qualify the written test with atleast 60% marks in aggregate but minimum 40% marks in each subject. The candidate having passed the written test with the above aggregate shall be required speed of 30 w.p.m. either on computer or on obtained by them in the written test and having passed the type test and the marks obtained in speed of 50 w.p.m. to be transcribed at the speed above shall, thereafter, be prepared and NOTE : The vacancies shall be filled in the ratio of 75:25 2 (a) The Registrar shall advertise the posts and 1. Registrar Registrar Clerks, Steno-typists, 2. speed of 30 w.p.m. before his appointment either on Procedure for selection shall be as prescribed 1. Registrar Vice Chancellor All Ministerial posts 1. computer or on manual or electronic typewriter.

in the Statutes for 'A' group employees. 2. Comptroller other than, Stenographers,
(iii) Their work and conduct is satisfactory.

appointment as Clerk provided :

(i) They are Matriculate with Punjabi.

(Selection Committee, etc. for Appointments of Group 'B', 'C' and 'D' employees)

Mode of selection selection committee authority No. Designation of the post

5 4 3 2 1

interview held."

Group D employees.

3. Two other persons Steno-typists, Clerks and the Vice Chancellor under the Registrar and to be nominated by Group 'B' & 'C' employees
Constitution of Appointing

Sr. PART III

Vice Chancellor.

words dictated at a speed of 100 words per minute

The test will consist of a passage in English/Punjabi

(b) The committee shall then arrange for compe- with such requisite speed and in such manner

as the Vice-Chancellor may lay down in this behalf.

Proficiency test for Senior Scale Stenographers :

of 500 words dictated at a speed of 100 words per

Proficiency test for Junior Scale Stenographers :

which the candidates will be required to transcribe

transcribe at the rate of 20 w.p.m. Four per cent

at the rate of 20 words per minute. Eight per cent

minute which the candidates will be

required to

The test will consist of a passage in English of 500

institutions and agencies for suggestions.

dates after advertising and including names 2. Comptroller

titive test in shorthand of the candidates

(a) The Committee shall prepare a list of candi-1. Registrar Vice Chancellor 3. Stenographers
result of the test, the committee shall hold an

(c) On the basis of the merit list prepared as a
interview and submit their recommendations to

well as their consulting other appropriate Vice Chancellor
of eligible candidates from amongst the 3. Two persons to
existing employees of the University as be nominated by

The procedure for selection shall be as 1. Librarian Vice Chancellor 'B' Group posts under 4.

2. Two other persons prescribed in the Statutes for group 'A' the Librarian
employees so far as possible. to be nominated

mistakes will be permissible.

mistakes will be permissible.

the Vice-Chancellor.

-do-2. Two other persons with lowest pay scales

-do-2. Two other persons (in initial entry scale of

-do-1. Librarian

Vice Chancellor (iii) 'C' group technical-do--do-Librarian (iv) 'C' group employees

-do--do-

Librarian (v) 'C' group technical 2. Two other persons employees falling in G-III

to be nominated

to be nominated pay with maximum ranging

to be nominated category in schedule

by the Vice-

Chancellor.

by the Vice-

Chancellor.

by the Vice-between Rs. 7000-9200

Chancellor. other than 'C' group

by the Vice-Part-V

Chancellor.

1. Librarian Librarian (i) 'D' group employees 5.

1. Librarian Vice Chancellor (ii) 'C' group employees

scales, ministerial posts

(except with lowest pay

and technical posts in

technical employees.

employees falling in

G-IV category)

G-IV category.

APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS & TEACHERS 103

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in the Statutes for group 'A' employees so far as 2. Comptroller the Press Manager

The procedure for selection shall be as prescribed 1. Registrar Vice Chancellor 'B' Group posts under 6.

-do-2. Press Manager with lowest pay scales

-do- -do-Vice Chancellor (ii) 'C' group employees

-do-

-do-Vice Chancellor (iii) 'C' group technical-do- -do-Registrar (iv) 'C' group employees

-do-3. Any other Officer to be

-do-3. Any other Officer to be pay with maximum

-do--do-Vice Chancellor (iii) 'C' group technical

-do-

-do-Registrar (iv) 'C' group employees-do--do-Registrar (v) 'C' group technical

-do-

2. Dean/COAE&T under the Estate -do- -do-Registrar (V) 'C' group technical

3. Two other persons possible.

3. Two other persons

nominated by the

nominated by the ranging between Rs.

nominated by the

3. Any other officer Officer

to be nominated
to be nominated
Vice Chancellor.

1. Estate Officer Vice Chancellor 'B' Group employees 9.

2. Comptroller with lowest pay scales
2. Comptroller (in initial entry scale of

by the Vice-
Chancellor.
by the Vice-
Chancellor.

1. Registrar Registrar (i) 'D' Group employees 7.

1. Registrar Registrar (i) 'D' group employees 8.

1. Registrar Vice Chancellor (ii) 'C' group employees
Registrar. 7000-9200 other than

Registrar.

pay with maximum ranging
employees falling in G-III
scales, ministerial posts
G-III category in Schedule
between Rs. 7000-9200
(except with lowest pay
(in initial entry scale of
(except with lowest pay
and technical posts in
posts in G-IV category)
technical employees.
category in Schedule
employees falling in
scales and technical
other than 'C' group
employees falling in
employees falling in
'C' group technical
G-IV category)
G-IV category.
G-IV category.
employees.
Part-V
Part-V

APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS & TEACHERS

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-do-2. Dean/COAE&T with lowest pay scales

-do--do-Vice Chancellor (ii) 'C' group employees

-do-

-do-Vice Chancellor (iii) 'C' group technical-do--do-Estate Officer (iv) 'C' group employees

-do-

-do-Estate Officer (v) 'C' group technical-do- Welfare under the Director

-do-(i) Director Students'

Director Students' 12.(i) 'D' group employees-do-(i) Director Students' Vice Chancellor (ii)

'C' group employees

-do- -do-

Vice Chancellor (iii) 'C' group technical-do- -do-Director Students'(iv) 'C' group employees

-do- -do-Director Students'(v) 'C' group technical

employees nominated by
(ii) Any two other officers/

(ii) Any two other officers pay with maximum ranging

the Director Students

1. Director Students' Vice Chancellor 11. 'B' Group employees

Students' Welfare

nominated by the

nominated by the

3. Any other officer

Vice-Chancellor.

3. Any other officer

Vice Chancellor.

2. Deputy Director Students' Welfare
nominated by the between Rs. 7000-9200

1. Estate Officer Estate Officer 10.(i) 'D' Group employees
Vice Chancellor other than 'C' group
Welfare Welfare with lowest pay scales

Welfare

Welfare (in initial entry scale of
Welfare (except with lowest pay
Welfare employees falling in
G-III category in Schedule
scales, ministerial posts
posts in G-IV category)
(in initial entry scale of
and technical posts in
7000-9200 other than
pay scale, ministerial
technical employees.
ranging between Rs.
employees falling in
employees falling in
employees falling in
posts and technical
(except with lowest
'C' group technical
pay with maximum



Schedule Part-V.

G-III category in G-IV category) G-IV category G-IV category employees. Part-V		
APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS & TEACHERS	107	108
		candidates to be selected for appointment shall in the University. However, whenever it becomes four years and qualify the General English & Punjabi shall be on the basis of written test, the syllabus Vice-Chancellor from time to time. The candidates shall be called for interview. The merit list of the be prepared on the basis of aggregate marks officers nominated
syllabus for which shall be such as may be pay with maximum ranging employees : Group 'C' & 'D' employees whose scale and technical posts in of pay is identical to/less than that of Store Mate, G-IV category) will be considered for appointment as Store-do- Comptroller (v) 'C' group technical (ii) They have worked in the University for atleast		of which shall be such as may be approved by the qualifying in the written test with atleast 50% marks
(A) 75% from open market : The procedure for Vice Chancellor selection shall be on the basis of written test, the 2. Any other two (in initial entry scale of approved by the Vice-Chancellor from time to time. by the Vice between Rs. 7000-9200 atleast 50% marks shall be called for interview. technical employees. The merit list of the candidates to be selected for-do-Vice Chancellor (iii) 'C' group technical appointment shall be prepared on the basis of employees falling in G-III test for which 80 marks shall be allotted and the Part-V marks obtained in the interview for which 20 marks-do-(iv) 'C' group employees Comptroller (B) 25% from amongst the group 'C' & 'D' scales, ministerial posts 25% from amongst the group 'C' and 'D'		1. Comptroller (ii) 'C' group employees promotion of Store cadre and is filled up by 100% promotion on seniority-cum-merit basis from necessary to fill up this post by direct recruitment marks shall be allotted and the marks obtained in
The procedure for selection shall be as prescribed 1. Comptroller Comptroller 14.(i) 'D' group employees The candidates qualifying in the written test with Chancellor other than 'C' group aggregate marks obtained by them in the written category in Schedule Note : The existing/future vacancies shall be filled The procedure for selection shall be as prescribed constituent under the Deans amongst the Store-Khalasi/Store Mates working		(i) 'D' group employees from the open market, the procedure for selection obtained by them in the written test for which 80 in the ratio of 75:25 i.e. 75% from open market and prescribed in the Statutes for grade 'A' employees 2. Registrar
		in these Statutes for group 'A' employees as far 2. Any other two with lowest pay scales (iii) Their work and conduct is satisfactory. interview for which 20 marks shall be allotted. as possible or as approved by the Vice- officers nominated
The post of Store-Keeper is in the line of -do-Vice Chancellor (ii) Store-keepers The procedure for selection shall be as 1. Comptroller Vice Chancellor (i) Other than store-keeper Chancellor from time to time. by the Comptroller test with atleast 40% marks.		
(i) They are Matriculates. G-IV category Mates provided : employees falling in shall be allotted. (except with lowest pay		so far as possible. employees.
		nominated by the
		3. Any other Officer Vice-Chancellor.
Vice Chancellor 1. Dean of the 15. 'B' group employees 13. 'B' group posts under		

the Comptroller		
APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS & TEACHERS	109	110
in these Statutes for group 'A' employees so far as college concerned possible. 2. Dean, Postgraduate Studies		
3. Director of Research		
4. Director of Extension Education		
5. Any other teacher nominated by the Vice-Chancellor		
1. Dean		
The procedure for selection shall be as 2. Head of the Deptt. prescribed in these Statutes for group 'A' in which the employees so far so possible. vacancy exists		
3. Any other officer nominated by the Dean concerned.		
-do-(i) Dean		
2. Head of the Deptt. in which the vacancy exists		
3. Any other officer nominated by the Vice Chancellor		
-do-(i) Dean		
2. Head of the Deptt. in which the vacancy exists		
3. Any other officer nominated by the Vice Chancellor		
-do--do-		
-do--do-		
-do-1. Director of Research		
2. One Dean or Director nomina- ted by the Vice- Chancellor		
3. Dean, Post- graduate Studies		
4. Head of the Deptt. under whom the vacancy exists		
(i) Director of Research/ Additional Director of Research		
(ii) Head of the Deptt. under whom the vacancy exists		
(iii) Any other Officer nominated by the Director of Research		
Dean 16.(i) 'D' group employees with lowest pay scales		
Vice Chancellor (ii) 'C' group employees (in initial entry scale of pay with maximum ranging between Rs. 7000-9200 other than 'C' group technical employees.		

Vice Chancellor (iii) 'C' group technical

employees falling in G-III
category in Schedule
Part-V

Dean (iv) 'C' group employees

(except with lowest pay

scales, ministerial posts

and technical posts in

G-IV category)

Dean (v) 'C' group technical

employees falling in

G-IV category

Vice-Chancellor 17. 'B' group employees

under the Director
of Research

Director of 18.(i) 'D' group employees

Research with lowest pay scales

APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS & TEACHERS

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-do--do-Vice Chancellor (iii) 'C' group technical

-do--do-Director of (iv) 'C' group employees

-do--do-Director of (v) 'C' group technical

-do-1. Director of Exten-Vice Chancellor 19. 'B' group employees

-do--do-Vice (iii) 'C' group technical

-do--do-Director of (iv) 'C' group employees

-do--do-Director of (v) 'C' group technical

-do-1. Director of Exten-Director of 20 . (i) 'D' group employees

-do-1. Director of Exten-Vice (ii) 'C' group employees

under whom the vacancy other than 'C' group

under whom the vacancy

under whom the vacancy between Rs. 7000-9200

(i) Director of Research/ Vice Chancellor (ii) 'C' group employees

(ii) Head of the Deptt. between Rs. 7000-9200

Additional Director of (in initial entry scale of

3. Dean, Postgraduate

2. Head of Department

2. Head of Department pay with maximum ranging

Director of Extension

(iii) Any other Officer

4. Head of the Deptt.

under whom the

nominated by the

nominated by the

Director nomina-

3. Any other Officer

3. Any other Officer technical employees.

sion Education under the Director of

Vice-Chancellor

ted by the Vice-

sion Education Extension with lowest pay scales

nominated by the

vacancy exists.

Vice Chancellor

2. One Dean or Extension Education

sion Education Chancellor (in initial entry scale of

Chancellor

Education.

Research pay with maximum ranging

Studies

exists.

exists technical employees.

exists. other than 'C' group

Chancellor employees falling in G-III

Research (except with lowest pay

Research employees falling in

Extension (except with lowest pay	
Extension employees falling in	
employees falling in G-III	
scales, ministerial posts	
scales, ministerial posts	
and technical posts in	
and technical posts in	
category in Schedule	
category in Schedule	
G-IV category)	
G-IV category)	
G-IV category	
G-IV category	
Part-V	
Part-V	
APPOINTMENT OF EMPLOYEES OTHER THAN OFFICERS & TEACHERS	113
CONDITIONS OF SERVICE	114

PART - IV

C

CHAPTER VI

(a)
REGARDING THE NUMBER,

STATUTES

Sr. No. Name of the post

QUALIFICATIONS

, EMOLUMENTS AND OTHER

CONDITIONS OF SERVICE OF OFFICERS AND

OTHER

1. Assistant Accounts Officer.
EMPLOYEES OF THE UNIVERSITY NOT

BEING TEACHERS

2. Admn-cum-Accounts Officer.
AND THE PREPARATION AND

MAINTENANCE OF

3. Assistant Registrar.
RECORD OF THEIR SERVICE

AND ACTIVITIES

4. Business Manager.

5. Art Executive-cum-Exhibition Officer.

6. Press Manager.

context otherwise requires:-

7. Officer on Special Duty.
means the authority competent to

8. Superintendent Girls' Hostel.
to various categories of posts

9. Welfare Officer.

Statutes made under clauses (c) and

10. Sub-Divisional Engineer.

the Act;

11. Assistant Architect.

12. Workshop Superintendent.

service as a probationer or apprentice

(b)
service is followed by conformation
without a break;

1. Superintendent
leave earned in respect of period

2. Personal Assistant

3. Assistant Store Officer
purpose of this Statute means

4. Any other post of Group 'A' brought in the schedule
employees of the University not being
under the orders of the Vice-Chancellor
includes officers and other employees

on foreign service with the University;

PART - V

PART-A

1. In this statute unless the
Definitions

(a) "Appointing authority"

make appointments

according to the

(d) of Section 31 of

(b) Deleted;

(c) "Duty" includes

provided that such

(d) "Earned leave" means

spent on duty;

(e) "Employees" for the

officers and other

teachers; and

(f) Deleted;

1. Agricultural Sub-Inspector 'B', 'C' and 'D' used in this Statute (g)The term Group 'A',
 2. Horticultural Sub-Inspector shall carry the same
 3. Horticultural Supervisor the Statute relating to
 4. Extension Demonstrator the University other
 5. Demonstrator (h)"Leave" includes
 earned leave, maternity leave, leave
 6. Investigator not due, half pay
 leave, commuted leave, leave
 7. Fieldman preparatory to
 retirement, hospital leave and
 9. Plant Observer. (i) "Pay" means the
 amount drawn monthly by an employee

as the pay which has been sanctioned for the post held

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or in any officiating capacity and

1. - deleted - including special pay
 or a personal pay, if any, but not
 2. Four posts of Investigators provided in the scheme other allowances;
 entitled "Kandi Watershed and Area Development (j) "Service" means the
 whole period of continuous service including periods
 Project (Integrated Watershed Development Hills)
 spent on leave; and (k) "Average pay"
 (Evaluation Cell) Plan-56.
 means the average monthly pay earned

during the 10 complete months immediately preceding

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the month in which the event occurs which necessitates
 date of expiry of the said notice.
 the calculation of average pay.

effective from the

The employee who has elected to retire and has given
 the necessary notice to that effect to the appropriate **Age of entry/**

2. (a) A person whose age is less than 18 years may not
 authority, shall be pre-cluded from withdrawing his notice **Age of**
 ordinarily be appointed to any post in the University.
 except with the specific approval of the Vice-Chancellor. **retirement**

(b)All employees of the University shall retire from its service

Provided that the request for withdrawl shall be made

before the intended date of his retirement.

on the afternoon of the last day of the month in which

(iv)A

n employee who retires under sub-clause (d) (i) above they attain the age of 60 years
 provided that nothing in

shall

be allowed gratuity by the Vice-Chancellor as this clause shall apply to Vice-
 Chancellor or to any

admis

sible under the rules, in recognition of the service

technical or scientific personnnel appointed for a specific period under a contract and provided
 further that Vice-Chancellor may re-employ any employee up to the age of 63 years. Even
 after that date, University may re-employ such persons on contract basis at the most for

rendered by him. While granting gratuity to a University employee retiring voluntarily under these
 provisions, his qualifying service as on the date of intended retirement shall be increased by a
 period not exceeding five years, so however, that the total qualifying service of the employee as
 increased shall not in any case exceed 33

a period of two years.

years or the period of

qualifying service, which the

employee would have completed had he retired on the

- (c) Notwithstanding anything contained in sub-clause (b),

- date of his superannuation, whichever be less.
- employees of the Punjab Government who were taken
gratuity of employee retiring under these
by the University in its service and who were treated as
based on the emoluments as per
on foreign service shall retire from service in accordance
Punjab Civil Service Rules, Vol. II and
with the rules prescribed by the Punjab Government for
qualifying service shall not entitle
the retirement of its employees provided that the University
fixation of pay for purpose of
calculating gratuity.
- may re-employ any of such employees on its own terms
than three months may also be
and conditions.
- Vice-Chancellor in deserving cases.
- (d)(i) An employee of the University who has completed 20 years qualifying service, may retire from service voluntarily by giving notice of three months in writing to the Vice-Chancellor.
- Provided if an employee, while on leave, intends to seek voluntary retirement without resuming duties, he/she will be allowed to retire voluntarily from the date he/she proceeded on leave, if she/he had completed 20 years qualifying service on that date. In that case the leave already sanctioned to him/her would stand cancelled automatically and the amount of leave salary, if any, paid to him/her, would be recovered from him/her in addition to salary in lieu of three months notice.
2. If an employee retires while he is on leave not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave shall be recovered as provided in rule 8.11(d) of the Punjab Civil Services Rules, Volume I, Part I.
3. In computing the notice period of three months' referred in sub-clause (d) (i), the date of service of notice and the date of its expiry shall be excluded.
- (e) "An employee who has been declared completely and permanently incapacitated for the discharge of duties due to physical or mental unfitness will, if he/she is on duty be invalidated and retired from the service from the date of his relief of his/her duties which should be arranged without delay on receipt of the medical certificate or if he/she is on leave at the time of
- (ii) The notice of voluntary retirement given under (i) shall submission of
medical certificate, he/she shall be
require acceptance by the Vice-Chancellor, who may invalidated from
service on the expiry of that leave or
extension of leave. Such an employee will, however, be
generally give acceptance in all cases except those in entitled to the service
benefits as mentioned in Rule
which disciplinary proceedings are pending or 11.2 of Chapter 2
(General Provisions relating to grant of
contemplated against the employee concerned for the Pension) of Statutes
regarding Pension and Provident
imposition of a major penalty. Fund and Pension
Rules subject to production of medical
certificate as provided in the Pension Statutes *ibid.*"
- (iii) Where the Vice-Chancellor does not refuse to grant (f) "The Vice-
Chancellor shall, if he is of the opinion that it is
permission for retirement before the expiry of the period in the University
interest to do so, have the absolute
specified in the said notice, the retirement shall become right, by giving an
employee prior notice in writing, to
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- retire that employee on the date on which he/she a person not
possessing approved qualifications for such
completes 25 years of qualifying service or attains 50 employees.
years of age or any date thereafter to be specified in the notice.
- Provided that where at least three months' notice is not
- (2) The Academic and other qualifications of group 'B', 'C'; & 'D' employees of the University shall
be such as may be laid down by the appointing authority with the approval

given or notice for a period less than three months' is

of the Vice-Chancellor provided that the appointing given, the employee shall be entitled to claim a sum

a

authority may with the approval of the Vice-Chancellor, equivalent to the amount of his/her pay and allowances,

a

ppoint a person not possessing the approved at the same rates at which he/she was drawing them

qualifications of group 'B', 'C' & 'D' employees of the immediately before the date of retirement, for a period of

University.



three months or, as the case may be, for the period by
which such notice falls short of three months.”
the University shall on the first
competent authority or under the
approval of the Board provided that nothing in

employee must be declared medically fit by
to make subsequent additions to or alterations in the
concerned. Before being examined
strength of each class of posts whether permanently or
temporarily.
Officer, he shall be required to make a

6. (1) All employees of
Medical
(unless exempted by
service, the
the Medical Officer
by the Medical
declaration in



Emoluments	form I attached to this Statute. The Medical 4. (1) The grades of pay of employees of the University shall be such as may be determined by the Board on the recommendations of the Vice-Chancellor provided that employees shall be examined by the Medical nothing in this clause shall affect the inherent right of the University before their joining the service. University to revise the sanctioned emoluments of any post at any time without adversely affecting an employee The Vice-Chancellor may exempt any employee from of the University already holding such a post. producing a certificate of fitness, The fees that different categories of the employees will be required to pay for (2)The appointing authority may sanction a higher start than getting themselves examined by the University Medical the minimum of the grade on first appointment or advance increments if it deems fit. Officer, shall be as prescribed by the Vice-Chancellor. In case of doubt, the Vice-Chancellor may constitute a (3)An employee of the University may be permitted to accept panel of doctors to examine an employee for medical remuneration/allowance for work done other than on the business of the University, on such terms and conditions fitness. This may be done either on the receipt of the as may be approved by the Vice-Chancellor. report of the Medical Officer or on an application made by the concerned employee.	Officer of the furnish a certificate form II. The Officer of the
Qualifications	5. (1) The Academic and other qualifications of officers and group 'A' employees of the University, excepting those mentioned in the Schedule Part IV of Chapter V, shall be medical fitness shall be as may be such as may be laid down by the Vice-Chancellor with the approval of the Board provided that the Vice-Chancellor may with approval of the Board appoint a person not possessing the approved qualifications of an officer or group 'A' employee of the University. The academic and other qualifications of group 'A' employees of the University shall be such as may be laid down by the Vice-Chancellor with the approval of Board of Management provided the Vice-Chancellor may appoint prescribed by the Vice-Chancellor. (4)An employee of the University not found medically fit by the Medical Board or the Medical Officer or any other medical expert approved by the Vice-Chancellor for this purpose shall cease to be in the employment of the University. The Employee concerned shall have a right of appeal to an Appellate Medical Board to be constituted by the Vice-Chancellor for this purpose. All costs in connection with the re-examination of the employee	r (2)Deleted (3)The standard of
119	STATUTES CONDITIONS OF SERVICE concerned shall be borne by the employee himself unless he is declared fit by the Appellate Medical Board. (5)The following classes of employees shall be exempted from producing medical certificate of fitness : (i) --- deleted ---	120

(ii) Any employee appointed in a temporary vacancy for a period not exceeding six months; and

Provided that in the case of employees appointed directly the order of merit determined by the selecting authority shall not be disturbed and persons appointed as a result of an earlier selection of the same post shall be senior to those appointed as a result of a subsequent selections :

Provided that the Seniority of the reserved, category

(iii) All employees on deputation with the University. persons and the
general category person on promotion

(6) --- deleted --- in the higher grade
shall be governed by their panel

7. (1) Except, when otherwise provided in the Act or Statutes position i.e. w.r.t.

inter se seniority in the lower grade, as

or in the special terms of an appointment on fixed tenure per instructions

issued by the Punjab Govt. for its

or contract or deputation which will be governed by the employees from time

to time with the approval of the

terms of that appointment or deputation, all employees Vice-Chancellor.

of the University recruited by direct appointment shall Provided further that

in the case of two or more

remain on probation for a period of two years while those employees appointed

on the same date, their seniority

recruited otherwise shall remain on probation for one year shall be determined

as follows :

which period may be extended or reduced by the Vice- (a)an employee

recruited by direct appointment shall

Chancellor.

be senior to a

member recruited otherwise;

The above provision shall also be applicable in the case (b)an employee

recruited by promotion shall be senior

of teachers.

to a person

recruited by transfer;

(2)The Head of Department or Controlling Officer of an (c) in the case of

employees recruited by promotion or

employee shall send to the appointing authority, at least two months before the date of the

expiry of the probationary period, a report about the work and conduct of the employee,

appointed on probation, with a definite recommendation for his conformation in the service or

transfer, seniority shall be determined according to the seniority of such employees in the appointments for which they were promoted or transferred; and

(d)in the case of employees recruited by transfer from different cadres, their seniority shall be determined

otherwise. according to

pay; preference being given to a

(3)If during the period of probation, the work and conduct of an employee is, in the opinion of the appointint authority, not satisfactory, it may dispense with his service if the appointment is by way of direct recruitment or he may be reverted to his former post if the appointment is by way of promotion, or extend the period of probation and pass such orders as would have been passed by it on the expiry of the first period of probation, provided that the total period of probation including extension, if any, shall not exceed three years.

(4)On the satisfactory completion of the period of probation, the appointing authority shall issue a declaration in favour of the employee indicating the satisfactory completion of member who was drawing higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by their length of service in those appointments; and if the length of such service is the same, an older member shall be senior to a younger member.

Explanation :- Service rendered by Government employees on foreign service with the University shall count for seniority provided such employees resign Government jobs and agree to be regularly absorbed in the service of the University.

Note - 1. This rule shall not apply to persons appointed on purely provisional basis.

the period of probation. Such an employee may be
employees whose period of probation is
confirmed on the availability of a substantive vacancy.
clause 7 of these statutes, the date of

2. In the case of
extended under

Seniority of 8. The seniority *inter se* of the employee shall be
purpose of this rule shall be deemed

appointment for the

Members of	determined by the dates of their continuous	to have been
deferred to the extent the period of		
the service	appointment to the posts : extended.	probation is
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Provident	9. Employees of the University who are covered under the	(f) Reduction to lower
Fund	time-scale of pay, grade, post or PAU Employees Pension Scheme shall subscribe to	service which shall
	ordinarily be a bar to the promotion	
	General Provident Fund and those who are not covered under the aforesaid scheme shall subscribe to the Contributory Provident Fund.	
	of the University employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of	
Death-cum-	10. The Vice-Chancellor may sanction gratuity to the Univeristy	restoration to the
Retirement	grade or post or service from which the	
Gratuity	employees as per provisions contained in the Statutes	University employee
was reduced and his seniority and	regarding Pension and Provident Funds. However, the restoration to that grade, post or service;	pay on such
	cases of Death-cum-retirement Gratuity not covered in retirement;	(g)Compulsory
	these Statutes shall be regulated in accordance with the which shall not be a	(h)Removal from service
	rules framed by the State Govt. from time to time for its future employment under the	disqualification for
	own employees. For any doubt or clarification, the decision of the Vice-Chancellor shall be final.	University.
	service which shall ordinarily be a	(i) Dismissal from
Ex-Gratia	11. If an employee of the University dies while in service, the	disqualification for
Grants and	future employment under the	
other	family of the deceased shall be entitled to Ex-gratia grant	University.
benefits	and other benefits as per provisions in the Statutes	(ii) Except where
otherwise laid down in this Statute, the	regarding Pensions and Provident Funds. However, the to appoint shall be competent to	authority competent
	cases of Ex-gratia grants and other benefits not covered punishment including removal from	impose any kind of
	in these Statutes shall be regulated in accordance with misconduct, gross inefficiency, etc.	office on grounds of
	the rules framed by the State Govt. from time to time for such order to punishment by the	In the event of any
	its own employees with the approval of the Vice- the employee concerned shall have	competent authority,
	Chancellor. The ex-gratia grant and other benefits shall the next higher authority whose	the right to appeal to
	be sanctioned by the Vice-Chancellor on the final.	decision shall be
	recommendations of the concerned officer under whom	
	(iii)No penalty of dismissal, removal or reduction shall be the employee was working at the time of death.	
	imposed unless the employee has been given a	
Authorities	12.Penalties :- (i) The following penalties may, for good and	reasonable
opportunity of showing causes against the		
empowered to	sufficient reason, be imposed upon any employee of the	action proposed to be
impose	taken in regard to him.	
penalties	University :-	(iv)The grounds on which
it is proposed to take action under		
	Minor penalties	clause 12 (c), (e), (f)
	and (g) shall be reduced to the	

- (a) Censure; form of a definite charge or charges which shall be communicated in
- (b) Withholding of his promotion; writing to the employee concerned and he shall be required
- (c) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the University by negligence or writing to whether he admits the truth of all or any of the charges, what breach of orders; explanation or defence, if any, he has to
- (d) Withholding of increments of pay without cumulative offer and whether he desires to be heard in person. If he so desires or if the effect; appointing authority so direct, an

Major penalties

held at which all evidence shall be

oral enquiry shall be

- (e) Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the University employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of

heard as to such of the charges as are not admitted. The person charged shall be entitled to cross-examine the witnesses, to have such witnesses called as he may wish, provided that the officer conducting the enquiry may for reasons to be recorded in writing refuse to call any witness. The proceedings shall contain sufficient record of the evidence and statement of the findings

his pay;
thereof.

and the grounds

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When it is proposed to take action under clause 12 (a), (b) and (d), no order shall be passed imposing a penalty on an employee unless he has been given an adequate opportunity of making any representation that he may desire to make, and such representation, has been taken into consideration :

Provided that this condition shall not apply in a case

or otherwise, call for the records of any inquiry and review any order made under the Statutes and may :-

- (a) confirm modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by order, or impose any penalty where no penalty has been imposed; or
- where an order based on facts has led to his conviction authority which made the order or to in a criminal court or an order has been passed superseding him for promotion to a higher post on the
- (c) remit the case to the

any other authority directing to make such further inquiry as it may consider proper in the circumstances of the

ground of his unfitness for that post on account of the case; or existence of unsatisfactory record :

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

- (v) No employee who is called upon to produce his defence as to charges which form the subject of any enquiry against him, shall be allowed to engage counsel.
- (vi) After the enquiry against an employee has been completed and after the punishing authority has arrived at a provisional conclusion in regard to penalty to be imposed, the accused employee shall, if the penalty
- (d) pass such other orders as it may deem fit.

Provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the University employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified under sub-clause (i) e, f and g of Clause 12 or to enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no

such penalty shall be imposed except after an inquiry in the manner laid down in the Statutes and after giving a reasonable opportunity to the University employee concerned of

proposed in dismissal, removal or reduction in rank be showing cause
against the penalty proposed.

supplied with a copy of the report of the enquiry authority
the provisions of Clause 12 above,

and be called upon to show cause within reasonable time,
authority may also place an employee
not ordinarily exceeding one month, against the particular
under the following circumstances :

penalty proposed to be inflicted upon him. Any

(a) where a disciplinary proceeding against him is
representation submitted by the accused in this behalf contemplated or is
pending, or

shall be taken into consideration before final orders are
passed.

him in respect of any criminal

offence is under investigation, inquiry or trial.

(vii) In the case of an appeal against an order under clause
suspension shall be entitled to a

12 (i), the appellate authority shall consider:
allowance at an amount equal to a leave

(a) whether the facts on which the order was passed have been established;

(b) whether the facts established afford sufficient ground for taking action;

(c) whether the penalty is excessive, adequate or inadequate; and after such consideration
shall pass such orders as it thinks proper.

salary and dearness allowance (if any), which an employee would have drawn if he had been on
leave on half pay :

Provided that where the period of suspension exceeds twelve months, the authority which made or
is deemed to have made the orders of suspension shall be competent to vary the amount of
subsistence amount for any period subsequent to the period of the first twelve

Notwithstanding anything contained in the above Statutes, months as follows :-

the Vice-Chancellor of the appellate authority within six (i) The amount of
subsistence allowance may be increased

months of the date of the order, either on his own motion

by a suitable amount not exceeding 50 per cent of the

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subsistence allowance admissible during the period of the first twelve months, if in the opinion
of the said authority, the period of suspension has been prolonged

himself pays contribution of pension/CPF, leave salary and death-cum-retirement gratuity as
contained in Punjab CSR Volume-I, Part-I.

for reasons to be recorded in writing, not directly
devote his whole time to the service

attributable to the employee.

by a suitable amount, not exceeding 50 per cent of the
whatsoever or any other work which in the

**13.(1) Notwithstanding
Allowance**

the competent
and leave
under suspension
during

(2) An employee under

subsistence

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the first twelve months, if in the opinion of the said
his duties.

proper discharge of

etc.

authority, the period of suspension has been prolonged
due to reasons to be recorded in writing directly
authority may allow an employee of the
attributable to the employee.
deputation to an outside agency on

17.The competent

Lien

University to be on

such terms and conditions as may be determined by the (3)No payment shall be made
unless the employee furnishes

competent authority in consultation with the foreign a certificate that the employee is
not engaged in any other

employer. No employee of the University on deputation employment, business,
profession or vocation.

with an outside agency shall be allowed to retain a lien

(4)A suspended person shall not be entitled to any leave for
on his post for more than two years unless otherwise the period of suspension.
decided by the Vice-Chancellor.

Pay on

14.When an employee who was suspended is finally

reinstatement

No employee of the

University shall arrange/negotiate/

after reinstated, he shall get full pay unless the competent
remuneration in the form of honorarium,

accept, any

suspension, authority has expressly ordered a deduction to be made

stipend or whatsoever from other sources before getting etc. for suspension period as a
punishment. In the case of

express permission in this regard from the competent his dismissal, payment of the
allowance shall be made in

authority.

accordance with the rules relating to Civil Servants of the
Punjab State Government.

make a declaration of his age to the

18.An employee shall

Declaration of

appointi

age 15.

ng authority at the time of his entry into service

(1) An increment shall ordinarily be drawn as a matter of
course but the competent authority may withhold
Matriculation Certificate and in the case of
increment if the conduct of employee has not been good
such other documentary proof as may
or his work not found satisfactory. Where an efficiency
authority upon which the age will
bar has been prescribed in a time scale, the increment
the declaration of age and acceptance
next above the efficiency bar shall not be given to an
authority it shall be binding on him
employee without the specific sanction of the
such age shall be allowed to be made
administrative head i.e. the Officer/Head of the Deptt.
purpose whatsoever.

based on his

non-Matriculates,

be acceptable to the

be admitted. After

of the same by the

and no revision of

at a later date for any

under whom he/she is working.

employee shall be liable to

(2)The service rendered on a temporary post shall count
of the following grounds :

19.(1) The service of an

Resignation or

termination on any

Termination of

time-scale salary.

(b)Misconduct;

(3)The service during the period of demotion, and the period spent on extraordinary leave shall not
count for increment except when such leave is taken for higher studies, or on medical grounds.

The service during the period of deputation/foreign service will count for an increment provided the foreign employer or the employee

- (c) Insubordination or any breach of discipline;
- (d) Any act prejudicial to the University or its property;
- (e) Conviction in a Court of law for offence involving moral turpitude; and
- (f) Guilty of activity which is anti-secular and which tends to create communal disharmony.

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(2) If temporary employee, after the expiry of the period of agreement, wishes to resign from service, he shall give

(a) Chancellor in the case of Vice-Chancellor;

(b) The Vice-Chancellor in the case of all Officers of

one month's notice in writing to University. If the

the University;

employee fails to give such a notice, the University shall be entitled to recover one month's salary or salary for the period by which the notice falls short of one month from him in lieu of such notice, unless otherwise ordered by the Vice-Chancellor."

"Provided that if an employee while on leave resigns his post without returning to duty the resignation will be effective from the date he proceeded on leave and the leave salary, if any, paid to him will be recovered in addition to salary in lieu of the notice period as per rules." This will be applicable to the teachers also.

(c) The Deans of the constituent colleges and the Directors in the case of group 'A' employees working under their administrative control and all employees working direct under their control;

(d) The Registrar, Comptroller, Estate Officer and the Librarian and other Officers in the case of employees borne on the University Cadre and working under their administrative control;

(e) The Heads of Departments in the case of group 'B', 'C' and 'D' employees working under their administrative control;

(3) If the University decides to relieve an employee not equivalent or group 'A' employee(s)

(f) Professor or

confirmed in the service, one month's notice shall be given to him or in lieu of notice, he shall be paid one month's salary.

authorised by

the case of

the

Department/office:

(4) The University can terminate the services of a permanent employee at any time by giving him 3 calendar months notice or by paying him 3 months salary in lieu of notice,

(5) A permanent employee shall be required to give three month's notice in case he desires to be relieved, or he shall pay to the University three month's salary in lieu of such notice, unless otherwise ordered by the Vice-Chancellor.

(6) An employee, before leaving the University service, shall hand over the charge of post to a duly authorised employee and shall return to the University all books, apparatus, furniture, etc., issued to him for his personal use 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 head of the institution or the office in which he is employed, shall recover the amount due from him, on account of the above items, from his last salary or from the University contributions to his Provident Fund.

Provided that the Vice-Chancellor at his discretion, for any special reason, may review the orders passed by the competent authority mentioned in sub-clause (c) to (f) above.

(2)(a) "The earned leave admissible to an employee of the University shall be 1/11th of the period spent in the service of the University. Earned leave can be accumulated to any extent by the employees who have adopted the old leave rules but the maximum earned leave that may be given to such employees at a time shall not exceed 120 days if spent in India and 240 days if the entire leave so granted is spent outside India.

The earned leave can be accumulated upto 360 days effective from 20-6-1989 and 450 days effective from 18-11-1997 for those employees who have adopted new leave rules and there will be no restriction for availing earned leave at a time."

(b) Leave preparatory to retirement may be allowed upto 180 days on full pay provided it is due.

3 Deleted

4 Deleted

	7. An employee, who is in the occupation of residential accommodation of the University, shall be in the status of licensee and shall, on leaving the service of the University, vacate the residence allotted to him by the University. authority may at its discretion, for any special reason grant an employee extra-ordinary leave	5 Deleted 6 Deleted 7 Deleted 8. The competent
Leave	20. (1) The authority competent to grant leave and hereinafter leave shall be without pay shall not	of absence, but such
129	to be known as the competent authority shall be- months.	ordinarily exceed six
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	Provided further that the maximum total period for which period of 1-1/2 months leave should such leave may be granted shall not ordinarily exceed leave. Any leave required in excess two years. In special cases such leave may be granted be granted under the ordinary rules upto three years. employee concerned.	is engaged, the entire be treated as casual of 1-1/2 months may applicable to the
	The period of extra-ordinary leave shall not count provided under the Punjab towards pension and gratuity except it is availed of for higher studies with permission of competent authority. may also be given to the employees of the University.	14.A quarantine leave as Government rules
	9. If the employee overstays his leave for more than 15 days, it shall be considered as an act of misconduct for in clause 1 (h) of the Statute may which his services are liable to be terminated. Provided employee at any time according to the that before passing the final order, he shall be afforded State Government and subject to such an opportunity by serving charge-sheet, holding enquiry if necessary and issue of show cause notice either through a messenger or through registered post or by publishing notice in a newspaper.	15.Other leave mentioned be granted to an rules of the Punjab
	10.Leave account of each employee of the university shall be maintained.	
	11.Leave cannot be claimed as of right.	
	12.(i) An employee on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.	
	(ii) An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub- rule (i) above;	
	(iii)An employee on extra-ordinary leave is not entitled to any leave salary.	
	13. (i) Casual leave admissible to an employee of the University shall be 20 days in the year. It cannot, however, be combined with any other leave but can be combined with holidays, provided that the total period including holidays does not exceed 16 days at a time.	
	(ii) Casual leave should always be applied for and sanctioned before it is taken except in case of emergency.	
	(iii)The authority competent to grant casual leave shall be the immediate superior of the employee, but not below the rank of an office Superintendent, provided that the Vice-Chancellor shall himself be competent to sanction his own casual leave .	
	(iv)An employee of the University who has been bitten by a rabid animal may be granted casual leave upto 15 days for anti-rabid treatment, if in a special case leave for more than 15 days is necessary, and the appointment of a suitable substitute is found necessary, one month's additional leave on "average pay or earned leave as the case may be, granted which shall not be debited against the leave at the credit of the employee. When, however, no substitute	
	limitations as competent authority may, in each instance in which such leave is applied for, determine.	
	16.(i) In special circumstances, the Vice-Chancellor may grant hospital leave to any employee of the University while under medical treatment for illness or injury if such illness or injury is directly due to an accident or to risks incurred in the course of their official duty.	
	(ii) Hospital leave may be granted for such period as the authority granting it may consider necessary, on leave salary.	

(a) equal to leave salary while on earned leave for the first 120 days of any period of such leave; and

(b) equal to leave salary during half pay leave for the remaining period of any such leave.

This leave shall not be debited against the leave account of the employee and may be combined with any other kind of leave admissible; provided that the total period of leave after such combination, shall not exceed 28 months.

The above provision shall also be applicable in the case of teachers.

- 17.(i) The competent authority may grant to a female employee maternity leave on full pay for a period not exceeding 180 days. The grant of leave shall be so regulated that the date of confinement falls within the period of leave. Further the leave may be extended by the grant of leave of the kind due with Medical Certificate of the University Medical Officer (prescribed medical authority in case of employees serving in outstations). Maternity leave is not debited against the leave account.

(ii) - - deleted - -

- (iii) Maternity leave will not be admissible to a female employee who has three or more children. She may, however, be granted leave of the kind due.

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- (iv) Leave on account of miscarriage, abortion shall be the Chancellor and inform the Board

seek the approval of

admissible only in those cases where a woman employee has less than two living children. The others the University may be called upon to General having two or more children shall not be entitled to avail work as may be assigned to him in of the concession but, if required, can be sanctioned University.

in their next meeting.

leave of the kind due, on the production of medical obtained in course of employment must certificate. The total period of maternity leave on account by any employee to any outsider of miscarriage, abortion should be restricted to 45 days without the permission of competent in the entire career of the female employee.

23. (1) An employee of

perform any extra

the interest of the

(2) Official information

not be communicated

or to the Press

authority.

(3) The Vice-Chancellor

of residential

University as he

shall vacate such

do so by the Vice-

(4) Any matter regarding

by the provisions of

Note : Leave in continuation of maternity leave may also be shall be competent to allot such type

granted in case of illness of a newly born baby subject accommodation to an employee of the to the female employee producing a medical certificate deems fit, provided that the employee from the University Medical Officer or other prescribed accommodation when called upon to medical authority, as the case may be, to the effect that Chancellor.

the condition of the ailing baby warrants mother's conditions of service not covered

personal attention and her presence by the baby's side this Statute may be decided in

Record of Service

- 21.(1) There shall be a personal file for every employee in is absolutely necessary. accordance with the rules laid down by the Punjab

Government for its own employees or in such other

which shall be placed all papers, records and other

manner as the Vice-

Chancellor with the approval of the

Board, or under the

documents relating to his service in the University. The powers which may be delegated to

file shall contain in particular, a Service-Book giving a

him by the Board, may deem fit.

history of his service from the date of his appointment including increment, promotion, reward, punishment and University, notwithstanding any other

(5) An employee of the

all other special events of his service career. The Service-Book shall also contain a Leave Account Form for the employee showing a complete record of all leave (except provision contained in the Statute, may be required to pass such tests as may be prescribed by the Vice-Chancellor from time to time whether during the period casual leave) earned as well as unearned taken by him. of probation or thereafter. The Vice-Chancellor may, (2)A confidential file shall also be maintained for each however, exempt an employee from passing such test/ employee. tests.

**Travelling and
Daily allow-**

22. (i) The employees of the University shall be entitled to travelling and daily allowance as prescribed by the Punjab

(6)The first annual increment to an employee during the **ances** Government for its own employees till such time as the period of probation shall be allowed in the normal course Board prescribed its own rates.

unless withheld by the competent authority but the (ii)
Notwithstanding anything contained in (i) above, the second annual increment shall be withheld till he passes persons invited to attend the meeting of a University Body prescribed tests.

or of a Selection Committee and an Examiner, who conducts viva-voce examination, may be paid T.A./D.A. in cash/cheque according to the rates admissible before

(7)The character and antecedents of the employee of the University shall be got verified by the head of office under whom he is posted on his first appointment.

the performance of return journey on his giving a

(8)An

employee who has retired from the University service certificate that the return journey will be performed in the

on

superannuation, voluntary retirement, retired on the manner as claimed in the bill.

Foreign Tours

22. (a) "The Vice-Chancellor will undertake foreign tours with compensation pension, invalid pension,

ground of

by the Vice-

or terminated, may submit his/her

resigned, dismissed

Chancellor

the prior permission of the Chancellor and inform the representation concerning service conditions/matters Board of Management in its next meeting"

within four years of his/her retirement/resignation/

Note : In emergent cases, however, the Vice-Chancellor may

dismissal/termination.

CONDITIONS OF SERVICE 133

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STATUTES

SCHEDULE

Mother's age if
 Mother's age at
 Number of sis-
 Number of sis-
 living and state death and
 cause ters
 living, their ters dead,
 their
 of health of
 ages and state ages

Form - I

death
 at death

Candidate's Statement and Declaration

death

The candidates must make the statement required below prior to his Medical Examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the Note on the next page.

1. State your name (in full block letters)

2. State your age and place of birth

3. (a) Have you ever had small-pox, intermittent or declare all the above answers to be, to the best of any other fever, enlargement or suppuration of glands, belief, true and correct.

I

my

spitting of blood, asthma, heart disease, lung disease, fainting, attacks rheumatism appendicitis? OR

I also solemnly affirm that I have not received a disability certificate pension on account of any disease

(b) Any other disease or accident requiring other condition.

or

confinement to bed and medical or surgical treatment?

4. When were you last vaccinated ? *Note* : The candidate will be held responsible for the

5. Have you or any of your near relation been afflicted with consumption, scrofula, bout, asthma, fits, epilepsy or insanity ?

6. Have you suffered from any form of nervousness due to over work or any other cause ?

7. Have you been examined and declared unfit for Government service by a Medical Officer/Medical Board, within the last three years ?

8. Furnish the following particulars concerning your family

accuracy of the above statement. By wilfully suppressing any information, he will incur the risk being removed from the service of the University.

FORM - II

I hereby certify that I have examined that _____ (Name of employee) who has been employed by the University as _____ on a provisional basis and whose signature is given below and cannot discover that he/ she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity except _____ which

Father's age if my opinion is not a disqualification for the function he is living and state of health
 Father's age at death and cause of death statement is _____
 Number of brothers living, their ages and state of health
 Number of brothers dead, their age at death and cause of death
 appearance about _____ years. He/She has been vaccinated within the last 12 months or has been revaccinated within the last 12 months, or has already had small-pox and shows obvious scars thereof.
 Mark of identification
 Impression of left hand thumb and fingers.

Signature of applicant

CONDITIONS OF SERVICE OF THE TEACHERS

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CHAPTER VII

(h)

"Service" means the whole period of continuous

service including periods spent on leaves; and

STATUTES REGARDING THE NUMBER,

(i) "Average monthly salary" as prescribed under

QUALIFICATIONS, EMOLUMENTS AND OTHER

sub-clause (k) of clause I to Part "A" of this

CONDITIONS OF SERVICE OF TEACHERS OF THE

Statute.

UNIVERSITY AND THE PREPARATION AND THE MAINTENANCE OF RECORD OF THEIR SERVICE
 The rules prescribed under clause 2 to Part "A" of

Age of entry/ 2.

retirement this Statute shall apply to the teachers also.

AND ACTIVITIES

3.
 Teachers of the University including

teac
hers
of
the

PART - B Agriculture and Animal Husbandry Department

- 1.** In this Statute, unless the context otherwise **Definitions** transferred to the University on foreign service and requires:-other teachers on foreign service with the University shall be governed by the conditions of service laid
- (a) "Appointing authority" means the authority competent to make appointments to various down in the succeeding clauses.
- categories of posts according to the Statutes **No. of posts** **4.**
- The number of posts of teachers shall be such as made under clause (d) of Section 31 of the Act. may be determined by the Vice-Chancellor with the
- (b) Deleted; approval of the Board, provided that the Vice-
- (c) "Duty" includes service as a probationer or Chancellor may obtain the recommendations of the apprentice provided that such service is Academic Council and provided further that nothing followed by confirmation without a break; in this clause shall affect the inherent right of the University to make subsequent additions to or
- (d) "Earned Leave" means leave earned in respect alterations in the strength of each class of posts of period spent on duty; whether permanently or temporarily.
- (e) Deleted; **Emoluments** **5.**
- (1) The grades of pay of teachers shall be such as
- (f) "Leave" includes earned leave, leave not due, may be determined by the Board on the half pay leave, commuted leave, leave recommendations of the Vice-Chancellor provided preparatory to retirement, maternity leave, study sabbatical leave and paternity leave but does recommendations of the Academic Council and not include casual leave provided that a teacher provided further that nothing in this clause shall on study leave shall continue to draw full pay affect the inherent right of the University to revise plus allowances (including non-practicing the sanctioned emoluments of any post at any time allowance) as admissible, inclusive of annual without adversely affecting a teacher already increments regularly during the period of study holding such a post. leave as well as leave of the kind due taken for study purpose preceding and/or succeeding study leave.
- (g) "Pay" means the amount drawn monthly by a teacher as the pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay or a personal pay or non-practicing allowance, if
- (2) The appointing authority may sanction a higher start than the minimum of the grade on first appointment or advance increments if it deems fit.
- (3) A teacher may be permitted to accept remuneration/allowance for work done other than on the business of the University on such terms and conditions as may be approved by the Vice-
- any, but not other allowances; Chancellor.
- CONDITIONS OF SERVICE OF THE TEACHERS** **137** **138**
- 6.** The academic and other qualifications of teachers **Qualification** for study purposes preceding and/or succeeding shall be such as may be laid down by the Vice-study leave. Chancellor with the approval of the Academic **Acceptance of** **17.**
- (1) (i) A teacher shall devote his whole time to the **work outside service of the**
- University and shall not, without express **the University, patent right,**
- writing, the Vice-Chancellor may appoint a person **perm**
- ission of the competent

authority engage
directly
remuneration in

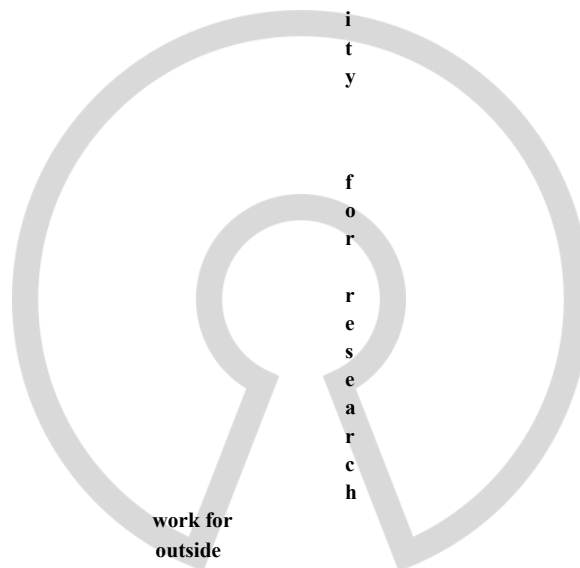
not possessing the prescribed qualifications.
any trade or business whatsoever or any other work

7. The rules prescribed under clause 6 to Part 'A' of this Statute shall apply to the teachers also except that the standard of medical fitness for extension
**Medical certifi-
cate of fitness
on first entry**

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work for
outside
authority, etc.

which in the opinion of the competent authority may interfere with the proper discharge of his duties. This shall not, however, apply to any work of a University or a Board or Public Service Commission or to work in connection with any academic and scientific conference or

workers shall be as prescribed by the Punjab service Government for its employees of corresponding Congresses.
status.

(ii) No employee of the University shall arrange

8. The rules prescribed under clause 7 to Part 'A' of Probation negotiate/accept any remuneration in the form of this Statute shall apply to the teachers also.

hono

rarium, stipend or whatsoever from other sources

9. The rules prescribed under clause 8 to Part 'A' of Seniority without getting prior permission in this regard from the this Statute shall apply to the teachers also.

comp

etent authority.

10. The rules prescribed under clause 9 to Part 'A' of The total remuneration that shall be allowed to a this Statute shall apply to the teachers also.

Contributory

(iii)

Provident Fund

teacher including Deans, Director of Research and

Director of Extension Education for undertaking

11. The rules prescribed under clause 10 to Part 'A'

Gratuity

examination work of Colleges/Universities/Boards/

of this Statute shall apply to the teachers also.

Instit

utions/Public Service Commission shall be as

12. The rules prescribed under clause 11 to Part 'A' of **Stipends & An-**

follows during a year :

nuities to familythis Statute shall apply to the teachers also. **of an employee***Amount of remunerationTeacher's**University's***who dies before****the age of re-****tirement**

the first Rs. 10,000/-

For

Whol

Nil

13. The rules prescribed under clause 12 to Part 'A' of **empowered to**

this Statute shall apply to the teachers also.

A u t h o r i t i e s

Rs. 10,001/- to

impose penal-

Rs. 10000/-

From

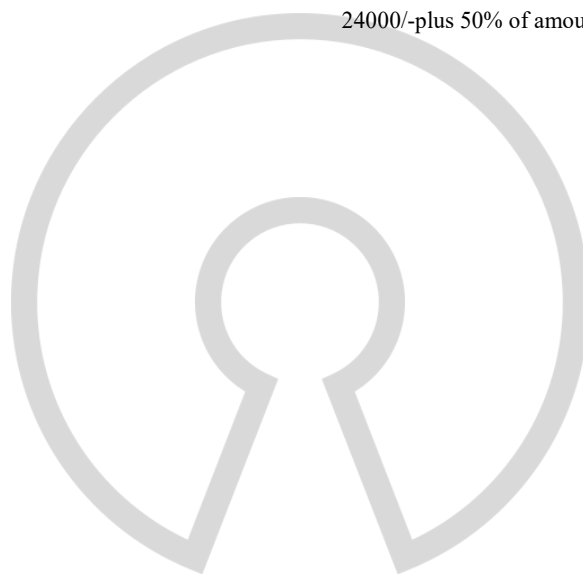
50%

of the

ties

24000/-plus 50% of amount

Rs.



14. The rules prescribed under clause 13 to Part 'A' of

A l l o w a n c e sthis Statute shall
apply to the teachers
also.**and leave dur-****ing suspen-**

Rs. 10000/-

sion and upto

Rs. 24000/-

15. The rules prescribed under clause 14 to Part 'A' of

Pay on rein-**statement after**

Rs. 24001/- and Rs. 10000/-50% of the

From

this Statute shall apply to the teachers also.

s u s p e n s i o n ,

plus 50%

above

amount

etc. of the exceeding

16.(a) The rules prescribed under clause 15 to Part 'A'

Increment and

of this Statute shall apply to the teachers also.

efficiency bar.

(b) A teacher on study leave shall continue to draw annual increments regularly during the period of study leave as well as leave of the kind due taken

CONDITIONS OF SERVICE OF THE TEACHERS

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However, no remuneration to the PAU teachers will be admissible for doing examination work of this

recommendation of the Dean of the constituent college concerned or the Director of Research, as University.

he case may be, the Vice-Chancellor shall

Provided that this clause will not apply to the remuneration paid in connection with PAU Entrance Examination to various programmes.

determine the amount to be paid to the teacher after meeting all expenses for carrying on the said testing, research work or consultancy service.

(2) (i) "If any teacher makes any invention or discovers
18. The rules prescribed under clause 17 to Part 'A' of laboratories or workshops of the
this Statute shall apply to the teachers also.
cell and the Vice Chancellor

19. The rules prescribed under clause 18 to Part 'A' of application should be made to
this Statute shall apply to the teachers also.
grant of patent of such invention
University will get assignment

Resignation or termination of

20. The rules prescribed under clause 19 to Part 'A' of from the member of the staff concerned on prescribed

to the teachers also.

proforma approved by the Vice Chancellor. The cost

competent to grant leave, here-of securing such patent shall be borne by the

the competent authority, shall University or any other agency deemed fit by the

Board of Management on mutually agreed terms

constituent colleges and the and conditions. Any royalty, emoluments or

Lien
any process in the

University and if IPR

Declaration of
is of opinion that
age

Government for the
or process then the

service
this Statute shall apply

Leave
21.(1) The authority

inafter to be known as

be :

(a) The Deans of the

Directors

received by the University and University shall pay such amount to the inventor(s) as may be

b)The Head of Departments in case of Asstt. determined by the Vice Chancellor based on the IPR policy of the University as approved by the Board

c)The Librarian in case of staff working in the of Management.

What amount of expenditure will be regarded as high in this connection shall be determined by the Board of Management.

Provided that the Vice-Chancellor, at his discretion, or any special reason, may review the orders passed by the competent authority mentioned in these

(ii) In case the University does not wish to apply for

Statutes.

the grant of a patent, the inventor concerned may, with the permission of the Vice Chancellor, apply for a patent solely in his/her own name provided that before doing so, he/she shall pay to the University the entire sum spent by the University on the invention or process.”

(3)Without the previous permission of the competent authority no teacher shall undertake private tuition with or without remuneration.

(4)In the case of any specific testing, research work or consultancy service being entrusted to the University by any outside authority for which a fee is paid by such authority and the work being found acceptable by the Vice-Chancellor on the

(2)(a) The rules prescribed in sub-clause (2), (4)-(7), (9)-(12) and (14)-(17) of clause 20 to Part ‘A’ of this Statutes shall apply to the teachers also.

(b)The competent authority may, in its discretion, for any specific reason, grant a teacher extraordinary leave of absence, but such leave shall be without pay and shall not exceed two years in his/her entire career.

(c)A University teacher may be granted academic leave by the Vice-Chancellor on the terms and conditions contained in the guidelines issued by the University Grants Commission from time to time. However, while granting this leave, it will be ensured that the work of the University does not suffer in any way.

CONDITIONS OF SERVICE OF THE TEACHERS 141

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STATUTES

Provided further that the maximum period for which extraordinary leave is granted to a teacher for taking up outside assignment must not exceed five years during his entire service in the University.

Provided also that a teacher on outside assignment may be granted extension in extraordinary leave beyond the prescribed limit if the period between expiry of his leave and his retirement is less than two years provided he shall not join back during the remaining period of his service.

Irrespective of the provision contained in sub-clause (8) of clause 20 to Part ‘A’ of this Statute, if a teacher, who has been granted extraordinary leave to take up an outside assignment, fails to rejoin duty on the expiry of his leave, his services will be deemed to have been terminated from the date of expiry of leave.

Provided further that the maximum period for which extraordinary leave is granted to a teacher/ scientist for taking up outside assignment must not exceed five years during his entire service in the University; Provided that the Vice-Chancellor may allow leave to teachers not exceeding two months in a spell of three years in cases where he is satisfied that the assignment is of advisory/ consultancy nature to foreign Governments/ Institutions/International Organisations and shall bring recognition to the University and such leave shall not count towards maximum period of five years.

(3)“A teacher desiring to prosecute higher studies may, if he has served for not less than five years, be granted study leave on full pay plus allowances as admissible for a period or periods ordinarily not exceeding two years but in special cases upto three years in all and provided that he/she spends the entire period in study or research at the University; or other institution or in any approved manner and provided further that the teacher executes a bond to serve the University for a period of three years after his/her return to duty.

Provided that in the event of the teacher concerned resigning or retiring from service without re-joining after the expiry or termination of the period of study leave or at any time within a period of three years or the actual period of total leave (inclusive of leave of the kind due) availed of by him to complete the course of study, whichever is more, after his return to duty, he shall forthwith refund to the University or as may be directed by the University on demand all moneys paid to him or expended on his account towards study leave, as per terms and conditions of the bond together with interest thereon and damages from the date from which his resignation is accepted/services terminated or voluntary retirement is allowed, at the rate for the time being in force on University loans.

Provided further that where a teacher has served for a period of not less than half the period of bond on return from study leave/leave of the kind due, recovery equal to half the amount of study leave shall be made. However, the period of extra-ordinary leave, if any, availed immediately preceding the infringement of bond shall not be reckoned for computing the service rendered towards the bond period.

CONDITIONS OF SERVICE OF THE TEACHERS

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Note : The above amendments will also be applicable in the cases where the teachers have joined back their duty after completion of higher studies but are still under bond or have filled in bond to serve the university for a period of five years for prosecuting higher studies.”

The Board of Management also approved the revised bond proforma as per Annexure I.

“Provided further, if the teacher/employee concerned fails to arrange two sureties on the bond agreement, he/she may alternatively furnish either a guarantee by the scheduled bank or a fidelity bond of an insurance company for the amount which might become refundable to the University in the event of his/her leaving the University service prior to fulfilling the bond obligations.”

ANNEXURE - I

**BOND FOR EMPLOYEES OF THE PUNJAB AGRICULTURAL
UNIVERSITY PROCEEDING ON STUDY LEAVE**

This bond is executed this day of _____ 20
by _____ S/o _____, resident of V & P.O. _____ in the
District of _____ at present employed as _____ in the Deptt. of
_____ hereinafter called the Executant or the first party and S/Sh.
_____ S/o _____ resident of _____ hereinafter
called surety, or the second party and _____ S/o _____ resident of
_____ hereinafter called surety, or the third party and, the Punjab Agricultural University
through _____ hereinafter called the University or the fourth party.

2. Whereas the University has granted, the first party study leave for the period from
_____ to _____ under the study leave rules as contained under sub-
clause (3) of clause 21 of the Statutes Part ‘B’ (regarding service conditions of _____ University
teachers, issued under Section 31 (q) of the Haryana & Punjab Agricultural University Act, 1970) and
other rules applicable to him in consideration of which the first party has executed the
instant bond in favour of the University.

And whereas in consideration of granting study leave/leave of the kind due to the first party, the second and
the third party have agreed to stand as irrevokable sureties for the due performance of the contract by the first
party in favour of the University i.e. the fourth party.

3. And whereas in the event of granting extension of study leave/ _____ leave of the kind due to the first party
at his request, the second and third party shall continue as irrevokable sureties for the due performance of the
contract by the party of the first part in favour of the University i.e. the fourth part in the same manner and to
the same extent as at the conclusion of the originally sanctioned study leave. The liability of the
sureties shall be joint several co-extensive with that the first party.

Now this bond witnesses as follows :-

(i) that the Executant i.e. the first party undertakes to serve University i.e. the fourth party for a period of
three years after his return to duty.

CONDITIONS OF SERVICE OF THE TEACHERS

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(ii) that in case the Executant i.e. the first party does not rejoin duty on the completion of study, he shall be
liable to pay the amount

(v) that all the rules applicable to the study leave as may be amended from time to time shall be duly
binding upon the party hitherto

mentioned hereinafter, after the admissible time of study or at the
sureties.

including

option of the University when the party of the first part rejoins duty.

a) that in the event of the Executant i.e. the first party resigning or retiring from service or services terminated without rejoining after the expiry or termination of the period of study leave or at

(vI) that in case the party of the first part fails to complete his higher studies during the maximum permissible period of five years, the amount paid to him as salary during study leave shall be recovered from him, in the like manner as if he violated the terms and conditions of the instant bond i.e. from him or from his sureties jointly and

any time within the period of three years or the actual period of _____ severally.
total leave (inclusive of leave of the kind due) availed of by him to complete the course of study, the Executant i.e, the first party shall refund for the full bonded period the amount paid towards study leave together with interest from the date when the resignation is accepted/services terminated or voluntary retirement allowed, at the rate indicated in the following sub clause :-

The Executant i.e. the first party and the sureties i.e. the second and third party have signed this bond after reading, understanding, admitting the same to be correct and binding.

Accepted for and on behalf of the

Punjab Agricultural University

b) that the Executant i.e. the first party has served for a period

Sureties

not less than half the period of bond on return from study leave/
leave of the kind due, recovery equal to half the amount of study

1.

_____ leave shall be made. However, the period of extra-ordinary leave, if any, availed of immediately preceding the infringement of bond shall not be reckoned for computing the service rendered towards

2.

_____ the bond period.

Witnesses

c) that the Executant i.e. the first party does hereby bind himself

1.

_____ and is ready to pay to the University i.e. the fourth party on demand the bond amount and the interest thereupon at a rate of _____

2.

_____ % or at such rate of interest not higher than that for the time being in force on University loans in the event of violation of the conditions incorporated hereunder.

d) that where Executant i.e. the first party shall also be liable to

Surety i.e. Third Party

reimburse the
University i.e.
the fourth party
as damages the
costs
(administrative,
legal etc.)
incurred towards
effecting any
financial
recoveries
indicated in the
instant bond.

iii)that in the
event of
extension of

study leave/leave of the kind due, the period of the bond shall stand extended automatically for the period specified in clause (i) above and the sureties already furnished shall also continue for the extended period of the bond as irrevokable sureties.

iv) that the decision and the statement of account regarding the expenses incurred by the University on any account in conformity with the terms and conditions of the bond filled whatsoever shall be final and binding on the party of the first part.

CONDITIONS OF SERVICE OF THE TEACHERS

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(4)(i) Casual leave admissible to a teacher of the University shall be 20 days in a year. It cannot, however, be combined with any other leave but can be combined with holidays provided that the total period including holidays does not exceed 16 days at a time. Casual leave to teachers shall not ordinarily be permissible during the academic term:

(ii) Casual leave should always be applied for and sanctioned before it is taken except in case of

(ii) This leave would be granted once in ten years, provided the scientist/faculty member concerned has not gone on deputation or assignment or study leave for a duration of one year or longer during the preceding five years.

(iii) The scientist/faculty member must have at least five years service left before superannuation after completion of the sabbatical leave.

(iv) The sabbatical leave will be limited to a period

emergency;

of three months

(iii) The authority competent to grant casual leave shall be the immediate superior of the teacher;

(iv) A teacher of the University who has been bitten by a rabid animal may be granted casual leave upto 15 days for anti-rabid treatment. If in a special case leave for more than 15 days is necessary and the appointment of a substitute is found necessary, one month's additional leave on "average pay" or earned leave, as the case may be, granted which shall not be debited against the leave at the credit of the teacher. When, however, no substitute is engaged, the entire period of 1½ months leave should be treated as

casual leave. Any leave required in excess of 1½ months may be granted under the ordinary rules applicable to the teacher concerned.

21. (A) A teacher of the University prosecuting higher studies leading to Ph.D. degree may be granted extraordinary leave to the extent that the duration of the study leave plus extraordinary leave and also leave of the kind due plus extraordinary leave shall not exceed five years.

(B) The sabbatical leave may be granted for academic, scientific, technological and other related activities at any relevant institution or organisation in India or abroad duly approved by the University from time to time to enable the academic and scientific staff

career of scientist/faculty member.

- (v) The scientist/faculty member desirous of availing sabbatical leave should apply in the prescribed proforma (Annexure II).
- (vi) The scientist/faculty member concerned will furnish the letter of acceptance from the host organisation for undertaking the proposed study, research, training/teaching or related professional activities.
- (vii) The Vice Chancellor, PAU will be the competent authority to grant sabbatical leave.
- b (i) During the period of sabbatical leave within the country, the scientist/faculty member will be entitled to full salary and other allowances as would have been otherwise admissible to him/ her while serving the University on a regular position.
- (ii) For all intents and purpose, the period of sabbatical leave will be treated as a period spent on duty without entitlement of TA and DA.
- (iii) The Scientist/faculty member will be eligible to receive subsistence allowance including travel expenses from an institution abroad in addition to the salary provided he/she is spending the period of sabbatical leave in a foreign university/

to enhance their professional competence.

laboratory/in

a(i) Sabbatical leave may be granted to a scientist of the rank of Assistant Professor in the senior scale or equivalent and above.

c(i) The sabbatical leave cannot be combined with any other leave.

CONDITIONS OF SERVICE OF THE TEACHERS

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(ii) The scientist/faculty member will give undertaking

Travelling &

23. The rules prescribed

under clause 22 to Part 'A'

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before proceeding on sabbatical leave that he/

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of this Statute shall

apply to the teachers also.

she would utilize the leave for the purpose(s) for

General

24.(1) The rules

prescribed under clause 23 to Part

which the sabbatical leave has been sanctioned

'A' of this

and would not accept any full time commercial employment during the period of sabbatical leave and that he/she would refund the salary and other emoluments paid to him/her during the period of his/her sabbatical leave in case he/she resigns within three years after availing the leave to join institutions outside National Agricultural Research System.

(iii) During the period of sabbatical leave, the scientist/faculty member will continue to retain

(2) No teacher shall on account of any further academic or other qualification acquired by him in the course of his employment claim as a matter of right any increase in pay or any other extra remuneration or any promotion to a higher grade or cadre unless the same is specially sanctioned by the Vice-Chancellor with the approval of the Board of Management upon the consideration of his acquired qualifications.

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22. The rules prescribed under clause 21 to Part 'A' Record of this Statute shall apply to the teachers also.
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Service

ANNEXURE - II
sabbatical leave earlier.

14. Have you availed
Yes/No

If yes, indicate the date and period of that leave.

PUNJAB AGRICULTURAL UNIVERSITY

APPLICATION FOR GRANT OF SABBATICAL LEAVE

15. Title of the proposed programme for availing the sabbatical leave

1. Name of the scientist/
faculty member
of the approved programme (Annex. if space
is inadequate)

16. Give a brief resume

2. Designation

3. Scale of Pay

4. Name of the Department/College

17. Name and address of the host institution

5. Official address

institution approved the proposed programme Yes/No

18. Has the host

6. Residential address
the letter of acceptance

If yes, please attach

7. Date of entry in the PAU
address of the supervisor/coordinator in the host

19. Name and full

8. Date of Superannuation

institution

9. Length of service in the PAU upto the proposed date of

commencement of leave desired

_____ 10. Are you prepared to serve the PAU
for more than 3 years before _____ superannuation after availing the leave ?

_____ 11. Arrangement made at the
departmental level to look after the work assigned to the scientist/faculty member proceeding on leave

_____ 12. Have you availed
deputation/assignment/study leave of one year or

_____ 20. Are you in receipt/likely to receive
any scholarship/fellowship/assistant- ship/any other assistance (Please specify) during the leave ? Yes/No
If yes, indicate the name of the organisation, its full address and _____ emoluments and duration of
Scholarships/Fellowships/Assistantships/ _____ any other assistance (please specify) during the year

_____ 21. Does the scientist/faculty member
want to retain the residential _____ accommodation in PAU ? Yes/No
more in the preceding ten years Yes/No _____ If yes, name the contact person at the residence.
13. Give statement of deputation in preceding ten years (Annexure if _____ space is inadequate)

_____ 22. Name of the nominee authorised to receive your salary and other _____ emoluments during the leave period.

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Undertaking

I _____, hereby give this undertaking to fully abide by
the sabbatical leave rules and to return the salary and other emoluments received by me during the
period of leave in case the conditions of the sabbatical leave are violated by me while on sabbatical
leave. I shall also abide by the service conduct rules of the PAU.

STATUTES REGARDING PENSION AND PROVIDENT FUNDS

The Statutes, rules/regulations relating to Pension and Provident Funds have been printed
separately in the form, of a booklet and is available with the Business

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CONDITIONS OF SERVICE OF THE TEACHERS

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CHAPTER IX

Convocation

3.

(1) All degrees, diplomas and honorary degrees

shall be conferred by the University either at a

STATUTES REGARDING INSTITUTION OF
DEGREES AND DIPLOMAS AND CONFERMENT OF HONORARY DEGREES

convocation or in absentia.

(2) A convocation for conferring degrees shall be held at least once every year on a date
to be

fixed by the Chancellor.

1. The University shall grant :

(i) Degrees of
Bachelor of
Science in various
Grant of De-
disciplines of
Agriculture,
Home Science
and

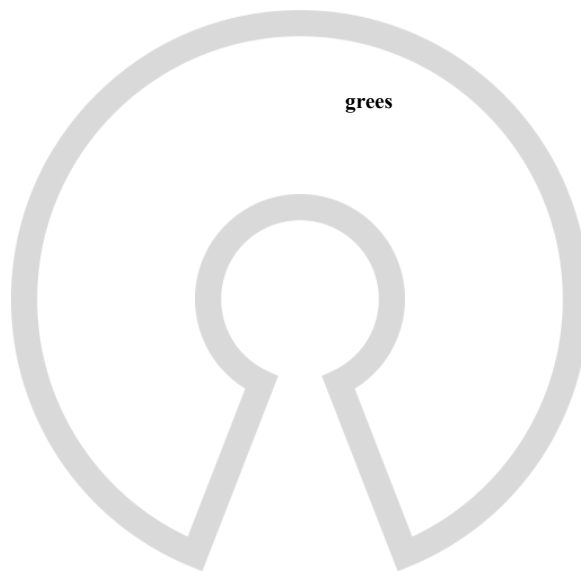
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(iv)Diplomas for the following courses :

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2. (1)The university shall, subject to confirmation by the Chancellor, have the power to confer honorary degrees and other academic distinctions on the recommendatio ns of the Academic Council.

- (2)All proposals for the conferment of honorary degrees shall be made to the Committee consisting of the Vice-Chancellor and the Deans and, if accepted by the Committee, shall be placed before the Academic Council and the Board of Management for approval before submission to the Chancellor for confirmation.

**Conferment of
Honorary De- grees**

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CHAPTER X CHAPTER XI
STATUTES REGARDING THE COURSES OF STUDY TO BE LAID DOWN FOR
DEGREES AND
STATUTES REGARDING THE INSTITUTION OF FELLOWSHIPS,
SCHOLARSHIPS, MEDALS AND
DIPLOMAS OF UNIVERSITY PRIZES

1. The Academic Council shall lay down courses of study
The number and value of Fellowships and
in various subjects both for undergraduate and post-graduate levels.
the Board either on its own initiative or on the recommendation of the Academic Council or any member of the Board of Studies of a College.
study shall also lie with the Academic Council.
3. Deleted.
4. The details of courses to be offered by the University
in various subjects shall be published for the
information of all concerned.

Institution of

Fellowship and Scholarship
Scholarships to be annually awarded, shall be determined etc. by

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CHAPTER XII recommendation if the student fails to fulfil the prescribed obligations.

STATUTES REGARDING THE CONDITIONS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS,

4.

The Vice Chancellor, on the recommendation of the

MEDALS AND PRIZES, STIPENDS AND FEE Dean of a College and/or the Directors of Research

CONCESSIONS and Extension Education, may award fellowships for

postgraduate studies and for conduct of research in 1.

The Academic Council shall, with the approval of India or study abroad. The grant of stipends to the Vice Chancellor, lay down the conditions for inservice candidates for postgraduate studies shall the award of the following recognitions and also be made by the Vice Chancellor on the incentives for study, research and for distinction in recommendation of the Dean of a College and/or sports and co-curricular activities to the students Directors of Research and Extension.
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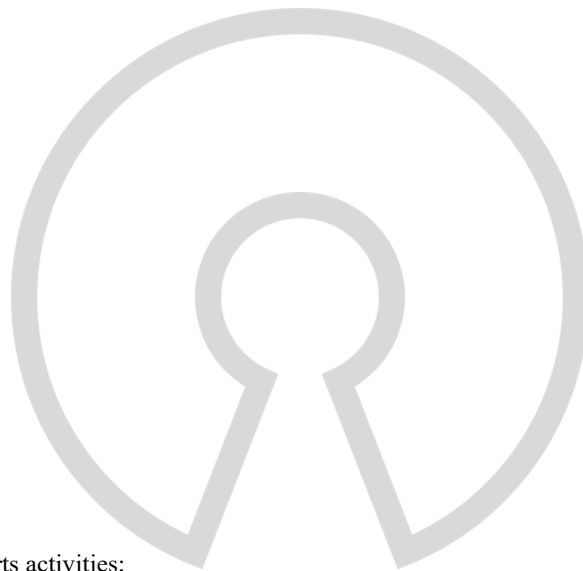
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CHAPTER XIII

STATUTES REGARDING THE ADMISSION OF STUDENTS TO THE
UNIVERSITY AND THEIR ENROLMENT AND CONTINUANCE AS SUCH

STATUTES REGARDING THE CONDITIONS UNDER WHICH STUDENTS SHALL
BE ADMITTED TO THE DEGREE, DIPLOMA OR OTHER COURSES AND THE

1. (1) Students shall be admitted each year to various **Admission of**
MANNER IN WHICH THE EXAMINATIONS ARE TO BE **students**
degrees of the University in the following colleges : **Colleges in**
HELD AND THE ELIGIBILITY FOR THE
AWARD OF
 - (i) College of Agriculture, Ludhiana. **THE**
DEGREES AND DIPLOMAS
 - (ii) College of Agricultural Engineering & Technology, **1.**
The conditions under which students shall be
Ludhiana. admitted to the Degree, Diploma or other Courses
 - (iii) College of Home Science, Ludhiana.
shall be such as are laid down by the Academic Council on the recommendations of
the Board of
 - (iv) College of Basic Sciences & Humanities, Ludhiana. Studies.
 - (v) Such other colleges as may be established **2.**
The examinations shall be held on a continual basis by the University after the commencement of the
provi
tests.
 - (vi) Such Central Government Institutions of **3.**
Details procedure of examination and conditions of
agricultural research, technical and extension eligibility for the award of Degrees and Diplomas, in
education in the State of Punjab as may desire to be the light of the provisions under clause 2 above, shall
integrated as Colleges of the Punjab Agricultural be laid down by the Academic Council on the
University. recommendations of the Board of Studies.
- (2) The number of students to be admitted each year **4.**
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CHAPTER XV

STATUTES REGARDING THE CONDITIONS OF
STATUTES REGARDING THE ESTABLISHMENT
RESIDENCE OF THE STUDENTS OF THE
AND THE ABOLITION OF HOSTELS MAINTAINED UNIVERSITY AND THE LEVYING OF FEES FOR
RESIDENCE IN HOSTELS MAINTAINED BY THE
UNIVERSITY

Establishment and Abolition

1.

The Board shall, on the recommendation of the Vice-

establish hostel for all students of the 1.
accommodation in a hostel maintained
shall be abolished without the
be submitted to the Director of

Students' Welfare on such form and date as may be
student of the University shall be permitted to
approved by the Vice-Chancellor for the purpose.
reside outside the hostel maintained by the University 2.
Regulations for allocation of room space, provision of
except with the permission of the Director of Students'
reasonable comforts, and responsibility of the students
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CHAPTER XVII CHAPTER XVIII

STATUTES REGARDING THE RECOGNITION AND SUPERVISION OF HOSTELS NOT MAINTAINED BY THE UNIVERSITY

STATUTES REGARDING THE ESTABLISHMENT, AMALGAMATION, SUB- DIVISION AND ABOLITION OF DEPARTMENTS

1. In addition to the hostels maintained by the University,
allowed to reside at such

students may also be

Establishment

and

Amalgamation

(1) Without prejudice to the powers of the Academic
Council as defined in clause (i) of Section 23 of the

privately maintained places as would provide living establishment, abolition or amalgamation of comforts, sanitation and proper atmosphere for study. in the various Constituent Colleges shall Academic Council.

etc. of the Act, the

Department Departments
be determined by the

2. The minimum conditions as in clause (1) above shall be laid down in detail by the Director of Students'

(2)Deleted.

3. Welfare, with the approval of Vice-Chancellor, and

(3)Actio

n taken under clause (1) shall be reported to shall serve as criteria for recognition of these places

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ment for information by the University. as fit for residence of University students.

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CHAPTER XIX

STATUTES REGARDING LEVYING OF FEES BY THE UNIVERSITY FOR ANY
PURPOSE

EXCLUDING HOSTEL FEES GOVERNED BY THE STATUTES (CHAPTER XV)

STATUTES REGARDING THE REMUNERATION AND ALLOWANCES, INCLUDING
TRAVELLING AND DAILY ALLOWANCES TO BE PAID TO PERSONS EMPLOYED
ON THE BUSINESS OF THE

1. The University fees, other than Hostel fees, shall be
classified in the following main categories :-

The remuneration and allowances to persons

(a) Admission fee; employed on the business of the University shall

comprise -

(b) Tuition fee;

(c) Medical fee;

(d) Examination fee; the conduct of examinations;

(e) University Registration fees; (iii) Persons specially invited on the business of the

(f) Contribution to such education, social and University; and

recreational funds as may be specified; and (iv) Travelling and Daily Allowances to be paid to

(g) Any other prescribed from time to time. outsiders and to officers, teachers and other

employees of the University.

2. The amount chargeable under each category at various levels of academic pursuit as well as the terms of payment and the provision of penalties for non-Chancellor and the Finance Committee shall make payment shall be approved by the Board upon the regulations on the matters mentioned in Clause 1 of recommendations of the Academic Council, the this Statute.
- Finance Committee and the Vice-Chancellor.

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CHAPTER XXI CHAPTER XXII

STATUTES REGARDING PERSONS WHO ARE DECLARED AS OFFICERS OF THE UNIVERSITY

STATUTES REGARDING THE EXERCISE OF FINANCIAL AND ADMINISTRATIVE POWERS BY

1. The following shall be the officers of the University in addition to the officers mentioned in Section 11(b) of

THE OFFICERS

UNIVERSITY the Act :-

EMPLOYEES OF THE

The terms Group 'A', Group 'B', Group 'C' and Group 'D'(a)deleted in the Statutes shall carry the same meaning as

Definition

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(b)Senior Architect assigned to them in the statutes relating to the appointment of employees of the University other than (c)Chief Engineer (Post abolished Not.No. officers and teachers.

CAU.B(IV)98/19350 dt. 15.9.98)

(1)Deleted

Powers of of- 2.

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(2)The financial and

ployees of the

officers of the

University

administrative powers of the

University shall be such as are

prescribed hereinafter

in the Statutes.

Powers of

3.

The Vice-Chancellor shall have the powers :-

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Chancellor

(a)to

sanction recurring and

non-recurring

expenditure

chargeable to contingencies;

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Powers of the 4.

The Registrar shall exercise all the powers of a Registrar

drawi
ng, disbursing and collecting officer in respect

of
employees under him referred to in Part I of the

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Schedule to the Statutes relating to the appointment of other employees of the University (hereinafter referred to as the Schedule) and shall also have the

employees under them (referred to in Part I of the schedule attached to the Statutes regarding the appointment of employees other than officers and

power -teachers).

(a) To incur expenditure chargeable to contingencies (2) The Deans shall also have the power to :-as under : (a) countersign T.A. bills and to sanction absence on (i) Non-recurring expenditure upto Rs. 10,000 in each duty beyond jurisdiction in respect of teaching and case; other staff working under them;

(ii) recurring expenditure upto Rs. 1,200 per annum (b) Deleted;
in each case; (c) open and maintain Personal Ledger Accounts

(b) to countersign T.A. bills and to sanction absence on duty beyond jurisdiction to all the employees

relating to various funds of the colleges; and

(d) open and operate necessary accounts on behalf

working under him; of the University in a Bank approved by the Board of

(c) Deleted; Management with the approval of the Vice-Chancellor.

(d) to sign cheques for payment of sanctioned pay
The Director of Research, the Director of Extension
and allowances of the Comptroller; and
The Director of Students' Welfare, the Estate

Powers of

other officers

7.

of the Univer-Education,

**sity Officer and the
Librarian, shall, with
respect to the**

(e) to open and operate necessary accounts on behalf employees working, respectively under them, exercise of the University in a Bank approved by the Board of the powers of Drawing, Disbursing and Collecting Management with the approval of the Vice-Chancellor. Officers and shall also have the power :-

5. The Comptroller shall have the power :-Powers of the

Comptroller (a) to countersign T.A. bills and sanction absence on

(a) to countersign T.A. bills and sanction absence on duty beyond jurisdiction of all employees of Group 'A', duty beyond jurisdiction of all the employees under 'B', 'C' and 'D' working respectively under them; him referred to in Part I of the Schedule; (b) Deleted;

(b) to open and operate necessary accounts on behalf (c) to open and maintain Personal Ledger Accounts of the University in a Bank approved by the Board of relating to various funds; and Management;

(d) to open and operate necessary accounts on behalf

(c) to sign cheques for payment of sanctioned pay of the University in a Bank approved by the Board of and allowances of all the officers, teachers and other Management with the approval of the Vice-Chancellor. employees of the University, and other cheques;

Powers of

8. (1)

With respect to the staff employed in connection

(d) to draw pay and other allowances of employees

Heads of

**Departments with the
teaching, research and
extension education**

of the Unversirty Cadres of University administration; work, the Heads of Departments shall exercise the and powers of Drawing, Disbursing and Collecting Officers,

(e) to delegate powers mentioned in sub-clause (b) they shall have the power to countersign T.A. bills and and (c) above to group 'A' employees working under to sanction absence on duty beyond jurisdiction of the Comptroller. teachers and employees of group 'B', 'C' and 'D' working under them.

6. (1) The Dean shall exercise all the powers of Drawing, Disbursing and Collecting Officers in respect of

Powers of the

Deans (2) Deleted.

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(3) To open and operate necessary accounts on behalf

of the University in a Bank approved by the Board of Management with the approval of the Vice-Chancellor.

DELEGATION OF ADMINISTRATIVE AND

9. The Drawing and Disbursing Officers may delegate their powers to Group 'A' employees not below the

FINANCIAL

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ANAGEMENT TO THE OFFICERS/EMPLOYEES

rank of Admn.-cum-Accounts Officers/Assistant OF THE UNIVERSITY

Accounts Officers/Supdt.working under them.

Definitions

1. (a)

The terms Group 'A',
Group 'B', Group 'C',
and Group

'D'

used in this Statute
shall carry the same
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Statute relating to the
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Statute subject to the control of the Vice-Chancellor and the superior officer concerned provided that the Vice-Chancellor may in his discretion order that an officer, teacher or other employee shall not exercise a particular power or may exercise the power with such modification as he considers



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budget) with the approval of the sanctioning authority after obtaining the concurrence of the Comptroller.

4. The Vice-Chancellor may delegate to an officer, teacher or any other employee of the University such powers as he considers necessary which have been delegated to the Vice-Chancellor by the Statutes.

5. Deleted.

SCHEDULE

PART 'A'

Statement showing the delegation of administrative powers by the Board of Management to officers, teachers and other employees of the Punjab Agricultural University.

DELEGATION OF ADMINISTRATIVE POWERS BY THE BOM 177				178	STATUTES
Sr.	Nature of the Head of	Vice-Chancellor Prof. or equivalent and	Registrar/	Estate Officer	Dean/
No.powers delegated			Comptroller/ Director Deptt./ Assoc. Prof. or equiva- Librarian Executive lent and Asstt. Prof.		
					
1.	Powers to make officiating appointments	Upto 6 months in respect of Officers of the University, group 'A' employees and all teachers.	Nil	authorised by Heads of Deptts.concerned or group 'A' employees speciallyauthorised by Estate Officer	Nil
2.	Powers to permit change	Full powers	Nil		

				Nil	Nil
				Nil Nil	
	of group 'A', 'B' & 'C'				
	employees to be made elsewhere				
	than at headquarters.				
3.	Powers to effect transfer of powers in officers, technical and ministerial staff. & equivalent technical employees.	Ditto Full powers in res-	Full powers in respect Nil of group 'B', 'C' & 'D' respect of Asstt. pect of group 'C' & 'D' employees under their respective charge. group 'C' & 'D'In respect of Asstt.	Full powers in res- pect of group 'B', 'C' & 'D' technical employees under him cal employeesProf. & equivalent,	Full Prof. and techni within their jurisd iction full powe rs if transf er
					does not exceed two months duration.
4.	Powers to sanction honoraria to the employees subject to an annual limit of Rs. 500.	Ditto each case subject to an annual limit of Rs. 500.	Non - recurring upto Rs.100 in each case	Non-recurring upto Rs. 100 in Nil Nil	
5.	Powers to permit acceptance of fee for outside work by the powers Nil employees in accordance with the provisions of the Statute Part 'B' under clause (q) of Section 31 of the Act.	Full Powers	Nil	Nil Nil	Full
DELEGATION OF ADMINISTRATIVE POWERS BY THE BOM 179				180	STATUTES
Sr.	Nature of the Head of	Vice-Chancellor Prof. or equivalent and	Registrar/	Estate Officer	Dean/
No.	powers delegated		Comptroller/ Director Deptt./ Assoc. Prof. or equiva- Librarian Executive lent and Asstt. Prof.		

				authorised by Heads of Depts.concerned or group 'A' employees speciallyauthorised by Estate Officer	
6. Powers to permit officers, journey days for teachers and employees to attend outside the State confer- ences and meetings and other business of the University.	Ditto Nil	Upto ten days excluding journey days for staff working under them.		Upto ten days excluding	
				Nil Nil Nil	Nil
7. Powers to allow daily allowance at a place of training.	Ditto	Nil			
8. Powers to declare controlling authority in respect of T.A. of officers, teachers and employees of the university.	Ditto	Nil		Nil Nil Nil	Nil
9. Powers to fix headquarters of any post within the State respect of group	Full Powers	Nil		Nil	Nil
			'B', 'C' & 'D' staff employed in field survey and investigation schemes.		
10. Powers to sanction reimbursement individual of cost of medical treatment to under him. each case for officers, teachers, employees and their families. under them.	Full Powers	Upto Rs. 100 in each Upto Rs. 50 in individual case for staff working under them. staff working		Upto Rs. 100 in each Nil case for staff working	

11.	Powers to sanction house rent allowance equivalent to 10% of pay or the actual rent paid whichever is less to persons entitled to rent-free accommodation	Ditto	Nil	Nil	Nil	
DELEGATION OF ADMINISTRATIVE POWERS BY THE BOM						181
Sr.	Nature of the Head of	Vice-Chancellor Prof. or equivalent and	Registrar/	Estate Officer	Dean/	182
No.	powers delegated		Comptroller/ Director Deptt./ Assoc. Prof. or equiva- Librarian Executive lent and Asstt. Prof.			
						
12.	Powers to send officers/ powers in officials for short training	Ditto	Nil	Nil	Full	
	ct of Asstt. respect of group	Full powers in	Nil			
						authorised by Heads of Deptts.concerned or group 'A' employees specially authorised by Estate Officer
						respe
						Prof. & equiv . and C' &

'D' employees group 'C' & 'D' working under them employees working upto a period of 10 days under them upto a period of 10 days excluding period of 10 days journey days.

13. Stoppage/release of increments Full Powers

excluding journey days.

Full powers in respect

Full powers in respect of posts for which competent Nil

of teachers and other employees

of posts for which

to make appointments.

competent to make appointments.

14. Shifting of headquarters of all Ditto

Nil

Nil Full powers Nil Nil

Asstt. Prof. & equivalent

15. Purchase of movable and Ditto

Rs. 20,000 in respect

Rs. 20,000 in respect of staff Rs. 500 in respect Nil

immovable property

of staff working under

them.

under them.

16. Acceptance of resignation of Ditto

Full powers in respect

Full powers in respect of employees for whom they are Nil

officers, teachers and other of employees to whom
employees of the University. competent to make appointments.
make they are competent to
appointments.



SCHEDULE

PART 'B'

**Statement showing the delegation of financial powers by the
Board of Management to officers, teachers and other
employees of the Punjab Agricultural University.**

DELEGATION OF FINANCIAL POWERS BY THE BOM									
Sr.	Nature of the Head of	184		185					
		Vice-Chancellor Group 'A' employees	Registrar/ Estate Officer Additional Directors	Dean/ Director of	Director of	Research	Deptt.	sp	by
No.	powers delegated	Comptroller/ Librarian	by Estate Officer	Director (Except D.R.)	Research	Deptt.	sp	by	
1.	Purchase of books, periodicals Rs. 500 maps etc..., for official use extent	Nil	Full powers Rs. 1500	Rs. 500 a year Rs. 500 a year	Rs. 500 a year	Full Powers			
					to the a year of budget in each provision. scheme.	a year			
2.	To make local purchase of stationery for office in case of urgency	Ditto	Rs. 1000 a year Rs. 500 a year	Rs. 500 a year Rs. 200	Rs. 1000/- Rs. 500 a year Rs. 1000/- Rs. 200				
3.	To give out urgent printing work to a private press	Ditto	Rs. 100 in each case subject to the limit of	Rs. 100 in each case subject to the limit of	Rs. 100 in each Full Powers Rs. 50 in each case subject to no case with limit to objection from the limit of from of Rs. 250 PAU Press	Full Powers Rs. 50 in each subject to objection to no objection from			
			Rs. 500 a year Rs. 500 a year	Rs. 500 a year Rs. 500 a year	Rs. 500 a year Rs. 500 a year	PAU Press a year			
4.	(a) To rent or lease buildings or lands for University work each case	Ditto	Nil Rs. 200 per	Nil Rs. 200 per	Nil Rs. 1000 p.m. Rs. 100 per men- Rs. 750 p.m. in	Rs. 1000 p.m. Rs. 100 per men- Rs. 750 p.m. in			
					in each casesem in each case each case				
	(b) To rent out University resi- dential and office buildings and shops	in each indivi- dual case	Upto Rs. 200 Nil Nil	Upto Rs. 200 Nil Nil	Nil Nil Nil Nil Nil	Nil Nil Nil Nil Nil			
5.	To sanction permanent concurrence	Full powers each case	Upto Rs. 100 Upto Rs. 100	Upto Rs. 100 Upto Rs. 100	Full Powers Powers Nil Rs. 500 in with concurrence with	Full Nil Upto Rs. 500 in with concurrence with			

advance to a subordinate officer		in each case in each case			of the Comptroller er	of the Comptroll		
6.	To sanction creation of temporary posts appointment of employees and to appoint under the	Posts for which competent to appoint under the Statute Nil regarding appointment of employees and teachers of the University. For a period not exceeding six months----- one year	Upto a period not exceeding six months	Upto a period not exceeding six months	Posts for which competent Nil Statutes regarding teachers of the University. -----Upto a period not			
7.	To authorise urgent repairs of buildings of the Campus	Full powers	Nil Rs. 5,000	Nil	Rs. 3000 in	Rs. 500 in each case subject to no objection from E.O.	Nil	each case
objection from E.O.								
8.	To sanction purchase of stores inRs. 2000 in and articles of a capital nature such as scientific instruments and machinery (including livestock).	Nil	Ditto Rs. 15,000 in each case	Nil Rs. 5,000 in each case	Rs. 10,000 in each case	Rs. 20,000 in each case		each case
DELEGATION OF FINANCIAL POWERS BY THE BOM 186								
Sr.	Nature of the Head of	Vice-ChancellorRegistrar/ Estate Officer Group 'A' employees	Additional Directors		Dean/	Director of		
No.	powers delegated	Comptroller/ Librarian		by Estate Officer	Director (Except D.R.)	Research Deptt.	sp by	
9.	To sanction estimates for manufacture and repairs in workshops controlled by the University.	Full powers Rs. 500 in	Nil Rs. 5,000 in		Rs. 10,000 in each case	Rs. 10,000 in each case		each case
10.	To sanction purchase of stores inNil required for the manufacture and repairs undertaken by the Workshop.	Nil	Ditto Rs. 7,500 in	Nil Nil	Rs. 10,000 in each case	Rs. 10,000 in each case		
11.	Contracts for sale of farm or garden produce	Ditto	Nil Nil	Upto Rs. 30,000Rs. 1,00,000Upto Rs. 5,000Upto Rs. 1,000	in a year	in a year		in a year
12.	To dispense with earnest or security money when plant and machinery, implements, spares, etc. are supplied and erected by the firms of undoubted financial standing and repute.	Ditto	Nil Nil	Nil	Full powers	Nil		Nil
13.	To sanction the purchase and manufacture of office furniture and necessary estimates thereof.	Ditto Rs. 250 Rs. 50	Rs. 1,000 Rs. 1,000 Rs. 7,500	a year a year a year	Rs. 1,000 a year	Rs. 10,000 a year		a year
14.	To sanction hiring of furniture	Ditto	Rs. 250 for offices under him and Rs. 100 for his own office not more than a	Rs. 250 for offices under him and Rs. 100 for his own office not more than a	Rs. 250 not more than a period of 2 months in a year	Rs. 2,000 year		Rs. 25 a month not exceeding one month in a year

					1% of total limit total stock	1% of total Upto the Nil 1% of
	(ii) To write off storage losses in farm produce due to dryage, subject prescribed for damage by weevils, rats, fire, maximum each item white-ants, rains, etc. 2,000	Ditto	Nil Nil		stock subject subject to a for a maximum maximum of of Rs. 250 Rs. 1,500	stock to a maximum of of Rs.
<i>Note</i> : The prescribed limits as referred to above and under Head of Deptt. are given in Annexure						
21.	To write off value of losses due to petty, thefts, weigh ments and of Nil 1/2% of in transit stock	Ditto	Full powers Nil	to this schedule.	Upto 10% of Nil	Upto 10% Upto 7-
22.	To write off losses due to of Upto 2% of dryage plants and grafts	Full powers Nil	Nil Nil	Nil	the total stock the total stock Nil	the total Upto 5%
						
23.	To sanction expenditure on demonstration of implements, in 100 improved seeds, fertilizers, etc.	Ditto	Nil Nil		Rs. 200 in Upto Rs. 100 Rs. 100 in each case 191	Rs. 1,500 Upto Rs. each case in each case
DELEGATION OF FINANCIAL POWERS BY THE BOM 190						
Sr.	Nature of the Head of	Vice-Chancellor Group 'A' employees	Registrar/ Estate Officer Additional Directors		Dean/	Director of
No.	powers delegated	Comptroller/ Librarian			Director (Except D.R.)	Research Deptt. sp by

			by Estate Officer			
24.	To sell at a reduced rate surplus stock (seed, plants and grafts). kind kind and	Ditto	Nil Nil	Upto 1 Lb	10 Lb of seed seed of each seed of each kind and value not exceeding exceeding not exceeding Rs. 500 in each Rs. 50 in Rs. 50 in case each case each case	Upto 1 Lb of each of each and value kin not exceeding not exceeding Rs. 500 in Rs. 500 in each case each case
25.	To sanction reappropriation and transfer of funds from one minor head of scheme to another	Ditto	Nil Nil		Nil	Nil Nil
26.	To sanction payment of demurrage, wharfage charges each case	Ditto	Full Powers	Rs. 500 in each case	Rs. 500 in each case	Rs. 500 in each case
27.	To sanction expenditure in connection with Civil Suits Instituted with the sanction of Vice-Chancellor	Ditto	Nil Nil	Rs. 500 in each case	Rs. 500 in each case	Rs. 1000 each case
28.	To sanction expenditure on book-binding (including other binding work) each case	Ditto	Rs. 100 in each case	Rs. 100 in each case	Rs. 100 in each case	Rs. 500 in each case
29.	To sanction hiring of type-writers for existing and new offices	Ditto	Upto six months	Upto six months	Upto six months	Upto one year
30.	To sanction purchase of bicycle powers for the use of their own offices as well as for the subordinate offices	Ditto	Full powers	Full powers	Full powers	Full powers
31.	To sanction supply of liveries, summer clothing to employees of the University	Ditto	Ditto	Ditto	Ditto	Ditto
32.	To sanction expenditure for prizes and awards function	Ditto	Nil Nil	per function	Upto Rs. 2,000	Upto Nil function per
33.	To sanction scholarships or stipends in the Colleges of	Ditto	Nil Nil	Full powers as	Full powers as laid down in prospectus of the institution or scheme.	Nil laid down in prospectus of the institution or scheme.
DELEGATION OF FINANCIAL POWERS BY THE BOM			192			
Sr.	Nature of the Head of	Vice-Chancellor	Registrar/	Estate Officer	Dean/	Director of
No.	powers delegated	Group 'A' employees	Comptroller/ Librarian	Additional Directors	Director (Except D.R.)	Research Deptt. sp by
			by Estate Officer			
34.	To remit late fee, fines imposed on students to the	Ditto	Nil	Nil	Nil	Full according to the
			prescribed rules			

35.	To sanction expenditure in Nil connected with fruit, vegetables and other agricultural and livestock shows	Ditto Nil	Nil Rs. 500 in	Nil	Rs. 1,000 in each case	Rs. 1,000 each case	
36.	To sanction employment of published as reasonable skilled or unskilled labour on subject to the daily and monthly wages of employment does	Full Powers Nil	Nil Full powers at rates	Full powers as per common published as reasonable by D. C. rates Vol. I 1962 time in the case of concerned and issued by the subject to condition Chief Engineer, that the period of	Full powers at rates by D.C. concerned and condition that the period not exceed 12 months at a monthly paid labour.		
	PWD (B&R) for employment of labour on daily & monthly wages				employment does not exceed 12 months at a time in case of		
				chargeable to works. monthly paid labour.			
37.	To fix limits of security deposits of University employees and to prescribe method of recovery thereof.	Ditto	Nil	Nil	Nil	Nil	Nil
38.	To fix sale rates of agricultural, powers dairy and poultry products, nursery plants, bacterial culture, the prevail-agril. tools, implements, machinery pre-rates. and their prints etc. market	Full powers	Ditto Nil	Nil Full powers in	Nil Full powers provided that that provided that the	Full provided respect of the rate fixed the rate perishable rate fixed are not are not less commodities less than	
					than the pre-rates are not	than the ing market	
					vailing market less than the rates.	vailing rates.	
39.	To fix rates of commission powers payable to commission agents, etc. on sales of agricultural production etc.	Ditto Full powers	Nil Nil	Nil Full powers sub-	Full powers	Full	subject to con of Dean/Dire
40.	To lay down scales for the powers issue of concentrates fodder, etc. for feeding livestock.	Ditto Ditto	Nil Nil	Nil Full powers sub-	Full powers	Full	
DELEGATION OF FINANCIAL POWERS BY THE BOM					194	195	S
Sr.	Nature of the Head of	Vice-ChancellorRegistrar/ Group 'A' employees	Estate Officer Additional Directors		Dean/	Director of	
No.	powers delegated		Comptroller/ Librarian		Director (Except D.R.)	Research Deptt.	sp by
				by Estate Officer			

41.	To declare animals, agricultural Powers	Full Powers	Ditto Upto Rs. 5,000	Nil Upto Rs. 1,000	Nil Rs. 25,000 in	Full			in each case
	produce, nursery plants, fruits, trees, F.Y.M. compost etc. as surplus to requirement								
42.	To declare animals, agricultural in Rs. 5,000 in	Upto Rs. 1,000	Ditto Nil	Nil Rs. 3,000 in	Nil	Rs. 2,000			in each case
	produce, nursery plants, fruits, trees, F.Y.M. compost etc. as unserviceable				each case	each case			in each case
43.	(a) To sanction sale of animals, Rs.10000	Full Powers Upto Rs.10000	Nil Upto Rs. 5000	Nil	Nil Upto Rs. 75,000 in each trans- in each trans- in each trans-	Upto			
	agricultural produce, nursery plants, fruits, trees, F.Y.M. condition to any condition compost declared surplus by the imposed by the competent authority at book value or market value, whichever is greater				saction subject to any condition to any condition imposed by the imposed by the competent authority	V.C.		competent authority	
	(a) To sanction sale of animals, declared surplus by the competent authority below the book value	Full Powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil
44.	To sanction sale by public auction of animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost etc. declared surplus or unserviceable by the by the competent authority.	Ditto	Nil	Nil	Upto Rs.10,000 in each transaction subject to any condition imposed by the competent authority.	Rs.100,000 in each transaction subject to any condition imposed by the competent authority.			
45.	To sanction disposal by sale or otherwise of animals, agricultural produce, nursery plants, fruits, any trees, F.Y.M. compost etc. declared unserviceable by the by the competent authority.	Ditto	Nil	Nil	Upto Rs.1,000 in each transaction subject to condition	Rs.5,000 in each transaction subject to condition	Upto Rs.500 in each		
46.	To sanction sale of seeds and seedlings at market rates.	Ditto Full powers	Nil Nil	Nil Full powers	Full powers	Full			subject to condition

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DELEGATION OF FINANCIAL POWERS BY THE BOM				196	197	198	199	200
Sr.	Nature of the Head of	Vice-Chancellor Group 'A' employees	Registrar/ Estate Officer Additional Directors	Comptroller/ Librarian	Dean/ Director of	Director of	Research Deptt.	sp by
No.	powers delegated				(Except D.R.)			
47.	To sanction write off of books, Rs.100	Upto Rs.200	Ditto	Upto Rs. 100 Nil	Upto Rs. 100 Rs. 100 in	Upto		
	periodicals and maps lost or case rendered unserviceable	in each case in each case	in each case in each case	in each case in each case	in each case in each case			
48.	To write off the value of animals Rs.2000 Nil	Full Powers Nil	Nil	Rs. 1000 in	Upto Rs.1000 in each case	Upto	in each case	
	died or destroyed case				each case			
49.	To fix rates of depreciation in Powers	Full Powers	Ditto Nil	Nil	Nil	Full		
	respect of articles of stores and con-livestock, etc.				with the con-currence of	with the		
		the Comptroller	the Comptroller					
50.	To approve mortality in young nursery etc.	Ditto	Nil Nil		Full powers Full powers	Full	Nil Full pow	
51.	To approve mortality in mature plants	Ditto	Nil		Nil	Ditto	Ditto	

52.	To declare articles of stores or stock surplus or unserviceable con-of Rs. 250 in	Ditto	Upto book value of Rs.500of Rs. 2500 in Rs. 1500 in in each case	each case each case	Upto book value the concurrence of the	the Comptroller the Comptroller	Full powers
53.	To sanction sale of articles of stores/stock declared surplus or unserviceable by the competent authority.	Ditto	Upto Rs. 500 in each transaction	Upto Rs. 500 in each transaction	Upto Rs. 7,500	Ditto	in each transaction
54.	To sanction expenditure on service postage stamps for use con-at any one in offices and institutions	Ditto	Upto Rs. 5,000 at any one time	at any one time	Upto Rs. 5,000 the concurrence of the	the Comptroller the Comptroller	Full powers
55.	To sanction expenditure on ordinary postage stamps (foreign postage)	Ditto	Upto Rs. 500 per annum	Upto Rs. 500 per annum	Ditto	Ditto	Upto Rs. 200 per annum
DELEGATION OF FINANCIAL POWERS BY THE BOM					198	199	S
Sr.	Nature of the Head of	Vice-ChancellorRegistrar/ Estate Officer	Group 'A' employees	Additional Directors	Dean/	Director of	
No.	powers delegated	Comptroller/ Librarian		by Estate Officer	Director (Except D.R.)	Research Deptt.	sp by
56.	To sanction write off finally of 1,000 in irrecoverable values of stores indi-in each indi-or public money losts by fraud or negligence of individuals or the prescribed system or procedure requiring amendment). similar cases	Ditto	Upto Rs.1,000	Upto Rs.1500Upto Rs. 500	Upto Rs. 1,000Upto Rs. Nil	Upto Rs. 1000	
57.	To sanction expenditure on Rs.200Nil entertainments, functions etc. in each case in each case	Full Powers Nil	Upto Rs. 200 Upto Rs. 200	Upto Rs. 200 in each case	Upto Rs.200	Upto	
58.	To sanction contingent expenditure not otherwise provided for in each case for any one itemfor any one item in these delegation orders	Ditto	Upto Rs. 5000	Upto Rs. 5,000 in each case	Upto Rs. 5,000 for any one itemin each		
59.	Powers to sanction printing of Powers technical reports con-	Nil	Ditto Nil	Nil Nil Upto Rs.3,000	Full Powers	Full	
60.	To review liveries etc. at the University expense before the prescribed period	Ditto	Nil Nil	Nil	Full powers	Nil	Nil
61.	Waiving off the discrepancies relating to stores received short value Nil value	Ditto	Nil Nil		Nil Nil	Upto the Upto the	

or found damaged in respect of 1,000 in overseas consignments received case in an unopen and outwardly good conditions.						of Rs. of Rs. 50 in each each case
62. To sanction the waiving in half 500Nil Nil	Ditto Upto Rs. 200	Nil Nil		Nil	Upto Rs.	
or whole of recoveries of charges pointed out by Audit						
63. To grant compensation to employees under workmen's compensation Act.	Ditto	Nil Nil	Nil	Nil	Nil	Nil Nil Nil
64. To sanction overtime allowance powers	Ditto	Full powers in Full powers in respect of	Full powers in Full powers in respect of		Full powers Full powers in respect of employees	Full employees are working under working
to ministerial staff, Peons, respect of em- in whose case they Daftries, Drivers etc., for ployees in ployees in appointing authorities. whom it is admissible. whose case whose case under		respect of em- in respect of employees employees whose case	in respect of employees in whose case			they are app- they are ointing appointing authorities. authorities.

Note : The powers delegated in this schedule are subject to provisions of funds in the budget, scales fixed and procedure prescribed.

**ANNEXURE referred to in note below Sr. No. 20 (ii) of Schedule Part-B
showing percentages of normal shortage in stores due to
dryage and other reasons.**

<i>Commodity</i>	<i>Percentage of shortage</i>
1. Wheat 2.5% in hilly areas	1.5% in plains and
2. Cotton seed	3%
3. Barley, Bajra and Jowar	2%
4. Mash, Mung, Moth and other pulses	2%
5. Maize	3%
6. Gram	2%
7. (a) Japan Rape Seed (c) Mustard (Rai) Seed (d) Rocket (Taramira) Seed (e) Sesamum (Til) Seed	

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(f) Toria Seed

8. Hempseed (San) 2%

9. Makechari Seed 2%

10. Berseem Seed 3%

11.(a) Chari Seed

(d) Methi Seed

(e) Oats Seed

(f) Senji Seed

(g) Shaftal Seed



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(c) Lecerne Seed

12. Jowar, Bajra and Maize Karby 10%

13. Bhusa 5% to 8%

14. Gur 3%

15. Shakar 3%

16. Rice 1.5%

17. Sugarcane 15%

18. Groundnut 5%

19. Potatoes 10%

20. Colocacia (Arue) 10%

21. Caster Seed 3%

22. Soybeans 3%

23. Palak Seed 4%

24. Tomato 6%

25. Cabbage 5%

26. Cauliflower 5%

27. Tobacco 3%

28. Paddy (unhusked) 5%

29. Arhar Seed 2%

30. Sudan Grass 2%

31. Cow Peas 2%

Statement showing delegation of administrative and financial powers by the Vice-Chancellor in exercise of powers conferred on him vide clause 4 of the Statutes issued under section 31(u) of the Haryana and Punjab Agricultural Universities Act, 1970 and relating to the delegation of administrative and financial powers by the Board of Management to the officers/employees of the University (*Issued vide Notification No. Acad-II (AU)-66-9333 dated 29 March, 1966 and amended from time to time*).



[illegible]

3.	Powers to effectNo change respect of group 'C' & 'D'Nil transfer of in respect of Head officers, technical of group 'B' of staff and 'C' and 'D' Professor of Asstt. ministerial staff employeesAssoc. Prof. or equivalent within his jurisdictionand Asstt. jurisdiction Prof. or equivalent and group 'B','C' &	No change Nil Nil in respect in respect of or equivalent/ Prof. & or equivalent equivalent with their jurisdiction	Full powers Full powers in respect in respect of group 'B','C' of group 'B' & 'D' employ-'C' & 'D' ees working under them subject to the control of Head of Deptt.	Full powers Full powers in respect in respect employees working under them control of Head of Deptt.	Full powers Full powers employees & ministerial under them.	Full powers in subject to the control of Departments.
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4.	Powers to sanction	No change	No change	Nil	Non-recurring upto Rs. 1000	Non-recurring upto Rs. 500	Nil	Nil	Nil	Nil
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Estate Officer											
6.	Powers to permit officers, teachers and employees to attend outside the State conferences and meetings and other business of the university.	No change	No change	Upto 10 days excluding journey days for employees working under him	Upto 45 days excluding journey days for staff working under them	Nil	Upto 30 days excluding journey days for staff working under them	Upto ten days excluding journey days for staff working under them.			Upto 10 employees
7.	Powers to excluding allow daily allowance working at a place of training	Full powers for staff Nil	Full powers working under them	Full powers in respect of employees group 'C' & 'D' deputed by him	Full powers in respect of staff working under them	Nil	Full powers	Upto ten days excluding journey days for all employees working under them	Upto ten days		in respect of staff working employees working
8.	Powers to declare controlling authority in respect of TA of officers, teachers and employees of the University.	Full powers	Full powers	Full powers	Full powers	Nil	Full powers	Nil	Nil	Nil	Nil
9.	Powers to fix head-quarters Prof. or equi-Asstt. Prof. and of any post valent/Assoc. equiv. and group within the Prof. or equi-'B', 'C' & 'D' State valent & Asstt. employees	Full powers	Nil	Nil	Full powers in respect of	Nil	Full powers	Nil	Nil	Nil	Nil
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S. No. &	Nature of powers & level teachers delegated	Registrar/ Asstt. Prof. Comptroller Registrar/	Estate Deputy Officer	Senior Accounts Architect Director	Dean/ Addl. Deputy Director/ Librarian ADC specially	Executive Director specially	Head of the Deptt./ specially Asstt.	Professor & equivalent Assoc. (Store authorised by Head	Prof. and equivalent/ or equiva- Students' Director specially	Associate Professor equivalent lent - authorised by Prof. or authorised the	Registrar
10.	Powers to sanction in reimburse- ment of cost of staff medical treat- ment to officers teachers, em- ployees and their families.	Upto Rs. 20000 in 1000 in each indivi- each- case	Upto Rs. 20000 in 500 in each indivi- each- case	Post Nil abolished 500 in	Upto Rs. Nil 20000 in 14000 in each indivi- each case dual case for staff case for the staff working for staff under them	Upto Rs. Nil 14000 in each case dual case for staff case for staff working for staff under them	Upto Rs. 8000 in each case for staff case for staff working for staff under them	Upto Rs. 2000 in each case for staff for staff working for staff under them	Upto Rs. 800 in each case for staff working under them	Upto Rs. 1200 in each case for staff working under them	Upto 1000 each for under the
12.	Powers to send officers, officials for short training	Full powers in respect of group 'B', 'C' & 'D' employees working under them upto a period of 30 days excluding journey days.	Full powers in respect of group 'B', 'C' & 'D' employees working under them upto a period of 30 days excluding journey days.	Full powers in respect of employees working under him upto a period of 30 days excluding journey days	Full powers in respect of staff working under them for a period of four months excluding journey days	Nil in respect of staff working under them for a period of three months excluding journey days	Full powers in respect of staff working under in the Deptt. upto a period of not exceeding three months ing journey days	Nil Asstt. Prof. group 'C' & 'D'	Nil	Nil	Nil

13.	Stoppage/ powers powers	Full powers in respect of group 'B', 'C'				Full powersNil		Full powers Nil		Full powers Nil	
		Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Full
	release of increments of teachers and other employees	& 'D' employees working under them.				in respect of in respect of		in respect of		group 'C' & 'D' employees working under them.	
		Prof. & equiv./ teachers in the Assoc. Prof. & rank of Assoc. equiv. Asstt. Prof. Prof. & equiv. & equiv. & group group 'B', 'C' & 'D' 'B', 'C' & 'D' employees employees working under working under them.									
S.	Nature of	Registrar/	Estate	Senior	Dean/ Addl.	Head of	Professor &	Prof. and	Associate	Assoc.	Asstt. Prof.
No.	powers delegated	Comptroller	Officer	Architect	Director/ Director Librarian equivalent	Deptt./ ADC specially	equivalent specially Asstt. authorised Registrar by Head	equivalent/ Assoc. (Store Director specially Purchase	Professor or equiva- Students' lent -/Asstt. authorised by Welfare Prof. or authorised the Organisation) equivalent by Deptt. and group of Deptt. 'A' employees	Prof. &	level teach
14.	Shifting of headquarter of teachers/ employees group 'B', 'C' & 'D' employees.	Nil	Nil	Nil	Full powersNil	Full powers in respect of Asstt. Prof. & equiv. &	Nil	Nil	Nil	Nil	Nil
15.	Purchase of moveable & immoveable property.	No change	No change	Rs. 20,000 in respect of staff working under him.	No change Nil	Rs. 10,000 in respect of staff working under them.	Nil	Nil	Nil	Nil	Nil
16.	Acceptance of resignation of officers, teachers and other employees of the University.	Full powers in respect of group 'B', 'C' & 'D' employees working under them.				Full powersNil	Nil	Full powers in respect of group 'C' & 'D' employees working under them.		Nil	Nil
		Prof. or equiv./ Assoc. Prof. & equiv. & Asstt. Prof. or equiv. & group 'B', 'C' & 'D' employ- ees working				Full powers in respect of Asstt. Prof. & equivalent and group 'B', 'C' and 'D' employees working under them.					

SCHEDULE PART - B

DELEGATION OF FINANCIAL POWERS

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)
1.	Purchase of books, periodicals, maps etc. for official use	Full powers to the extent of budget provision	Full powers to the extent of budget provision	25000 Librarian/ full powers to the extent of	No change	15000	2000 in a year in each scheme	500 in a year in each scheme	1000 a year	1000 a year
2.	To make local purchase of stationery for office in case	2000 a year	2000 a year	10000	10000	5000	1000 a year	No change	1000 a year	5000
3.	To give out urgent printing work to a private press	2000 in each case (subject to the limit of Rs. 10000 a year)	2000 in each case (subject to the limit of Rs. 10000 a year)	50000 Librarian	50000	25000	2000 a year subject to no objection from PAU Press	500 in each case with limit of Rs.2500 subject to no objection from PAU Press	1000 in each case with limit of Rs.5000 subject to no objection from PAU Press	Full powers subject to no objection from PAU Press (Material to be got
4.	To rent or lease buildings or lands for University	2500 p.m. in each case	2500 p.m. in each case	2500 p.m. in each case	5000 p.m. in each case	2500 p.m. in each case	1000 p.m. in each case	Nil	Nil	concerned) 1000 p.m. in each case
5.	To sanction permanent advance to a subordinate officer	No change	Upto Rs. 4000 for imprest	Full powers with the concurrence of Comptroller (Librarian upto Rs. 25000)	Full powers with the concurrence of CAU (Librarian upto Rs. 25000)	Upto 1000 in each case	Nil	Nil	Nil	500/- p.m. in each case
6.	To authorize urgent repairs of buildings of the Campus	No Change	No change	50000 in each case subject to no objection	50000 in each case subject to no objection from E.O.	10000 in each case subject to no objection	2000 in each case subject to no objection from E.O.	1000 in each case subject to no objection from E.O.	Nil	2000 in each case subject to no objection from E.O.

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)
7.	To sanction purchase of store and articles of capital nature such as scientific instruments apparatus &	200000 in each case	200000 in each case	200000 in each case	200000 in each case	100000 in each case	30000 in each case	Nil	Nil	30000 in each case
8.	To sanction estimate to manufacture and	Nil	Nil	25000	25000	10000 in each case	5000 in each case	No change	Nil	5000 in each case
9.	To sanction purchase of stores required for the manufacture and repairs undertaken	Nil	Nil	25000	25000 in each case	15000 in each case	5000 in each case	Nil	Nil	5000 in each case

10.	Contact for sale of farms or garden produce	Nil	Nil	75000 in a year	100000 in a year	50000 in a year	10000 in a year	No change	Nil	50000 in a year
11.	To dispense with earnest or security money when plants and machinery, implements, spares etc. are supplied and erected by the firms of undoubted	Nil	Full powers	Full powers	Full powers	Nil	Nil	Nil	Nil	Nil
12.	To sanction the purchase and manufacture of the office furniture and necessary estimate	5000 a year	5000 a year	25000	25000	15000	2000 a year	1000 a year	2000 a year subject to budget provision	2000 a year subject to budget provision
13.	To sanction hiring of furniture	1000 for offices under him and 500 for his own offices not more than a period of two	1000 for offices under him and 500 for his own offices not more than a period of two	15000	15000	3000	1000 a year	500 a month not exceeding two months in a year	500 a month not exceeding two months in a year	1000 a year

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)
14.	To sanction the purchase of Tents and Chowldaries	1000 in each case	1000 in each case	Full powers with the concurrence of the CAU (Librarian	Full powers with the concurrence of the CAU (Librarian	15000	500 in each case	Nil	Nil	1000 in each case
15.	To sanction purchase of type writer, duplicators and calculating machines	5000 for offices under them not including purchase for their own offices	5000 for offices under them not including purchase for their own offices	25000 for offices under them not including purchase for their own offices	25000 for offices under them not including purchase for their own offices	15000 in each case	5000 in each case	Nil	Nil	10000 in each case
16.	To dispose off through commission agent or by auction or otherwise stocks (as disinct from surplus stock) of	Nil	Nil	2000	1500	1000	Nil	Nil	Nil	1000
17.	To sanction the refunds of revenue	No change	No change	Full powers with the concurrence of the CAU (Librarian-	Full powers with the concurrence of the CAU (Librarian-	Nil	Nil	Nil	Refund of exam fee upto 250 in each case	Nil
18.	To write off losses arising from stores of any kind (including machinery, implements, bullocks, horses, misc. articles etc. purchased from farm or any other grants) which deteriorate to become surplus or unserviceable to the extent that they	1000 in each case	1000 in each case	5000 in each case	2000 in each case	2000 in each case	1000 in each case	250 in each case	100 in each case	2500 in each case

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)
19.	(i) To write off irrecoverable dues of seed stores farms and gardens in cases in which recovery is not practicable (ii) To write off losses of store due to unusual occurrence e.g. damage by weevils, rats, white-ants, etc.	No change Nil	Nil Nil	2000 in each case 1% of total stock subject to a maximum of Rs. 2000	1500 in each case 1% of total stock subject to a maximum of Rs. 2000	1000 in each case 1% of total stock subject to a maximum of Rs. 2000	500 in each case 1% of total stock subject to a maximum of Rs. 1000	Nil Upto Rs. 200 in a year	Nil Upto Rs. 200 in a year	1000 in each case Nil
20.	To write-off losses due to petty thefts, weighments and in transit	No change	Upto 1000	Upto 10% of total stock	Upto 10% of total stock	Upto 5% of total stock	Nil	Upto 100	Upto 200	Upto 5% of the total stock
21.	To write-off dryage in plants and grafts	Nil	Nil	Nil	Nil	No change	Nil	Upto 2% of the total stock	Nil	Upto 5% of the total stock
22.	To sanction expenditure on demonstration of implements seeds & fertilizer	Nil	Nil	10,000 in each case	20,000 in each case	5,000 in each case	3,000 in each case	1,000 in each case	Nil	Nil
23.	To sanction at a reduced rate surplus stock (seed, plants and grafts)	Nil	Nil	Upto 10 lb of seed of each kind and value not exceeding 1000 in each case	Upto 10 lb of seed of each kind and value not exceeding 1000 in each case	Upto 10 lb of each kind and value not exceeding 1000 in each case	Nil	Upto 250 in each case	Nil	Upto 10 lb of seed of each kind and value not exceeding 500 in each case

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)
24.	To sanction payment of demurrage wharfage charges	No change	No change	1000	No change	500 in each case	Nil	Nil	Nil	Nil
25.	To sanction expenditure in connection with civil suits instituted with	No change	No change	No change	2000	500	Nil	200 in each case	200 in each case	200 in each case
26.	To sanction expenditure on book binding (including other binding)	No change	No change	5000	5000	3000	Nil	250 in each case	Nil	500 in each case

27.	To sanction hiring of typewriters required for existing and new	No change	No change	Upto one year	Upto one year	Upto six months	Upto six months	Upto 3 months	Nil	Upto six months
28.	To sanction purchase of bicycle for the use of their own offices as well as for the subordi-	No change	No change	25000	No change	15000	Nil	Nil	Nil	Full powers
29.	To sanction supply of liveries summer clothing to employees of the Universities	No change	No change	No change	No change	15000	Nil	Nil	Nil	Full powers
30.	To sanction expenditure for prizes and awards	Upto 2000	Nil	Upto 4000 per function	Upto 4000 per function	2000 per function	Nil	Nil	Nil	1000 per function
31.	To sanction scholarship or stipends in the colleges	Full powers as Nil laid down prospectus of the institute or scheme	Nil	Full powers as laid down prospectus of the institute or scheme	Full powers as laid down prospectus of the institute or scheme	Nil	Nil	Nil	Nil	Nil

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)
32.	To remit late fee fines imposed on students	Full powers according to the prescribed rules	Nil	Full powers according to the prescribed rules	Full powers according to the prescribed rules	Full powers Nil according to	Nil	Nil	Full powers according to the prescribed rules	Full powers according to the prescribed rules
33.	To sanction expenditure connected with fruit, vegetables and other agricultural and livestock duties	Nil	Nil	10000 in each case	10000 in each case	No change	Nil	Nil	Nil	1000 in each case
34.	To sanction employment of skilled and unskilled labour on daily and monthly wages	Full powers for University press	No change	No change	No change	No change	Nil	Nil	Nil	Full powers rates published as reasonable by D.C. concerned and subject to the condition that the period of employment does not exceed 12 months at a time in the year
35.	To fix limits of security deposits of University employees and to prescribe method of recovery	Full powers/ limit of security in each case to be fixed in the prospectus	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
36.	To fix sale rate of agricultural, dairy and poultry products, nursery plants, bacterial culture etc.	Nil	Nil	Full powers provided that the rates fixed are not less than the prevailing market rates	Full powers provided that the rates fixed are not less than the prevailing market rates	Full powers Nil provided that the rates fixed are not	Nil	Nil	Nil	Full powers provided that the rates fixed are not less than the prevailing market rates

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)
37.	To fix rates of commission payable to commission agents etc. on sale of agricultural	Nil	Nil	No change	No change	No change	Nil	Nil	Nil	Full powers subject to the control of Dean/Direct
38.	To lay down scales for the issue of concentrate fodder etc. for feeding	Nil	Nil	No change	No change	No change	Nil	Nil	Nil	Full powers subject to the control of Dean/Direct
39.	To declare animals, agricultural produces nursery plants, fruit trees,	Nil	Nil	No change	No change	20000	20000	Upto 5000 in each case	Nil	20000
40.	To declare animals, agricultural produces, nursery plants, fruit trees,	Nil	Nil	No change	No change	20000 in each case	Nil	Upto 1000 in each case	Nil	2000 in each case
41.	To sanction sale of animals, agricultural produce, nursery plants, fruit trees, FYM Comp. declared surplus by competent	Nil	Nil	150000 in each transaction subject to any condition imposed by V.C.	150000 in each transaction subject to any condition imposed by V.C.	Upto 100000 in each transaction subject to any condition imposed by V.C.	Upto 2000 in each transaction subject to any condition imposed by V.C.	Upto 5000 in each transaction subject to any condition imposed by V.C.	Nil	Upto 50,000 in Nil each transaction subject to any condition imposed by V.C.
42.	To sanction sale by public auction of animals agricultural produce, nursery plants, fruits, trees, FYM compost etc. declared surplus	Nil	Nil	150000 in each transaction	150000 in each transaction	100000 in each transaction	20000 in each case subject to any condition imposed by V.C.	2000 in each case subject to any condition imposed by V.C.	Nil	50000 in each transaction

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)
43.	To sanction disposal by sale or otherwise of animals, agricultural produce, nursery plants, fruit trees, FYM compost etc. declared unservice	Nil	Nil	Upto 10000 in each transaction (subject to any condition imposed by V.C.)	Upto 10000 in each transaction (subject to any condition imposed by V.C.)	Upto 4000 in each transaction (subject to any condition imposed by V.C.)	Upto 2000 in each transaction	Upto 1000 in each transaction	Nil	Upto 2000 in each transaction
44.	To sanction sale of seeds and seedlings at market rates	Nil	Nil	No change	No change	No change	Nil	Nil	Nil	Full powers subject to control of Dean/Direct

45.	To sanction write-off of books periodicals and maps/	No change	No change	2000 in each case	2000 in each case	No change	Nil	Upto 500 in each case	Nil	Upto 500 in each case
46.	To write-off the value of animals died or	Nil	Nil	No change	No change	No change	Nil	No change	Nil	Upto 5000 in each case
47.	To fix rates of depreciation in respect of articles of stores and	Nil	Nil	Full powers with the concurrence of the CAU (Librarian)	Full powers with the concurrence of the CAU (Librarian)	Nil	Nil	Nil	Nil	Nil
48.	To approve mortality in young nursery etc.	Nil	Nil	No change	No change	Full powers	Nil	Nil	Nil	Full powers
49.	To approve mortality in mature plants	Nil	Nil	No change	No change	Full powers	Nil	Nil	Nil	Full powers
50.	To declare articles of store or stock surplus or unserviceable	No change	Upto book value of 2500 in each case	Full powers with the concurrence of the CAU (Librarian No	Full powers with the concurrence of the CAU (Librarian	Upto book value of 2000 in each case	Upto book value of 2000 in each case	Upto book value of 1000 in each case	Upto book value of 1000 in each case	Upto book value of 1000 in each case

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)
51.	To sanction the sale of articles of stores or stocks declared surplus or unserviceable by competent	No change	Upto 7500 in each transaction	Full powers with the concurrence of the CAU (Librarian upto 7500 in	Full powers with the concurrence of the CAU (Librarian upto 7500 in	Upto 5000 in each transaction	Nil	Upto 2000 in each transaction	Upto 2000 in each transaction	Upto 5000 in each transaction
52.	To sanction expenditure on service postage stamps for use in office and	No change	No change	Full powers with the concurrence of the CAU (Librarian	Full powers with the concurrence of the CAU (Librarian	10000	2000 at a time	2000 at a time	Upto 1000 at a time	5000 at a time Nil subject to the budget provision
53.	To sanction expenditure on ordinary postage stamps (foreign postages)	Upto 1500 per annum	Upto 1500 per annum	Full powers with the concurrence of the CAU (Librarian upto 1500 per	Full powers with the concurrence of the CAU (Librarian upto 1500	1000 per annum	Nil	500 per annum	500 per annum	1000 per annum
54.	To sanction write-off finally or irrecoverable value of stores or public money lost by fraud or negligence of individuals or	No change	No change	No change	No change	No change	Nil	Upto 50 in each case	500 annually	Upto 500 in each individually case
55.	To sanction expenditure on entertainment	5000	5000	5000 Librarian 1000 in each	5000 in each case	2500 in each case	500 in each case	Nil	500 in each case	1000 in each case

56.	To sanction contingent expenditure not otherwise provided for in these delegation orders	Registrar upto 25,000 in each case and full powers in respect of payment of electricity charges only	60,000	Deans/ Directors 60,000 and full powers Librarian upto 15000 for any one time	70,000 and full powers #	Upto 40,000 for any one time	10,000	Nil	2,000 in each case	15,000 at a time
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DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)
		respect of advertisement of the Univ. in various new sp a p e r s and in respect of advertise-ment of the Univ. in various new sp a p e r s and in respect of								
57.	Powers to sanction printing of technical reports	Nil	Nil	Full powers with the concurrence of the Comp-troller (Librarian upto 25000)	Full powers with the concurrence of the Comp-troller (Librarian upto 25000)	Upto 15000	Nil	Nil	Nil	Upto 2000 at a time
58.	To renew liveries etc. at the University expenses before the prescribed period	Full powers	Full powers	Full powers	Full powers	Nil	Nil	Nil	Nil	Nil
59.	Waiving of the discrepancies relating to stores received short or found damaged in respect of over-seas consignments received in an un-open and outwardly good	Upto the value of 500 in each case	Upto the value of 500 in each case	Upto the value of 500 in each case	Upto the value of 500 in each case	Nil	Nil	Nil	Nil	Nil
60.	To sanction the waiving in half or whole of	upto 1000/-	upto 1000/-	upto 1000/-	upto 1000/-	Nil	Nil	Nil	Nil	Nil

DELEGATION OF FINANCIAL POWERS BY THE BOM

S. No.	Nature of powers	Registrar/ Comptroller (Rs.)	Estate Officer -cum-Chief Engineer (Rs.)	Dean/ Director/ Librarian except Director of Research	Director of Research (Rs.)	Head of Deptt./ Addl. Director (C) (Rs.)	Professor & equivalent specially Authorized by Head of Deptt. (Rs.)	Group A Employees Specially authorized by Head of Deptt. or by Estate Officer	Deputy Registrar (Rs.)	Admn-cum-Account Officer (SPO) (Rs.)
	ies of charges pointed out									

61.	To sanction over-time allowance ministerial staff, peons, dafties, drivers etc.	Full powers in respect of employees working under them	Full powers in respect of employees working under them	Full powers in respect of employees working under them	Full powers in respect of employees working under them	Full powers in respect of employees working under them	Nil	Nil	Nil	Full powers in respect of employees working under them
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Note : The powers delegated in this schedule are subject to provision of funds, scales fixed and procedure prescribed.

* A.S.P.O. authorised to sanction expenditure upto Rs. 5000/- for any one item in the absence of A.O. (S.P.O.)

In case of purchase of fertilizers, pesticides (insecticides, weedicides and fungicides) and food/fodder and agril.

operations e.g. fixing of rates of combines, tractors, transplanting of paddy, picking of cotton, hiring of contractors, labour etc. in respect of electricity charges only.

SPECIAL DELEGATION OF POWERS

(Issued vide Notification No. Acad.IIAU.66/9290, dated 29th March, 1966 and amended from time to time)

S. No.	Nature of powers delegated	Registrar/ Comptroller Engineers	Estate Dean/ Head of Officer Director/ Director Architect ADC	Professor & Deptt./ (Funds) specially	Professor & equivalent Assoc. Director authorised by Head of Deptt. Deptt.	Assoc. Prof. equivalent/	Assoc. Prof. or equivalent/	Executive & specially Prof. or authorised equivalent by Head of	Additional
1.	To censure employees, to order recovery of charges and to suspend.	Full powers in respect of group 'B', 'C' & 'D' employees working in their offices.	Full powers in respect of Asstt. Prof. & equiv. & group 'B', 'C' & 'D' employees working in their offices.	Full powers in respect of Asstt. Prof. & equiv. & group 'B', 'C' & 'D' employees working in their offices.	Nil	Nil	Nil	Nil	Full powers in respect of group 'B', 'C' & 'D' employees working
2.	To allow employees to complete their period of probation or to withhold this sanction.	-do-	Full powers in respect of Prof. or equivalent/ Assoc. Prof. or equivalent and Asstt. Prof. or equivalent and group 'B', 'C' & 'D' employees working in their offices.	Full powers for Assoc. Prof. & equivalent, Asstt. Prof. & equivalent and group 'B', 'C' & 'D' employees working under them.	Nil	Nil	Nil	Nil	Full powers in respect of Group 'C' & 'D' employees working under them.
	the powers of Head of Deptt., the cases of completion of probationary period of Assoc. Prof. and equiv. in that Deptt. shall be decided by the concerned Dean/Director.			Note : Where an Associate Prof. or equiv. exercises					
3.	*To sanction loans from C.P. Fund/General Provident Fund.	Full powers in respect of staff working under him.		Full powers for all categories of employees within the	Full powers for the ranks of Assoc. Prof. and equivalent. Asstt. Prof. and equivalent and group 'B', 'C' & 'D' employees working under them.	Full powers for group 'B', 'C' & 'D' employees working under them.			Nil
	Department.				of Comptroller.				

*Note : This power is to be exercised subject to the concurrence of the Comptroller as under :

(a) Comptroller : Full powers.

(b) AAO (F), for advances upto Rs. 1 .00 lac.

CHAPTER XXV

STATUTES REGARDING THE CONFERMENT OF EMERITUS PROFESSORSHIP, PAYMENT OF HONORARIUM TO EMERITUS PROFESSORS AND OTHER CONDITIONS OF APPOINTMENT



(i) The Board of Management may, on the recommendations of the Academic Council, confer Emeritus professorship on distinguished retired men of science or letters. The professor level teachers/scientists who have significantly contributed in teaching/research/extension education shall be eligible for such appointments. Emeritus Professorship shall be offered to a teacher who can work in some fields of



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STATUTES
CONFERMENT OF EMERITUS PROFESSORSHIP

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(d) The scientific benefit that PAU will derive if a particular person is appointed as Emeritus

work, it shall be open to the Board of Management to decline these or to arrange for facilities in any of

Professor. the constituent college or departments of the
(e) Capacity of the teacher/scientist to contribute University.
towards the overall development of teaching/

(vii)

All Emeritus Professorship shall pertain to particular
research/extension education programme of the subjects and shall bear designation in the
subject.
department.

(viii) It shall be open to an Emeritus Professor to accept

(f) Ability of the scientist/teacher to work in and guide research work on Students studying for
cooperation with other scientists and create the Ph.D. degree of the University provided that in
homogenous/congenial conditions for the all such cases, the Academic Council shall prescribe
department. the procedure to be followed by the Professor

(g) Weightage shall be given to the scientists concerned. He shall also be free to hold seminars having externally funded projects in hand. and give lectures.

(h) Total number of Emeritus Professorships shall be less than 10 at any given time.

(iv) The following committee will identify the eminent scientists in selected fields where technical manpower is not available and the selection will be need based and after identification of the teacher/ scientist, the committee will process the case :-

(ix) Emeritus Professor may be paid such honorarium as fixed by the Board of Management in individual cases. However, the total honorarium should not exceed Rs. 25,000 per month in addition to technical/office facilities. He may be paid TA/DA on the basis of last pay drawn at the time of retirement.

(x) The Emeritus Professor after every year shall submit

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| 1. Vice-Chancellor | Chairman the report about the work done to the Dean, |
| 2. Dean, Postgraduate Studies | Member Postgraduate Studies through Head of the |
| 3. Dean of the concerned college | Member Department. |

The Committee may also contact some scientist/ teacher (from PAU or outside) who can significantly contribute in the development of strategic or frontier areas of science and scientific manpower.

The recommendations of this committee shall be forwarded to the Registrar for getting approval of the Academic Council/Board of Management.

(v) No Emeritus Professor by virtue of his position shall be entrusted any administrative duties nor shall he hold any office which enable him to enjoy ex-officio position in the University.

(vi) An Emeritus Professor shall be free to carry on research at the Campus of the University, in which case he shall be provided with all reasonable facilities for research in no case lower than those provided to the Professor appointed by the University; provided always that when such facilities involve setting up and equipping laboratories, or any similar places for

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CHAPTER XXVI

STATUTES REGARDING THE GRANT OF
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