

Punjab Agricultural University

Act and Statutes

(As amended upto May, 1982)



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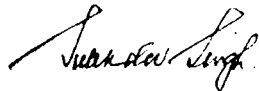
FOREWORD

The Punjab Agricultural University Act, passed by the State Legislature, received the assent of the Governor of Punjab on 13th October, 1961. The University came into existence in 1962 to serve the then State of Punjab. On the reorganisation of Punjab, an ordinance was promulgated to provide for the establishment of two independent Universities for the two States—Punjab and Haryana. This ordinance was subsequently replaced by an Act of the Parliament namely 'The Haryana and Punjab Agricultural Universities Act, 1970'.

The last edition of this book was published in 1972. During the last 10 years, there has been tremendous development in all spheres of the University, thus necessitating changes in the statutory provisions as provided in the Act to facilitate growth and adjustment to changing circumstances. Consequently a large number of amendments were made during this period. All these amendments have been incorporated in this edition.

This edition brings up-to-date the Act and all the amendments made to various Statutes upto May, 1982. A new Chapter IV-A "Statutes regarding Appointment of Teachers by Promotion Based on Merit" has been added.

I hope that this edition will be useful for the guidance of officers, faculty members and ministerial staff in their day-to-day working.



(Sukhdev Singh)
Vice-Chancellor
Punjab Agricultural University

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CHAPTER I

THE HARYANA AND PUNJAB AGRICULTURAL UNIVERSITIES ACT, 1970

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- 4 Incorporation.
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**THE HARYANA AND PUNJAB AGRICULTURAL
UNIVERSITIES ACT, 1970**

No. 16 OF 1970

*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 Act, 1961, and for matters
consequential on, or connected with the estab-
lishment of those independent Agricultural
Universities.**

Whereas, for the development of Agriculture in
the States of Haryana and Punjab, it is expedient to
provide for the establishment of two independent
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 in
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 :—

CHAPTER I

PRELIMINARY

1. (1) This Act may be called the Haryana and
Punjab Agricultural Universities Act, 1970.

Short title and
commencement.

(2) It shall be deemed to have come into force
on the 2nd day of February, 1970.

Definitions.

2. In this Act, and in all Statutes made thereunder, unless the context otherwise requires,—

(a) “Academic Council” means, in relation to a corresponding University, the Academic Council of that University;

(b) “agriculture” includes the basic and applied science of soil and water management, crop and live-stock production and management, 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 Haryana;

(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 University;

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

(f) “corresponding University” means—

(i) in relation to the territories to which the functions 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;*

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

(i) “prescribed” means prescribed by the Statutes of a corresponding University;

(j) “Statutes” and “Regulations” means respectively, the Statutes and Regulations made by a corresponding University under this Act;

*Punjab Act 32 of 1961.

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(i) “prescribed” means prescribed by the Statutes of a corresponding University;

(j) “Statutes” and “Regulations” means, respectively, the Statutes and Regulations made by a 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*;

(1) "Vice-Chancellor" means the Vice-Chancellor of a corresponding University.

CHAPTER II

ESTABLISHMENT OF CORRESPONDING UNIVERSITIES

3. As from the commencement of this Act, the existing University shall stand dissolved and there shall be established in its place two independent Agricultural Universities, to be known respectively as the Haryana Agricultural University and the Punjab Agricultural University.

Dissolution of the existing University and establishment of Haryana and Punjab Agricultural Universities.

4. (1) Each of the Agricultural Universities mentioned in section 3 shall be a body corporate having perpetual succession and a common seal with power to acquire, hold and dispose of property, and to contract, and may, by its name, sue and be sued.

Incorporation.

(2) Each body corporate referred to in sub-section (1) shall consist of the Chancellor and the Vice-Chancellor of that University, the members of the Board, the Academic Council and all persons, who may hereafter become or be appointed as such officers or members, so long as they continue to hold such office or membership.

5. (1) The Haryana Agricultural University shall function within the territories of the State of Haryana and the Punjab Agricultural University shall function within such other territories to which the functions of the existing University extended immediately before the commencement of this Act;

Territorial limits.

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

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

*31 of 1966.

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 Union territory of Himachal Pradesh, the assets and liabilities of the Punjab Agricultural University, pertaining to the Agricultural College at Palampur, all research training and extension centres, and any other property of the Punjab Agricultural University located in the said Union territory, shall stand transferred to, and shall vest in, such University.

Headquarters.

6. (1) The headquarters of the Haryana Agricultural University shall be at Hissar, and the headquarters of the Punjab Agricultural University shall be at Ludhiana, or at such other place as the appropriate Government may direct.

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

Objects of a corresponding University.

7. Each corresponding University shall be deemed to be established and incorporated for the following objects, namely:—

(a) making provision for imparting education in different branches of study, particularly agriculture, veterinary and animal science, agricultural engineering, home sciences and other allied sciences;

(b) furthering the advancement of learning and prosecution of research, particularly in agriculture and other allied sciences;

(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.

(d) such other purposes as the appropriate Government may, by notification in the Official Gazette, direct.

Admission to a corresponding University.

8. (1) Each corresponding University shall, subject to the provisions of this Act and the Statutes, be open to all persons :

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 accordingly :

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 University.

9. Each corresponding University shall have the following powers, namely:—

**Powers of a
corresponding
University.**

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

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

(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;

Definitions.

2. In this Act, and in all Statutes made thereunder, unless the context otherwise requires,—

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(c) “appropriate Government” means,—

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

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

(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;

(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;

(i) to create administrative, ministerial and other posts and to make appointments thereto;

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

(k) to institute and maintain residential accommodation for students of the University;

(l) to supervise and control the residential 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 charges as may be prescribed; and

(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.

Visitations.

10. (1) The Chancellor of a corresponding University 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.

(3) The Chancellor of a corresponding University 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 as he may deem fit, and the Board shall comply with such directions.

CHAPTER III

MANAGEMENT OF A CORRESPONDING UNIVERSITY

11. The following shall be the authorities and officers of each corresponding University, namely:—

Authorities and officers of a corresponding University.

- (a) Authorities of a corresponding University—
- (i) Board;
 - (ii) Academic Council;
 - (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—
- (i) Chancellor;
 - (ii) Vice-Chancellor;
 - (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.

Chancellor.

12. (1) The Governor of the State of Haryana shall 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.

Constitution, powers and duties of the Board of a corresponding University.

13. (1) The appropriate Government shall, within a period of one year from the commencement of this Act, establish a Board for the management of the corresponding University.

(2) The Board of the Haryana Agricultural University shall consist of—

(a) the Vice-Chancellor;

(b) the Chief Secretary to the Government of the State of Haryana;

(c) the Secretaries to the Government of the State of Haryana in the Departments of—

(i) Agriculture;

(ii) Finance; and

(iii) Community Development;

(d) persons, not being officials, appointed by the Government of the State of Haryana from amongst 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 or education;

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

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

trialists, 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;

(b) the Chief Secretary to the Government of the State of Punjab;

(c) the Secretaries to the Government of the State of Punjab in the Departments of—

(i) Agriculture; and

(ii) Finance;

(d) the Director of Agriculture, Punjab;

(e) the Director of Animal Husbandry, Punjab;

(f) one nominee of the Indian Council of Agricultural Research;

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

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

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

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

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

(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 University.

(5) The term of office of the members of the Board, other than the official members, shall be three years;

Provided that two members of the Board, not being official members, shall retire at the end of each year.

(6) The members of the Board, other than the official members, shall determine, by lots, the members 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 thereto in accordance with the provisions of this section.

(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.

(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 nothing herein shall affect the emoluments or other conditions of service of the Vice-Chancellor.

(13) On the commencement of this Act, the members of the Board of Management of the existing University shall be deemed to have vacated their offices as such.

14. The powers and duties of the Board shall be as follows:—

Powers and duties of the Board.

- (a) to approve the budget submitted by the Vice-Chancellor;
- (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 may deem necessary :

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.

The Vice-Chancellor.

15. (1) The Vice-Chancellor shall be a whole-time officer of the corresponding University and shall be appointed by the Board in the prescribed manner:

Provided that where the members of the Board are not unanimous with regard to the selection of the person proposed to be appointed as the Vice-Chancellor, the appointment shall be made by the Chancellor of the concerned corresponding University :

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

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-section (1).

(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.

16. (1) The Vice-Chancellor shall be the principal executive and academic officer of the corresponding University and the Chairman of the Academic Council and shall, in the absence of the Chancellor, preside at a convocation of the corresponding University and shall confer degrees on persons entitled to receive them.

*Powers and duties
of the Vice-
Chancellor.*

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

(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 this Act on the appropriate Government, the Vice-Chancellor shall ensure the faithful observance of the provisions of this Act and the Statutes and he shall exercise all such powers as may be necessary in that 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

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.

(8) Subject as aforesaid, the Vice-Chancellor shall give effect to the orders of the Board regarding the appointment, suspension and dismissal of officers, teachers and other employees of the corresponding University.

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

(10) The Vice-Chancellor shall exercise such other 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.

The Registrar.

17. (1) The Registrar of a corresponding 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 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 Council and Board all such information as may be necessary for the transaction of business of the Council or the Board, as the case may be;

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

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

(e) to make arrangements for the conduct of such examinations as may be prescribed and to be responsible for the due execution of all processes connected therewith;

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

18. (1) The Comptroller of a corresponding 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. Comptroller.

(2) The Comptroller shall manage the property and investments of the corresponding University and advise it in regard to its financial policy.

(3) The Comptroller shall be responsible to the Vice-Chancellor for all accounting matters of the corresponding University including the preparation and presentation of its Budget and statement of accounts.

(4) The Comptroller shall receive such remuneration as may be prescribed and shall not, during the tenure of his office, receive any remuneration or other emolument other than the prescribed remuneration.

(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

(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.

(6) All moneys belonging to the corresponding University shall be kept in a Scheduled Bank approved by the Board.

The Estate Officer.

19. The Estate Officer of a corresponding University, who shall be appointed by the Vice-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.

Director of Students' Welfare.

20. (1) The Director of Students' Welfare of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor with the approval of the Board.

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

(a) to make arrangements for the housing of students;

(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 students;

(e) to assist in the placement of graduates of the University; and

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

Deans of Colleges.

21. (1) Each college shall have a Dean who shall be a whole-time officer and shall be appointed by the Vice-Chancellor with the approval of the Board.

(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.

- 22.(1) The Librarian of a corresponding University shall be appointed by the Vice-Chancellor with the approval of the Board and shall be in charge of the library. The Librarian.
- (2) The Librarian shall be responsible to the Vice-Chancellor for all matters concerning the library.
23. (1) The Academic Council shall be in charge of the academic affairs of the University and shall, subject to the provisions of this Act and the Statutes, superintend, 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. Academic Council.
- (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 libraries;
- (b) to co-opt at its meetings such Heads of Departments as it may consider necessary;
- (c) to make recommendations to the Vice-Chancellor for the institution of the Professorships, Associate Professorships, Assistant Professorships 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;
- (g) to make regulations relating to courses of study 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 University;

(j) to exercise such other powers and perform such other duties as may be conferred or imposed on by or under the provisions of this Act.

(3) The Academic Council shall consist of—

- (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.

CHAPTER IV

COLLEGES

The Colleges.

24. (1) The following colleges shall be the constituent colleges of the Haryana Agricultural University, namely:—

- (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 desire to be integrated as colleges of the Haryana Agricultural University.

(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 Ludhiana;

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

(d) the College of Home Science at Ludhiana;

(e) the College of Veterinary Medicine at Ludhiana;

(f) until a University is established in the Union territory of Himachal Pradesh, the Agricultural College at Palampur;

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

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

(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 Chairmen 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 act as Chairmen of the Board of Studies by rotation according to seniority for a period of one year each.

(d) The Vice-Chancellor may nominate to the Board of Studies such other teachers of related subjects or sciences from the same or other colleges, as he may deem fit.

(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.

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

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

(7) The duties, powers and functions of the Head of Departments shall be such as may be prescribed.

Experiment Stations for research.

25. (1) Subject to the provisions of this Act and the Statutes, Experiment Stations shall be established under each corresponding University, which shall be responsible for research, both fundamental and applied, and research activities shall be concentrated as far as possible at the Central Research Station 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 programme of the corresponding University and its outlying sub-stations.

Agricultural Extension Education.

26. (1) In relation to the territories to which the functions of a corresponding University extend, such University shall be responsible for—

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

(b) imparting training to the future Extension 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.

(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 the Board.

(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.

CHAPTER V

SERVICES

27. The age of retirement and other conditions of service of every officer, teacher or other employee of a corresponding University shall be such as may be prescribed.

Retirement and other conditions of services.

28. Each corresponding University shall constitute gratuity and provident fund for the benefit of its officers, teachers and other employees in such manner, and subject to such conditions, as may be prescribed.

Provident Fund.

29. Subject to the provisions of this Act, the members of the technical staff of a corresponding University shall be selected by the Head of the 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.

Appointment of salaried officers.

30. The Vice-Chancellor may, until such times as the authorities of the corresponding University are duly constituted, temporarily appoint any such officer of that University as such University is authorised by this Act to appoint.

Temporary arrangements.

CHAPTER VI

STATUTES AND REGULATIONS

Statutes.

31. Subject to the provisions of this Act, the Statutes 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 office of the members of the authorities of the University and of the officers, teachers and other employees of the University including the filling up of vacancies and all other matters relating to these authorities and officers, teachers and other employees for which it may be necessary or desirable to provide;

(c) the designation, the manner of appointment the powers, and the duties of the officers of the University;

(d) the classification and the manner of appointment of teachers;

(e) the constitution of gratuity or provident fund or both for the benefit of officers, teachers and other employees of the University;

(f) the institution of degrees and diplomas;

(g) the conferment of honorary degrees;

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

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

(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;

(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.

32. (1) The Statutes made by the existing 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 be notified by the appropriate Government, be the first Statutes of a corresponding University.

Statutes how made.

(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 section.

(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 Statute or any amendment of a Statute affecting the status, 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 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 in such form as the Academic Council may approve, and the provisions of this section shall apply in the case of the draft submitted by any member of the Board as they apply in the case of a draft presented to the Board by the Academic Council.

Regulations.

(1) Any authority of a corresponding University may make Regulations consistent with this Act and the Statutes for—

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

(b) providing for all matters which by this Act and the Statutes are to be provided for by the Regulations; and

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

(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 of the meetings.

(3) The Academic Council may, subject to the provision of the Statutes, make Regulations providing for courses of study, system of examinations and degrees and diplomas of a corresponding University 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).

(6) Notwithstanding anything contained in this section, the Regulations made by the existing 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.

Punjab Act 32
of 1961.

CHAPTER VII

ACCOUNTS AND AUDIT

34. (1) Each corresponding University shall have a general fund to which shall be credited—

Accounts and
audit.

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

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

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

(2) Each corresponding University shall constitute a Finance Committee consisting of—

(a) the Vice-Chancellor;

(b) the Comptroller;

(c) a member chosen by the Board from amongst the official members;

(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;

(d) to make recommendations to the University on 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 submitted by the Vice-Chancellor through the Board to the appropriate Government which shall cause them to be audited by the Examiner, Local Fund Accounts.

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

CHAPTER VIII

MISCELLANEOUS

35. On the commencement of this Act, the assets and liabilities of the existing University shall stand transferred to, and shall vest in, the Haryana Agricultural University and the Punjab Agricultural University and shall be apportioned between such Universities in accordance with the following principles, namely:—

Division of assets and liabilities.

(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 Agricultural University;

(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;

(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—

(i) in the case of a contract which is relatable to any asset or unit of the existing University in the State of Haryana, by the Haryana Agricultural University;

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

(e) every share, debenture, bond and other investment made by the existing University shall be valued on the basis of average market value thereof during one year immediately before the commencement of this Act, and the value so determined shall be apportioned between the Haryana Agricultural University and the Punjab Agricultural University in the ratio of 40 : 60;

(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 commencement of this Act.

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.

36. If at the commencement of this Act, any suit, appeal or other proceeding of whatever nature is 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—

Legal proceedings.

(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 University.

37. (1) Save as otherwise provided in section 13, all officers and other employees of the existing University holding office as such immediately before the commencement of this Act, shall, on such commencement, become the officers or other employees of the corresponding university and such officers or other employees shall be divided between those Universities in accordance with the following principles, namely:—

Transfer of employees.

(a) those officers or other employees of the existing University who are holding office in, or in connection with, any property or unit of the existing University in the State of Haryana shall become the officers or other employees of the Haryana Agricultural University;

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

(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 until his remuneration and terms or conditions of service are duly altered by the corresponding University.

(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 officer or other employee from the existing University to a corresponding University shall not entitle such officer or other employee to any compensation, whether under this Act or under any other law for the time being in force, and no such claim shall be entertained by any court, tribunal or other authority.

Membership of
corresponding
University bodies.

38. (1) All casual vacancies among the members (other than *ex officio* members) of any authority or body of each corresponding University shall be filled, as soon as possible, by the person or body who or which appointed or nominated the member, whose place became vacant, and the person appointed or nominated to a casual vacancy shall be a member of such authority or body for the remaining period of the term for which the person whose place he fills, would have been a member.

(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.

(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 the corresponding University is in accordance with this Act and the Statutes, the question shall be referred to the appropriate Government whose decision thereon shall be final.

39. (1) The Annual Report of a corresponding University shall be prepared under the directions of the Vice-Chancellor and submitted to the Board at least one month before the annual meeting at which it is to be considered.

Annual Report.

(2) The Board shall, after consideration of the Annual Report, forward a copy thereof to the appropriate Government.

(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.

40. Any reference to the existing University in any law, other than this Act, or in any contract or other instrument shall be construed,—

Construction of references to existing University in any document, etc.

(a) if such reference relates to any asset or property of the existing University in the State of Haryana, as a reference to the Haryana Agricultural University; and

(b) in any other case, as a reference to the Punjab Agricultural University.

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

Obligations to be discharged by the Punjab Agricultural University.

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

Proportion of cost to be borne by the Government of Himachal Pradesh.

42. In consideration of the maintenance, by the Punjab Agricultural University, of a campus at Palampur, the Government of the Union territory of Himachal Pradesh shall bear a portion of the cost of the Punjab Agricultural University and the quantum of such cost shall be determined by the Central Government having regard to the benefit derived by that Union territory.

Settlement of unresolved disputes.

43. If any dispute arises by reason of the dissolution of the existing University, such dispute shall be resolved in the first instance by the Vice-Chancellors of the corresponding Universities and in the event of the failure of such Vice-Chancellors to arrive at an agreed solution 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 centres, 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 to the University established in the Union territory of Himachal Pradesh, such dispute shall be resolved in the first instance by the Vice-Chancellor of the Punjab Agricultural University and the Chief Secretary to the Government of the Union territory of Himachal Pradesh and in the event of their failure to arrive at an agreed solution 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.

Power to remove difficulties.

44. If any difficulty arises in giving effect to the provisions of this Act, the President may, by order, do anything, not inconsistent with such provisions,

which 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.

45. (1) The Punjab Agricultural University Act, 1961*, is hereby repealed. Repeals and saving.

(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 corresponding provisions of this Act.

N.D.P. NAMBOODIRIPAD
Joint Secy. to the Govt. of India

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

**Powers & Duties
of the Board of
Management.**

1. (1) The Board shall exercise all the powers and perform all the duties conferred on it by the Act and shall also have the powers:—

- (a) to declare by statute other colleges as constituent colleges of the University under Clause (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 the Act.

(2) The Board shall publish an annual report containing:—

- (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 be entitled to vote on any question and, if

the votes be equally divided he shall have a second or casting vote.

ACADEMIC COUNCIL

2. (1) The Vice-Chancellor shall appoint the senior most Head of Department on the recommendation of the Dean of the College as a member of the Academic Council, under clause (f) of sub-section (3) of Section 23 of the Act.

Manner of selection of a member of the Academic Council under clause (f) of sub-section (3) of Section 23 of the Act.

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 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 the right to vote.

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.

3. The Academic Council shall exercise all the powers and perform all the duties conferred on it by the Act and shall also have power:—

Powers & Duties of the Academic Council.

- (a) to recommend candidates for diplomas, degrees and certificates to be conferred by the University;
- (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 the State Government to the Colleges for the development of higher teaching, research and extension education, whenever the University is consulted by the Government on such matters;
- (e) to approve or reject any subject proposed for the thesis by a candidate for the Degree of Doctor of Philosophy in various disciplines of Agriculture, Veterinary Medicine, Animal Science, Agricultural Engineering, Home Science and other allied sciences;
- (f) to promote research within the University and to require reports on such research from the persons employed thereon;
- (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 convocation; and
- (j) to make regulations for maintenance discipline and the regulation of conduct of the students in the colleges and hostels of the University.

Constitution of Committees.

4. The Academic Council shall constitute the following Committees:—

(i) A Committee on Students' Welfare with the Director of Students' Welfare as ex-officio Chairman. This Committee shall include all the Deans and the Estate Officer. One representative from amongst the teachers shall also be nominated as a member of this Committee by the Vice-Chancellor. This Committee shall advise the Vice-Chancellor regarding :

- (1) The allocation of funds for various student 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 or misconduct;
- (4) all matters relating to the welfare and discipline of students.
 - (ii) Research Advisory Committee consisting of the Vice-Chancellor as Chairman, the Director of Research as Member-Secretary, and the Deans of Colleges and the Director of Extension Education as other members. The Committee shall advise the Vice-Chancellor regarding:—
 - (a) the allocation of funds for research;
 - (b) the conditions for accepting grants; and
 - (c) other matters affecting the research programme of the University.
 - (iii) Extension Education Advisory Committee consisting of the Vice-Chancellor as Chairman, the Director of Extension Education as Member-Secretary, and the Deans of the Colleges and the Director of Research as other members. The Committee shall advise the Vice-Chancellor regarding:—
 - (a) the co-ordination of University Extension Education programme, with the State and National Programme;
 - (b) the allocation of funds for extension of education work; and
 - (c) ways and means of increasing the effectiveness of University's extension education programme.
 - (iv) Such other committees as may be considered necessary.

BOARD OF STUDIES

Constitution of
Board of Studies.

5. (1) The Board of Studies shall be constituted in accordance with sub-section (3) of Section 24 of the Act provided that when there is more than one Dean on the Board, the Dean, P. G. S. will preside in the absence of the Dean of the College (Chairman). In the absence of the Deans, the members present shall elect a Chairman from amongst the Heads of Departments.

(2) All questions to be considered in a meeting of the Board of Studies shall be decided by a majority of 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.

(3) At the meeting of a Board of Studies five members shall form a quorum.

Powers & Duties
of the Board of
Studies.

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 of instructions offered on different faculties of the University;
- (ii) propose to the Academic Council, the curricula 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.

CHAPTER III

STATUTES REGARDING THE DESIGNATION, THE MANNER OF APPOINTMENT, POWERS AND THE DUTIES OF THE OFFICERS OF THE UNIVERSITY

1. All appointments of the officers of the University shall be made strictly on the basis of merit.

Manner of appointment of officers of the University.

2. The following procedure shall be adopted for the appointment of Vice-Chancellor :—

Appointment of Vice-Chancellor.

- (a) The Board may either take up the matter on its own or elect a screening committee of three persons. The committee shall select its own chairman. The committee may advertise and/or obtain suggestions from such other persons, institutions and agencies as it may deem fit.
- (b) On receipt of applications and/or suggestions mentioned in clause (a) above, the committee shall prepare a list of names of candidates for scrutiny. On the basis of this list, the committee shall recommend at least three names to the Board in the 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 deliberations.
- (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.

**Appointment of
Deans of Colleges
and Directors of
Research and
Extension
Education.**

3. (1) (a) The seniormost Professor of the respective College/University will be appointed ex-officio Dean of the College/Dean, Post-graduate Studies respectively and shall draw a personal pay of Rs. 200/- per month for performing the additional duties of the Dean and the person so appointed shall hold the charge of the Dean of the College/Dean, Post-graduate Studies for a period of four years.

(b) On relinquishing charge of the post of Dean, the concerned Professor will continue to draw the personal pay of Rs. 200/- per month so long as he remains in the service of the University.

(2) The following procedure shall be adopted for the appointment of Directors of Research or Extension Education :—

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

(b) After advertising the post and receiving the applications or after having obtained the suggestions or recommendations from appropriate persons, institutions and agencies, the Vice-Chancellor may either submit a single recommendation for the approval of the Board of Management or appoint a selection committee to make recommendations.

(c) The selection committee shall consist of two persons nominated by the Vice-Chancellor from amongst Deans and Directors and three other persons nominated by the Vice-Chancellor. The Vice-Chancellor may nominate himself as Chairman or nominate a Chairman or request the committee to elect its own Chairman.

(d) Where the Vice-Chancellor finds that it is not possible to appoint a selection committee, he may constitute an adhoc selection committee.

- (e) The Chairman of the committee shall scrutinize all the applications, suggestions and recommendations 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 names of any person/persons who have not applied or have not been recommended by persons, institutions and agencies to whom the matter had been referred.
- (f) 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.
- (g) 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 selection committee and/or others whom he considers to be suitable.
- (h) The Vice-Chancellor shall then submit a single recommendation for the approval of the Board of Management. Where the Vice-Chancellor recommends a person other than the person/persons recommended by the selection committee, he shall state his reasons for doing so.
- (i) The Board shall either confirm the recommendation or in case the Board refuses to confirm the recommendation, the Vice-Chancellor shall, in due course, present another recommendation.

4. The procedure prescribed for the appointment of Directors of Research and Extension Education shall also be followed in making appointments of the Director of Students' Welfare, the Registrar, the Comptroller, the Librarian and the Estate Officer, provided that the Selection Committees for such appointments may be constituted as follows :

- (i) two officers of the University;
- (ii) three other persons nominated by the Vice-Chancellor.

Appointment of the Director of Students' Welfare, the Registrar, the Comptroller, the Librarian and the Estate Officer.

The Vice-Chancellor shall appoint the Chairman of the selection committee or act as Chairman himself.

Powers & Duties
of the Deans of
Colleges.

5. (1) The Dean of the College shall be directly responsible to the Vice-Chancellor for the administration of the Resident Teaching Programme and for the development, evaluation and improvement of curricula and teaching procedures designed to develop in the students, professional competence, character and quality leadership.

(2) In the absence of the Dean on earned leave etc., the senior most Professor who has worked as Head of Department or is functioning as Head of Department, shall act as Dean.

(3) The Dean of a College shall have the following powers and duties :—

- (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 concerned.
- (ii) He shall be responsible for the due observance of the Statutes and Rules relating to the College.
- (iii) He shall preside over the meetings of the Board of Studies of the College.
- (iv) He shall formulate and present policies to the Board of Studies of the College for its considerations, without prejudice to the right of any member to present any matter to the respective Board of Studies.
- (v) He shall submit reports to the Vice-Chancellor on the work of the College regarding resident instructions.
- (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 authorities of the University, the students and the public.
- (viii) He shall normally represent the College in conferences and where necessary, he may designate representatives from amongst the staff of the College for specific conferences on resident instructions.
- (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. The Dean will consult the Director Students' Welfare before passing any orders for expulsion or rustication of a student.

6. (1) The Director of Research shall co-ordinate all research in the University in co-operation with the Deans. While his dealings would be mainly with the staff concerned with research in Departments of Colleges, he shall be directly responsible to the Vice-Chancellor for the initiation, guidance and co-ordination of the research programme of the University and its outlying stations.

Powers & Duties
of Director of
Research.

(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.
- (iv) He shall be the principal liaison officer for dealing with aid-granting agencies, such as I.C.A.R., Commodity Committees or private Institutions.
- (v) He shall formulate and present policies to the 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 summarize practical research findings on important problems.
- (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 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.

7. (1) The Director of Extension Education shall plan and execute all extension education programmes and activities in co-operation with the Deans and the Director of Research.

Powers & Duties
of Director of
Extension
Education.

(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.

(3) The Director of Extension Education shall have full access to the Vice-Chancellor and shall be directly responsible to him for effecting close collaboration and co-ordination of the extension education activities of the University with those of the Departments of Agriculture, Development, Co-operation and Animal Husbandry of the State Government.

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

- (i) He shall be responsible for initiation, organisation and conduct of extension educational 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 extension programmes.
- (iii) He shall assess, in consultation with the 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, Co-operation, Development and Panchayats of the Government in the matter of extension education.
- (v) He shall formulate and present extension educational 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 implementation of the extension educational programmes.
- (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 extension educational programmes :—
 - (a) promotion of self-improvement on the part of extension personnel; and
 - (b) inculcation in them of a missionary spirit for dedicated service to the farmers of the State.
- (ix) He may represent the University in conferences regarding extension education.

**Powers & Duties
of Director of
Students' Welfare.**

8. The Director of Students' Welfare shall be directly responsible to the Vice-Chancellor and shall have the following duties:—

- (a) to make arrangements for the housing and messing of students;
- (b) to direct a programme of student counselling;
- (c) to arrange for the part-time employment of students in accordance with the plan approved by the Vice-Chancellor;

- (d) to assist in the placement of graduates of the University;
- (e) to obtain travel facilities for holidays, study tours of students;
- (f) to communicate with the guardians of students 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;
- (h) to perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time.

9. In exercise of his duties under Section 17 of the Act, the Registrar shall :—

Powers & Duties of the Registrar.

- (a) issue notices and maintain the minutes of all meetings of the Academic Council and the Board of Management and of committees appointed by them;
- (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;
- (d) be responsible for registration of students of the University;
- (e) be responsible for maintaining a register of all degrees/diplomas conferred by the University;
- (f) be responsible for maintaining all students' records;
- (g) obtain the grades of the students from the instructors and issue trimester reports and transcripts;
- (h) deleted;
- (i) deleted; and

**Powers and
Duties of the
Comptroller.**

- (j) perform such other duties and functions as are assigned to him by the Vice-Chancellor.
- 10.** He shall be responsible to the Vice-Chancellor to ensure :—
- (a) that expenditure, not authorised in the budget, 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;
 - (c) that all the accounts of the University are properly kept, adjusted and audited;
 - (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 due to the staff and others paid promptly;
 - (f) that notices are issued and the minutes of all meetings of the Finance Committee are maintained to conduct the official 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 accounts of the University, Commodity Committees and other aid-granting agencies regarding financial and accounts matters, are on correct lines.

**Powers and
Duties of the
Estate Officer.**

11. The Estate Officer shall work under the control and supervision of the Vice-Chancellor and in the exercise of his responsibilities, under Section 19 of the Act, shall be responsible for the following :—

- (a) maintenance of the University buildings, roads, fencing, playgrounds, parks and lands, other than the land comprising the agricultural farm;

- (b) construction and maintenance of utility services;
- (c) maintenance of fire protection services;
- (d) maintenance of architectural and constructional services of the University;
- (e) all University construction;
- (f) preparation of the annual construction and maintenance budget of the University and a periodical report showing the progress on works under construction;
- (g) maintenance of accounts relating to the works in his charge on forms prescribed by the Comptroller;
- (h) maintenance of an up-to-date record of all the immovable properties of the University including lands and buildings in co-operation with the Heads of Departments;
- (i) procurement/disposal of immovable property of the University.

12. The Librarian shall work under the control and supervision of the Vice-Chancellor and, in exercise of his responsibilities under Section 22 of the Act, shall be responsible for the maintenance of all libraries of the University and for the organisation of their services. The University Librarian shall have the following powers and duties:—

*Powers & Duties
of the Librarian.*

- (a) he shall have general overall supervision of the University Library, and Library personnel and departments' libraries or collections;
- (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;
- (f) he shall have the responsibility of renewing in time subscriptions to journals;
- (g) he shall prepare a library newsletter at monthly intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff;
- (h) he shall initiate, participate and co-operate in programme designed to stimulate and encourage the use of the library by students and staff;
- (i) he shall arrange library hours which will permit maximum library use by both students and faculty; and
- (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.

**Powers & Duties
of the Dean,
Postgraduate
Studies.**

13. (1) The Dean of Postgraduate Studies shall be directly responsible to the Vice-Chancellor for the administration of all resident teaching programme at the Post-Graduate level in the University and for the development, evaluation, improvement of curricula and teaching methods designed to develop in the students professional competence, character and quality of leadership.

(2) The Dean, Postgraduate Studies shall have the following powers and duties:—

- (i) He shall be responsible for the organisation and conduct of postgraduate teaching in all the 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 co-ordination of research of the post-graduate students and its integration with the general research programme of the University.
- (iii) He shall preside over the meetings of the postgraduate 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 post-graduate students in the Punjab Agricultural University and also supervise their progress.
- (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 post-graduate faculty.
- (ix) He shall provide, in consultation with the Heads of Departments, guidance and leadership in the development of periodic evaluation of effective curricula within each subject-matter and integration of said curricula into appropriate instruction programme designed to prepare students for effective careers in research. teaching and extension.
- (x) He shall be a member of the Advisory Committee for Resident Instruction, Research Advisory Committee and Extension Education Advisory Committee.

- (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 postgraduate teaching in the University.

CHAPTER IV

STATUTES REGARDING THE CLASSIFICATION, THE MANNER OF APPOINTMENTS AND POWERS AND DUTIES OF THE TEACHERS OF THE UNIVERSITY

1. In these Statutes, unless the context otherwise requires :— Definition.

- (a) 'Act' means the Haryana and Punjab Agricultural Universities Act, 1970 as 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 expressions not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.

2. The teachers shall include the following:—

Classification
of teachers.

- (i) Professors-*cum*-Heads of Departments
- (ii) Professors
- (iii) Librarian
- (iv) Associate Professors
- (v) Assistant Professors
- (vi) Persons conducting and guiding research
- (vii) Persons conducting and guiding extension
- (viii) Sports Assistants
- (ix) Any other employee of the University declared as 'teacher' by the Vice-Chancellor on the recommendation of the Academic Council.

Manner of
appointment.

3. All appointments of teachers of the University under these Statutes shall be made by the Vice-Chancellor, strictly on merit.

Appointment of
Heads of
Departments.

4. (1) The procedure for the appointment of Heads of Departments shall be as under :—

- (i) A Head of Department shall be selected out of the Professors of that Department.
- (ii) In the Departments in which one or more Professors are available in addition to the Head of the Department, the post of the Head of Department shall be a tenure post. In a Department in which there is only one Professor, that Professor shall act as Head of Department.
- (iii) In a Department in which post of Head of the Department is a tenure post as per provisions of sub-clause (ii) above, the term of appointment of Head of Department shall be 4 years in the first instance, renewable for one or more terms in the event of no other Professor in the Department being found suitable for the post of Head of Department.
- (iv) The selection committee for selection of the Head of Department in Departments covered in sub-clause (iii) above shall consist of the following :—
 - (a) The Dean of the College in which the vacancy exists;
 - (b) The Director of Research;
 - (c) The Director of Extension Education;
 - (d) The Dean, Postgraduate Studies; and
 - (e) Three other persons nominated by the Vice-Chancellor including at least two outside experts, one of which will be a representative of the Indian Council of Agricultural Research.

- (v) The selection committee shall examine the research and educational contribution and academic output of Professor/Professors in the Department other than the retiring Head of Department. Seniority-cum-Merit shall be the criterion for selection.
- (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 Professor and Head of Department.
- (viii) A teacher appointed as Professor and 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 Departments have been delegated by the Vice-Chancellor shall be deemed to have been appointed on regular basis in accordance with these Statutes from the date on which they started exercising such powers.

(2) The procedure for the appointment of Professors and other teachers of equivalent ranks, when vacancies arise or when new posts are created, shall be as under :

Appointment of Professors and other teachers of equivalent ranks.

- (i) The Vice-Chancellor may have the post advertised with such qualifications as have been prescribed by the Academic Council and/or invite suggestions and recommendations from such persons, institutions/agencies as he deems proper.
- (ii) After having advertised the post and received the applications and/or after having obtained the suggestions or recommendations from appropriate persons, institutions and agencies, the Vice-Chancellor may either submit a single recommendation for the approval of the Board of Management or

appoint a selection committee to make recommendations.

(iii) Ordinarily, the selection committee will consist of the following :—

(a) The Dean of the College in which the vacancy exists;

(b) The Director of Research;

(c) The Director of Extension Education; and

(d) Any other person or persons nominated by the Vice-Chancellor.

(In case of selection for the post of Professor or a teacher of equivalent rank, one of the nominees shall be the Head of Department concerned).

The Vice-Chancellor may either nominate the Chairman or request the committee to select its own Chairman.

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

The constitution of adhoc selection committee shall be as under whenever it is required to select candidates for the posts of Class II and III teachers under the administrative control of more than one Dean/Director in the PAU :—

- | | |
|-------------------------------------------------------------|-----------------|
| 1. Senior-most Dean/Director concerned | <i>Chairman</i> |
| 2. Other Deans and Directors concerned | <i>Members</i> |
| 3. Heads of Departments concerned | <i>Members</i> |
| 4. Two other members to be nominated by the Vice-Chancellor | <i>Members</i> |

- (v) The Chairman of the Committee with the help of a Screening Committee 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 a person/persons who have not applied or have not been recommended by the persons, institutions and agencies to whom the matter had been referred.
- (vi) 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.
- (vii) 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 re-consider its recommendations. He may also, if he considers it necessary, himself interview persons recommended by the committee and/or others whom he considers to be suitable.
- (viii) The Vice-Chancellor shall then submit a single recommendation for the approval of the Board of Management. Where the Vice-Chancellor finds it necessary to recommend a person other than the person/persons recommended by the selection committee, he shall state his reasons for doing so.
- (ix) If the Board does not approve the recommendation, the Vice-Chancellor shall in due courses submit another recommendation.

5. The procedure prescribed in clause 4(2) sub-clauses (i) to (ix) for the appointment of Professors shall also be followed for the appointment of all other teachers provided that :

the Selection Committee proposed in clause (iii) for recommending suitable persons for different posts may be constituted as follows :

Appointment of
Assoc. Profs.,
Asstt. Profs.,
Lecturers, Demon-
strators, Agri.
Extension Specia-
lists & other
teachers of similar
rank.

- (a) *For appointment of Associate and Asstt. Professors*

Five persons including the Dean of the College concerned, the Director of Research, the Head of the Department concerned and two other persons nominated by the Vice-Chancellor. The Dean will act as the Chairman.

- (b) *For appointment of research workers of rank equivalent with Associate and Assistant Professors*

Five persons including the Director of Research, the Dean of the College concerned, the Head of the Department concerned and two other persons nominated by the Vice-Chancellor. The Director of Research shall act as Chairman.

- (c) *For appointment of extension workers of equivalent rank with Associate and Assistant Professors*

Five persons including the Director of Extension Education, the Dean of the College concerned, the Head of the Department concerned, and two other persons nominated by the Vice-Chancellor. The Director of Extension Education shall act as the Chairman.

- (d) *For appointment of Lecturers, Demonstrators, Research Assistants, Assistant Extension Specialists and other teachers of similar rank.*

Three persons including the Dean/Director concerned, the Head of the Department concerned, and one other person to be nominated by the Chairman. The Dean/Director concerned will act as Chairman of the Selection Committee.

Note — The Associate Director of Research will serve on the Selection Committee as a member on behalf of the Director of Research as and when the Director of Research directs him to do so.

In the appointment of Lecturers, Demonstrators, Research Assistants, Assistant Extension Specialists and other teachers of similar rank, the Vice-Chancellor may not take the approval of the Board.

6. The Head of the Department shall be responsible for resident teaching to the Dean of the College, for research to the Director of Research, for extension education to the Director of Extension Education and for postgraduate teaching to the Dean, Postgraduate Studies of the University.

Duties, responsibilities & powers of the Heads of Departments.

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.
- (ii) He shall tender advice to the Deans and Directors on all matters pertaining to his field in respect of teaching, research and extension.
- (iii) He shall submit to the Deans/Directors concerned the budgetary needs of his Department.
- (iv) He shall recommend to the appropriate Dean/Director, the work load of each member of the staff with respect to teaching, research and/or extension education.
- (v) He shall assume responsibility for all University properties and facilities assigned to his Department.
- (vi) He shall recommend to the Deans and Directors, proposals for making improvement in the working of his Department.

CHAPTER IV-A

STATUTES REGARDING APPOINTMENT OF TEACHERS BY PROMOTION BASED ON MERIT

Applicability.

1. These Statutes shall apply for appointment by promotion of:—

- (1) Associate Professors and other equivalent level teachers as Professors and equivalents.
- (2) Assistant Professors and other equivalent level teachers as Associate Professors and equivalents.

Definition.

2. In these Statutes, unless the context otherwise requires :

- (a) 'Act' means the Haryana and Punjab Agricultural Universities Act, 1970 as amended from time to time.
- (b) Word 'Teacher' wherever occurring in these Statutes will have the same meaning as in the Statutes regarding the Classification, the Manner of Appointments and Powers and Duties of the Teachers of the University.
- (c) Words and expressions not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.

Manner of promotion.

3. The promotion of Assistant Professor or equivalent as Associate Professor or equivalent and of Associate Professor or equivalent as Professor or equivalent will be made by the Vice-Chancellor in the following manner :

- (i) The promotion of a teacher to the next higher position will be made on his own post without addition to the number of faculty positions on the basis of an assessment of his performance through a prescribed procedure.
- (ii) A teacher will be promoted to the next higher position only if he is found suitable by the Assessment Committee,

- (iii) A teacher who has not been found suitable for promotion after assessment, shall be entitled to offer himself for re-assessment after a lapse of two years from the date of last assessment.
- (iv) There will be no higher or lower limit on the number/percentage of teachers to be promoted at any time.

4. The promotion of Assistant Professor or equivalent Associate Professor or equivalent to the next higher position will be governed by the following conditions :

Conditions of promotion.

- (i) The qualifications and experience prescribed by the Vice-Chancellor with the approval of the Academic Council for various posts will not be relaxed except as provided hereinafter in these Statutes.
- (ii) The teacher shall continue to perform the same kind of work as a scientist after his promotion as before.
- (iii) 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), (applicable to teachers also vide Clause 9 of Part 'B' of the corresponding Statutes for teachers), the inter-se seniority of teachers, eligible for assessment on a particular qualifying date i.e. 30th June or 31st December of each year and promoted to the next higher position after such assessment, shall be determined according to their seniority on the post from which they are promoted.

5. (i) When a senior promoted teacher leaves the University, the vacancy thus arising shall be filled at the original level position occupied by that teacher before promotion in the manner prescribed in the Statutes regarding the classification, the manner

Filling up of vacancies.

of appointments and powers and duties of the teachers of the University.

- (ii) All other teaching positions falling vacant in the University and all new posts created as a result of starting new schemes/projects shall continue to be filled up in accordance with the procedure laid down in the Statutes regarding the Classification, the Manner of Appointments and Powers and Duties of the Teachers of the University.

6. (1) Associate Professor

Eligibility for promotion.

- (i) An Associate Professor or equivalent shall be eligible for assessment for promotion as Professor or equivalent if he (a) fulfils the qualifications prescribed for the post of Professor or equivalent; (b) has put in ten years of service as Associate Professor or equivalent in this University, and (c) also fulfilled at the time of his original appointment to an Associate Professor level post, the essential academic qualifications prescribed for the said post.

Provided that where an Associate Professor or equivalent was appointed in relaxation of the prescribed essential academic qualification like Ph.D. etc., for computing ten years period, only 2/3rd weightage will be given to the service rendered by him as Associate Professor or equivalent before attaining that essential qualification.

Provided further that for computing this period of ten years, the period of study leave will also be excluded.

Provided further that for computing the period of ten years, the period spent by a teacher on training, fellowship, scholarship etc. aggregating upto a maximum of one year only, will be taken into account.

- (ii) An Associate Professor or equivalent possessing a Master's degree with exceptionally distinguished high standard of productive work in research, teaching and

extension education will also be eligible for assessment for promotion as Professor or equivalent provided he is above 50 years of age, but for computing ten years eligibility period, only 2/3rd weightage will be given to the service rendered by him as Associate Professor or equivalent.

(2) Assistant Professor

- (i) An Assistant Professor or equivalent shall be eligible for assessment for promotion as Associate Professor or equivalent if he (a) fulfils the qualifications prescribed for the post of Associate Professor or equivalent; (b) has put in ten years of service as Assistant Professor or equivalent in this University, and (c) also fulfilled at the time of his original appointment to an Assistant Professor level post, the essential academic qualifications prescribed for the said post.

Provided that where an Assistant Professor or equivalent was appointed in relaxation of the prescribed essential academic qualification like Ph.D. etc., for computing ten years period, only 2/3rd weightage will be given to the service rendered by him as Assistant Professor or equivalent before attaining that essential qualification.

Provided further that for computing this period of ten years, the period of study leave will also be excluded, except the period spent for obtaining Ph.D. degree by an Assistant Professor or equivalent of the faculty of Agricultural Engineering.

Provided further that for computing the period of ten years, the period spent by a teacher on training, fellowship, scholarship etc. aggregating upto a maximum of one year only, will be taken into account.

- (ii) Where the minimum essential qualification prescribed for the Associate Professor level post is Ph.D., Assistant Professor or equivalent possessing a Master's degree with exceptionally distinguished high

standard of productive work in research, teaching and extension education will also be eligible for assessment for promotion as Associate Professor or equivalent provided he is above 45 years of age but for computing ten years eligibility period, only 2/3rd weightage will be given to the service rendered by him as Assistant Professor or equivalent.

- (iii) Erstwhile Lecturers/Research Assistants and equivalents who are now working as Assistant Professors or equivalents will also be eligible for assessment for promotion as Associate Professor or equivalent provided they fulfil the educational qualifications prescribed in sub-clause (i) or (ii) above and have also put in three years more total service than that required to be rendered under that sub-clause by an Assistant Professor or equivalent appointed through regular selection.

Note : Notwithstanding anything contained in any of the Statutes/rules/regulations etc. for the time being in force :

- (i) the period spent by a teacher on outside assignment, whether within the country or abroad, either by taking leave or on deputation terms, will be counted as service for the purpose of determining eligibility for promotion upto a maximum of three years only.
- (ii) the entire service rendered by a teacher on a post in the University whether in one spell or more as well as service rendered on ad hoc basis will be taken into account for the purpose of determining eligibility for promotion.
- (iii) The requirement of second division at B.A./B.Sc. level will be relaxable in case of teachers who otherwise fulfil the qualifications and are eligible for assessment for promotion to next higher position provided they fulfil the experience requirement for higher posts as laid down for direct selection after adding 33 $\frac{1}{3}$ % (rounded off to whole years) experience.

7. Promotions shall be made twice a year in Procedure.
the following manner :

- (i) Every teacher who fulfils the criteria regarding eligibility for promotion as laid down in clause 6 above on 30th June and 31st December of a year will furnish information regarding his bio-data and service in the PAU in the prescribed proforma (Annexure-I) to the Head of the Department (with a copy to the Registrar) by 15th July of that year and 15th January of the next year respectively. The Head of the Department shall certify correctness of the particulars mentioned in the proforma by the teacher concerned and forward it to the Registrar by 31st July/31st January through the concerned Dean/Director.
- (ii) The Registrar will place the information received from the concerned Dean/Director before the Assessment Committee to be constituted by the Vice-Chancellor to consider the suitability of the teacher for promotion. The Committee will include members (by designation) from within the University and eminent outside experts. The Chairman of this Committee will invariably be an eminent outside expert in the subject concerned.
- (iii) 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. In the case of Associate Professors and equivalents, the emphasis will be on quality of the research work done which should be outstanding, rather than on mere quantity of the research work.
 - (b) Spirit of co-operation and team work.

- (c) Administrative/organisational abilities/attributes.
- (d) Personal/behaviourial abilities/attributes.
- (iv) 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) Research work done by the teacher, particularly that of a teacher working on research side.
 - (c) Confidential Character Rolls/Annual Progress and Assessment Reports of the teacher concerned.
 - (d) Personal discussion, if so desired by the teacher concerned.
 - (e) Any other additional information which the Assessment Committee may like to call for from the teacher concerned.
- (v) On receipt of the recommendations of the Assessment Committee, the Vice-Chancellor will place the same before the Board of Management for approval. Before doing so, however, the Vice-Chancellor may, if he considers it necessary, refer it back to the Committee for re-considering its recommendations. In case the Committee re-affirms its recommendations, the Vice-Chancellor will place the same before the Board of Management alongwith such comments as he may like to give.

ANNEXURE

PROFORMA FOR THE ASSESSMENT OF PAU TEACHERS

1. Period under report :
2. (a) Name :
- (b) Father's/Husband's name :
3. Date of Birth and age :
4. Field of specialisation :
5. Basic Degree and the name of the Institution from where the degree was obtained :
6. Date of joining PAU :
7. Date of joining present post/grade :
8. Present position and scale of pay :
9. Present salary :
10. Duties assigned to the post held at present :
1. Any other basic information :

PART-I

Please furnish the following information :

Educational Career

<i>Degree Diploma Certificate</i>	<i>Class/grade</i>	<i>Univ./Board Instt.</i>	<i>Year</i>
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Doctorate

Master's degree or equivalent

Bachelor's degree

Matriculation/School Leaving Certificate/
Hr. Secondary/PUC

- (a) Major field of the highest degree and the one lower to that.
- (b) Highest degree specialization and subjects.
- (c) Next lower degree specialization and subjects.

3. Additional qualifications/training acquired in India and/or abroad (List of all part-time or short-term trainings, not included in educational, career. Give dates, duties and duration of course.)
4. **Employment record of the period under review. Starting with your present post, list in REVERSE ORDER every employment you have had.**

<i>Designation</i>	<i>Salary/ pay scale</i>	<i>Date of joining</i>	<i>Date of leaving</i>	<i>Nature of duties actually performed specifying teaching/ research/extension etc.</i>
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5. What were the priority areas of work during the past years of your service under review. Please mark priorities against each area as 1, 2, 3 etc. one being the highest and so on: and indicate the percentage of time approximately allotted to each priority area. (Normally you should not assign more than three priorities. An area should be considered a priority area only if it takes at least 25% of your working time.)

Area	<i>Priority time Allocation</i>
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Research

Teaching

Extension (including items like National Demonstrations, Operational Research Projects etc.)

Consultancy

Conducting coordinated or other regular field experiments/tests

Scientific support

Any other

- 6. (a) (i) Membership of Scientific Societies :
- (ii) Offices and Committee assignments held in professional societies :
- (b) Special invitations (this should refer to specific invitation to an individual to present a paper before scientifically oriented meeting or to participate in/conduct a seminar) :
- (c) Special assignments (List each one giving dates covered and briefly describe the work done):
- (d) Attending seminars, symposia/ conducting workshop, summer school, etc.
- (e) Duration of absence from the University for foreign visits consultancy etc. during the period under review the number of months may be specified) :

7. How would you rate your overall performance in each of the priority areas as indicated in item 5 above on a 0-5 scale (1—poor; 2—below average; 3—average; 4—above average and 5—outstanding). Please indicate appropriate score for each area :

<i>Priority area</i>	<i>Assigned score</i>
1	
2	
3	
4	
5	
Total score :	

8. Is there any other type of work than your present job/assignment that you would rather do in the University/laboratory or outside ? If yes, please indicate.

Signature :

Name :

Designation :

Date : _____

9. Teaching Assignments during the period under review.

(a) Undergraduate

<i>Year</i>	<i>Course No.</i>	<i>Credit Hours</i>	<i>No. of students</i>
19			
19			
19			
19			
19			
19			
and so on :			

(b) Postgraduate

(i) Courses taught

<i>Year</i>	<i>Course No.</i>	<i>Credit Hours</i>	<i>No. of students</i>
19			
19			
19			
19			
19			
19			
and so on			

(ii) No. of these completed under your supervision. *M.Sc.* *Ph.D.*

(iii) Postgraduate students presently working under you.

- (c) (i) Member/Chairman of Students Advisory Committee.
- (ii) Laboratory development/course development/innovations/teaching aids
- (d) Your own assessment of teaching work done so far.

PART-II

10. Administrative duties performed :

- (i) University level
- (ii) College level
- (iii) Departmental level
- (iv) Co-curricular
- (v) Any other

PART-III

11. Research :

- (i) Areas of Research
- (ii) Research projects/work currently with you :

<i>Name</i>	<i>Funding source</i>	<i>Date of commencement</i>
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- (iii) Research output :
 - Review papers
 - Original research papers
 - Books/catalogues/monographs/ reports
 - Patents/innovations/new developments
 - Any other professional recognitions
 - Development of new research facilities
- (iv) List of research findings which have found application :
- (v) Further projections :

PART-IV

12. Extension :

- (i) Areas of work
- (ii) Extension projects currently with you :

<i>Name</i>	<i>Funding source</i>	<i>Date of commencement</i>
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(iii) Furnish quantitative details as much as possible on the following items :

- (a) National Demonstrations/Operational Research Projects
- (b) Demonstration at farmers fields.
- (c) Radio and television talks.
- (d) Exhibitions.
- (e) Extension education programmes arranged/participated.

<i>Name of course</i>	<i>Period</i>	<i>No. of participants</i>	<i>Arranged/participated/lectures delivered</i>
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- (iv) Extension output (Publications)
- (v) Use and development of new techniques/approaches/equipment for mass communication and/or extension work.

PART-V

13. (i) Team work and cooperation specifically inter-disciplinary inter-institutional and intra-institutional activities in which you were involved.
- (ii) Scientific services provided as support to other areas/disciplines.

PART-VI

14. Please furnish the most salient feature of the work done in each of the top 3 priority areas as marked in question number (5) in PART-I. This should include the following points : (a) description of project(s)/assignment(s) (including code numbers); (b) objectives of the stated project(s)/assignment(s); (c) any major progress, accomplishment, utilization, etc. for the work done. (Be sure that this is not a detailed description of various projects/activities you may have undertaken during the past live years, rather a summary statement of the most significant aspects of your overall professional performance with supporting evidence.)

Priority Area 1 :

Priority Area 2 :

Priority Area 3 :

15. Please append a precise resume of the work done during the period under review with full supporting evidence, if any.
16. If some or all of your professional work remained incomplete or fell below expectations, please furnish reasons for that, and suggest improvements, if any.

17. Do you wish to have personal discussion with Assessment Committee ?

(Please indicate Yes or No) In the absence of any indication, it will be presumed that the teacher does not want to appear before the Assessment Committee for personal discussions.

Signature.....

Name.....

Designation.....

Date.....

FOR THE USE OF SCHEME INCHARGE/HEAD OF DEPARTMENT ONLY

18. Is the information provided by the teacher correct to the best of your knowledge ?
19. Do you generally agree with the assessment and the projections provided by the teacher ? Please give your critical appraisal.

Signature of the Scheme Incharge/
Head of Department

Name.....

Designation.....

Dated.....

CHAPTER-V

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
 - (b) the cadre of the University officers under whom the post is administratively placed.(2) Each cadre shall consist of :—
 - (a) Grade 'A' employees, viz., employees working in the pay scales identical with those of class I teachers.
 - (b) Grade 'B' employees, viz., employees not covered by paras (a) and (c) of this sub-clause.
 - (c) Grade 'C' employees, viz., employees working in pay scales identical with or lower than clerks.
2. *University 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 Departments 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, and to allow them to cross the efficiency bar.
 - (2) The University cadre shall consist of such employees as are mentioned 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 officer. All matters affecting their promotion, transfer and other conditions of service shall be determined by 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 house rent.

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) The appointments of grade 'A' employees shall be made by the Vice-Chancellor with the approval of the Board. 75% of the vacancies shall be filled by promotion on seniority-*cum*-merit basis, if suitable persons are available and the rest by direct recruitment from the open market, the employees of the University being eligible for appointment.

(2) *Manner of appointment by promotion*—In the case of promotion to grade '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 grade 'A' posts shall be referred to the selection committee constituted for direct recruitment.

(3) *Manner of appointment by direct recruitment*—The following procedure shall be adopted for making appointment to grade 'A' posts by direct recruitment :—

(i) The Vice-Chancellor may have the post advertised with such qualifications as have been prescribed and/or invite sugges-

tions and recommendations from such persons/institutions/agencies as he deems proper.

- (ii) (a) After having advertised the post and received the applications and/or after having obtained the suggestions or recommendations from appropriate persons, institutions and agencies, the Vice-Chancellor may either submit a single recommendation for the approval of the Board of Management or appoint a selection committee to make recommendations.

(b) Ordinarily the selection committee will consist of the following :—
 - (a) The Registrar;
 - (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 ad hoc selection committee.
- (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 others whom he considers to be suitable.
 - (vii) The Vice-Chancellor shall then submit a single recommendation for the acceptance of the Board of Management. Where the Vice-Chancellor finds it necessary to recommend a person other than person/persons recommended by the selection committee, he shall state his reasons for doing so.
 - (viii) If the Board does not approve the recommendation, the Vice-Chancellor shall in due course present another recommendation.
6. (1) The appointment of grade 'B' employees excepting those mentioned in Schedule Part IV shall be made by the Vice-Chancellor by 100 per cent promotion and subject to requirement of passing the prescribed departmental examination/test for the post/posts. In the case of grade 'B' employees mentioned in Schedule Part IV, 75 per cent of the vacancies shall be filled by promotion and the rest by direct recruitment from the open market, the employees of the University being eligible for appointment.
- (2) The procedure for selection to grade 'B' posts by direct appointment shall, as far as possible, be the same as prescribed above in the case of grade '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.

-
6. (A) The direct appointment for grade 'C' employees shall be made by the concerned officers of the University or the Heads of the Departments in the manner specified in Part III of the Schedule.
- (B) Notwithstanding anything contained in clause 6 & 6 (A) above, suitable persons for the posts of Secretary and P. A. to Vice-Chancellor shall be selected by the Vice-Chancellor from amongst the employees of the University in such manner as the Vice-Chancellor decides. The persons selected shall be liable to reversion to their previous position or to their parent cadres at the discretion of the Vice-Chancellor.

THE SCHEDULE

PART I

THE UNIVERSITY CADRE

1. Employees under the Vice-Chancellor—
 - (i) Secretary to Vice-Chancellor.
 - (ii) Vigilance Officer.
 - (iii) P.A. to Vice-Chancellor.
 - (iv) Architects & Engineers including Executive Engineer (Hort.) and staff under them.
 - (v) All other officers/employees provided in the budget but not included at serial Nos. 2 to 6.
2. Employees under the Registrar—
 - (i) Deputy Registrar
 - (ii) Assistant Registrar
 - (iii) Administrative Officer
 - (iv) Office Superintendent
 - (v) Ministerial posts
 - (vi) Daftries, Peons
 - (vii) Press Manager and the staff under him.
 - (viii) Bus, Jeep, Truck Drivers
 - (ix) Telephone Operators.
3. Employees under the Comptroller—
 - (i) Accounts Officer
 - (ii) Assistant Accounts Officer
 - (iii) Store Purchase Officer and his staff.
 - (iv) Any other post brought on the schedule under the orders of the Vice-Chancellor.
4. Employees under the Estate Officer—
 - (i) Deputy Estate Officer
 - (ii) Assistant Estate Officers and the other watch and ward staff and sanitary staff under them.
 - (iii) Security staff
 - (iv) Any other post brought on the schedule under the orders of the Vice-Chancellor.
5. Employees under the Librarian—
 - (i) Deputy Librarian and other staff sanctioned in 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.

6. Employees under the Director of Students' Welfare—
- (i) Deputy Director Students' Welfare and 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) Medical Officer and other staff under him such as Dispensers, Compounders, Nurses, etc.
 - (iii) 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) Grade 'B' and 'C' 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) Grade 'B' and 'C' employees provided in the budget sanctioned for the constituent colleges concerned but not included in Part I of the Schedule and I above.
 - (ii) Any other post brought on the schedule under the orders of the Vice-Chancellor.
3. Cadre of Director of Extension Education—
- (i) Grade 'B' and 'C' employees sanctioned in the budget under extension education schemes but not included in Part I of this Schedule and (1) and (2) above.
 - (ii) Any other post brought on the Schedule under the orders of the Vice-Chancellor.

PART III

(Selection Committees, etc. for Appointments of Grade 'B' and 'C' employees)

<i>Sr. No.</i>	<i>Designation of the post</i>	<i>Appointing authority</i>	<i>Constitution of selection committee</i>	<i>Mode of selection</i>
1	2	3	4	5
1	All Ministerial posts other than Stenographers, Stenotypists, Clerks and Grade 'B' employees under the Registrar and Vice-Chancellor.	Vice-Chancellor	1. Registrar 2. Comptroller 3. Two other persons to be nominated by Vice-Chancellor	Procedure for selection shall be as prescribed in the Statutes for 'A' grade employees.
2	Clerks, Steno-typists, Typists	Registrar	1. Registrar 2. Two other persons to be nominated by Vice-Chancellor	(a) The Registrar shall advertise the posts and arrange tests. For Clerks a paper of 75 marks comprising English and Arithmetic of Matric standard and General Knowledge shall be prescribed. The candidates qualifying in this written test with at least 60% marks shall be called for interview. The merit list of the candidates to be selected for appointment shall be prepared on the basis of the aggregate marks obtained by them in the written test for which 75 marks shall be allotted and the marks obtained in the interview for which 25 marks shall be allotted.

The candidates selected on the basis of this merit list shall be required to clear the type-writing test with a speed of at least 30 words per minute before their appointment.

In the case of typists, a test of type-writing with a minimum speed of 40 w.p.m. shall be necessary.

With regard to Steno-typists, a competitive test in Shorthand at a speed of 80 words per minute to be transcribed at the rate of 15 words per minute shall be held. A merit list on the basis of the tests referred to above shall be prepared. An interview shall thereafter be held.

(b) Grade 'C' employees whose scale of pay is less than that of a Clerk, will be considered for appointment as Clerk/Typist, provided :

(i) they are Matriculates;

(ii) they have worked in the University for at least two years and qualify the type test at a speed of 30 w.p.m.

OR

they have worked in the University for at least four years and qualify

1	2	3	4	5
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General English test with at least 40% marks; and

(iii) their work and conduct is good.

Note : (i) Those qualifying in General English test will have to qualify in type test at a speed of 30 w.p.m. within one year of appointment as Clerk.

(ii) However, at no time shall the strength of such appointees exceed 25% of the sanctioned strength of Clerks/Typists in the University.

3. Stenographers

Vice-Chancellor

1. Registrar
2. Comptroller
3. Two persons to be nominated by Vice-Chancellor

(a) The Committee shall prepare a list of candidates after advertising and including names of eligible candidates from amongst the existing employees of the University as well as their consulting other appropriate institutions and agencies for suggestions.

(b) The Committee shall then arrange for a competitive test in shorthand of the candidates with such requisite speed and in such manner as the Vice-Chancellor may lay down in this behalf.

result of the test, the committee shall hold an interview and submit their recommendations to the Vice-Chancellor.

Proficiency test for Senior Scale Stenographers :

The test will consist of a passage in English of 500 words dictated at the speed of 100 words per minute which the candidates will be required to transcribe at the rate of 20 words per minute. Four per cent mistake will be permissible.

Proficiency test for Junior Scale Stenographers :

The test will consist of a passage in English of 500 words dictated at a speed of 100 words per minute which the candidates will be required to transcribe at the rate of 20 words per minute. Eight per cent mistakes will be permissible.

- 4. 'B' Grade posts under the Librarian Vice-Chancellor
 - 1. Librarian
 - 2. Two other persons to be nominated by the Vice-Chancellor

The procedure for selection shall be as prescribed in the Statutes for grade 'A' employees so far as possible.

1	2	3	4	5
5.	'C' Grade posts under the Librarian	Librarian	1. Librarian 2. Two other persons to be nominated by the Vice-Chancellor	The procedure for selection shall be as prescribed in the Statutes for grade 'A' employees so far as possible.
6.	'B' Grade posts under the Press Manager	Vice-Chancellor	1. Registrar 2. Comptroller 3. Two other persons to be nominated by Vice-Chancellor	Ditto
7.	'C' Grade posts under the Press Manager	Registrar	1. Registrar 2. Press Manager 3. Two other persons to be nominated by the Vice-Chancellor.	Ditto
8.	Daftri, Peon, Sweeper, Chowkidar for the University offices, Jeep/ Truck Drivers, Telephone Operators, and any other grade 'C' posts placed under the administrative control of Registrar	Registrar	1. Registrar 2. Comptroller 3. Any other Officer nominated by the Registrar	Ditto
9.	'B' grade employees under the Estate Officer	Vice-Chancellor	1. Estate Officer 2. Senior Architect 3. Any other Officer nominated by the Vice-Chancellor	Ditto

- | | | | |
|--------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 10. 'C' grade employees under the Estate Officer | Estate Officer | <ol style="list-style-type: none"> 1. Estate Officer 2. Senior Architect 3. Any other officer nominated by the Estate Officer | The procedure for selection shall be as prescribed in the Statutes for grade 'A' employees so far as possible. |
| 11. 'B' grade employees under the Director Students' Welfare | Vice-Chancellor | <ol style="list-style-type: none"> 1. Director Students' Welfare 2. Deputy Director Students' Welfare 3. Any other officer nominated by the Vice-Chancellor | Ditto |
| 12. 'C' grade employees under the Director Students' Welfare | Director Students' Welfare | <ol style="list-style-type: none"> 1. Director Students' Welfare 2. Deputy Director Students' Welfare of the campus where the vacancy exists 3. Any other employees nominated by the Director Students' Welfare | Ditto |
| 13. 'B' grade employees under the Comptroller | Vice-Chancellor | <ol style="list-style-type: none"> 1. Comptroller 2. Registrar 3. Any other officer nominated by the Vice-Chancellor | Ditto |

1	2	3	4	5
14.	'C' grade employees under the Comptroller	Comptroller	<ol style="list-style-type: none"> 1. Comptroller 2. Store Purchase Officer 3. Any other officer nominated by the Comptroller 	The procedure for selection shall be as prescribed in these Statutes for grade 'A' employees so far as possible.
15.	'B' grade employees under the Deans	Vice-Chancellor	<ol style="list-style-type: none"> 1. Dean of the constituent college concerned 2. Dean, Postgraduate Studies 3. Director of Research 4. Director of Extension Education 5. Any other teacher nominated by the Vice-Chancellor. 	Ditto
16.	'C' grade employees under the Deans	Dean	<ol style="list-style-type: none"> 1. Dean 2. Head of the Dept. in which the vacancy exists 3. Any other employee nominated by the Dean concerned 	Ditto

17. 'B' grade employees under the Director of Research	Vice-Chancellor	<ol style="list-style-type: none"> 1. Director of Research 2. One Dean or Director nominated by the Vice-Chancellor 3. Dean, Post-graduate Studies 4. Head of the Deptt. under whom the vacancy exists 	The procedure for selection shall be as prescribed in these Statutes for grade 'A' employees so far as possible.
18. 'C' grade employees under the Director of Research	Director of Research	<ol style="list-style-type: none"> 1. Director of Research/Associate Director of Research 2. Head of the Department under whom the vacancy exists 3. A class II officer/Teacher nominated by the Director of Research 	Ditto
19. 'B' grade employees under the Director of Extension Education	Vice-Chancellor	<ol style="list-style-type: none"> 1. Director of Extension Education 2. One Dean or Director nominated by the Vice-Chancellor 	Ditto

1	2	3	4	5
			3. Dean, Postgraduate Studies 4. Head of the Deptt. under whom the vacancy exists	
20.	'C' grade employees under the Director of Extension Education	Director of Extension Education	1. Director of Extension Education 2. Head of Department concerned under whom the vacancy exists 3. Any other teacher nominated by the Director of Extension Education	The procedure for selection shall be as prescribed in these Statutes for grade 'A' employees so far as possible.
21.			—deleted—	

PART IV

Sr. No. Name of the post

1. Assistant Accounts Officer.
2. Admn-cum-Accounts Officer.
3. Assistant Registrar
4. Business Manager.
5. Public Relation Officer.
6. Art Executive-cum-Exhibition Officer.
7. Press Manager.
8. Assistant Store Purchase Officer.
9. Officer on Special Duty.
10. Superintendent Girls Hostel.
11. Welfare Officer.
12. Sub-Divisional Engineer.
13. Assistant Architect.
14. Workshop Superintendent.

CHAPTER VI

STATUTES REGARDING THE NUMBER, QUALIFICATIONS, EMOLUMENTS AND OTHER CONDITIONS OF SERVICE OF OFFICERS AND OTHER EMPLOYEES OF THE UNIVERSITY NOT BEING TEACHERS AND THE PREPARATION AND MAINTENANCE OF RECORD OF THEIR SERVICE AND ACTIVITIES

PART—A

Definitions.

1. In this statute unless the context otherwise requires :—
 - (a) “Appointing authority” means the authority competent to make appointments to various categories of posts according to the Statutes made under clauses (c) and (d) of Section 31 of the Act;
 - (b) Deleted;
 - (c) “Duty” includes service as a probationer or apprentice provided that such service is followed by confirmation without a break;
 - (d) “Earned leave” means leave, earned in respect of period spent on duty;
 - (e) “Employees” for the purpose of this Statute means officers and other employees of the University not being teachers; and includes officers and other employees on foreign service with the University;
 - (f) Deleted;
 - (g) The term Grade ‘A’, Grade ‘B’ and Grade ‘C’ used in this Statute shall carry the same meaning as assigned to them in the Statute relating to the appointment of employees of the University other than officers and teachers;
 - (h) “Leave” includes earned leave, maternity leave, leave not due, half pay leave, commuted leave, leave preparatory to retirement, hospital leave and extraordinary leave but does not include casual leave;

- (i) "Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in any officiating capacity and including special pay or a personal pay, if any, but not other allowances;
- (j) "Service" means the whole period of continuous service including periods spent on leave; and
- (k) "Average pay" means the average monthly pay earned during the 10 complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.

2. (a) A person whose age is less than 18 years may not ordinarily be appointed to any post in the University.

Age of entry/
age of retirement.

(b) All employees of the University shall retire from its service on the afternoon of the last day of the month in which they attain the age of 60 years provided that nothing in this clause shall apply to Vice-Chancellor or to any technical or scientific personnel appointed for a specific period under a contract and provided further that Vice-Chancellor may re-employ any employee upto the age of 63 years. Even after that date, University may re-employ such persons on contract basis at the most for a period of 2 years.

(c) Notwithstanding anything contained in sub-clause (b), employees of the Punjab Government who were taken by the University in its service and who were treated as on foreign service shall retire from service in accordance with the rules prescribed by the Punjab Government for the retirement of its employees provided that the University may re-employ any of such employees on its own terms and conditions.

3. The number of posts of employees of the University shall be such as may be determined by the Vice-Chancellor with the approval of the Board provided that nothing in this clause shall

Number of
posts.

affect the inherent right of the University to make subsequent additions to or alterations in the strength of each class of posts whether permanently or temporarily.

Emoluments.

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 nothing in this clause shall affect the inherent right of the University to revise the sanctioned emoluments of any post at any time without adversely affecting an employee of the University already holding such a post.
- (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) An employee of the University 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-Chancellor.

Qualifications.

5. (1) The Academic and other qualifications of officers and grade 'A' employees of the University shall be such as may be laid down by the Vice-Chancellor with the approval of the Board provided that the Vice-Chancellor may with the approval of the Board appoint a person not possessing the approved qualifications of an officer or grade 'A' employee of the University.
- (2) The Academic and other qualifications of grade 'B' and grade 'C' employees of the University shall be such as may be laid down by the appointing authority with the approval of the Vice-Chancellor provided that the appointing authority may with the approval of the Vice-Chancellor appoint a person not possessing the approved qualifications of grade 'B' or grade 'C' employees of the University.

6. (1) All employees of the University shall on first appointment to a post in the University be examined (unless exempted by competent authority or under the provisions of the Statute) by one of the Medical Officers of the University. In order to continue in the University service, the employee must be declared medically fit by the Medical Officer concerned. Before being examined by the Medical Officer, he shall be required to make a declaration in form I attached to this Statute. The Medical Officer of the University examining the employee shall furnish a certificate about the health of the employee in form II. Employees posted at Ludhiana shall be examined within one month of their appointment and other within three months from that date.

Medical certificate of fitness on first entry into the University service.

The Vice-Chancellor may exempt any employee from producing a certificate of fitness. The fees that different categories of the employees will be required to pay for getting themselves examined by the University Medical Officer, shall be as prescribed by the Vice-Chancellor.

In case of doubt, the Vice-Chancellor may constitute a panel of doctors to examine an employee for medical fitness. This may be done either on the receipt of the report of the Medical Officer or on an application made by the concerned employee.

- (2) Deleted.
- (3) The standard of medical fitness shall be as may be 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 employ 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 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) All employees transferred to the University under Section 25 of the Act;
 - (ii) Any employee appointed in a temporary vacancy for a period not exceeding six months; and
 - (iii) All employees on deputation with the University.
- (6) The appointing Authority may in its discretion extend the period prescribed for the medical test of fitness.

Probation.

7. (1) Except when otherwise provided in the Act or Statute or in the special terms of an appointment on fixed tenure or contract or deputation which will be governed by the terms of that contract or deputation, all employees of the University shall on appointment to any post remain on probation for a period of two years which period may be extended or reduced by the Vice-Chancellor.
- (2) The Head of Department or Controlling Officer of an 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 confirmation in the service or otherwise.
- (3) If during his period of probation, the work and conduct of an employee is, in the opinion of the appointing authority, not satisfactory, it may dispense with his services or revert him to his former post,

if any, or extend the period of probation and thereafter 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 if there is a permanent vacancy against which the employee can be confirmed. If it is decided to dispense with the service of an employee it shall not be necessary to serve a notice on the employee for the termination of his service.

- (4) On satisfactory completion of the period of probation of an employee, the appointing authority shall confirm such employee in the appointment provided that an employee, appointed to a temporary post or in a leave vacancy in respect of a permanent post, shall not be considered for confirmation in the service, unless the post to which he has been appointed subsequently becomes the permanent post, or the leave vacancy the permanent vacancy.

8. The seniority inter se of the employee shall be determined by the dates of their continuous appointment to the posts : Seniority of members of the service.

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

- (a) an employee recruited by direct appointment shall be senior to a member recruited otherwise;
- (b) an employee recruited by promotion shall be senior to a person recruited by transfer;

- (c) in the case of employees recruited by promotion or transfer, seniority shall be determined according to the seniority of such employees in the appointments from which they were promoted or transferred; and
- (d) in the case of employees recruited by transfer from different cadres, their seniority shall be determined according to pay; preference being given to a member who was drawing higher rate of pay in his previous appointment and if the rates of pay drawn are also the same 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.
2. In the case of employees whose period of probation is extended under clause 7 of these statutes, the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

Contributory
Provident Fund.

9. Employees of the University shall be given the benefit of subscribing to a Contributory Provident Fund, subject to the Statutes framed in this regard under clause (e) of Section 31 of the Act.

Gratuity.

10. (1) The Vice-Chancellor may sanction gratuity to the University employees as prescribed by the Punjab Government from time to time for its own employees. For any doubt or clarification, the decision of the Vice-Chancellor shall be final.

- (2) Deleted

11. If an employee of the University dies while in service, the family of the deceased shall be entitled to the ex-gratia grants and other facilities to the extent these are admissible to the Government employees and on the terms and conditions as may be laid down by the Punjab Government from time to time. The ex-gratia grants and other facilities shall be sanctioned by the Vice-Chancellor on the recommendations of the concerned officer under whom the deceased employee was working at the time of death.

Stipends and annuities to family of an employee who dies before the age of retirement.

12. *Penalties.*—(i) The following penalties may, for good and sufficient reason, be imposed upon any employee of the University :-

Authorities empowered to impose penalties.

- (a) Censure;
- (b) Withholding of increments or promotion, including stoppage at an efficiency bar, if any;
- (c) Reduction to a lower post or to a lower stage in the same posts;
- (d) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders;
- (e) Suspension;
- (f) Removal from the service of the University which does not disqualify from future employment;
- (g) Dismissal from the service of the University which ordinarily disqualifies from future employment:

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

(ii) Except where otherwise laid down in this Statute, the authority competent to appoint shall be competent to impose

any kind of punishment including removal from office on grounds of misconduct, gross inefficiency, etc. In the event of any such order of punishment by the competent authority, the employee concerned shall have the right of appeal to the next higher authority whose decision shall be final.

- (iii) No penalty of dismissal, removal or reduction shall be imposed unless the employee has been given a reasonable opportunity of showing causes against the action proposed to be taken in regard to him.
- (iv) The grounds on which it is proposed to take action under clause 12 (c), (e), (f) and (g) shall be reduced to the form of a definite charge or charges which shall be communicated in writing to the employee concerned and he shall be required within reasonable time to state in writing whether he admits the truth of all or any of the charges, what explanation or defence, if any, he has to offer and whether he desires to be heard in person. If he so desires or if the appointing authority so direct, an oral enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The person charged shall be entitled to cross-examine the witnesses, to have such 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 and the grounds thereof.

When it is proposed to take action under clause 12 (a), (b) & (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 where an order based on facts has led to his conviction in a criminal court or an order has been passed superseding him for promotion to a higher post on the ground of his unfitness for that post on account of the existence of unsatisfactory record :

Provided further that the requirements of this 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 proposed is dismissal, removal or reduction in rank be supplied with a copy of the report of the enquiry authority and be called upon to show cause within reasonable time, not ordinarily exceeding one month, against the particular penalty proposed to be inflicted upon him. Any representation submitted by the accused in this behalf shall be taken into consideration before final orders are passed.
- (vii) In the case of an appeal against an order under clause 12(i), the appellate authority shall consider :—

- (a) whether the facts on which the order was passed have been established;
- (b) whether the fact 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.

Allowances and leave during suspension.

13. (1) Notwithstanding the provisions of Clause 12 above, the competent authority may also place an employee under suspension under the following circumstances :—

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

(2) An employee under suspension shall be entitled to a subsistence allowance at an amount equal to a leave 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 months as follows :—

- (i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the employee.

(ii) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first twelve months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing directly attributable to the employee.

(3) No payment shall be made unless the employee furnishes a certificate that the employee is not engaged in any other employment, business, profession or vocation.

(4) A suspended person shall not be entitled to any leave for the period of suspension.

14. When an employee who was suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for suspension period as a punishment. In the case of his dismissal, payment of the allowance shall be made in accordance with the rules relating to Civil Servants of the Punjab State Government.

Pay on reinstatement after suspension, etc.

15. (1) An increment shall ordinarily be drawn as a matter of course but the appointing authority shall be competent to withhold increment if the conduct of the employee has not been good or his work not found satisfactory. Where an efficiency bar has been prescribed in a time-scale, the increment next above the efficiency bar shall not be given without the specific sanction of the appointing authority.

Increment and efficiency bar.

(2) The service rendered on a temporary post shall count for an increment, provided the post carries the same time-scale salary.

(3) The service during the period of demotion, and the period spent on leave without pay, shall not count for an increment, except when such leave is taken for higher studies, or deputation /foreign service,

provided that but for such leave, deputation/foreign service, the employee would have continued to hold that post.

Acceptance of work outside the University, patent right, remuneration for research work for outside authority, etc.

16. An employee shall devote his whole time to the service of the University and shall not, without express permission of the competent authority, engage directly in any trade or business whatsoever or any other work which in the opinion of the competent authority may interfere with the proper discharge of his duties.

Lien.

17. The competent authority may allow an employee of the University to be on deputation to an outside agency on such terms and conditions as may be determined by the competent authority in consultation with the foreign employer. No employee of the University on deputation with an outside agency shall be allowed to retain a lien on his post for more than two years unless otherwise decided by the Vice-Chancellor.

No employee of the University shall arrange/negotiate/accept, any remuneration in the form of honorarium, stipend or whatsoever from other sources before getting express permission in this regard from the competent authority.

Declaration of age.

18. An employee shall make a declaration of his age to the *appointing authority* at the time of his entry into service based on his Matriculation Certificate and in the case of non-Matriculantes, such other documentary proof as may be acceptable to the authority upon which the age will be admitted. After the declaration of age and acceptance of the same by the authority it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

Resignation or termination of services.

19. (1) The service of an employee shall be liable to termination on any of the following grounds:

- (a) Gross negligency in the discharge of duty;
- (b) Misconduct;
- (c) Insubordination or any breach of discipline.

- (d) Physical or mental unfitness for the discharge of duty;
 - (e) Any act prejudicial to the University or its property;
 - (f) Conviction in a Court of law for offence involving moral turpitude; and
 - (g) Guilty of activity which is anti-secular and which tends to create communal disharmony.
- (2) If a temporary employee, after the expiry of the period of agreement, wishes to resign from service, he shall give one month's notice in writing to the University. If the employee fails to give such a notice, the University shall be entitled to recover one month's salary or salary for the period by which the notice falls short of one month from him in lieu of such notice.
- (3) If the University decides to relieve an employee not confirmed in the service, one month's notice shall be given to him or in lieu of notice, he shall be paid one month's salary.
- (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 months' notice in case he desires to be relieved, or he shall pay to the University three months' salary in lieu of such notice, unless otherwise ordered by the Vice-Chancellor.
- (6) An employee, before leaving the University service, shall hand over the charge of his post to a duly authorised employee and shall return to the University all books, apparatus, furniture, etc., issued to him for his personal use and shall pay up, 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.

- (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.

Leave.

- 20. (1)** The authority competent to grant leave and hereinafter to be known as the competent authority shall be—
- (a) Chancellor in the case of Vice-Chancellor;
 - (b) The Vice-Chancellor in the case of all Officers of the University and Grade 'A' employees;
 - (c) The Deans of the constituent colleges and the Directors in the case of grade B and C employees working direct under their control;
 - (d) The Registrar, Comptroller, Estate Officer and the Librarian and other officers in the case of other employees borne on the University Cadre and working under their administrative control;
 - (e) The Heads of Departments in the case of grade B & C employees working under their administrative control;
 - (f) Class I teacher (s) authorised by the Head of Department in case of grade 'C' employees working in the Department.
- (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 but the maximum earned leave that may be given 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.
- (b) Leave preparatory to retirement may be allowed upto 180 days on full pay provided it is due.

- (3)—Deleted.
- (4)—Deleted.
- (5)—Deleted.
- (6)—Deleted.
- (7)—Deleted.
- (8) The competent authority may, in its discretion, for any special reason, grant an employee extra-ordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months and shall also not count towards gratuity :

Provided further that the maximum total period for which such leave may be granted shall not ordinarily exceed two years. In special cases such leave may be granted upto three years.

- (9) If the employee overstays his leave he shall forfeit all his salary during the time of his remaining so absent; and if he overstays his leave for more than one week his office shall be liable to be declared vacant.
- (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 extraordinary 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 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 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 employee concerned.
- (14) A quarantine leave as provided under the Punjab Government rules may also be given to the employees of the University.
- (15) Other leave mentioned in clause 1 (h) of the Statute may be granted to an employee at any time according to the rules of the Punjab State Government and subject to such 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 on leave salary equal to either average pay or half average pay as the authority granting the leave may decide. The period of

hospital leave shall be limited to three months on average pay in any period of three years. Hospital leave on half average pay will count for the purpose of this limit as half the amount of leave on average pay. This leave shall not be debited against the leave account of the employee and may be combined with any other kind of leave admissible.

- (17. (i) The competent authority may grant to a female employee maternity leave on full pay for a period not exceeding three months. The grant of leave shall be so regulated that the date of confinement falls within the period of leave. This leave may be extended to six months on the 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) Any other kind of leave may be permitted to be prefixed to maternity leave without insisting on a medical certificate. After availing of maternity leave of three months, if a female employee who cannot get her leave extended by furnishing a medical certificate but desires leave of the kind due including commuted leave in continuation of the maternity leave, may be allowed leave upto a maximum of 60 days without the production of a medical certificate. But in case she gets her maternity leave extended beyond 3 months by furnishing a medical certificate, she would not be eligible to get the benefit of combination of the leave of the kind due including commuted leave without the production of a medical certificate.
- (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.

- (iv) Maternity leave may also be granted in cases of miscarriages, abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the conditions that the leave does not exceed six weeks and the application for leave is supported by a certificate of the University Medical Officer or other prescribed medical authority.

Note : Leave in continuation of maternity leave may also be granted in case of illness of a newly born baby subject to the female employee producing a medical certificate from the University Medical Officer or other prescribed medical authority, as the case may be, to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

Record of service. 21. (1) There shall be a personal file for every employee in which shall be placed all papers, records and other documents relating to his service in the University. The file shall contain in particular, a Service-Book giving a history of his service from the date of his appointment including increment, promotion, reward, punishment and 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 casual leave), earned as well as unearned taken by him.

- (2) A confidential file shall also be maintained for each employee.

Travelling and daily allowance.

22. (i) The employees of the University shall be entitled to travelling and daily allowance as prescribed by the Punjab Government for its own employees till such time as the Board prescribed its own rates.

- (ii) Notwithstanding anything contained in (i) above, the persons invited to attend the meeting of a University Body 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 the performance of return journey on his giving a certificate that the return journey will be performed in the manner as claimed in the bill.

23. (1) An employee of the University may be called upon to perform any extra work as may be assigned to him in the interest of the University. General.
- (2) Official information obtained in course of employment must not be communicated by any employee to any outsider or to the Press without the permission of competent authority.
- (3) The Vice-Chancellor shall be competent to allot such type of residential accommodation to an employee of the University as he deems fit, provided that the employee shall vacate such accommodation when called upon to do so by the Vice-Chancellor.
- (4) Any matter regarding conditions of service not covered by the provisions of this Statute may be decided in accordance with the rules laid down by the Punjab Government for its own employees or in such other manner as the Vice-Chancellor with the approval of the Board, or under the powers which may be delegated to him by the Board, may deem fit.
- (5) An employee of the University, not withstanding any other 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 of probation or thereafter. The Vice-Chancellor may, however, exempt an employee from passing such test/tests.
- (6) The first annual increment to an employee during the period of probation shall be allowed in the normal course unless withheld

by the competent authority but the second annual increment shall be withheld till he passes prescribed tests.

- (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.

SCHEDULE

FORM I

Candidate's Statement and Declaration

The candidate 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 in block letters) _____
- 2. State your age and place of birth _____
- 3. (a) Have you ever had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting, attacks rheumatism appendicitis ? _____

OR

- (b) Any other disease or accident requiring confinement to bed and medical or surgical treatment ? _____
- 4. When were you last vaccinated ? _____
- 5. Have you or any of your near relation been afflicted with consumption, scrofula, gout, 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 :-

Father's age if living and state of health	Father's age at death and cause of death	Number of brothers living, their ages and state of health	Number of brothers dead, their ages at death and cause of death

Mother's age if living and state of health	Mother's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sister dead, their ages at death and cause of death

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received a disability certificate or pension on account of any disease or other condition.

Candidate's Signature _____

Note : The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information, he will incur the risk of 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 in my opinion is not a disqualification for the function he is required to perform. His/Her age according to his/her own statement is _____ years and by appearance about _____ years. He/She has been vaccinated within the last 12 months or has been re-vaccinated within the last 12 months, or has already had small-pox and shows obvious scars thereof.

Marks of identification _____ Impression
 [of left hand thumb and fingers.

Signature of applicant.

CHAPTER VII

STATUTES REGARDING THE NUMBER, QUALIFICATIONS, EMOLUMENTS AND OTHER CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY AND THE PREPARATION AND THE MAINTENANCE OF RECORD OF THEIR SERVICE AND ACTIVITIES

PART—B

1. In this Statute, unless the context otherwise requires :- Definitions.

- (a) “Appointing authority” means the authority competent to make appointments to various categories of posts according to the Statutes made under clause (d) of Section 31 of the Act.
- (b) Deleted ;
- (c) “Duty” includes service as a probationer or apprentice provided that such service is followed by confirmation without a break ;
- (d) “Earned Leave” means leave earned in respect of period spent on duty ;
- (e) Deleted ;
- (f) “Leave” includes earned leave, leave not due, half pay leave, commuted leave, leave preparatory to retirement, maternity leave, study leave, hospital leave and extraordinary leave but does not include casual 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, if any, but not other allowances ;
- (h) “Service” means the whole period of continuous service including periods spent on leave ; and
- (i) “Average monthly salary” as prescribed under sub-clause (k) of clause 1 to Part “A” of this Statute.

- Age of entry/
retirement.
2. The rules prescribed under clause 2 to Part 'A' of this Statute shall apply to the teachers also.
3. Teachers of the University including teachers of the Agriculture and Animal Husbandry Departments transferred to the University on foreign service and other teachers on foreign service with the University shall be governed by the conditions of service laid down in the succeeding clauses.
- Number of posts.
4. The number of posts of teachers shall be such as may be determined by the Vice-Chancellor with the approval of the Board, provided that the Vice-Chancellor may obtain the recommendations of the Academic Council and provided further that nothing in this clause shall affect the inherent right of the University to make subsequent additions to or alterations in the strength of each class of posts whether permanently or temporarily.
- Emoluments.
5. (1) The grades of pay of teachers shall be such as may be determined by the Board on the recommendations of the Vice-Chancellor provided that the Vice-Chancellor may obtain the recommendations of the Academic Council and provided further that nothing in this clause shall affect the inherent right of the University to revise the sanctioned emoluments of any post at any time without adversely affecting a teacher already holding such a post.
- (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-Chancellor.
- Qualifications.
6. The academic and other qualifications of teachers shall be such as may be laid down by the Vice-Chancellor with the approval of the Academic Council provided for reasons to be recorded in writing, the Vice-Chancellor may appoint a person not possessing the prescribed qualifications.

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <p>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 workers shall be as prescribed by the Punjab Government for its employees of corresponding status.</p> | <p>Medical certificate of fitness on first entry into University service.</p> |
| <p>8. The rules prescribed under clause 7 to Part 'A' of this Statute shall apply to the teachers also.</p> | <p>Probation.</p> |
| <p>9. The rules prescribed under clause 8 to Part 'A' of this Statute shall apply to the teachers also.</p> | <p>Seniority.</p> |
| <p>10. The rules prescribed under clause 9 to Part 'A' of this Statute shall apply to the teachers also.</p> | <p>Contributory Provident Fund.</p> |
| <p>11. The rules prescribed under clause 10 to Part 'A' of this Statute shall apply to the teachers also.</p> | <p>Gratuity.</p> |
| <p>12. The rules prescribed under clause 11 to Part 'A' of this Statute shall apply to the teachers also.</p> | <p>Stipends & Annuities to family of an employee who dies before the age of retirement.</p> |
| <p>13. The rules prescribed under clause 12 to Part 'A' of this Statute shall apply to the teachers also.</p> | <p>Authorities empowered to impose penalties.</p> |
| <p>14. The rules prescribed under clause 13 to Part 'A' of this Statute shall apply to the teachers also.</p> | <p>Allowances and leave during suspension.</p> |
| <p>15. The rules prescribed under clause 14 to Part 'A' of this Statute shall apply to the teachers also.</p> | <p>Pay on reinstatement after suspension, etc.</p> |
| <p>16. The rules prescribed under clause 15 to Part 'A' of this Statute shall apply to the teachers also.</p> | <p>Increment and efficiency bar.</p> |
| <p>17. (1) (i) A teacher shall devote his whole time to the service of the University and shall not, without express permission of the competent authority engage directly in any trade or business whatsoever or any other work 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 Congresses.</p> | <p>Acceptance of work outside the University, patent right, remuneration for research work for outside authority, etc.</p> |

(ii) No employee of the University shall arrange/negotiate/accept any remuneration in the form of honorarium, stipend or whatsoever from other sources without getting prior permission in this regard from the competent authority.

(iii) The total remuneration that shall be allowed to a teacher including Deans, Director of Research and Director of Extension Education for undertaking examination work of Colleges/Universities/Boards/Institutions/Public Service Commission shall be as follows during a year :

<i>Amount of remuneration</i>	<i>Teacher's share</i>	<i>University's share</i>
For the first Rs. 2500/-	Whole amount	Nil
From Rs. 2500/- to Rs. 5000/-.	Rs. 2500/- plus 50% of the amount exceeding Rs. 2500/- and upto Rs. 5000/-	50% of the amount exceeding Rs. 2500/-
From Rs. 5000/- and above	Rs. 2500/- plus 50% of the amount exceeding Rs. 2500/- upto Rs. 5000/-.	50% of the amount exceeding Rs. 2500/- upto Rs. 5000/- plus whole amount exceeding Rs. 5000/-.

However, no remuneration to the PAU teachers will be admissible for doing examination work of this University.

- (2) (i) If any teacher makes any invention or discovers any process in the laboratories or workshops of the University and if the Board of Management is of opinion that application should be made to Government for the grant of patent of such invention or process then the University will get assignment from the member of the staff concerned. The cost of securing such patent shall be borne by the University. Any royalty,

emolument or remuneration or income accruing from the sale or commercial exploitation of such grant of patent shall be received by the University and the University shall pay such amount as may be determined by the Vice-Chancellor : Provided, however, that in exceptional cases, where the expenditure in regard to such invention or process is high, the University shall be entitled to recover the entire cost before paying such portion of the income to the staff concerned.

What amount of expenditure will be regarded as high in this connection shall be determined by the Board of Management.

(ii) In case the University does not wish to apply for the grant of a patent, the teacher concerned may, with the permission of the competent authority, apply for a patent solely in his own name provided that before doing so he 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 recommendation of the Dean of the constituent college concerned or the Director of Research, as the case may be, the Vice-Chancellor shall determine the amount to be paid to the teacher after meeting all expenses for carrying on the said testing, research work or consultancy service.

18. The rules prescribed under clause 17 to Part 'A' of this Statute shall apply to the teachers also. Lien.

19. The rules prescribed under clause 18 to part 'A' of this Statute shall apply to the teachers also. Declaration of age.

Resignation or termination of service. **20.** The rules prescribed under clause 19 to Part 'A' of this Statute shall apply to the teachers also.

Leave. **21.** (1) The authority competent to grant leave, hereinafter to be known as the competent authority, shall be :

- (a) The Deans of the constituent colleges and the Directors in case of class I teachers and study leave in case of class II and III teachers;
 - (b) The Head of Departments in case of class II & III teachers except study leave.
 - (c) The Librarian in case of staff working in the Library.
- (2) (a) The rules prescribed in sub-clause (2), (4)—(7), (9)—(12) and (14)—(17) of clause 20 to Part 'A' of this Statute shall apply to the teachers also.
- (b) The competent authority may, in its discretion, for any special reason, grant a teacher extra-ordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months and shall also not count towards gratuity:

Provided that the maximum total period for which such leave may be granted shall not ordinarily exceed two years. In special cases, such leave may be granted upto three years.

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.

* (3) A teacher desiring to prosecute higher studies may, if he has served for not less than five years, be granted leave on full pay plus allowances as admissible for a period or periods ordinarily not exceeding two years but in special cases up to three years in all and provided that he spends the entire period in study or research at the University or other institutions or in any approved manner and provided further that he executes a bond to serve the University for a specified period on his return as indicated below :

- (a) where a teacher has gone for higher studies for less than one year, he shall be required to execute a Bond to serve the University for a period of not less than three years on his return;
- (b) where a teacher has gone for higher studies for a period exceeding one year, he shall be required to execute a Bond to serve the University for a period not less than five years on his return;

The Vice-Chancellor in his discretion, under exceptional circumstances may waive the condition of 5 years service for grant of study leave. This leave may be combined with earned leave or any other leave but shall not count as service for any other leave.

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- NOTE : 1. The inservice candidates who are granted study leave for prosecuting higher studies in the Punjab Agricultural University shall not be entitled to the payment of inservice stipend and other fellowships and scholarships, etc. Teachers sponsored for higher studies abroad should not be penalised if they are called back without completing their studies.
2. The maximum limit of earned leave shall not be applicable in case of teachers granted leave of the kind due during the period of their study.

- (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 emergency;
- (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 extra-ordinary leave upto five years.

Record of service. 22. The rules prescribed under clause 21 to Part 'A' of this Statute shall apply to the teachers also.

Travelling and daily allowance. 23. The rules prescribed under clause 22 to Part 'A' of this Statute shall apply to the teachers also.

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24. (1) The rules prescribed under clause 23 to Part 'A' of this Statute shall apply to the teachers also. General.
- (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.

CHAPTER VIII

CONSTITUTION OF THE PROVIDENT FUND FOR THE BENEFIT OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

Definitions.

1. In these Statutes unless the context otherwise requires :—

(a) The word 'salary' does not include the house allowance for the purpose of deduction to be made towards the Provident Fund but includes all other allowances i.e. Dearness Allowance, Additional Relief and any other allowance supplementary to Dearness Allowance.

(b) Family means—

(i) in the case of a male subscriber, the wife or wives and children of a subscriber, and the widow, or widows and children of a deceased son of the subscriber :

Provided that if a subscriber proves that his wife has judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently indicates by express notification in writing to the Comptroller that she shall continue to be so regarded;

(ii) in the case of a woman subscriber, the husband and children of a subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber by notification in writing to the Comptroller expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in

matters to which these rules relate unless the subscriber subsequently cancels formally in writing her notification on excluding him.

Note 1—Children means legitimate children.

Note 2—An adopted child shall be considered to be a child when the Comptroller, or if any doubt arises in the mind of the Comptroller, the Vice-Chancellor, after obtaining legal advice, is satisfied that under the personal law of the subscriber, adoption is legally recognized as conferring the status of a natural child, but in this case only.

Note 3—When a person has given his child in adoption to another person and if, under the personal law of the adopter, adoption is legally recognised as conferring the status of a natural child, such a child should, for the purpose of the Statutes, be considered as excluded from the family of the natural father.

(c) "The Fund" means the Punjab Agricultural University Contributory Provident Fund.

(d) "Year" means the financial year.

2. The Fund shall be established by the University for the benefit of the officers, teachers and other employees of the University. Constitution of the Fund.
3. (1) Every whole time employee of the University shall subscribe monthly to the Fund. Employees holding appointment on fixed terms may also subscribe to the Fund at their option. Conditions and rates of subscription.

Note : Employees holding employment on fixed term shall exercise their option to subscribe to the Fund within six months of such appointment. On their appointment on regular basis, the employees who had worked on stop-gap basis immediately preceding and without break, shall be allowed the option within sixty days from the date of their regular appointment. In case they exercise option to subscribe to the C.P.F. for the period of

their stop-gap appointment as well, the employees shall deposit the amount in lumpsum.

(2) Deleted.

(3) The subscription to the Fund shall be ten per cent of the salary of the subscriber. The amount shall be expressed in whole rupees, i.e. when the calculation involves naye paise amounting to less than fifty naye paise, the naye paise shall be ignored and when the amount is fifty naye paise or more, full rupees shall be deducted. Such subscription shall be deducted month by month from the salary of each subscriber by the Comptroller of the University whose duty is to pay such salary, and the amount deducted shall be paid into the Fund to the credit of the subscriber.

Provided that if an employee so desires, he may subscribe at the rate of 20% or 30% of his salary subject to maximum of Rs. 15,000/- per annum but the contribution of the University shall be 10% of his salary.

(4) Deleted.

Contribution by
the University

4. At the time of drawl of pay each month, a sum equal to 10% of the salary of the subscriber shall be contributed to the Fund by the University and subject to the conditions contained in the provisions to this Statute, placed to the credit of the subscriber.

Provided that no employee of the University who shall be guilty of dishonesty or other gross misconduct and has been consequently dismissed from his employment, shall be entitled to the benefit of or to receive any part of share in any sums at any time contributed by the University to the Fund on his account or the accumulated interest or profits thereof and that the University shall be entitled to recover as the first charge from the amount for the time being at the credit of any employee, a sum equivalent to the amount of any loss or damage at any time sustained by the University by reasons of his dishonesty or negligence, but not exceeding in any case the total amount of contributions credited to his account

by the University and of any interest or increment which has accrued on such contributions :

Provided further that no employee shall be entitled to receive any part or share in any sums contributed by the University to the Fund and no interest and increment which has accrued on such contributions where he has resigned employment within two years of the commencement of the subscription to the Fund, unless he has established to the satisfaction of the University that his resignation is necessitated by incapacity for further service.

5. The rate of interest to be allowed on all sums deposited in the Fund shall be such as may be determined from time to time by the Committee set up for the purpose by the Board of Management, and the amount of such interest shall be placed to the credit of each subscriber half yearly. Naye Paise shall be eliminated altogether each time from the amount of interest at the time of calculation of half-yearly interest payable to the subscriber. The balance thus remaining unpaid shall be added to the interest earned in the next half year. The net amount of interest shall be calculated at the rate as determined above on the sum total of the previous balance and the present earned interest. Interest.

6. The Comptroller shall cause to be maintained proper accounts relating to the Fund showing the amount for the time being at the credit of each subscriber and the general state of the Fund. The Comptroller's office shall also verify the entries relating to the opening balance, deposits and withdrawals during the half-year and add interest accrued during the half-year, in respect of each subscriber *in the pass book maintained by the department.* Maintenance of Accounts.

7. Subject to the provisions of these Statutes, the amount standing in the Fund to the credit of a subscriber shall become payable on the death of a subscriber or on his quitting the service of the University. However, if the payment is not taken within one year of its becoming due by the subscriber or his nominee or such other family member as may be eligible for payment, no interest shall be paid on the deposits after one year. Amount payable. when

Withdrawal from Fund in case of leave preparatory to retirement.

8. In case of leave granted preparatory to retirement, a subscriber may, at the discretion of the Vice-Chancellor or any other Officer to whom powers may be delegated, be permitted to withdraw upto ninety per cent of his assets in the Fund. If, under any exceptional circumstances, the subscriber does not retire at the end of the leave, the full amount withdrawn shall be refunded as a condition of continued employment. This payment shall not affect the rules in regard to subscriptions during such leave or the claim to bonus or the interest on the balance.

Nomination.

9. (i) A subscriber may make a declaration signed by him and attested by two witnesses stating the name or names of the persons to whom he desires that, in the event of his death, the whole or any part of the amount of his deposit shall be paid :

Provided that if, at the time of making the nominations, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of the family.

(ii) If a subscriber nominates more than one person under clause (i), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(iii) A subscriber may at any time cancel nomination by sending a notice in writing to the Comptroller—Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of clauses (i) and (ii).

(iv) A subscriber may provide in a nomination—
 (a) in respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination :
 Provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members;

- (b) that the nomination shall become invalid in the event of happening of a contingency specified therein; provided that if, at the time of making the nomination, the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

Provided further that if, at the time of making the nomination, the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members of his family.

- (v) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (iv) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (iv) or the provisions thereto, the subscriber shall send to the Comptroller a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this Statute.
- (vi) Every nomination made, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Comptroller.

9. A. In case a subscriber fails to make any nomination or the nomination made by him is found invalid, the payment of the amount lying to his credit shall be made on his death, in the manner provided for in the rules relating to Punjab Government employees.

- Advance from the Fund. 10. A temporary advance/non-refundable advance from the Fund may be permitted by the Vice-Chancellor or any other Officer to whom powers may be delegated in this behalf to the subscriber subject to the condition that no advance shall be granted unless the sanctioning authority is

satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise :

J. Temporary Advances :

(A) Advance for the purchase of Plot/Construction of House/Purchase of House.

An advance may be granted equal to 60 months' pay to defray the cost of purchase of a house or construction of a house or purchase of land for construction of house provided :

- (i) The subscriber or any other member of his family has no residential house of his own and that he has subscribed to the Fund for not less than 5 years.
- (ii) An advance shall in no case exceed employee's own subscription and interest thereon when a subscriber has served for not more than 8 years in the University whereafter he may also be advanced 50% of the University contributions including interest thereon.
- (iii) An advance equal to 60 months' pay may be drawn in more than one instalment.

(B) Advance for the purchase of Conveyance :

An advance may be granted to purchase a motor-car/motor-cycle/scooter subject to the conditions that :

- (i) the subscriber has subscribed to the Fund for not less than 5 years.
- (ii) Advance for the purchase of motor-cycle/scooter shall be admissible to the subscriber drawing basic pay not less than Rs. 500/- p.m. and it shall be limited to 15 months' pay or the actual price of the conveyance, whichever is less.
- (iii) Advance for the purchase of motor-car shall be admissible to a subscriber drawing basic pay not less than Rs. 1000/- p.m. and it shall be limited to Rs. 16000/- or the cost of car, whichever is less.

Provided that an advance in these cases shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber.

Provided further that a second advance for the purchase of scooter/motor-cycle shall not be granted until at least 5 years have passed since the grant of first advance.

(C) Advances for Ceremonies and other Obligatory Expenses.

An advance may be granted—

1. to pay expenses in connection with prolonged/serious illness of the applicant or any other family member actually dependent on him. This advance will be admissible on the recommendation of the Medical Officer and the limit prescribed under sub-clause 3(b) will not be applicable in this case.
2. to pay for the overseas passage only for reasons of health or education of the applicant or any person actually dependent on him. Advances from the Fund may also be granted to a subscriber subject to the usual conditions to meet the cost of education of himself or family members actually dependent on him in the following types of cases :
 - (i) for education outside India whether for academic, technical, professional or vocational course;
 - (ii) for medical, engineering and other technical or specialised courses in India beyond the High School stage; provided that the duration of the course of study is not less than three years.
3. to pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with subscriber's own marriage and marriage, funeral or other ceremonies of persons actually dependent on him/her and to meet the cost of legal

proceedings for vindicating his/her position in regard to any allegation made against him/her in respect of any act done or purporting to have been done by him/her in the discharge of his/her official duty provided that the advance shall not be admissible in respect of any matter unconnected with his/her official duty.

Provided that the condition of actual dependency shall not apply in the case of son or daughter of the subscriber :

- (a) An advance admissible under sub-clause 1 to 3 shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund and shall be limited to six months' pay.
- (b) An advance shall not, except for special reasons to be recorded in writing by the sanctioning authority, be granted until atleast twelve months after the final payment of all previous advances, together with interest thereon, unless the amount already advanced does not exceed two-thirds of the amount admissible under sub-clause (a).

Note.—In cases falling under sub-clause 1 to 3 of clause 10(I)(C), advances may be granted by the sanctioning authority to pay debt incurred; provided an application duly supported with documentary proof and an affidavit is made within 30 days after the event to which it relates.

II. Non-refundable advances :

- (i)(a) A subscriber after the completion of 20 years service (including broken periods, if any) or within 12 years before the date of his/her retirement on superannuation, whichever is earlier, may be granted an advance equal to six months' pay of the subscriber or one-half of the amount standing to his credit, whichever is less, to meet the expenses in connection with marriage/higher education of the subscriber's daughter/son. The advance for higher education will be admissible in the following type of cases :

- (i) for education outside India whether for academic, technical, professional or vocational course.
- (ii) for medical, engineering and other technical or specialised courses in India beyond the High School stage; provided that the duration of the course of study is not less than three years.

Note.—If two or more marriages are to be celebrated simultaneously, the amount admissible in respect of each marriage will be determined as if the advances are sanctioned separately one after the other

- (b) (i) In sanctioning non-refundable advance under this sub-rule, the temporary advances outstanding against the subscriber, if any will not be taken into account.
- (ii) A subscriber after the completion of 8 years service (including broken periods, if any) or within 12 years before the date of his/her retirement on superannuation, whichever is earlier, may be granted an advance equal to 60 months' pay of the subscriber or employee's own subscription plus 50% of the University contribution including interest thereon, whichever is less, for building or acquiring a suitable house for his residence including the cost of the site or for purchasing a house site or for constructing a house on a site purchased utilising the sum withdrawn for the purpose (Advance may be drawn in instalments twice a year).
- (iii) A subscriber with a basic pay not less than Rs. 500/- p.m., who has put in 10 years service, may be granted a non-refundable advance from C.P.F. for the purchase of Motor-cycle/Scooter. The limit of the advance, is not to exceed Rs. 4500/- or 15 months' pay of the subscriber or one half of the balance with interest thereon at the credit of the subscriber in his/her C.P.F. account or actual price of the Motor-cycle/Scooter, whichever is the less

The employees with 5 years of service may be granted a non-refundable advance not exceeding Rs. 300/- from the C.P.F. for the purchase of bicycle or half of the balance at the credit of the subscriber in his/her CPF account, whichever is less.

The second advance for the purchase of scooter/motor-cycle/cycle shall not be granted until at least 5 years have passed since the grant of first advance.

Note : A subscriber who draws a refundable advance under the ordinary rules, may convert at his/her discretion by written request addressed to the Comptroller, PAU through the sanctioning authority, the balance outstanding against him/her into a final withdrawal on his/her satisfying the conditions laid down in this rule.

Recovery of
advances made.

11. (1) An advance shall be recovered from the salary of the subscriber in such number of equal monthly instalments as the sanctioning authority may direct but such number shall not be less than 12 unless the subscriber so elects or in any case not more than twenty-four. In special circumstances, the sanctioning authority with the concurrence of the Comptroller may fix such number of instalments to be more than 24 but in no case more than 36. A subscriber may, at his option, make repayment in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupee the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such instalments. However, in case of any advance equal to 12 months' pay/advance for scooter/motor-cycle/car, the recovery in 48 instalments and in case of an advance equal to 60 months' pay, recovery in 180 equal instalments shall be made.
- (2) Recovery shall not be made, except with the subscriber's consent while he is on leave or is in receipt of subsistence grant and may be postponed by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.

(3) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

(4) (a) After the principal of the advance has been fully repaid, interest shall be paid at the same rate as the University pays interest on all similar deposits in the Fund, on the principal for each month or broken portion of a month during the period between the drawal and complete repayment of the principal :

Provided that Muhammadan subscribers whose deposits in the Fund carry no interest shall not be required to pay into the Fund any additional instalments on account of interest on advances granted to from the them Fund.

(b) Interest on advances shall be calculated and added to the principal in the first instance and it shall be recovered in equal prescribed instalments.

(5) Recoveries made under this Statute shall be credited as they are made to the account of the subscriber in the Fund.

(6) A subscriber who has been permitted to withdraw money from the Fund shall satisfy the Comptroller within a period of 3 months that the money has been utilized for the purpose for which it was withdrawn and if he fails to do so, the whole sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump sum together with interest thereon by the subscriber to the Fund, and in default of such payment it shall be ordered by the sanctioning authority to be recovered from his emoluments either in lump sum or in such number of monthly instalments as may be determined by the Comptroller.

12. Payment of premium for a policy of Insurance may, at the option of the subscriber, be made from subscription to the Fund, subject to the conditions which may be laid down in this behalf.

Payment of
Insurance premium
out of the Fund.

^F
Making of
Regulations.

13. The Board may, from time to time, make regulations consistent with these Statutes and with provisions of the Provident Funds Act, 1925 for—

- (a) Deleted;
- (b) any matter relating to the Fund, or its management or the investment of sums at credit of the Fund, or the privileges of subscribers not herein expressly provided for, and may add to, vary or cancel any regulations so made.

CHAPTER IX

STATUTES REGARDING INSTITUTION OF DEGREES AND DIPLOMAS AND CONFERENCE OF HONORARY DEGREES

1. The University shall grant :—

Grant of Degrees.

- (i) Degrees of Bachelor of Science in various disciplines of Agriculture, Animal Science, Home Science and other allied sciences, degree of Veterinary Science and Animal Husbandry and degree of Bachelor of Technology (Agricultural Engineering).
- (ii) Degrees of Master of Science in various disciplines of Agriculture, Animal Science, Home Science and other Allied Sciences, degree of Master of Veterinary Science (M.V.Sc.) and degree of Master of Technology in Agricultural Engineering, Mechanical Engineering, Civil Engineering and Electrical Engineering.
- (iii) Degree of Doctor of Philosophy in various disciplines of Agriculture, Animal Science, Veterinary Science, Agricultural Engineering, Home Science and other allied sciences.
- (iv) Diplomas for the following courses :—
 - (a) Agricultural Marketing.
 - (b) Any other courses introduced by the University from time to time.

2. (1) The University shall, subject to confirmation by the Chancellor, have the power to confer honorary degrees and other academic distinctions on the recommendations of the Academic Council.

Conferment of
Honorary
Degrees.

(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.

- Convocation.**
3. (1) All degrees, diplomas and honorary degrees shall be conferred by the University either at a 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.

CHAPTER X

STATUTES REGARDING THE COURSES OF STUDY TO BE LAID DOWN FOR DEGREES AND DIPLOMAS OF UNIVERSITY

1. The Academic Council shall lay down courses of study in various subjects both for undergraduate and post-graduate levels.
 2. The authority to alter or abolish a particular course of 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.
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CHAPTER XI

STATUTES REGARDING THE INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES

Institution of
Fellowship and
Scholarship, etc.

The number and value of Fellowships and Scholarships to be annually awarded, shall be determined by 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.

CHAPTER XII

STATUTES REGARDING THE CONDITIONS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES, STIPENDS AND FEE CONCESSIONS

1. The Academic Council shall, with the approval of the Vice-Chancellor, lay down the conditions for the award of the following recognitions and incentives for study, research and for distinction in sports and co-curricular activities to the students of the University:-
 - (a) *Fellowships*.—for postgraduate studies and research;
 - (b) *Scholarships*.—for undergraduate studies and for distinction in sports activities;
 - (c) Medals and prizes for meritorious academic pursuit and outstanding performance in co-curricular activities of the University;
 - (d) Stipends and fee-concessions for financially handicapped students and inservice candidates taking up postgraduate studies.
2. Meritorious academic pursuit assessed on the basis of results of various University examinations, outstanding performance in various extra-curricular fields and good behaviour shall alone serve as the guiding principles for the award of various fellowships, scholarships, medals, prizes, stipends and fee concessions.
3. The Dean of a College on the recommendation of the concerned Head of the Department and subject to the prescribed conditions may award scholarships and fee concessions to the eligible students. The Dean of a College shall also have the authority to withdraw or diminish the recommendation if the student fails to fulfil the prescribed obligations.
4. The Vice-Chancellor, on the recommendation of the Dean of a College and/or the Directors of Research and Extension Education, may award fellowships for postgraduate studies and for conduct of research in India or study abroad. The grant of stipends to inservice candidates for postgraduate studies shall also be made by the Vice-Chancellor on the recommendation of the Dean of a College and/or the Directors of Research and Extension.

CHAPTER XIII

STATUTES REGARDING THE ADMISSION OF STUDENTS TO THE UNIVERSITY AND THEIR ENROLMENT AND CONTINUANCE AS SUCH

1. (1) Students shall be admitted each year to various degrees of the University in the following colleges :

Admission students Colleges.	of in
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 - (i) College of Agriculture, Ludhiana.
 - (ii) College of Veterinary Science, Ludhiana.
 - (iii) College of Agricultural Engineering, Ludhiana.
 - (iv) College of Home Science, Ludhiana.
 - (v) College of Basic Sciences & Humanities, Ludhiana.
 - (vi) College of Home Science, Kaoni.
 - (vii) Such other colleges as may be established by the University after the commencement of the Act.
 - (viii) Such Central Government Institutions of agricultural research, technical and extension education in the State of Punjab as may desire to be integrated as Colleges of the Punjab Agricultural University.
 - (2) The number of students to be admitted each year in various colleges shall be approved by the Academic Council on the recommendation of the Board of Studies.
 - (3) Applications for admission to various colleges shall be received by the Registrar not later than a prescribed date and on forms approved for the purpose.
 - (4) Admission requirements to various degrees, diplomas, etc., shall be such as laid down by the Academic Council upon recommendation of the Board of Studies concerned.
2. The privilege of continuing as a student in the University shall be held only by keeping up a certain level of academic performance, class attendance and requirements of discipline as may be prescribed by the Academic Council in consultation with the Board of Studies and regular payment of dues of the University.

Maintenance of discipline, etc.

CHAPTER XIV

STATUTES REGARDING 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 THE DEGREES AND DIPLOMAS

1. The conditions under which students shall be admitted to the Degree, Diploma or other Courses shall be such as are laid down by the Academic Council on the recommendations of the Boards of Studies.
 2. The examinations shall be held on a continual basis providing for formal short-term, mid-term and final tests.
 3. Detailed procedure of examinations and conditions of eligibility for the award of Degrees and Diplomas, in the light of the provisions under clause 2, above, shall be laid down by the Academic Council on the recommendations of the Boards of Studies.
 4. Deleted.
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CHAPTER XV

STATUTES REGARDING THE CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY AND THE LEVYING OF FEES FOR RESIDENCE IN HOSTELS MAINTAINED BY THE UNIVERSITY

1. Applications for accommodation in a hostel maintained by the University shall be submitted to the Director of Students' Welfare on such form and date as may be approved by the Vice-Chancellor for the purpose.
2. Regulations for allocation of room space, provision of reasonable comforts, and responsibility of the students in the proper upkeep of hostel properties and observance of discipline shall be

laid down by the Vice-Chancellor on the recommendations of the Director of Students' Welfare.

3. Subject to the prescribed regulations, the Director of Students' Welfare shall be the final authority to decide the allocation of room space to individual applicants.
4. Every student residing in a University hostel shall deposit a mess security of an amount which may be laid down by the Vice-Chancellor. He shall also have to pay hostel fees and other dues at such rates as may be prescribed by the Vice-Chancellor on the recommendations of the Finance Committee.
5. Supervision of the affairs of each hostel shall be entrusted to a teacher designated as Hostel Warden for a prescribed period.
6. A Committee of hostel wardens and representative student residents—one from each hostel, shall be set up under the chairmanship of the Director of Students' Welfare, to ensure satisfactory standards of hostel residence. The Committee shall hold a consultative status.

CHAPTER XVI

STATUTES REGARDING THE ESTABLISHMENT AND THE ABOLITION OF HOSTELS MAINTAINED BY THE UNIVERSITY

1. The Board shall, on the recommendation of the Vice-Chancellor, establish hostels for all students of the University. No hostel shall be abolished without the approval of the Board.
2. No student of the University shall be permitted to reside outside the hostel maintained by the University except with the permission of the Director of Students' Welfare.

Establishment
and Abolition
of Hostels.

CHAPTER XVII

STATUTES REGARDING THE RECOGNITION AND SUPERVISION OF HOSTELS NOT MAINTAINED BY THE UNIVERSITY

1. In addition to the hostels maintained by the University, students may also be allowed to reside at such privately maintained places as would provide living comforts, sanitation and proper atmosphere for study.
2. The minimum conditions as in clause (1) above shall be laid down in detail by the Director of Students' Welfare, with the approval of Vice-Chancellor, and shall serve as criteria for recognition of these places as fit for residence of University students.
3. The Director of Students' Welfare shall issue a formal certificate of recognition to the persons maintaining a building as a hostel or a lodge for residence of students. The certificate shall be displayed properly in the premises.
4. The Director of Students' Welfare shall pay frequent personal visits to these places to satisfy himself that the minimum conditions in regard to livability, sanitation and atmosphere for study are observed and maintained by the owners and the students.
5. A list showing the location, nature and cost of accommodation available in the recognised places shall be maintained in the office of the Director of Students' Welfare for guidance of students.
6. An up-to-date list showing the residential address, room number etc., of each student of the University, living in private recognized hostels, shall be maintained by the Director of Students' Welfare.

CHAPTER XVIII

STATUTES REGARDING THE ESTABLISHMENT, AMALGAMATION, SUB-DIVISION AND ABOLITION OF DEPARTMENTS

- (1) Without prejudice to the powers of the Academic Council as defined in clause (i) of Section 23 of the Act, the establishment, abolition or amalgamation of Departments in the various Constituent Colleges shall be determined by the Academic Council.

Establishment
and Amalgama-
tion, etc., of the
Department.

- (2) Deleted.
- (3) Action taken under clause (1) shall be reported to Government for information by the University.

CHAPTER XIX

STATUTES REGARDING LEVYING OF FEES BY THE UNIVERSITY FOR ANY PURPOSE EXCLUDING HOSTEL FEES GOVERNED BY THE STATUTES (CHAPTER XV)

1. The University fees, other than Hostel fees, shall be classified in the following main categories :-
 - (a) Admission fee;
 - (b) Tuition fee;
 - (c) Medical fee;
 - (d) Examination fee;
 - (e) University Registration fee;
 - (f) Contribution to such educational, social and recreational funds as may be specified; and
 - (g) Any other prescribed from time to time.
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-payment shall be approved by the Board upon the recommendations of the Academic Council, the Finance Committee and the Vice-Chancellor.

CHAPTER XX

STATUTES REGARDING THE REMUNERATION AND ALLOWANCES, INCLUDING TRAVEL- LING AND DAILY ALLOWANCES TO BE PAID TO PERSONS EMPLOYED ON THE BUSINESS OF THE UNIVERSITY

1. The remuneration and allowances to persons employed on the business of the University shall comprise—
 - (i) Fees to examiner;
 - (ii) Remuneration to persons engaged on supervising the conduct of examinations;
 - (iii) Persons specially invited on the business of the University; and
 - (iv) Travelling and Daily Allowances to be paid to outsiders and to officers, teachers and other employees of the University.
 2. The Board on the recommendations of the Vice-Chancellor and the Finance Committee shall make regulations on the matters mentioned in clause 1 of this Statute.
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CHAPTER XXI

STATUTES REGARDING PERSONS WHO ARE DECLARED AS OFFICERS OF THE UNIVERSITY

1. The following shall be the officers of the University in addition to the officers mentioned in Section 11 (b) of the Act :—
 - (a) Deleted
 - (b) Senior Architect.
 - (c) Chief Engineer.
 - (d) Director of Food Technology, Processing & Marketing.

CHAPTER XXII

STATUTES REGARDING THE EXERCISE OF FINANCIAL AND ADMINISTRATIVE POWERS BY THE OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

1. The terms Grade 'A', Grade 'B' and Grade 'C' used in the Statutes shall carry the same meaning as assigned to them in the Statutes relating to the appointment of employees of the University other than officers and teachers. Definition.

2. (1) Deleted. Powers of officers, teachers & other employees of the University.
(2) The financial and administrative powers of the officers of the University shall be such as are prescribed hereinafter in the Statutes.

3. The Vice-Chancellor shall have the power:-
 - (a) to sanction recurring and non-recurring expenditure chargeable to contingencies;
 - (b) to countersign his own T.A. bill, subject to the provisions of the Punjab T.A. Rules;
 - (c) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management;
 - (d) to countersign T. A. bills and sanction absence on duty beyond jurisdiction of officers of the University;
 - (e) to make rules for the allotment of residential accommodation to employees of the University and for the maintenance and operation of vehicles owned by the University, etc., and such other rules and standing instructions considered necessary from time to time for the maintenance and running of the Campus including instructions on 'black out' and other security or civil defence measures; and

- (f) to take a decision to file and defend suits, appeals, revisions and other legal proceedings etc., in courts of law and to engage counsel for this purpose on behalf of University.

Powers of the Registrar.

4. The Registrar shall exercise all the powers of a Drawing, Disbursing and Collecting Officer in respect of employees under him referred to in Part I of the 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 power—

- (a) to incur expenditure chargeable to contingencies as under :—
- (i) Non-recurring expenditure upto Rs. 10,000 in each case;
 - (ii) recurring expenditure upto Rs. 1,200 per annum in each case;
- (b) to countersign T.A. bills and to sanction absence on duty beyond jurisdiction to all the employees working under him;
- (c) Deleted;
- (d) to sign cheques for payment of sanctioned pay and allowances of the Comptroller; and
- (e) 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.

Powers of the Comptroller.

5. The Comptroller shall have the power—
- (a) to countersign T.A. bills and sanction absence on duty beyond jurisdiction of all the employees under him referred to in Part I of the Schedule ;
 - (b) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management;
 - (c) to sign cheques for payment of sanctioned pay and allowances of all the officers, teachers and other employees of the University, and other cheques;

- (d) to draw pay and other allowances of employees of the University Cadres of University administration ; and
- (e) to delegate the powers mentioned in sub-clause (b) and (c) above to grade 'A' and 'B' employees working under the Comptroller.
6. (1) The Dean shall exercise all the powers of Drawing, Disbursing and Collecting Officers in respect of employees under them (referred to in Part I of the schedule attached to the Statutes regarding the appointment of employees other than officers and teachers). Powers of the Deans.
- (2) The Deans shall also have the power to—
- (a) countersign T.A. bills and to sanction absence on duty beyond jurisdiction in respect of teaching and other staff working under them;
- (b) Deleted;
- (c) open and maintain Personal Ledger Accounts relating to various funds of the colleges ; and
- (d) 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.
7. The Director of Research, the Director of Agricultural Extension Education, the Director of Students' Welfare, the Estate Officer and the Librarian, shall, with respect to the employees working, respectively under them, exercise the powers of Drawing, Disbursing and Collecting Officers and shall also have the power— Powers of other officers of the University.
- (a) to countersign T.A. bills and sanction absence on duty beyond jurisdiction of all employees of Grades 'A', 'B' and 'C' working respectively under them;
- (b) Deleted;
- (c) to open and maintain Personal Ledger Accounts relating to various funds; and
- (d) 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.

Powers of Heads
of Departments.

8. (1) With respect to the staff employed in connection with the teaching, research and extension education work, the Heads of Departments shall exercise the powers of Drawing, Disbursing and Collecting Officers, they shall have the power to countersign T.A. bills and to sanction absence on duty beyond jurisdiction of teachers and employees of grade 'B' and 'C' working under them.
 - (2) Deleted.
 - (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.
9. The Drawing and Disbursing Officers may delegate their powers to Grade 'A' and 'B' employees not below the rank of Admn-cum-Accounts Officers/ Assistant Accounts Officers, working under them.
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CHAPTER XXIII

DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS BY THE BOARD OF MANAGEMENT TO THE OFFICERS/EMPLOYEES OF THE UNIVERSITY

Definitions.

1. (a) The terms grade 'A', grade 'B' and grade 'C' used in this statute shall carry the same meaning as assigned to them in the Statute relating to the appointment of employees of the University other than officers and teachers.
 - (b) Class I teachers mean teachers who are in the pay scale of *Rs. 700-1250 or higher scale of pay or pay scales sanctioned by the State Government for Class I posts.
 - (c) Class II teachers mean teachers in the pay scale of **Rs. 400-950 or in the State Government pay scales sanctioned for Class II posts.
 - (d) Class III teachers mean teachers who are not covered by (b) and (c) above.
2. The officers, teachers and other employees of the University may exercise such administrative powers as are specified in Part 'A' of the Schedule to this 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 modifications as he considers necessary.
 3. The officers, teachers and other employees of the University may exercise such financial powers as are specified in Part 'B' of the Schedule to this Statute subject to the control of the Vice-Chancellor and the superior officer con-

*Since revised to Rs. 1200-1900.

**Since revised to Rs. 700-1600.

cerned 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 necessary and provided further that no expenditure shall be incurred which is not provided in the Budget approved by the Board of Management and that expenditure in excess of the powers specified may be incurred (upto the amount provided for in the 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.**

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian
1	Powers to make officiating appointments	Upto 6 months in respect of Officers of the University, grade 'A' employees and class I & II teachers	Nil
2	Powers to permit charge of grade 'A' or 'B' employees to be made elsewhere than at headquarters	Full powers	Nil
3	Powers to effect transfer of officers, technical and ministerial staff	Ditto	Full powers in respect of grade 'B' and 'C' employees under their respective charge
4	Powers to sanction honoraria to the employees	Ditto	Non-recurring upto Rs. 100 in each case subject to an annual limit of Rs. 500
5	Powers to permit acceptance of fee for outside work by the employees in accordance with the provisions of the Statute Part 'B' under clause (q) of Section 31 of the Act	Ditto	Nil
6	Powers to permit officers, teachers and employees to attend outside the State conferences and meetings and other business of the University	Ditto	Upto ten days excluding journey days for staff working under them
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
9	Powers to fix headquarters of any post within the State	Ditto	Nil

Estate Officer/ Chief Engineer	Dean/ Director	Head of Deptt./ Executive Engineer	Class I & II teachers specially authorised by Heads of Deptts. concerned or grade 'A' & 'B' employees specially authorised by Estate Officer/ Chief Engineer
Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil
Full powers in respect of grade 'B' and 'C' technical employees under them	Full powers in respect of class II & III teachers and grade 'C' technical employees within their jurisdiction	Full powers in respect of class III teachers and grade 'C' technical employees. In respect of class II teachers, full powers if transfer does not exceed two months duration	Nil
Non-recurring upto Rs. 100 in each case subject to an annual limit of Rs. 500		Nil	Nil
Nil	Full powers	Nil	Nil
Upto ten days excluding journey days for staff working under them			Nil
Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil
Nil	Nil	Full powers in respect of grade 'B' & 'C' staff employed in field survey and inves- tigation schemes	Nil

(contd.)

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian
10	Powers to sanction re-imbursment of cost of medical treatment to officers, teachers, employoes and their families	Full powers	Upto Rs. 100 in each individual case for staff working under them
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
12	Powers to send officers/officials for short training	Ditto	Nil
13	Stoppage/release of increments of teachers and other employees	Ditto	Full powers in respect of posts for which competent to make appointments
14	Shifting of headquarters of all class III teachers	Ditto	Nil
15	Purchase of movable and immovable property	Ditto	Rs. 20,000 in respect of staff working under them
16	Acceptance of resignation of officers, teachers and other employees of the University	Ditto	Full powers in respect of employoes to whom they are competent to make appointments

Estate Officer/ Chief Engineer	Dean/ Director	Head of Deptt./ Executive Engineer	Class I & II teachers specially authorised by Heads of Deptts. concerned or grade 'A' & 'B' employees specially authorised by Estate Officer/ Chief Engineer
Upto Rs. 100 in each individual case for staff working under them		Upto Rs. 50 in each case for staff working under them	Nil
Nil	Nil	Nil	Nil
Nil	Full powers in respect of class II & III teachers and grade 'C' employees working un- der them upto a period of 10 days excluding journey days	Full powers in respect of grade 'C' employees working under them upto a period of 10 days excluding journey days	Nil
Full powers in respect of posts for which competent to make appointments			Nil
Nil	Full powers	Nil	Nil
Rs. 20,000 in respect of staff working under them		Rs. 500 in respect of staff working under them	Nil
Full powers in respect of employees for whom they are competent to make appointments			Nil

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**

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian
1	Purchase of books, periodicals, maps etc., for official use	Full powers	Rs. 500 a year
2	To make local purchase of stationery for office in case of urgency	Ditto	Rs. 1,000 a year
3	To give out urgent printing work to a private press	Ditto	Rs. 100 in each case subject to the limit of Rs. 500 a year
4	(a) To rent or lease buildings or lands for University work	Ditto	Nil
	(b) To rent out University residential and office buildings and shops	Upto Rs. 200 in each individual case	Nil
5	To sanction permanent advance to a subordinate officer	Full powers	Upto Rs. 100 in each case
6	To sanction creation of temporary posts	Posts for which competent to appoint under the Statute regarding appointment of employees and teachers of the University;	
		For a period not exceeding one year	Upto a period not exceeding six months
7	To authorise urgent repairs of buildings of the Campus	Full powers	Nil
8	To sanction purchase of stores and articles of a capital nature such as scientific instruments and machinery (including livestock)	Ditto	Nil
9	To sanction estimates for manufacture and repairs in workshops controlled by the University	Ditto	Nil
10	To sanction purchase of stores required for the manufacture and repairs undertaken by the Workshop	Ditto	Nil
11	Contracts for sale of farm or garden produce	Ditto	Nil
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
13	To sanction the purchase and manufacture of office furniture and necessary estimates thereof	Ditto	Rs. 1,000 a year

Estate Officer/ Chief Engineer	Dean / Director	Head of Deptt.	Class I & II officers specially authorised by the Head of Deptt. con- cerned or by Estate Officer/ Chief Engineer
Rs. 500 a year	Rs. 500 a year	Rs. 500 a year	Nil
Rs. 500 a year	Rs. 500 a year	Rs. 200 a year	Rs. 50 a year
Rs. 100 in each case subject to the limit of Rs. 500 a year		Rs. 50 in each case with limit of Rs. 250 a year	Nil
Rs. 200 per mensem in each case	Nil	Rs. 100 per mensem in each case	Nil
Nil	Nil	Nil	Nil
Upto Rs. 100 in each case	Upto Rs. 100 in each case	Nil	Nil
Posts for which competent to appoint under the Statute regarding appointment of employees and teachers of the University;			Nil
Upto a period not exceeding six months.			
Rs. 5,000	Nil	Rs. 500 in each case	Nil
Rs. 5,000 in each case	Rs. 10,000 in each case	Rs. 2,000 in each case	Nil
Nil	Rs. 10,000 in each case	Rs. 2,000 in each case	Rs. 500 in each case
Nil	Rs. 10,000 in each case	Nil	Nil
Nil	Upto Rs. 30,000 in a year	Upto Rs. 5,000 in a year	Upto Rs. 1,000 in a year
Nil	Nil	Nil	Nil
Rs. 1,000 a year	Rs. 1,000 a year	Rs. 250 a year	Rs. 50 a year

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian
14	To sanction hiring of furniture	Full powers	Rs. 250 for offices under him and Rs. 100 for his own office, not more than a period of 2 months in a year
15	To sanction the purchase of tents and chowdaries	Ditto	Rs. 1,000 in each case
16	To sanction purchase of typewriters, duplicators and calculating machines	Ditto	Nil
17	To dispose of through a commission agent or by auction or otherwise, stocks (as distinct from surplus stock) of articles manufactured in workshop	Ditto	Nil
18	To sanction refund of revenue	Ditto	Rs. 1,000 in each case
19	To write off losses arising from stores of any kind (including machinery, implements, bullocks, horses, miscellaneous articles, etc. purchased from farm or any other grants) which deteriorate or become surplus or un-serviceable to the extent that they must be sold or written off	Ditto	Nil
20	(i) To write off irrecoverable dues of seed stores, farms and gardens in cases in which recovery is not practicable	Ditto	Upto Rs. 500 in each case (for Registrar only)
	(ii) To write off storage losses in farm produce due to dryage, damage by weevils, rats, fire, white-ants, rains, etc.	Ditto	Nil
21	To write off value of losses due to petty thefts, weighments and in transit	Ditto	Full powers

Estate Officer/ Chief Engineer	Dean Director	Head of Deptt.	Class I & II officers specially authorised by the Head of Deptt. concerned or by Estate Officer/Chief Engineer
Rs. 250 for offices under him and Rs. 100 for his own office, not more than a period of 2 months in a year	Rs. 250 not more than a period of 2 months in a year	Rs. 25 a month not exceeding one month	Rs. 10 a month not exceeding one month in a year
Rs. 1,000 in each case	Rs. 1,000 in each case	Rs. 250 in each case	Nil
Nil	Nil	Nil	Nil
Nil	Rs. 1,000	Nil	Nil
Nil	Rs. 100 in each case	Nil	Nil
Nil	Upto Rs. 500 in each case	Upto Rs. 100 in each case	Nil
Nil	Upto Rs. 200 in each case	Nil	Nil
Nil	Upto 10% in excess of the limit prescribed for each item with special rea- sons to be record- ed (For Director Research only)	Upto the limit prescribed for each item	Nil
<i>Note.</i> —The prescribed limits as referred to above and under Head of Dept. are given in Annexure to this Schedule			
Nil	Upto 10% of the total stock	Nil	Nil

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian
22	To write off losses due to dryage in plants and grafts	Full powers	Nil
23	To sanction expenditure on demonstration of implements, improved seeds, fertilizers, etc.	Ditto	Nil
24	To sell at a reduced rate surplus stock (seed, plants and grafts)	Ditto	Nil
25	To sanction reappropriation and transfer of funds from one minor head of scheme to another	Ditto	Nil
26	To sanction payment of demurrage, wharfage charges	Ditto	Rs. 500 in each case
27	To sanction expenditure in connection with Civil Suits instituted with the sanction of Vice-Chancellor	Ditto	Rs. 500 in each case
28	To sanction expenditure on book-binding (including other binding work)	Ditto	Rs. 100 in each case
29	To sanction hiring of typewriters required for existing and new offices	Ditto	Upto six months
30	To sanction purchase of bicycles for the use of their own offices as well as for the subordinate offices	Ditto	Full powers
31	To sanction supply of liveries, summer clothing to employees of the University	Ditto	Full powers
32	To sanction expenditure for prizes and awards	Ditto	Nil
33	To sanction scholarships or stipends in the Colleges	Ditto	Nil
34	To remit late fee, fines imposed on students	Ditto	Nil
35	To sanction expenditure connected with fruit, vegetables and other agricultural and live-stock shows	Ditto	Nil

Estate Officer/ Chief Engineer	Dean/Director	Head of Deptt.	Class I & II officers specially authorised by the Head of Deptt. concerned or by Estate Officer/ Chief Engineer
Nil	Nil	Upto 5% of total stock	Upto 2% of total stock
Nil	Rs. 200 in each case	Upto Rs. 100 in each case	Upto Rs. 100 in each case
Nil	Upto 1 lb. of seed of each kind and value not exceeding Rs. 50 in each case	Nil	Nil
Nil	Nil	Nil	Nil
Rs. 500 in each case	Rs. 500 in each case	Nil	Nil
Rs. 500 in each case	Rs. 500 in each case	Nil	Nil
Rs. 100 in each case	Rs. 100 in each case	Rs. 50 in each case	Rs. 20 in each case
Upto six months	Upto six months	Upto six months	Nil
Full powers	Full powers	Full powers	Nil
Full powers	Full powers	Full powers	Nil
Nil	Upto Rs. 2,000 per function	Nil	Nil
Nil	Full powers as laid down in prospectus of the Institute	Nil	Nil
Nil	Full powers	Nil	Nil
Nil	Rs. 1,000 in each case	Rs. 250 in each case	Nil

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian
36	To sanction employment of skilled or unskilled labour on daily and monthly wages	Full powers	Nil
37	To fix limits of security deposits of University employees and to prescribe method of recovery thereof	Ditto	Nil
38	To fix sale rates of agricultural, dairy and poultry products, nursery plants, bacterial culture, agric. tools, implements, machinery and their prints etc.	Ditto	Nil
39	To fix rates of commission payable to commission agents, etc. on sales of agricultural production, etc.	Ditto	Nil
40	To lay down scales for the issue of concentrates fodder, etc. for feeding livestock.	Ditto	Nil
41	To declare animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost, etc. as surplus to requirement	Ditto	Nil
42	To declare animals, agricultural produce, nursery plants, fruit trees, F.Y.M. ccmpost, etc. as unserviceable	Ditto	Nil
43	To sanction sale of animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost declared surplus by competent authority at book value or market value, whichever is greater	Ditto	Nil

Estate Officer/ Chief Engineer	Dean/Director	Head of Deptt.	Class I & II officers specially authorised by the Head of Deptt. concerned or by Estate Officer/ Chief Engineer
Full powers as per common schedule of rates Vol. I, 1962 issued by the Chief Engineer, PWD (B & R) for employment of labour on daily & monthly wages chargeable to works	Full powers at 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 case of a monthly paid labour		Nil
Nil	Nil	Nil	Nil
Nil	Full powers provided that the rates fixed are not less than the prevailing market rates	Nil	Full powers in respect of perishable commodities provided that the rates are not less than the prevailing market rates
Nil	Full powers	Full powers subject to the control of Dean Director	Nil
Nil	Ditto	Ditto	Nil
Nil	Ditto	Upto Rs. 5,000 in each case	Upto Rs. 1,000 in each case
Nil	Upto Rs. 2,000 in each case	Upto Rs. 1,000 in each case	Nil
Nil	Upto Rs. 10,000 in each transaction subject to any condition imposed by the competent authority	Upto Rs. 5,000 in each transaction subject to any condition imposed by the competent authority	Nil

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian
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 competent authority	Full powers	Nil
45	To sanction disposal by sale or otherwise of animals, agricultural produce, nursery plants, fruits, trees, F.Y.M. compost, etc. declared unserviceable by the competent authority	Ditto	Nil
46	To sanction sale of seeds and seedlings at market rates	Ditto	Nil
47	To sanction write off of books, periodicals and maps lost or rendered unserviceable	Ditto	Upto Rs. 100 in each case
48	To write-off the value of animals died or destroyed	Ditto	Nil
49	To fix rates of depreciation in respect of articles of stores and livestock, etc.	Ditto	Nil
50	To approve mortality in young nursery, etc.	Ditto	Nil
51	To approve mortality in mature plants	Ditto	Nil
52	To declare articles of stores or stock surplus or unserviceable	Ditto	Upto book value of Rs. 500 in each case
53	To sanction sale of articles of stores or stock declared surplus or unserviceable by the competent authority	Ditto	Upto Rs. 500 in each transaction
54	To sanction expenditure on service postage stamps for use in offices and institutions	Ditto	Upto Rs. 5,000 at any one time
55	To sanction expenditure on ordinary postage stamps (foreign postage)	Ditto	Upto Rs. 500 per annum

Estate Officer/ Chief Engineer	Dean/ Director	Head of Deptt.	Class I & II officers specially authorised by the Head of Deptt. concerned or by Estate Officer/ Chief Engineer
Nil	Upto Rs. 10,000 in each transac- tion subject to any condition imposed by the competent autho- rity	Upto Rs. 5,000 in each transac- tion subject to any condition imposed by the competent autho- rity	Nil
Nil	Upto Rs. 1,000 in each transac- tion subject to any condition imposed by the competent autho- rity	Upto Rs. 500 in each transac- tion subject to any condition imposed by the competent autho- rity	Nil
Nil	Full powers	Full powers sub- ject to control of Dean Director	Nil
Upto Rs. 100 in each case	Upto Rs. 100 in each case	Upto Rs. 75 in each case	Nil
Nil	Upto Rs. 1,000 in each case	Upto Rs. 500 in each case	Upto Rs. 250 in each case
Nil	Nil	Nil	Nil
Nil	Full powers	Full powers	Nil
Nil	Ditto	Nil	Nil
Upto book value of Rs. 2,500 in each case	Upto book value of Rs. 2,500 in each case	Upto book value of Rs. 250 in each case	Nil
Upto Rs. 7,500 in each transaction		Upto Rs. 3,000 in each transaction	Nil
Upto Rs. 5,000 at any one time		Upto Rs. 2,000 at any one time	Upto Rs. 2,000 at any one time
Upto Rs. 500 per annum	Upto Rs. 500 per annum	Upto Rs. 200 per annum	Upto Rs. 100 per annum

Sr. No.	Nature of the powers delegated	Vice-Chancellor	Registrar/ Comptroller/ Librarian
56	To sanction write off finally of irrecoverable values of stores or public money lost by fraud or negligence of individuals or similar cases	Full powers	Upto Rs. 1,000 in each individual case (Remarks:—Provided that the loss does not disclose a defect of the prescribed system or procedure requiring amendment)
57	To sanction expenditure on entertainments, functions, etc.	Ditto	Upto Rs. 200 in each case
58	To sanction contingent expenditure not otherwise provided for in these delegation orders	Ditto	Upto Rs. 5,000 for any one item
59	Powers to sanction printing of technical reports	Ditto	Nil
60	To renew liveries, etc. at the University expense before the prescribed period	Ditto	Nil
61	Waiving of the discrepancies relating to stores received short or found damaged in respect of overseas consignments received in an unopen and outwardly good conditions	Ditto	Nil
62	To sanction the waiving in half or whole of recoveries of charges pointed out by Audit	Ditto	Nil
63	To grant compensation to employees under workmen's compensation Act.	Ditto	Nil
64	To sanction overtime allowance to ministerial staff, Peons, Daftries, Drivers, etc., for whom it is admissible.	Ditto	Full powers in respect of employees in whose case they are appointing authorities

Note—The powers delegated in this schedule are subject to provisions of funds in the budget, scales fixed and procedure prescribed.

Estate Officer/ Chief Engineer	Dean/Director	Head of Deptt.	Class I & II officers specially authorised by the Head of Deptt. concern- ed or by Estate Officer/ Chief Engineer
Upto Rs. 1,000 in each individual case		Upto Rs. 500 in each individual case	Nil
<i>(Remarks:--Provided that the loss does not disclose a defect of the prescribed system or procedure requiring amendment)</i>			
Upto Rs. 200 in each case		Nil	Nil
Upto Rs. 5,000 for any one item		Upto Rs. 2,000 for any one item	Upto Rs. 500 for any one item
Nil	Upto Rs. 1,000 at a time	Nil	Nil
Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil
Full powers in respect of employees in whose case they are appointing authorities			

ANNEXURE referred to in note below Sr. No. 20(ii) of Schedule Part-B showing percentages of normal shortages in stores due to dryage and other reasons.

<i>Commodity</i>	<i>Percentages of shortage</i>
1. Wheat	1.5% in plains and 2.5% in hilly areas
2. Cotton seed	3%
3. Barley, Bajra and Jowar	2%
4. Mash, Mung, Moth & other pulses	2%
5. Maize	3%
6. Gram	2%
7. a) Japan Rape Seed	} 2.5%
b) Sarson Seed	
c) Mustard (Rai) Seed	
d) Rocket (Taramira) Seed	
e) Sesamum (Til) Seed	
f) Toria Seed	
8. Hempseed (San)	2%
9. Makchari Seed	2%
10. Berseem Seed	3%
11. a) Chari Seed	} 2%
b) Gowara Seed	
c) Lucerne Seed	
d) Methi Seed	
e) Oats Seed	
f) Senji Seed	
g) Shaftal 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%

CHAPTER XXIV

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(n) 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 29th March, 1966 and amended from time to time)

SCHEDULE PART - A

Statement showing the delegation of administrative powers to officers, teachers and other employees of the Punjab Agricultural University

Sr. No.	Nature of the powers delegated	Registrar/ Comptroller	Estate Officer/ Chief Engineer	Senior Architect	Dean/ Director Librarian	Head of Deptt./ J.D.C.C.	Professor & equivalent specially autho- rised by Head of Deptt.	Director of Farms in the scale of		Assoc. Prof. and equivalent specially autho- rised by Head of Deptt.	Class II teachers specially authorised by Head of Deptt. and grade 'A' & 'B' employees speci- ally authorised by Estate Officer Chief Engineer	Deputy Registrar	Store Purchase Officer	Deputy Director Students' Welfare	Executive Engineers
								Rs. 1500-2500	Rs. 1200-1900/ Rs. 700-1600						
3	Powers to effect trans- fer of officers, techni- cal and ministerial staff	No change	No change	Full powers in respect of grade 'B' and 'C' employees within his jurisdiction	Full powers in respect of class I, II & III teachers and grade 'B' & 'C' employees within their jurisdiction	Full powers in respect of Asstt. Prof. & equivalent and grade 'B' & 'C' emp- loyees working under them	Full powers in respect of grade 'B' & 'C' employees working under them subject to the control of Head of Department	Full powers in respect of grade 'B' and 'C' emp- loyees work- ing under them	Full powers in respect of grade 'C' employees subject to the control of Head of Department	Nil	Nil	Nil	Nil	Full powers in respect of grade 'C' technical employees and ministerial staff working under them	
4	Powers to sanction honoraria to the employees	No change	No change	Nil	Non-recurring upto Rs. 1000 in each case subject to an annual limit of Rs. 2000 (D.S.W. : Full powers subject to the budget provision in respect of the National Sports Organisation and National Service Schemes)	Non-recurring upto Rs. 500 in each case subject to an annual limit of Rs. 1000	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
5	Powers to permit acceptance of fees for outside work by the employees in accor- dance with the pro- visions of the Statute Part 'B' under clause (g) of Section 31 of the Act	Full powers for staff under them	No change	Nil	No change	Non-recurring upto Rs. 500 in each case	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
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 ten days excluding journey days for employees working under him	Upto 45 days excluding journey days for staff work- ing under them	Upto 30 days excluding journey days for staff work- ing under them	Upto ten days excluding journey days for staff working under them	Upto ten days excluding journey days for staff working under them	Upto ten days excluding journey days for grade 'C' employees working under them.	Nil	Upto ten days excluding journey days for employees working under them	Nil	Upto ten days excluding journey days for employees working under them	Nil	Upto ten days excluding journey days for employees working under them

(Contd.)

Schedule Part 'A' Contd.

Sr. No.	Nature of the powers delegated	Registrar/ Comptroller	Estate Officer/ Chief Engineer	Senior Architect	Dean/ Director/ Librarian	Head of Deptt./ J.D.C.C.	Professor & equivalent specially authorised by Head of Deptt.	Director of Farms in the scale of		Assoc. Prof. and equivalent specially authorised by Head of Deptt.	Class II teachers specially authorised by Head of Deptt. and grade 'A' & 'B' employees specially authorised by Estate Officer/ Chief Engineer	Deputy Registrar	Store Purchase Officer	Deputy Director Students' Welfare	Executive Engineers	
								Rs. 1500-2500	Rs. 1200-1900/ Rs. 700-1600							
7	Powers to allow daily allowance at a place of training	Full powers for staff working under them		Full powers in respect of employees deputed by him	Full powers in respect of staff working under them	Upto ten days excluding journey days for all teachers and employees working under them		Upto ten days excluding journey days for all employees working under them.		Upto ten days in respect of grade 'C' employees working under them.	Nil	Full powers in respect of employees deputed by them.		Full powers in respect of staff working under them		
8	Powers to declare controlling authority in respect of T.A. of officers, teachers and employees of the University	Full powers	Full powers	Full powers	Full powers	Full powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Full powers	Nil	
9	Powers to fix headquarters of any post within the State	Full powers	Nil	Nil	Full powers in respect of Class I & II teachers and grade 'B' & 'C' employees	Full powers in respect of Asstt. Prof. & equivalent and grade 'B' & 'C' employees	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
10	Powers to sanction reimbursement of cost of medical treatment to officers, teachers, employees and their families	<i>Registrar :</i> Upto Rs. 500 in each individual case for staff working under him <i>Comptroller :</i> Above Rs. 1000 in each individual case of university employees and their families except the officers of the University	Upto Rs. 500 in each individual case for staff working under them	Upto Rs. 1000 in each individual case for staff working under them	Upto Rs. 500 in each case for staff working under them	Upto Rs. 250 in each case for staff working under them	Upto Rs. 100 in each case for staff working under them	Upto Rs. 25 in each individual case for staff working under them	Upto Rs. 100 in each individual case for staff working under them	Upto Rs. 200 in each individual case for staff working under him	Upto Rs. 100 in each case for staff working under them.					
11	Powers to send officers / officials for short training	Full powers in respect of grade 'B' & 'C' 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 not exceeding four months excluding journey days	Full powers in respect of staff working in the Deptt. for a period not exceeding three months excluding journey days	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Full powers in respect of staff working under him upto a period of 10 days excluding journey days.	Full powers in respect of Class II & III teachers and grade 'C' employees working under him upto a period of 30 days excluding journey days	Full powers in respect of grade 'C' employees working under them upto a period of ten days excluding journey days

(Contd.)

Schedule Part 'A' Concl'd.

Sr. No.	Nature of the powers delegated	Registrar/ Comptroller	Estate Officer/ Chief Engineer	Senior Architect	Dean/ Director/ Librarian	Head of Deptt./ J.D.C.C.	Professor & equivalent specially authorised by Head of Deptt.	Director of Farms in the scale of		Assoc. Prof. and equivalent specially authorised by Head of Deptt.	Class II teachers specially authorised by Head of Deptt. and grade 'A' & 'B' employees specially authorised by Estate Officer/ Chief Engineer	Deputy Registrar	Store Purchase Officer	Deputy Director Students' Welfare	Executive Engineers
								Rs. 1500-2500	Rs. 1200-1900/ Rs. 700-1600						
13	Stoppage/release of increments of teachers and other employees	Full powers in respect of grade 'B' and 'C' employees working under them			Full powers in respect of class I & II teachers and grade 'B' & 'C' employees working under them.	Full powers in respect of teachers in the rank of Assoc. Prof. & equivalent and Asst. Prof. & equivalent and grade 'B' & 'C' employees working under them	Nil	Full powers in respect of grade 'C' employees working under them.	Nil	Nil	Nil	Nil	Nil	Nil	Full powers in respect of grade 'C' employees working under them
14	Shifting of headquarters of teachers/employees	Nil	Nil	Nil	Full powers	Full powers in respect of Asst. Prof. & equivalent and grade 'B' & 'C' employees	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
15	Purchase of movable and immovable property	No change	No change	Rs. 20,000 in respect of staff working under him	No change	Rs. 10,000 in respect of staff working under them	Nil	Nil	Nil	Nil	Nil	Rs. 50,000 in respect of staff working under them	Rs. 20,000 in respect of staff working under him	Rs. 500 in respect of staff working under them	
16	Acceptance of resignation of officers, teachers and other employees of the University	Full powers in respect of grade 'B' and 'C' employees working under them			Full powers in respect of class I, II & III teachers and grade 'B' & 'C' employees working under them	Full powers in respect of class II & III teachers and grade 'B' & 'C' employees working under them	Nil	Full powers in respect of grade 'C' employees working under them	Nil	Nil	Nil	Nil	Nil	Full powers in respect of grade 'B' and 'C' employees working under him	Full powers in respect of grade 'C' employees working under them

SCHEDULE PART 'B'

DELEGATION OF FINANCIAL POWERS

Sr. No.	Nature of powers delegated	Registrar/ Comptroller	Estate Officer/ Chief Engineer	Dean/Director/ Librarian	Head of Deptt./ JDCC	Professor & equivalent specially authorised by Head of Deptt.	Class I & II officers specially authorised by Head of Deptt. or by Estate Officer/Chief Engineer	Deputy Registrar	Store Purchase Officer	Asth. Registrar	Senior Architect	Deputy, Director Students Welfare	Director of Farms in the scale of	
													Rs. 1500-2500	Rs. 1200-1900/ Rs. 700-1600
1	Purchase of books, periodicals, maps etc. for official use	Full powers to the extent of budget provision			Rs. 1,000 a year in each scheme	Rs. 1,000 a year in each scheme	Rs. 200 a year in each scheme	Rs. 500 a year	Rs. 1,000 a year	Nil	Full powers to the extent of budget provision	Full powers to the extent of budget provision	Rs. 1,000 a year in each scheme	Rs. 500 a year
2	To make local purchase of stationery for office in case of emergency	No change	No change	Rs. 1,000 a year	Rs. 1,000 a year	Rs. 500 a year	No change	Rs. 500 a year	Rs. 1,000 a year	Rs. 500 a year	Rs. 500 a year	Rs. 1,000 a year	Rs. 750 a year	Rs. 500 a year
3	To give out urgent printing work to a private press	Rs. 100 in each case with limit of Rs. 1,000 a year subject to no objection from PAU Press		Full powers subject to no objection from PAU Press	Full powers subject to no objection from PAU Press (Material to be got approved from the Dean/Director concerned)	Rs. 2,000 a year subject to no objection from PAU Press	Rs. 50 in each case with limit of Rs. 250 a year subject to no objection from PAU Press	Rs. 100 in each case with limit of Rs. 500 subject to no objection from PAU Press	Full powers subject to no objection from PAU Press (Material to be got approved from the Dean/Director concerned)	Nil	Rs. 100 in each case subject to limit of Rs. 1,000 a year	Rs. 2,000 a year subject to no objection from PAU Press (Material to be got approved from Head of Deptt.)	Rs. 50 in each case with limit of Rs. 500 a year	
4	To rent or lease buildings or lands for University work	Rs. 500 per month in each case		Rs. 750 per month in each case	Rs. 500 per month in each case	Rs. 200 per month in each case	Nil	Nil	Rs. 500 per month in each case	Nil	Rs. 400 per month in each case	Rs. 200 per month in each case	Rs. 200 per month in each case	Nil
5	To sanction permanent advance to a subordinate officer	No change	Upto Rs. 1,000 for imprest	Upto Rs. 500 in each case	Upto Rs. 300 in each case	Nil	Nil	Nil	Rs. 300 per month in each case	Nil	Rs. 100 in each case	Rs. 100 in each case	Nil	Nil
7	To authorise urgent repairs of buildings of the campus	No change	No change	Rs. 3,000 in each case subject to no objection from E.O.	Rs. 2,000 in each case subject to no objection from E.O.	Rs. 2,000 in each case subject to no objection from E.O.	Rs. 500 in each case subject to no objection from E.O.	Nil	Rs. 2,000 in each case subject to no objection from E.O.	Nil	Nil	Nil	Rs. 2,000 in each case subject to no objection from E.O.	Rs. 500 in each case subject to no objection from E.O.
8	To sanction purchase of stores and articles of capital nature as scientific instruments and machinery (including livestock)	Rs. 15,000 in each case			Rs. 10,000 in each case	Rs. 10,000 in each case	Nil	Nil	Rs. 10,000 in each case	Nil	Rs. 2,000 in each case	Nil	Rs. 10,000 in each case	Rs. 3,000 in each case
9	To sanction estimate to manufacture and repair in workshop controlled by PAU	Nil	Nil	No change	Rs. 5,000 in each case	Rs. 2,000 in each case	No change	Nil	Rs. 5,000 in each case	Nil	Nil	Nil	Rs. 3,000 in each case	Rs. 1,000 in each case
10	To sanction purchase of stores required for the manufacture and repairs undertaken by the workshop	Nil	Nil	No change	Rs. 5,000 in each case	Rs. 2,000 in each case	Nil	Nil	Rs. 5,000 in each case	Nil	Nil	Nil	Rs. 3,000 in each case	Rs. 1,000 in each case

(contd.)

Schedule Part 'B'—Contd.

Sr. No.	Nature of powers delegated	Registrar/Comptroller	Estate Officer/Chief Engineer	Dean/Director/Librarian	Head of Deptt./JDCC	Professor & equivalent specially authorised by Head of Deptt.	Class I & II officers specially authorised by Head of Deptt. or by Estate Officer/Chief Engineer	Deputy Registrar	Store Purchase Officer	Asslt. Registrar	Senior Architect	Deputy Director Students' Welfare	Director of Farms in the scale of	
													Rs. 1500-2500	Rs. 1200-1900/ Rs. 700-1600
11	Contract for sale of farms or garden produce	Nil	Nil	Rs. 75,000 in a year	Rs. 50,000 in a year	Rs. 10,000 in a year	No change	Nil	Rs. 50,000 in a year	Nil	Nil	Nil	Rs. 20,000 a year	Rs. 5,000 a year
12	To dispense with earnest or security money when plants and machinery, implements, spares etc. are supplied and erected by the firms of undoubted financial standing and repute	Nil	Full powers	Full powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
13	To sanction the purchase and manufacture of the office furniture and necessary estimate thereof	Rs. 5,000 a year	Rs. 5,000 a year	Rs. 10,000 a year	Rs. 5,000 a year	Rs. 2,000 a year	Rs. 500 a year	Rs. 1,000 a year subject to budget provision	Nil	Rs. 2,000 a year	Nil	Nil	Rs. 2,000 a year	Rs. 1,000 a year
14	To sanction hiring of furniture	No change	No change	Rs. 1,500 a year	Rs. 1,000 a year	Rs. 200 a year	Rs. 25 a month not exceeding one month a year	Rs. 100 a month not exceeding two months in a year	Rs. 1,000 a year	Nil	Rs. 250 a month not exceeding two months in a year	Nil	Rs. 500 a year	Nil
15	To sanction the purchase of tents and Chowldaries	No change	No change	Rs. 1,500 in each case	Rs. 1,000 in each case	Rs. 500 in each case	Nil	Nil	Rs. 1,000 in each case	Nil	Nil	Nil	Rs. 500 in each case	Rs. 500 in each case
16	To sanction purchase of type-writers, duplicators and calculating machines	Rs. 5,000 for offices under them not including purchase for their own offices.		Rs. 15,000 for offices under them not including purchase for their own offices	Rs. 10,000 in each case	Rs. 500 in each case	Nil	Nil	Rs. 10,000 in each case	Nil	Nil	Nil	Rs. 500 in each case	Rs. 500 in each case
17	To dispose off through a commission agent or by auction or otherwise stocks (as distinct from surplus stock) of articles manufactured in workshop	Nil	Nil	Rs. 1,000	Rs. 500	Nil	Nil	Nil	Rs. 500	Nil	Nil	Nil	Nil	Nil
18	To sanction refunds of revenue	No change	No change	No change	Nil	Nil	Nil	Refund of Exam. fee upto Rs. 100 in each case	Nil	Refund of Exam. fee upto Rs. 100 in each case	Nil	Nil	Nil	Nil
19	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 must be sold or written off	Rs. 500 in each case		Rs. 2,000 in each case	Rs. 1,000 in each case	Rs. 500 in each case	Rs. 100 in each case	Rs. 25 in each case	Rs. 1,000 in each case	Rs. 25 in each case	Rs. 100 in each case	Rs. 500 in each case	Rs. 500 in each case	Rs. 500 in each case

(contd.)

Schedule Part 'B'—Contd.

Sr. No.	Nature of powers delegated	Registrar/ Comptroller	Estate Officer/ Chief Engineer	Dean/Director/ Librarian	Head of Deptt., JDCC	Professor & equivalent specially authorised by Head of Deptt.	Class I & II officers specially authorised by Head of Deptt. or by Estate Officer/Chief Engineer	Deputy Registrar	Store Purchase Officer	Asstt. Registrar	Senior Architect	Deputy Director Students' Welfare	Director of Farms in the scale of	
													Rs. 1500-2500	Rs. 1200-1900/ Rs. 700-1600
20	(i) To write off irrecoverable dues of seed stores farms and gardens in cases in which recovery is not practicable	No change	Nil	Rs. 1,000 in each case	Rs. 500 in each case	Rs. 250 in each case	Nil	Nil	Rs. 500 in each case	Nil	Nil	Nil	Rs. 250 in each case	Rs. 200 in each case
	(ii) To write-off losses of stores due to unusual occurrence e.g. damage by weavils, rats, white-ants, rains etc.	Nil	Nil	1% of total stock subject to a maximum of Rs. 2000	1% of total stock subject to a maximum of Rs. 1,000	1% of the total stock subject to a maximum of Rs. 500	Upto Rs. 100 in a year	Upto Rs. 100 in a year	Nil	Upto Rs. 50 in a year	Nil	Nil	1% of the total stock subject to a maximum of Rs. 500	
21	To write-off losses due to petty thefts, weighments and in transit	No change	Upto Rs. 500	Upto 10% of total stock	Upto 5% of the total stock	Nil	Upto Rs. 50	Upto Rs. 100	Upto 5% of the total stock	Upto Rs. 50	Upto Rs. 100 in each case	Upto Rs. 200 in each case	Upto 2% of the total stock	
22	To write-off dryage in plants and grafts	Nil	Nil	Nil	No change	Nil	Upto 2% of the total stock	Nil	Upto 5% of the total stock	Nil	Nil	Nil	do	
23	To sanction expenditure on demonstration of implements, seeds, fertilizers etc.		Nil	Rs. 1,000 in each case	Rs. 500 in each case	Rs. 500 in each case	Upto Rs. 100 in each case	Nil	Nil	Nil	Nil	Nil	Upto Rs. 250 in each case	
24	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 Rs. 500 in each case		Nil	Upto Rs. 100 in each case.	Nil	Upto 10 lb of seed of each kind and value not exceeding Rs. 500 in each case.	Nil	Nil	Nil	Nil	Nil
26	To sanction payment of demurrage wharfage charges	No change	No change	No change	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
27	To sanction expenditure in connection with civil suits instituted with sanction of the Vice-Chancellor	No change	No change	No change	Rs. 100 in each case	Nil	Rs. 100 in each case	Rs. 100 in each case	Nil	Nil	Rs. 500 in each case	Nil	Nil	
28	To sanction expenditure on book binding (including other binding works)	No change	No change	Rs. 200 in each case	Rs. 100 in each case		Rs. 50 in each case	Nil	Rs. 100 in each case	Nil	Rs. 100 in each case	Nil	Nil	
29	To sanction hiring of typewriters required for existing and new offices	No change	No change	Upto one year	Upto 6 months	Upto 6 months	Upto 3 months	Nil	Upto 6 months	Nil	Nil	Nil	Upto 6 months	
30	To sanction purchase of bicycles for the use of their own offices as well as for the subordinate offices	No change	No change	No change	No change	Nil	Nil	Nil	Full powers	Nil	Nil	Full powers	Nil	Nil

(contd.)

Schedule Part 'B'—Contd.

Sr. No.	Nature of powers delegated	Registrar/ Comptroller	Estate Officer/ Chief Engineer	Dean/Director/ Librarian	Head of Deptt./ JDCC	Professor & equivalent specially authorised by Head of Deptt.	Class I & II officers specially authorised by Head of Deptt. or by Estate Officer/Chief Engineer	Deputy Registrar	Store Purchase Officer	Asstt. Registrar	Senior Architect	Deputy Director Students' Welfare ..	Director of Farms in the scale of	
													Rs. 1500-2500	Rs. 1200-1900 Rs. 700-1600
31	To sanction supply of liveries, summer clothing to employees of the University	No change	No change	No change	No change	Nil	Nil	Nil	Full powers	Nil	Nil	Nil	Nil	Nil
32	To sanction expenditure for prizes and awards	Upto Rs. 100	Nil	Upto Rs. 2,000 per function	Rs. 1,000 per function	Nil	Nil	Nil	Rs. 1,000 per function	Nil	Nil	Upto Rs. 500 per function	Rs. 500 per function	
33	To sanction scholarship or stipends in the colleges	Full powers as laid down in prospectus of the institute or scheme	Nil	Full powers as laid down in prospectus of the institute or scheme	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
34	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	Nil	Nil	Full powers according to the prescribed rules		Nil	Nil	Full powers for hostel fees	Nil	Nil
35	To sanction expenditure connected with fruit, vegetables and other agricultural and livestock shows	Nil	Nil	No change	No change	Nil	Nil	Nil	Rs. 1,000 in each case	Nil	Nil	Nil	Nil	Nil
36	To sanction employment of skilled and unskilled labour on daily and monthly wages	Full powers for University Press	No change	No change	No change	Nil	Nil	Nil	Full powers at 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 case of a monthly paid labour	Nil	Nil	Nil	Full powers at 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 case of a monthly paid labour	
37	To fix limits of security deposits of University employees and to prescribe method of recovery thereof	Full powers/limit of security in each case to be fixed in consultation with the Comptroller.	Nil		Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
38	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		Nil	Nil	Nil	Full powers provided that the rates fixed are not less than the prevailing market rates	Nil	Nil	Nil	Full powers in respect of perishable commodities provided that the rates are not less than the prevailing market rates	
39	To fix rates of commission payable to commission agents etc. on sale of agricultural production etc.	Nil	Nil	No change	No change	Nil	Nil	Nil	Full powers subject to the control of Dean/Director	Nil	Nil	Nil	Nil	Nil
40	To lay down scales for the issue of concentrate fodder etc. for feeding livestock	Nil	Nil	No change	No change	Nil	Nil	Nil	Full powers subject to the control of Dean/Director	Nil	Nil	Nil	Nil	Nil

(contd)

Schedule Part 'B'—Contd.

Sr. No.	Nature of powers delegated	Registrar/Comptroller	Estate Officer/Chief Engineer	Dean/Director, Librarian	Head of Deptt./JDCC	Professor & equivalent specially authorised by Head of Deptt.	Class I & II officers specially authorised by Head of Deptt. or by Estate Officer/Chief Engineer	Deputy Registrar	Store Purchase Officer	Asstt. Registrar	Senior Architect	Deputy Director Students' Welfare	Director of Farms in the scale of	
													Rs. 1500-2500	Rs. 1200-1900/ Rs. 700-1600
41	To declare animals, agricultural produce, nursery plants, fruit trees, FYM compost etc. as surplus to requirements	Nil	Nil	No change	Rs. 20,000	Rs. 20,000	Upto Rs. 5,000 in each case	Nil	Rs. 2,000	Nil	Nil	Nil	Rs. 20,000 in each case	Rs. 10,000 in each case
42	To declare animals, agricultural produce, nursery plants, fruit trees, FYM compost, etc. as unserviceable	Nil	Nil	No change	Rs. 2,000 in each case	Nil	Upto Rs. 200 in each case	Nil	Rs. 2,000 in each case	Nil	Nil	Nil	Upto Rs. 1,000 in each case	Upto Rs. 500 in each case
43	To sanction sale of animals, agricultural produce, nursery plants, fruit trees, FYM compost, declared surplus by competent authority at book value or market value, whichever is greater	Nil	Nil	Rs. 75,000 in each transaction subject to any condition imposed by V.C.	Upto Rs. 50,000 in each transaction subject to any condition imposed by V.C.	Upto Rs. 2,000 in each transaction subject to any condition imposed by V.C.	Upto Rs. 5,000 in each transaction subject to any condition imposed by V.C.	Nil	Upto Rs. 50,000 in each transaction subject to any condition imposed by V.C.	Nil	Nil	Nil	Upto Rs. 40,000 in each transaction subject to any condition imposed by V.C.	Upto Rs. 15,000 in each transaction subject to any condition imposed by V.C.
44	To sanction sale by public auction of animals, agricultural produce, nursery plants, fruits, trees, FYM compost etc. declared surplus or unserviceable by competent authority	Nil	Nil	Rs. 75,000 in each transaction	Rs. 50,000 in each transaction	Rs. 20,000 in each case (subject to any condition imposed by V.C.)	Rs. 2,000 in each case	Nil	Rs. 50,000 in each transaction	Nil	Nil	Nil	Rs. 30,000 in each transaction (subject to any condition imposed by V.C.)	Rs. 10,000 in each transaction (subject to any condition imposed by V.C.)
45	To sanction disposal by sale or otherwise of animals, agricultural produce nursery plants, fruit trees, FYM compost etc. declared unserviceable by the competent authority	Nil	Nil	Upto Rs. 2,000 in each transaction (subject to any condition imposed by V.C.)	Rs. 2,000 in each transaction (subject to any condition imposed by V.C.)	Rs. 1,000 in each transaction (subject to any condition imposed by V.C.)	Rs. 500 in each transaction	Nil	Upto Rs. 2,000 in each transaction subject to any condition imposed by V.C.	Nil	Nil	Nil	Rs. 500 in each transaction (subject to any condition imposed by the V.C.)	Rs. 500 in each transaction (subject to any condition imposed by the V.C.)
46	To sanction sale of seeds and seedlings at market rates	Nil	Nil	No change	No change	Nil	Nil	Nil	Full powers subject to control of Dean/Director	Nil	Nil	Nil	Nil	Nil
47	To sanction write-off of books periodicals and maps lost or rendered unserviceable	No change	No change	No change	No change	Nil	Upto Rs. 50 in each case	Nil	Upto Rs. 75 in each case	Nil	Upto Rs. 100 in each case	Nil	Nil	Nil
48	To write-off the value of animals died or destroyed	Nil	Nil	No change	No change	Nil	No change	Nil	Upto Rs. 500 in each case	Nil	Nil	Nil	Nil	Nil

(contd.)

Schedule Part 'B'—Contd.

Sr. No.	Nature of powers delegated	Registrar/ Comptroller	Estate Officer/ Chief Engineer	Dean/Director/ Librarian	Head of Deptt./ JDCC	Professor & equivalent specially authorised by Head of Deptt.	Class I & II officers specially authorised by Head of Deptt. or by Estate Officer/Chief Engineer	Deputy Registrar	Store Purchase Officer	Asstt. Registrar	Senior Architect	Deputy Director Students' Welfare	Director of Farms in the scale of	
													Rs. 1500-2500	Rs. 1200-1900/ Rs. 700-1600
50	To approve mortality in young nursery etc.	Nil	Nil	No change	Full powers	Nil	Nil	Nil	Full Powers	Nil	Nil	Nil	Nil	Nil
51	To approve mortality in mature plants	Nil	Nil	No change	Full powers	Nil	Nil	Nil	Full Powers	Nil	Nil	Nil	Nil	Nil
52	To declare articles of stores or stock surplus or unserviceable	No change	Upto book value of Rs. 2,500 in each case	No change	Upto book value of Rs. 1,000 in each case	Upto book value of Rs. 1,000 in each case	Upto book value of Rs. 500 in each case	Upto book value of Rs. 250 in each case	Upto book value of Rs. 1,000 in each case	Nil	Upto book value of Rs. 500 in each case.	Upto book value of Rs. 1,000 in each case.	Upto book value of Rs. 1,000 in each case.	Upto book value of Rs. 500 in each case.
53	To sanction the sale of articles of stores or stock declared surplus or unserviceable by competent authority	No change	Upto Rs. 7,500 in each transaction	No change	Upto Rs. 5,000 in each transaction	Nil	Upto Rs. 1,000 in each transaction	Upto Rs. 250 in each case.	Upto Rs. 5,000 in each transaction	Nil	Upto Rs. 500 in each transaction	Upto Rs. 4,000 in each case	Upto Rs. 3,000 in each case	Upto Rs. 3,000 in each case
54	To sanction expenditure on service postage stamps for use in offices and institutions	No change	No change	Upto Rs. 10,000	Rs. 5,000 at a time	Rs. 2,000 at a time	Rs. 2,000 at a time	Upto Rs. 1,000 subject to budget provision	Rs. 5,000 at a time	Nil	Upto Rs. 500 at any one time.	Rs. 2,000 at a time	Rs. 2,000 at a time	Rs. 2,000 at a time
55	To sanction expenditure on ordinary postage stamps (foreign postages)	Upto Rs. 1,500 per annum	Upto Rs. 1,500 per annum	Upto Rs. 1,500 per annum	Rs. 1,000 per annum	Nil	Rs. 500 per annum	Rs. 500 per annum	Rs. 1,000 per annum	Rs. 500 per annum	Rs. 500 per annum	Rs. 500 per annum	Rs. 100 per annum	Rs. 100 per annum
56	To sanction write-off finally or irrecoverable value of stores or public money lost by fraud or negligence of individuals or similar cases	No change	No change	No change	No change	Nil	Upto Rs. 50 in each case	Rs. 500 annually	Upto Rs. 500 in each individual case	Nil	Upto Rs. 500 in each case	Nil	Nil	Nil
57	To sanction expenditure on entertainment functions etc.	No change	No change	No change	Rs. 200 in each case	Rs. 100 in each case	Nil	Rs. 50 in each case	Rs. 200 in each case	Nil	Rs. 50 in each case	Rs. 100 in each case	Rs. 100 in each case	Rs. 100 in each case
58	To sanction contingent expenditure not otherwise provided for in these delegation orders	Upto Rs. 15,000 in each case	Upto Rs. 15,000 in each case	Upto Rs. 15,000 in each case	Rs. 10,000 at a time	Rs. 5,000	Nil	Rs. 500 in each case	*Rs. 10,000 at a time	Nil	Rs. 500 in each case	Upto Rs. 7,500 in each case	Upto Rs. 5,000 in each case	Upto Rs. 5,000 in each case
59	Power to sanction printing of technical reports	Upto Rs. 500 at a time	Nil	Upto Rs. 3,000 at a time	Upto Rs. 2,000 at a time	Nil	Nil	Nil	Upto Rs. 2,000 at a time	Nil	Nil	Nil	Upto Rs. 500 at a time	Upto Rs. 500 at a time
60	To renew liveries etc. at the University expenses before the prescribed period	Full powers	Nil	Full powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

*A.S.P.O. authorised to sanction expenditure upto Rs. 2,000 for any one item in the absence of S.P.O.

(contd.)

Schedule Part 'B'—Concl'd.

Sr. No.	Nature of powers delegated	Registrar/ Comptroller	Estate Officer/ Chief Engineer	Dean/Director/ Librarian	Head of Deptt./ JDCC	Professor & equivalent specially authorised by Head of Deptt.	Class I & II officers specially authorised by Head of Deptt. or by Estate Officer/Chief Engineer	Deputy Registrar	Store Purchase Officer	Asst. Registrar	Senior Architect	Deputy Director Students' Welfare	Director of Farms in the scale of	
													Rs. 1500-2500	Rs. 1200-1900/ Rs. 700-1600
61	Waiving of the discrepancies relating to stores received short or found damaged in respect of overseas consignments received in an unopen and outwardly good condition	Upto the value of Rs. 100 in each case.			Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
62	To sanction the waiving in half or whole of recoveries of charges pointed out by audit	Upto Rs. 500	Upto Rs. 500	Upto Rs. 500	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
64	To sanction overtime allowance to ministerial staff, peons, daftries, drivers, etc. for whom it is admissible	Full powers in respect of employces working under them.				Nil	Nil	Nil	Full powers in respect of employees working under him	Nil	Full powers in respect of employees working under them	Nil	Nil	

Note : The powers delegated in this schedule are subject to provision of funds, scales fixed and procedure prescribed.

SPECIAL DELEGATION OF POWERS

(Issued vide notification No. Acad. II. AU. 66/9290 dated 29th March, 1966 and amended from time to time)

Sr. No.	Nature of the powers delegated	Registrar/ Comptroller	Estate Officer/ Chief Engineer	Dean/Director/ Librarian	Head of Deptt./ J.D.C.C.	Director of Farms in the scale of		Assoc. Professor and equivalent specially autho- rised by Head of Deptt.	Executive Engineer	
						Rs. 1500-2500	Rs. 1200-1900/ Rs. 700-1600			
1.	To censure employees, to order recovery of charges and to suspend	Full powers in respect of grade 'B' and 'C' employees working in their offices		Full powers in respect of class II & III teachers and grade 'B' & 'C' employees working in their offices	Full powers in respect of class III teachers and grade 'B' & 'C' employees working under them	Nil	Nil	Nil	Nil	Full powers in respect of grade 'B' and 'C' employees working under them
2.	To allow employees to complete their period of probation or to withhold this sanction	—Ditto—		Full powers in respect of class I & II teachers and grade 'B' & 'C' employees working in their offices	Full powers for Assoc. Prof. & equivalent, Asstt. Prof. & equivalent and grade 'B' & 'C' employees working under them	Nil	Nil	Nil	Nil	Full powers in respect of grade 'C' employees working under them
					<i>Note: Where an Associate Professor or equivalent exercises the powers of Head of Department, the cases of completion of probationary period of Associate Professors and equivalent in that department, shall be decided by the concerned Dean/Director</i>					
3.	*To sanction loans from C.P. Fund	Full powers in respect of staff working under them			Full powers for all categories of employees within the Department	Full powers for the ranks of Assoc. Prof. & equivalent, Asstt. Prof. & equivalent and grade 'B' & 'C' employees working under them		Full powers for grade 'B' & 'C' employees working under them		Nil

*Note : This power is to be exercised subject to the concurrence of the AAO(P), Comptroller as under :-

- (a) AAO(P) : Full powers in respect of refundable advances and upto Rs. 5,000 in respect of non-refundable advance in case of grade 'B' and 'C' employees.
- (b) Comptroller : Full powers in respect of refundable/non-refundable advances.

CHAPTER XXV

*STATUTES REGARDING THE GRANT OF SENIOR SCALE OF Rs. 1600-100-1800 TO PROFESSORS AND HEADS OF DEPARTMENTS

1. Ten per cent of the total number of Professors in the existing scale of Rs. 1100-50-1300-60-1600 shall be given the senior scale of Rs. 1600-100-1800. The senior scale shall come into operation as the Professors show the necessary distinction and maturity;
2. To determine such seniority and distinction, the following criteria will be observed:—

(1) Five years experience as a University Professor

OR

Ten years experience of teaching postgraduate students or guiding postgraduate research.

(2) Professional Competence :

(a) Reputation as a good teacher (particularly of undergraduate classes);

(b) Standing as a research worker :

(i) Research publications of outstanding merit;

(ii) Membership of recognised scientific societies, honours and awards;

(iii) Leadership in the advancement of his special discipline in particular and scientific endeavour in general;

(3) Confidential record for five years preceding his selection; persons of outstanding record and merit will be considered.

With the introduction of revised U.G.C. scales, the old pay scales of Rs. 1100 and Rs. 1600-1800 (Senior Scale) have been merged into a single revised scale of Rs. 1500-60-1800-100-2000-125/2-2500 as per decision of the U.G.C. Management taken at its 43rd meeting held on 31.5.1977 vide item N). B-1

CHAPTER XXVI

STATUTES REGARDING THE CONFERMENT OF EMERITUS PROFESSORSHIP, PAYMENT OF HONORARIUM TO EMERITUS PRO- FESSORS 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 person recommended for the title of Emeritus Professor must have made outstanding contribution in his subject.
- (ii) The honour thus conferred shall be enjoyed by the person concerned for a period of 5 years. However, the Board of Management may, on the recommendation of the Vice-Chancellor, extend this term for another period of five years or less.
- (iii) No Emeritus Professor, by virtue of his position, shall be entrusted any administrative duties nor shall he hold any office which enables him to enjoy ex-officio position in the University.
- (iv) 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 Professors appointed by the University; provided always that when such facilities involve setting up and equipping laboratories, or any similar places for work, it shall be open to the Board of Management to decline these or to arrange for facilities in any of the constituent colleges or departments of the University.
- (v) All Emeritus Professorships shall pertain to particular subjects and shall bear designation in the subject.

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- (vi) It shall be open to an Emeritus Professor to accept and guide research work of students studying for the Ph.D. degree of the University provided that in all such cases, the Academic Council shall prescribe the procedure to be followed by the Professor concerned. He shall also be free to hold seminars and give lectures.
- (vii) The emeritus Professor may be paid such honorarium and travelling allowances as may be fixed by the Board of Management in individual cases. However, the total honorarium shall not exceed Rs. 1,000/- per month.

CHAPTER XXVII

STATUTES REGARDING THE GRANT OF TRAVELLING AND DAILY ALLOWANCES TO MEMBERS OF THE BOARD OF MANAGEMENT

1. Non-official members of the Board nominated under clause (h) to sub-section (3) of Section 13 of the Haryana and Punjab Agricultural Universities Act, 1970 shall be entitled to travelling and halting allowances for attending meetings relating to the business of the University at the rates mentioned below :
 - (a) For all journeys performed by rail; one and a half first class fare each way from the member's permanent place of residence or from any other place from which the journey is actually performed whichever is less or the actual fare if the journey is performed by air travel or by rail in air-conditioned accommodation;
 - (b) For all road journeys performed in the interest of University, T.A. shall be admissible according to the mode of conveyance actually used ;
 - (c) Mileage allowance at Re 1/- per kilometre will be paid for journey by car between stations connected by rail or otherwise for all journeys performed in the interest of the University business;
 - (d) Daily allowance at Rs. 45/- per day for the actual day or days of work.
2. The official members of the Board as specified in clause (b), (c), (d), (e) and (f) to sub-section (3) of Section 13 of the Haryana and Punjab Agricultural Universities Act, 1970 shall be entitled to travelling and halting allowances for attending meetings relating to the

business of the University, at the rates admissible to them under the rules framed by their respective Government; Institution.

33. Bills for travelling and halting allowances shall be submitted to the Comptroller who, after making necessary scrutiny, shall make the payment.
 44. All cases of doubt or disagreement shall be decided by the Vice-Chancellor and his decision shall be final.
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ERRATA

<i>Page No.</i>	<i>Line No.</i>	<i>For</i>	<i>Read</i>
24	33	Before (1)	Add 33 before (1) i.e. 33(1)
32	13	After 43	Add (1) after 43
44	15	Liasion	Liaison
46	1	Liasion	Liaison
101	37	particularly	particular
133	44	t. the leas	the least.

National Systems Unit,
National Institute of Educational
Planning and Administration
175/5, Sector 10, Mangalvi elhi-110016
LCC. No...1738.....
Date...30.10.84..

NIEPA DC



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