

# PANJAB UNIVERSITY, CHANDIGARH

## PROFORMA FOR CLAIMING THE BENEFIT UNDER ASSURED CAREER PROGRESSION SCHEME

Subject: - Assured Career Progression Scheme to the Panjab University Employees, after completion of 4, 9 and 14 Years service.

1. Name of the Employee : \_\_\_\_\_
2. Designation : \_\_\_\_\_ Deptt./Branch \_\_\_\_\_
3. Date of Regular appointment in Panjab University : \_\_\_\_\_ Post \_\_\_\_\_
4. Date of regular appointment in the present post / Grade : Date \_\_\_\_\_ Post \_\_\_\_\_  
Grade \_\_\_\_\_
5. Detail of benefit of Prop. Set up / A.C.P.S. already granted (i.e.. after 8, 18/8, 16, 24 and 32 years service) : Post \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
Post \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
Post \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
Post \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_
6. Whether opted A.C.P.S. (4, 9 & 14) : \_\_\_\_\_
7. Whether eligible for the benefit of A.C.P.S. after completion of 4, 9 & 14 years of service, if so, give the detail: : After completion of (4) years service :-  
Post \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
After completion of (9) years service :-  
Post \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
After completion of (14) years service :-  
Post \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_
8. Basis for claiming the benefit of A.C.P.S. after completion of 4, 9 & 14 years service : \_\_\_\_\_  
\_\_\_\_\_
9. Undertaking : I hereby undertake that I will forfeit the benefit of higher pay - scale in the hierarchy/ benefit of increment(s) granted or shifted to a later date of entitlement, in case any discrepancy is pointed out at a later stage.

Dated: - \_\_\_\_\_

(Signature of the Employee)

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Deptt./ Branch \_\_\_\_\_

No. \_\_\_\_\_

Dated: - \_\_\_\_\_

Certified that the work and conduct of the above named employee has been found satisfactory. I recommend him / her for the benefit as claimed by him / her under the Assured Career Progression Scheme (4, 9 and 14 years service). His / her service book is sent herewith for the verification of the above service particular. It is further certified that the incumbent has opted the A.C.P.S. (4, 9 and 14 years) as mentioned at Sr. No. 6 above.

Dated :- \_\_\_\_\_

(Signature of the HOD)  
With office Seal