

PANJAB UNIVERSITY CHANDIGARH

From

The Deputy Registrar (Estt.),
Panjab University,
Chandigarh.

To

1. All the Chairpersons/Heads of the Department / Branches / offices Panjab University, Chandigarh.
2. The Director, P.U. Regional Centre, Ludhiana.
3. The Director, P.U. Extension Library, Ludhiana
4. The Director, P.U. Regional Centre, Muktsar
5. The Director, P.U. Rural Centre, Kauni, Muktsar.
6. The Director, P.U.S.S.G. Regional Centre, Hoshiarpur
7. The Chairperson, VVBIS & IS, Sadhu Ashram, Hoshiarpur.
8. All the Principals of Constituent Colleges of PU at Balachaur, Distt. Nawan Shahar, Guru Harsahai, Distt. Ferozpur, Sikhwala, Sri Muktsar Sahib, Nihalsinghwal, Distt. Moga, Dharamkot and Mohkam Khanwala (Pb.)

No. 18491-C4/Estt.

Dated 17/12/2018

Sub: Honours / Incentive to the non-teaching employees on the eve of Republic Day i.e. 26th January, 2019.

Dear Sir/Madam,

I am desired by the Vice-Chancellor to request you to kindly intimate the names of the non-teaching employees of your Department / Office who have made some significant contribution in his own sphere of work towards the overall functioning of the University during the year 2018, supported by sufficient proof.

Further, you may give your recommendations on the basis of the following criteria (each component having 10 marks) approved by the Vice-Chancellor on the recommendations of a committee constituted for the awards to the deserving non-teaching employees to be given on the occasion of Independence Day and Republic Day: -

- (i) Length of Service (Minimum 5 years in order to earn marks under this component).
- (ii) Annual Confidential Report (ACR) very good for last 5 years.
- (iii) Training Programmes attended for the last 5 years.
- (iv) 50% leaves not availed (Casual / Earned)
- (v) Work done beyond working hours without claiming over-time, compensatory leave (15 days minimum in the award year).
- (vi) Appreciation / testimonial letter(s) for the service rendered.
- (vii) Work performance including Multi tasking (Attached evidence).
- (viii) Regular use of computer in office work (Non applicable to Group 'C' employee).
- (ix) Drafting / communication skills / active participation in office work (a certificate from head of the Deptt. / Branch Head).
- (x) Knowledge of Rules / Regulations (a certificate from Head of the Deptt. / Branch Head).

Only those employees who secured 60% and above marks will be considered for the award.

Those employees whose names have already been recommended by the Head of the Departments / Offices and forwarded to the Establishment Branch in response to the Circular No. 9065-921/Estt. dated 17.07.2018 (on the eve of Independence day 15th August, 2018), need not recommended again. However, if the Head of the Department / Office desires to update in this regard, they may send the case with the specific recommendations accordingly.

This information should reach the undersigned latest by 26th December, 2018 for consideration by the competent authority.

Yours faithfully,


Deputy Registrar (Estt)