

**PANJAB UNIVERSITY, CHANDIGARH**  
(Established under the Panjab University Act VII of 1947 enacted  
by the Government of India)

**IMPORTANT:** Please send the Report regarding the Action Taken on the following items on the enclosed proforma, which must reach Deputy Registrar's Office within **SEVEN DAYS** from the date of despatch. This may be treated as **MOST URGENT** as the Vice-Chancellor has taken a serious note on the non-availability of the Action Taken Report

Copy/Extract of the Paragraph 5 from the minutes of the meeting of **SYNDICATE/SENATE** held on 7/11/22

2. Considered if, the Rule 27 at page 90-91 of P.U. Calendar, Volume-III, 2019 regarding Accelerated Increment, be amended as under, as per the notification No.FD-FP-203 (CVAL)/9/2021-3FP2 dated 01.10.2021 of Department of Finance, Government of Panjab, already approved/adopted by the Senate in its meeting dated 27.03.2022 (Para 27) as follows:

XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
XXXXX	XXXXX	XXXXX	XXXXX	XXXXX

**RESOLVED:** That, in accordance with notification No.FD-FP-203 (CVAL)/9/2021-3FP2 dated 01.10.2021 of Department of Finance, Government of Panjab, already approved/adopted by the Senate in its meeting dated 27.03.2022 (Para 27) Rule 27 at page 90-91 of P.U. Calendar, Volume-III, 2019 regarding Accelerated Increment, be amended as under:

Existing Rule	Proposed Rule
Rule 27 of Accelerated Increment incorporated in the P.U. Calendar, Volume III, 2019 at page 90-91.	Rule 27 of Accelerated Increment incorporated in the P.U. Calendar, Volume III, 2019 at page 90-91.
Accelerated increment	<b>Higher Education Allowance:</b>
27. The Senate/Syndicate as the case may be, shall have power to grant accelerated increment/s to an employee on a time scale basis.	27*. The Syndicate/Senate as the case may be, shall have power to grant incentive for following courses in the field directly relevant to an employee's job:-

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NO. 1: In the case of increments granted in advance the employee should be entitled to increments in the same manner as if he had reached his/her position in the scale in the ordinary course and, in the absence of a specific order to the contrary, he/she should be placed on exactly the same footing as regards future increments as an employee who has so reached:

Qualification	Amount
Ph.D or equivalent	Rs. 30,000
PG Degree/Diploma of duration more than one year, or equivalent	Rs. 25, 000
PG Degree/Diploma of duration one year or less, or equivalent	Rs. 20,000
Degree/Diploma of duration more than three years, or equivalent	Rs. 15, 000
Degree/Diploma of duration three years or less, or equivalent	Rs. 10,000

2.(a) The grant of special increments to a University employee on obtaining higher qualifications shall not affect the date of his/her normal increment:

(b) Grant of increment/s and refund of examination fee shall be granted to University employees on obtaining higher qualifications as under :—

(i) Ministerial Staff, all categories of non-teaching staff and such other employees as the Syndicate may approve for this purpose; For passing Bachelor's Degree/Master's Degree/M.Phil./LL.B./LL.M., Post Graduate Diploma in Computer Applications. One increment for each of these examinations up to a maximum of three increments even if an employee passes more than three examinations.

(ii) Ministerial Staff and all categories of non-teaching staff who are working against regular temporary posts from which they are not likely to revert shall be given special increments on the basis of their passing the examinations as given in (i) above.

2. The incentive shall be in the nature of a lump sum, one time grant to be admissible on successful completion of the course and due verification of the successful completion of the course by the competent authority.
3. The incentive shall be limited to a maximum of two times in an employee's career with a minimum gap of two years.
4. The Educational Qualification as above shall be acquired during the course of employment.
5. The incentive shall not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post.
6. No incentive shall be allowed for acquiring higher qualification purely on academic or literary subjects. The acquisition of the qualification should be directly related to the functions of the post held by him/her, or to the functions to be performed in the next higher post. There should be direct nexus between the functions of the post and the qualification acquired and that it should contribute to the efficiency of the University employees.
7. The quantum of incentive shall be uniform for all posts, irrespective of their classification or grade or the department.
8. The incentive shall not be admissible where the University employee/s is sponsored by

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iii) For Class 'C' Employees: Two increments for passing any of the following examinations subject to the condition that such increments will be admissible only thrice during the course of their service:-  
Matriculation. Higher Secondary. Pre-University, B.A., M.A., M.Phil. Honours on O.T./M.L.L. and LL.B.

For Class 'C' employees working in the University Library/ Department Libraries, two increments for passing Certificate in Library Science (1 year course), Bachelor of Library & Information Science will also be admissible as relevant qualifications in addition to the qualifications given above.

iv) University Library Employees below the rank of Assistant Librarian: One increment for passing Master of Library Science Examination.

v) If an employee (non-teaching, technical staff), while in service, acquires higher qualifications than those being possessed by him/her at the time of recruitment and relevant to the prescribed job requirements, he/she may be given one advance increment for every improvement in qualification, subject to maximum of three increments even if he/she has acquired more than three higher qualifications. The qualifications acquired should be obtained from a University/Deemed University/State/Board of Technical Education/Societies/Organizations approved by Government of India/State Government or Statutory Bodies like UGC/AICTE/MCI/DCI/Professional Technical

the government or he/she avails study leave for acquiring the qualification.

9. The incentive shall be given only for higher qualification acquired after induction into service.

10. No incentive shall be admissible if an appointment is made in relaxation of the education qualification. No incentive would be admissible if employee acquires the requisite qualification for such appointment at a later date.

11. The qualifications meriting grant of incentive should have been recognized by University Grants Commission, respective regulatory bodies like AICTE, Medical Council of India, etc. set up by Central/State Government or recognized by the Government.

12. The University employees should prefer the claim within six months from the date of acquisition of the higher qualification.

13. Higher Education Allowance, already admissible to Allopathic doctors @ 5 additional increments in case of Post Graduate Degree and @ 4 increments in case of 2-year diploma be continued.

Institutions like, Institution of Engineers/Indian Institute of Chemical Engineers etc.

(ii) Two special increments on obtaining Ph.D. Degree for all categories of non-teaching employees.

\*The amendment shall be effective from 1<sup>st</sup> July 2021 as per notification of Government of Punjab adopted by the Senate dated 27.03.2022.

No. S.T. 13742

Dated: 05.12.2022

Sd/-

**Deputy Registrar (General)**

Endst. No. 13872-14071 / Estt.

Dated 08/12/2022

Copy forwarded to the following for information and necessary action:-

1. All the Heads of the Teaching and Non-teaching Departments, Branches, Offices, Regional & Rural Centres, Constituent Colleges, Holiday Homes of Panjab University through their respective Email ID.
2. ACLA
3. All the dealing officials of Establishment Branch-III
4. O.S. (Regulation) for incorporation in the P.U. Cal. Vol.-III

  
**Assistant Registrar (Estt.)**