

PANJAB UNIVERSITY, CHANDIGARH

From  
The Assistant Registrar (Estt.),  
Panjab University,  
Chandigarh-160014

- To
1. All the Chairpersons/ Heads of the Teaching/Non-teaching Deptts./Branches/Offices/ P.U. Constituent Colleges
  2. Director, P.U. Regional Centre, Muktsar
  3. Director, P.U. Regional Centre, Ludhiana
  4. Director, SSGPURC, Hoshiarpur
  5. Director, P.U. Extension Library, Ludhiana
  6. Chairman, VVBIS & IS, Hoshiarpur
  7. In-charge, P.U. Teachers Holiday Home, Shimla
  8. In-charge, P.U. Students Holiday Home, Dalhousie
  9. Advisor & Secretary to the Hon'ble Vice-Chancellor.

No. 8681-8890/Estt.

Dated 22/6/2023

Sir/Madam,

In terms of the decision of the Senate vide Paragraph III (Revised) of its meeting held on 19.02.2023 (reproduced as under) the Hon'ble Vice Chancellor has allowed that the persons (non-teaching), who are working on daily wage/ contract/ temporary basis be given the benefit of Basic Pay + GP & DA as and when they complete 10 years of service:-

**“as already decided by the Board of Finance meeting dated 13.11.2018 (Sub-Item 8), and the Syndicate and Senate (after getting it legally examined) in their meeting dated 28.05.2019 and 13.12.2019, respectively, the persons (non-teaching), who are working on daily wage/ contract/ temporary basics be given the benefit of Basic Pay+ GP and DA as and when they complete 10 years of service”**

The employees of the University who are appointed on D.C. rates and completed 10 years of service may send their applications on the enclosed prescribed proforma duly filled in and verified by the concerned Head of the Branch/ Department, so that the above benefit may be processed and extended to them as per the decision of the Syndicate quoted above.

The above decision of the Syndicate be brought to the notice of all the concerned employees.

This is in continuation to the circular No. 18353-523/Estt. dated 22.10.2019 & 243-293/Estt. dated 08.01.2020.

  
Assistant Registrar (Estt.)

Enclosed:- As above.

**PANJAB UNIVERSITY, CHANDIGARH**

<b>Name</b>	: - _____	<b>Record of numbers of days worked month-wise</b>													
<b>Father's Name</b>	: - _____														
<b>Date of Birth</b>	: - _____														
<b>Post</b>	: - _____														
<b>Nature of appointment</b>	: - _____														
(DW /Temp. / Contractual)															
<b>Date of appointment</b>	: - _____	<b>Year</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Qualification</b>	: - _____														
<b>Contact No.</b>	: - _____														
<b>Signature of employee</b>															
<b>Verified with Official Stamp:-</b>															
<b>Head of the Deptt./Branch/Office</b> <b>Panjab University</b>															

**Total days:** \_\_\_\_\_

**Total notional days of breaks:** \_\_\_\_\_

**Details of Maternity Leave, if any (attach sporting document):** \_\_\_\_\_