

Minutes of meeting of 22nd Meeting of Human Resource Committee held on March 13, 2014 in the office of Director General, Pushpa Gujral Science City, Chandigarh

A meeting of the Human Resource Committee-PTU was held on March 13, 2014. Following were present:

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| 1. Dr.R.S.Khandpur, Director General | Chairman |
| 2. Sh.A.Palanivel, Registrar-IIT, Ropar | Member |
| 3. Dr. D.K.Patnaik, Registrar-Thapar University | Member |
| 4. Dr. Rajneesh K. Sachdev , Offtng.Registrar-PTU | Member |

Dr. Buta Singh could not attend the meeting and was granted leave of absence.

Item No. 22.1 Re-structuring of existing posts in C&D Category

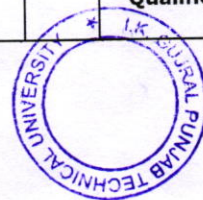
A promotion policy was drafted and put up to the HR Committee at its meeting held on Sept 27, 2013. On the recommendations of the committee the matter was taken up with the Board of Governors at its 51st meeting held on 08 Oct 2013 wherein the Board desired that the Promotion Policy for the Punjab Technical University employees be drafted as per State Government Norms.

While re-considering the Promotion Policy for C & D category, the norms being followed by neighbouring Universities like Punjabi University and GNDU, Amritsar were referred to and accordingly the following is proposed as Promotion Policy for C&D category employees of PTU:

- 0) **For promotion to the next higher post, the minimum bench mark will be 'Good' in Annual Confidential Reports for three consecutive years and there shall be no super cession on the basis of merit.**
- i) To remove the gap between different channels and ladders in the same cadre, employees who worked on time scale should be promoted as per eligibility criteria mentioned as follows :-

ii)

Sr no	Name of Post	Pay Scale	Existing Posts	Filled	Posts to be surrendered	Posts to be created	New Total Posts	Qualification/Experience(for promotion)



1	Sr. Asst/ Executiv Asstt./ Administrativ e Asstt.	10300-34800 (GP 4400)	27	-	-	112	139	-	Graduate with PGDCA & 100% amongst Clerks at PTU having at 3 years experience.
2	Clerk	10300-34800 (GP 3200)	200	139	137	-	54+9* (adhoc clerks)	-	Graduate/result awaited and 100% amongst existing Office Assistant staff of the PTU having at least 3 years experience subject to having knowledge of Computer typing in Punjabi- English.
3	Office Assistant	5910-20200 (GP-2400)	59	54	-	04	63	-	10 th & 50% amongst existing class IV (Attendant & Helpers) category of the PTU having at least 3 years experience
4	Attendant	4900-10660 (GP 1800)	125	79	73	-	52	-	Middle & 100% amongst existing helpers having at least 3 years experience 40 positions falling vacant on account of promotion from category 5 to Category 4 and 3 shall stand abolished
5	Helper	4900-10660 (GP 1650)	40	36	40	-	-	-	Nil
			451	308	250	116	317		

2. For promotion to the skilled & Technical categories such as Drivers, Technical/Sr. Technical Assistant, Programmers, Junior Engineer etc., the promotion criteria shall be the same as adopted in the table above for Ministerial & Supporting staff with respect to time scale promotions and next scale as applicable and notified by State Govt. from time to time.

3. Seniority shall not be the only criteria for promotion. Suitability, merit and efficiency also will be the determining factors in the matter of promotion.

4. An incumbent may be promoted to the next higher post as temporary charge without confirmation on the higher post subject to availability of position on seniority cum merit basis and his salary may be charged against the said higher vacant post till the time he fulfills the minimum time period/qualification and other eligibility criteria for that position.

5. There shall be a provision for qualifying test in Punjabi/English Type Writing on computer which should be equal to the one prescribed by the University and it should be made essential to pass the test before an employee is considered eligible for promotion to the post of Clerk. The test may be held by the appointing authority or any such authority to whom the posers for doing so are delegated by the appointing authority.

6. Policies of the State Government regarding reservation of vacancies for Scheduled

