

26

PANJAB UNIVERSITY, CHANDIGARH
(Enacted 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 Para, on the enclosed proforma, which must reach Assistant Registrar (General) within **SEVEN DAYS** from the date of despatch. This may be treated as **MOST URGENT** as the Vice-Chancellor has taken a serious view on the non-availability of the Action Taken Report.

Copy/Extract of the Paragraph 19 (Full discussion) from the minutes of the meeting of **SYNDICATE/SENATE** held on 28-5-2017.

19. Considered minutes dated 22.11.2016 (**Appendix-**) of the Committee, constituted by the Vice-Chancellor with regard to issue of Reviewing and Accepting Officer in Rule relating to the Annual Confidential Reports of the non-teaching/teaching departments/Colleges/Institutions/ other offices and amend the relevant rules, accordingly.

Professor Navdeep Goyal suggested that the Annual Confidential Reports of the Finance and Development Officer should go directly to the Vice-Chancellor.

The Vice-Chancellor said that the Annual Confidential Reports of all people in the grade pay of Rs.10,000/- should go directly to the Vice-Chancellor.

Dr. Dalip Kumar said that how the 'outstanding' could be evaluated.

The Vice-Chancellor said that the reason for giving the outstanding remarks have to be given. This is the case in the Central Government

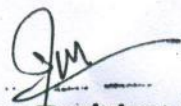
RESOLVED: That recommendations of the Committee dated 22.11.2016, as per **Appendix**, be approved with the modification that the Reporting Officer in the case of the Finance and Development Officer would be the Vice-Chancellor.

No. S.T. 12869

Dated: 20/7/17

Copy forwarded to the following for information and necessary action and to inform all concerned:

A.R. EST.


Deputy Registrar (General)

PANJAB UNIVERSITY, CHANDIGARH

From

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

To

1. All the Chairpersons, Heads of the Teaching/ Non-teaching Deptts./ Branches/ Offices.
2. Director, P.U. Regional Centre, Muktsar
3. Director, P.U. Regional Centre, Ludhiana.
4. Director, PUSGRC, Hoshiarpur
5. Director, P.U. Extension Library, Ludhiana
6. Chairman, VVBIS & IS, Hoshiarpur
7. Incharge, P.U. Teachers Holiday Home, Shimla
8. Incharge, P.U. Students Holiday Home, Dalhousie

No. 11594-1744 /Estt.

Dated 3/2/2017

Sir/Madam,

The Syndicate at its meeting held on 28.05.2017, vide Paragraph 19 considered and approved the recommendations of the Committee constituted by the Vice-Chancellor to examine the issue of Reviewing and Accepting Officer in Rule relating to the Annual Confidential Reports of the non-teaching/ teaching departments/ Colleges/ Institutions/ other offices. Accordingly, the Rule 22.3 available at pages 87-88 in P.U. Calendar Vol.III, 2016 relating to Annual Confidential Report has been amended as under:-

1. That the ACRs will be signed in the following hierarchy:-

"Administrative Staff (except Class C employees) in Admn. Block"

	Reporting Officer	Reviewing Officer	Accepting Officer
Clerks & Asstts.	Supdt.	Assistant Registrar	Deputy Registrar F.D.O./C.O.E./ Registrar
Superintendents/ Law Officer	Assistant Registrar/ S.L.O.	Deputy Registrar/ F.D.O./ C.O.E./ Registrar	F.D.O. /C.O.E. / Registrar
Asstt. Registrars	Deputy Registrar/ F.D.O./C.O.E. /Registrar	F.D.O./C.O.E./ Registrar	Vice-Chancellor
Chief of University Security	Registrar	Vice-Chancellor	Vice-Chancellor
Deputy Registrars/ S.L.O.	F.D.O./C.O.E./ Registrar.	Vice-Chancellor	Vice-Chancellor
C.V.O.	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
F.D.O.	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
C.O.E.	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Registrar	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
S.V.C	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor

Steno-typists	Officer with whom working	F.D.O./C.O.E./ Registrar	F.D.O. /C.O.E./ Registrar/
(a) attached with F.D.O., Registrar, Secretary to Vice-Chancellor and Vice-Chancellor	Officer with whom working	Officer with whom working	Officer with whom working
(b) Others	Officer with whom working —do—	Registrar	Registrar
P.As.		Officer with whom working	Officer with whom working

Office of the CMO

	Reporting Officer	Reviewing Officer	Accepting Officer
Non-teaching staff 'A' Class	CMO	Registrar	Vice-Chancellor
'B' Class	CMO	Registrar	Registrar

Publications Bureau

	Reporting Officer	Reviewing Officer	Accepting Officer
Non-teaching staff 'A' Class	Head of Dept.	Registrar	Vice-Chancellor
'B' Class	Head of Dept.	Registrar	Registrar

Director Youth Welfare

	Reporting Officer	Reviewing Officer	Accepting Officer
Non-teaching staff 'A' Class	Director	Registrar	Vice-Chancellor
'B' Class	Director	Registrar	Registrar

XEN Office

	Reporting Officer	Reviewing Officer	Accepting Officer
Non-teaching staff 'A' Class	XEN	Registrar	Vice-Chancellor
'B' Class	XEN	Registrar	Registrar

All teaching/ non-teaching Deptts., Institutions and other offices	Reporting Officer	Reviewing Officer	Accepting Officer
Clerks/Sr. Assistants	Supdt./A.R./D.R./ Chairperson	A.R./D.R./ Chairperson / DUI	Chairperson / DUI
Superintendent	A.R./ D.R./ Chairperson	D.R./ Chairperson / DUI	Chairperson / DUI
P.A./Stenographers / Steno-typists	Officer with whom working/ Chairperson	Chairperson / DUI	Chairperson / DUI
A.R.	D.R./ Chairperson	Chairperson /DUI	DUI
D.R.	Chairperson	DUI	DUI
'C' Class	Supdt./ A.R./ D.R./ Chairperson	A.R. /D.R./ Chairperson	Chairperson

Technical Staff/Library Staff

'A' Class	Head of Deptt./ Institution / Chairperson	DUI	DUI
'B' Class	'A' Class Officer equivalent to the rank of Supdt. and above / Head of Dept./ Institution /office/ Chairperson	Chairperson / DUI	DUI
'C' Class in Admn. Block and other similar offices	Superintendent	A.R./ D.R.	A.R./D.R.

2. That the custody of all ACRs upto the rank of Superintendent, will be with A.R./D.R.(Estt.) and custody of ACRs of the rank of A.R./D.R. and Heads of the non-teaching Department/Offices will be with the Registrar.
3. That any remarks as 'Outstanding' or any adverse remarks should be supported by cogent reasons or justification by the concerned Reporting Officer.

The above decision is brought to the notice of all concerned.


Assistant Registrar (Estt.)