

**PANJAB UNIVERSITY, CHANDIGARH**

From:- The Assistant Registrar Establishment Branch (Non Teaching), Panjab University, Chandigarh -160014	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, P.U.S.S.G.R.C., Hoshiarpur. 5. Director, Extension Library, Ludhiana. 6. Chairperson, VVBIS&IS, Hoshiarpur 7. Incharge, P.U. Teachers Holiday Home, Shimla 8. Incharge, P.U. Teachers Holiday Home, Dalhousie. 9. The Principals, All the constituent colleges of Panjab University.
---	--

No. 8753-8953 /Estt.

Date: 17/5 /2019

Subject:- Category Information and document of the employees.

Dear Sir/Madam,

This office is in the process of preparing the post based roster in consonance to UGC letter of dated 11.04.2018.

A Committee constituted by the Syndicate vide Para 15 page 58 of dated 08.12.2018, in its meeting held on 29.04.2019, has directed to collect the information of regular employees and requisite certificate of those employees who claims to / belong to Category i.e. Schedule Caste, Schedule Tribe, Backward Class, Physically handicapped and are working on the initial stage of cadre wherein the pay scale is equal to or less than the post of Clerk i.e. Rs 10300-34800 + GP 3200 in the format as annexed at Annexure A.

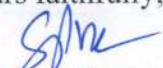
It is, therefore, requested to kindly forward the copy of First page of Service Book (wherein employees particular are filled in) of the aforementioned employees duly attested by Chairperson / Head of the Department, if the office of yourgoodself is custodian of Service Books, alongwith duly filled in Annexure A (see overleaf) and self attested, legible and without cutting/overwriting copy of caste certificate/disability certificate duly issued by the competent authority, wherever applicable, so as to enable the office to prepare the draft roster. The requisite certificate / document must reach this office **within 20 days** from the issue of this circular. **Kindly treat this as urgent and time bound.**

**Further, you are requested to direct your office :-**

- i) to note down this circular to all non teaching employees and takes their signatures
- ii) to place this circular on the Notice Board of your Department/ Office.

Thanking you,

Yours faithfully,

  
Assistant Registrar (Estt.)

Date \_\_\_\_\_/\_\_\_\_\_/2019

**Annexure A** of Circular no. 8753-8953/estt dated 17/5 /2019  
[This is to be sent back to A.R. (Estt.) (Non Teaching) for needful of all the regular employees as covered under aforementioned circular. ]

Name of the Department / Branch / Office of the employee:- \_\_\_\_\_

(a)	Name of the employee	
(b)	Father Name	
(c)	Date of birth	
(d)	Designation at the time of appointment in University	
(e)	Present Designation	
(f)	State / Union Territory to which he/she belongs	
(g)	Category Claiming / Belong to :- i) General ii) Scheduled Caste, iii) Scheduled Tribe, iv) Backward Class, v) Physically handicapped:- a) Blind b) Deaf c) Orthopedically handicapped  {Note:- In cases where employees is claiming to /belong to category from serial no. ii) to (v), must attach the requisite caste certificate / disability certificate, whichever is applicable. Further an employee belonging to Physically handicapped category must specify his / her disability as defined in sub clause from a) to c) of clause v)}	
(i)	Date of joining in the University	
(j)	Date of joining in the present designation	
(k)	PF No.	

It is certified that the above information and annexed caste certificate / Disability Certificate (wherever applicable), is correct and is true copy. Nothing has been concealed therein.

Full Signature :- \_\_\_\_\_

(Name of the Employee :- \_\_\_\_\_ PF No. :- \_\_\_\_\_)

Forwarding to the A.R. (Estt.) the attested copy of First page/s of Service (wherein employees particular are filled in), information of aforementioned employee with / without self attested copy of Caste certificate as claimed at sr.no. (g) .

List of enclosures attached are :-

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Head/ Chairperson of the Department / Office

A.R. (Estt) (Non Teaching)