

**PANJAB UNIVERSITY CHANDIGARH**

**From**

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

**To**

1. All the Chairpersons/Heads of the Department / Branches / offices Panjab University, Chandigarh.
2. The Director, P.U. Regional Centre, Ludhiana.
3. The Director, P.U. Extension Library, Ludhiana
4. The Director, P.U. Regional Centre, Muktsar
5. The Director, P.U. Rural Centre, Kauni, Muktsar.
6. The Director, P.U.S.S.G. Regional Centre, Hoshiarpur
7. The Chairperson, VVBIS & IS, Sadhu Ashram, Hoshiarpur.
8. All the Principals of Constituent Colleges of PU at Balachaur, Distt. Nawan Shahar, Guru Harsahai, Distt. Ferozpur, Sikhwala, Sri Muktsar Sahib, Nihalsinghwal, Distt. Moga, Dharamkot and Mohkam Khanwala (Pb.)

No.6994-7144/Estt.

Dated: 18.06.2020

**Sub: Honours / Incentive to the non-teaching employees on the eve of Independence Day i.e. 15<sup>th</sup> August, 2020.**

Dear Sir/Madam,

I am desired by the Hon'ble Vice-Chancellor to request you to kindly intimate the names of the non-teaching employees of your Department / Office who have made some significant contribution in his own sphere of work towards the overall functioning of the University **during the year 2020, supported by sufficient proof.**

Further, **you may give your recommendations on the basis of the following criteria approved by the Hon'ble Vice-Chancellor on the recommendations of a committee constituted for the awards to the deserving non-teaching employees to be given on the occasion of Independence Day and Republic Day: -**

1. At least one year evaluation period should be there.
2. Knowledge of Rules/Regulations (a certificate from Head of the Dept./Branch).
3. Work performance including multi-tasking.
4. Regular use of computer in office work (non applicable to Class 'C' employees and technical cadre).
5. Drafting/ communication skill/ active participation in office work) (a certificate from the Head of the Dept./Branch Head).
6. Appreciation/testimonial letter(s) for the service rendered.
7. Work done beyond working hours without claiming over-time, compensatory leave (15 days minimum in the award year).
8. Any work done beyond the call of duty such as an act of bravery by saving any life/saving of finances to the University exchequer/ innovative work performed for the development and welfare of the University.

Accordingly, the concerned Head of the Department/Branch should send their recommendations on their letter head in the format given below:-

<b>Sr. No.</b>	<b>Category</b>	<b>Recommendation of the concerned HOD</b>
1.	Atleast one year evaluation period should be there. a. No marks for less than 1 year service. b. 1 mark for 1 year based on length of service (subject to maximum of 5 marks)	<b>Mention the period of service</b>
2.	Appreciation/testimonial letter(s) for the service rendered.	<b>Attach certificate on the letter head of the concerned HOD</b>
3.	Work done beyond working hours without claiming over-time, compensatory leave (15 days minimum in the award year).	

4.	Regular use of computer in office work (non applicable to Class 'C' employees and technical cadre)	
5.	Work performance including multi-tasking	Yes/No
6.	Drafting/ communication skill/ active participation in office work)	Yes/No
7.	Knowledge of Rules/Regulations	Yes/No
8.	Any work done beyond the call of duty such as an act of bravery by saving any life/saving of finances to the University exchequer/ innovative work performed for the development and welfare of the University.	<b>Supported by some testimonial.</b>

This information should reach the undersigned **latest by 10<sup>th</sup> July, 2020** for consideration by the **competent authority.**

Yours faithfully,

Sd/-  
**Assistant Registrar (Estt.)**