

**PANJAB UNIVERSITY, CHANDIGARH**

No. 12107-12306/Estt.

Dated : 08/11 /2021

**CIRCULAR**

**Subject:- Regarding benefit of A.C.P.S./A.F.U.S. to Non-teaching employees on completion of 4, 9 & 14 / 10, 20 & 30 years of service in a cadre.**

It has been observed that in lot of the cases, the application forms/requests from employees for grant of benefit of A.C.P.S. (4, 9 & 14)/A.F.U.S. (10, 20 & 30) are received in the Establishment Branch -II (Non-teaching) after a long gap (in some cases 6 to 12 months) from the due date of eligibility of the employee concerned and that too without complete information/documents.

In order to streamline the process for grant of such financial upgradation, the competent authority has ordered that in such case, the application of the concerned employee, complete in all respect duly recommended by the controlling officer, must reach Establishment Branch -II (Non-teaching) within 30 days from the date of eligibility.

  
**Assistant Registrar (Estt.-II)**

**Issued to:-** All the Heads of the P.U., Teaching & Non-teaching Department/ Branches/ Offices/ Regional Centres/ Constituent Colleges/ Library/Hostel/ Holiday Homes etc. **through their respective official E-mail IDs.**