

PANJAB UNIVERSITY, CHANDIGARH

From The Assistant Registrar (Estt.), Panjab University, Chandigarh	To 1. All the Heads of the Teaching and Non-teaching Departments, Branches, Offices, Regional & Rural Centres, Constituent Colleges, Holiday Homes of Panjab University through their respective Email ID. 2. ACLA
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No. 826-827 /Estt.

Dated 16/11 2023

Subject: - Higher Education Allowance effective from 1st July 2021, as per notification of Government of Punjab adopted by the Senate dated 27.03.2022.

Dear Sir/Madam,

This is in continuation to the Endst. No. 13872-14071/Estt. dated 08.12.2022 vide which decision of the Syndicate (Paragraph 5, dated 07.11.2022) was circulated on the subject cited above.

For claiming the benefit, the non-teaching employee(s) as and when becomes eligible as per instructions mentioned therein in the notification must submit the proforma well in time through proper channel and complete in all respect. The specimen of proforma is enclosed herewith.

This is for information of all concerned.

Yours faithfully,


Assistant Registrar (Estt.)

Encl: as above.

PANJAB UNIVERSITY, CHANDIGARH

**PROFORMA FOR CLAIMING THE BENEFIT UNDER
HIGHER EDUCATION ALLOWANCE**

Subject: - Higher Education Allowance effective from 1st July 2021, as per notification of Government of Punjab adopted by the Senate dated 27.03.2022.

Sr. No.	Conditions			Submission	
	Qualification	Amount	✓	Brief description of Qualification Obtained with attested copy of testimonials	
1.	Ph.D. or equivalent	Rs. 30,000			
	PG Degree/Diploma of duration more than one year, or equivalent	Rs. 25,000			
	PG Degree/Diploma of duration one year or less, or equivalent	Rs. 20,000			
	Degree/Diploma of duration more than three years, or equivalent	Rs. 15,000			
	Degree/Diploma of duration three years or less, or equivalent	Rs. 10,000			
2.	Date of acquisition of Higher Education Qualification				
3.	Number of incentive already availed in an employee's career with date of such incentive.			Number of incentive	Date
4.	Whether an employee acquired educational qualification during the course of employment			Yes/No	
5.	Whether the qualification laid down as essential or desirable qualifications for recruitment of the post.			Yes/No	
6.	No incentive shall be allowed for acquiring higher qualification purely on academic or literary subjects. Whether, the acquisition of the qualification is directly related to the functions of the post held by him/her, or to the functions to be performed in the next higher post. There should be direct nexus between the functions of the post and the qualification acquired and that it should contribute to the efficiency of the University employees.			Justification	
7.	Whether an employee is sponsored by the government or he/she avails study leave for acquiring the qualification.			Yes/No	
8.	Whether an employee acquired higher qualification after induction into service.			Yes/No	
9.	Whether appointment of an employee is made in relaxation of the education qualification and whether an employee acquires the requisite qualification for such appointment at a later date.			Yes/No	
10.	Whether higher qualification obtained is recognized by University Grants Commission, respective regulatory bodies like AICTE, Medical Council of India, etc. set up by Central/State Government or recognized by the Government			Yes/No	
11.	Whether the claim for grant of Higher Education Allowance has been submitted within six months from the date of acquisition of the higher qualification.			Yes/No	
12.	Whether informed the office before appearing in the said Examination in terms of Syndicate decision dated 28.09.1985.			Yes/No	

I hereby undertake that I will forfeit the benefit of Higher Education Allowance, in case any discrepancy is pointed out at a later stage.

(Signature of the Employee)

Full Name _____

Designation _____

Dept./Branch _____

(Recommended by the H.O.D.)

With office Seal