

PANJAB UNIVERSITY, CHANDIGARH

From

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

To

1. All the Chairpersons/Heads of the Departments/ 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, Nihalsinghwala, Distt. Moga, Dharamkot and Mohkam Khanwala (Pb.)

No. 16771-970 /Estt.

Dated: 06/12/2023

Sub: Honours/Incentive to the non-teaching employees on the eve of Republic Day i.e. 26th January, 2024.

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 (upto the level of Assistant Registrar as per recommendation of the Committee dated 13.01.2023 duly approved by the Hon'ble Vice-Chancellor) who have made some significant contribution in his own sphere of work towards the overall functioning of the University during the year 2023, 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 Republic Day/Independence 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 should send their recommendations regarding non-teaching employees working in the Department through Joint Academic & Administrative Committee of the concerned department and non-teaching employees working in the main office through the Registrar. The recommendations relating to the non-teaching employees working in the Hostels/Construction Office/A.C. Joshi Library/Office of the University security should send their recommendations through Dean Student Welfare/concerned Head of the Department/Librarian/Chief of University Security.

NOTE:

1. **The recommendation/case received without specific recommendations & without supportive documents will be treated as rejected in the following cases:-**
 - (i) Not received through the Joint Academic & Administrative Committee in the case of Departments
 - (ii) Not received through the Registrar in the case of Main office.
 - (iii) Not received through the Dean Student Welfare in the case of Hostels.
 - (iv) Not received through the Head of the concerned in the case of Works Department.
 - (v) Not received through the Librarian in the case of A.C. Joshi Library, P.U., Chd.
 - (vi) Not received through the Chief of University Security in the case of University Security Staff.

2. The recommendation received after the last date will be treated as rejected and will not be processed for placing before the Committee.

The format for sending the recommendations is as under-

Sr. No.	Category	Recommendation of the concerned HOD
1.	At least 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)	Mention the period of service
2.	Appreciation/testimonial letter(s) for the service rendered.	Attach certificate on the letter head of the concerned HOD
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.	Supported by some testimonial.

This information should reach the undersigned latest by 20th December, 2023 for consideration by the **Competent Authority.**

Yours faithfully,


Assistant Registrar (Estt.-II)