## PANJAB UNIVERSITY, CHANDIGARH

From

To

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

- Chairpersons/Heads 1. All the Departments/ Branches / offices Panjab University, Chandigarh.
- The Director, P.U. Regional Centre, Ludhiana.
- The Director, P.U. Extension Library, Ludhiana
- The Director, P.U. Regional Centre, Muktsar
- The Director, P.U. Rural Centre, Kauni, Muktsar.
- The Director, P.U.S.S.G. Regional Centre, Hoshiarpur
- The Chairperson, VVBIS & IS, Sadhu Ashram, Hoshiarpur.
- 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. 7270-7469 /Estt.

Dated: 21/07/2022

Honours / Incentive to the non-teaching employees on the eve of Independence Day i.e. 15th August, 2022.

Dear Sir/Madam.

I am desired by the Hon'ble Vice-Chancellor to request you to kindly intimate the names of the nonteaching 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 2022, 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: -

- 1. At least one year evaluation period should be there.
- 2. Knowledge of Rules/Regulations (a certificate from Head of the Dept./Branch).
- Work performance including multi-tasking.
- Regular use of computer in office work (non applicable to Class 'C' employees and technical cadre).
- Drafting/ communication skill/ active participation in office work) (a certificate from the Head of the Dept./Branch Head).
- Appreciation/testimonial letter(s) for the service rendered.
- Work done beyond working hours without claiming over-time, compensatory leave (15 days minimum in the award year).
- 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 nonteaching 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 should send their recommendations through Dean Student Welfare/concerned Head of the Department/Librarian.

The recommendation/case received without specific recommendations & without supportive documents will be treated as rejected in the following cases:-

- Not received through the Joint Academic & Administrative Committee in the case of Departments.
- (ii) Not/peceived through the Registrar in the case of Main office.
- (iii) Norreceived through the Dean Student Welfare in the case of Hostels.

  (iv) Norreceived through the Head of the concerned in the case of Works Department.

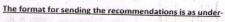
  (v) Not received through the Librarian in the case of A.C. Joshi Library, P.U., Chd.

The recommendation received after the last date will be treated as









Sr. No.	Category	Recommendation of the concerned HOD
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)	Mention the period of service
2.	Appreciation/testimonial letter(s) for the service rendered.	Attach certificate on the
3.	Work done beyond working hours without claiming over-time, compensatory leave (15 days minimum in the award year).	letter head of the concerned HOD
4.	Regular use of computer in office work (non applicable to Class 'C' employees and technical cadre)	and two o told classes and the sweet year stoy institute and no reformalisher of the
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
3.	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 1st August, 2022 for consideration by the Competent Authority.

Yours faithfully

Assistant Registral Par

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