

## **MANUAL 5**

### **SECTION 4 (1) (b) (v)**

#### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;**

The details rules, regulations, instructions, manuals and records for discharge functions available with the University are available on the University website: [www.cup.edu.in](http://www.cup.edu.in).

#### **5.1 Title and Nature of Records / Manuals / Instructions**

1. The Central Universities Act 2009 & Revised/ Amended/ New Statutes -

2. The Statutes of the University.

- Amendment to Statutes
- Statute 2(A) – Term of Vice-Chancellor
- Statute 11: Constitution & Quorum for meeting of Executive Council
- Statute 13: Quorum of meeting of Academic Council
- Statute 18(2): The Selection Committee for the post of Professor, Associate Professor and Assistant Professor, Registrar, Finance Officer, Controller of Examinations, Librarian and Principal of College or Institution maintained by the University shall be constituted as per the extant UGC regulations on the subject
- Quorum for a meeting of the Court.

3. The Ordinances of the University.

The Ordinance of University Approved by Visitor - Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices issued by Statutory Bodies of the University

- Ordinance VIII - BOARD OF RESEARCH
- Ordinance IX - ADMISSION OF STUDENTS TO THE UNIVERSITY
- Ordinance X - SCHOOL BOARDS
- Ordinance XI - BOARDS OF STUDIES
- Ordinance XII - CENTRES OF STUDIES IN THE SCHOOL
- Ordinance XIII- COORDINATORS OF CENTRES
- Ordinance XIV- DEANS OF THE SCHOOLS OF STUDIES
- Ordinance XV - THE DEANS' COMMITTEE
- Ordinance XVI - DEAN STUDENTS WELFARE
- Ordinance XVII - MEDIUM OF INSTRUCTION AND EXAMINATION
- Ordinance XVIII - CONDUCT OF EXAMINATIONS
- Ordinance XIX - FEES AND DUES PAYABLE STUDENT OF THE UNIVERSITY
- Ordinance XX - M.Phil.-Ph.D. INTEGRATED PROGRAMME
- Ordinance XX (i) - M.Phil. PROGRAMME
- Ordinance XX (ii) - L.L.M.-Ph.D. INTEGRATED PROGRAMME
- Ordinance XX (iii) - M.Pharm.- Ph.D. INTEGRATED PROGRAMME
- Ordinance XX (iv) - M.Phil. PROGRAMME
- Ordinance XX-(v) M.Tech. PROGRAMME
- Ordinance XX (vi) - M.A/M.Sc. PROGRAMME
- Ordinance XXI - PROCEDURE/NORMS FOR APPOINTMENT TO THE FACULTY POSITIONS
- Ordinance XXII- TERMS AND CONDITIONS OF APPOINTMENT OF EMERITUS PROFESSOR AND HONORARY PROFESSORS

- Ordinance XXVI - PLANNING BOARD
- Ordinance XXVII - FINANCE COMMITTEE

The complete details of Act, Statutes, and Ordinances are available on <http://www.cup.edu.in/subordinate-legislation>

## **5.2 List of Rules, Regulations Instructions,**

Academic Rules and Regulations prepared by the University including Hostel & Mess Rules are available on [http://www.cup.edu.in/cup\\_student-corner.php/rules\\_regulations.php](http://www.cup.edu.in/cup_student-corner.php/rules_regulations.php)

- Rules of Ph.D., as per UGC (Minimum Standards and Procedure for Award of Ph.D. degree), Programme Applicable w.e.f. Academic Session 2023-24 (Format: PDF; Size: 182 KB)
- Guidelines for Part-Time Ph.D. prepared by the University, as per UGC (Minimum Standards and Procedure for Award of Ph.D. degree), Regulations, 2022 (Format: PDF; Size: 53 KB)
- Doctor of Philosophy (Ph.D.) Programme Rules (Applicable w.e.f. Academic Session 2021-22)
- Rules for Master's Degree Programme (Applicable w.e.f. Academic Session 2021-22)
- Doctor of Philosophy (Ph.D.) Programme Rules (Applicable w.e.f. Academic Session 2017-18)
- Rules for Master's Degree Programme (Applicable w.e.f. Academic Session 2017-18)
- Master's Degree Programme Rules and Regulations (Applicable w.e.f. academic session 2015-16)
- Master's Degree Programme Rules and Regulations (Applicable up to academic session 2014-15)
- M.Phil.-Ph.D. Integrated Programme Rules and Regulations
- Rules & Regulations for stand-alone Ph.D. programmes.
- Mess Rules
- Hostel Rules

Academic Rules, Payment & Refund Policy, Guidelines to check Plagiarism IT Policy, CAS, Cadre Recruitment Rules for Teaching / Non-Teaching Employees are available on <http://www.cup.edu.in/subordinate-legislation> and [http://www.cup.edu.in/cup\\_student-corner.php/rules\\_regulations.php](http://www.cup.edu.in/cup_student-corner.php/rules_regulations.php)

- Masters Degree Programme Application w.e.f. Academic Session 2017-18 - Eligibility criteria & Procedure for admission, Duration of Programme and Award of Degree
- Ph.D. Programme Application - Eligibility criteria & Procedure for admission, Duration of Programme and Award of Degree
- Rules for Library Members - Membership & Privilege rule of library
- CRR Rules (Teaching / Non-Teaching Employees) - Cadre Recruitment Rules (Non-Teaching Employees) for Group A, B & C Amended on 21.02.2018

## **5.3 The following Acts, Rules, Regulations, Instructions, Manuals and Records are held and are used by its employees for discharging their functions:**

1. The Central Universities Act 2009 & Revised/ Amended/ New Statutes/ Ordinances <http://www.cup.edu.in/subordinate-legislation>
2. Rules and Regulations prepared by the University [http://www.cup.edu.in/cup\\_student-corner.php/rules\\_regulations.php](http://www.cup.edu.in/cup_student-corner.php/rules_regulations.php)
3. Circulars: <http://www.cup.edu.in/notifications.php/circulars.php>

4. Office Orders: [http://www.cup.edu.in/notifications.php/office\\_orders.php](http://www.cup.edu.in/notifications.php/office_orders.php)

#### **Annexure 5B (Office Orders and Notifications)**

5 .House Allotment Rules: :  
[http://www.cup.edu.in/documents/forms/student\\_forms/hostel\\_rules/Final%20Hostel%20Rules%202019%20\(WEF.%20July%202019\).pdf](http://www.cup.edu.in/documents/forms/student_forms/hostel_rules/Final%20Hostel%20Rules%202019%20(WEF.%20July%202019).pdf)

6.Rules for Procurement of Goods (GFRs 2017):  
[http://cup.edu.in/documents/purchase\\_forms\\_30\\_10\\_2018/GFR\\_2019/Amendments%20in%20General%20Financial%20Rules%20\(GFR\)%202017.pdf](http://cup.edu.in/documents/purchase_forms_30_10_2018/GFR_2019/Amendments%20in%20General%20Financial%20Rules%20(GFR)%202017.pdf)

7. Tenders / EOI [http://www.cup.edu.in/tender\\_eoi.php](http://www.cup.edu.in/tender_eoi.php)

8. Internal Notifications <http://www.cup.edu.in/notifications.php>

9. Other details in Archives <http://www.cup.edu.in/notifications.php/archives.php>

10 Details of Teaching Jobs: <http://www.cup.edu.in/recruitment.php> and  
[http://www.cup.edu.in/teaching\\_jobs.php](http://www.cup.edu.in/teaching_jobs.php)

11 Details of Non-teaching: [http://www.cup.edu.in/non-teaching\\_jobs.php](http://www.cup.edu.in/non-teaching_jobs.php)

12. Details of other Positions [http://www.cup.edu.in/recruitment\\_scroll.php](http://www.cup.edu.in/recruitment_scroll.php)

13. Library Rules are mentioned on <http://www.cup.edu.in/library.php>

14. Health Care Centre details are available on [http://cup.edu.in/health\\_care\\_centre.php](http://cup.edu.in/health_care_centre.php)

15.Admission Details: [http://www.cup.edu.in/cup\\_student-corner.php/admissions.php](http://www.cup.edu.in/cup_student-corner.php/admissions.php);

16. Reservation Roasters - [http://www.cup.edu.in/res\\_roaster.php](http://www.cup.edu.in/res_roaster.php); [http://www.cup.edu.in/teaching-reservation\\_roaster.php](http://www.cup.edu.in/teaching-reservation_roaster.php); and  
[http://www.cup.edu.in/res\\_roaster\\_2017.php](http://www.cup.edu.in/res_roaster_2017.php)

17. Annual & Financial Reports: [http://cup.edu.in/annual\\_reports.php](http://cup.edu.in/annual_reports.php) and  
[http://cup.edu.in/financial\\_reports.php](http://cup.edu.in/financial_reports.php)

18. Minutes of Meetings of Statutory Bodies – Mentioned in **Manual 7**, and **Manual 8**

The guidelines/Regulations/notifications issued by the UGC / MINISTRY OF EDUCATION for Central Universities are also available on above links.

The University follows Government of India rules for finance/purchase related matters.

**5.4 Transfer Policy and Transfer Orders:** The Central University of Punjab is a Central Autonomous Body under the Department of Education, Govt. of India and having no constituent college. There is no provision for transfer from one Autonomous Body to other Autonomous Body. However, internal transfers of the employees of Central University of Punjab have been made from time to time for internal management.

Vice Chancellor is the overall head of the University. The Competent Authority (CA) may constitute committees consisting of administrative & academic authorities and may take the decision to assign additional charge or issue order of inter-departmental transfer of employee as per provisions of CU Act, statutes, ordinances and rules & regulations of University. **No outside transfers are possible.**

On transfer of a junior staff from one section to another, he/she has to handover the charge to another person and take charge of the his/her respective section.

The T&P Orders are enclosed in **Annexure 5 A**. Office Orders and Notifications and **Annexure 5 B**

The Office Order regarding Appointment / Shifting of Charge of Department/ Sections is available at [http://www.cup.edu.in/notifications.php/office\\_orders.php](http://www.cup.edu.in/notifications.php/office_orders.php)

पंजाब केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित)

गाँव एवं डाकघर: घुद्धा, जिला: बठिंडा-151401 (पंजाब)

ईमेल: establishment@cup.edu.in

वेबसाइट: www.cup.edu.in



Central University of Punjab

[(Established vide an Act no. 25(2009) of Parliament)]

VPO: Ghudda, District: Bathinda-151401 (Punjab)

Email: establishment@cup.edu.in

Website: www.cup.edu.in

स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./OO/2023/196

Date: 17/04/2023

OFFICE ORDER

Consequent upon approval of the Competent Authority, following Non-Teaching employees has been transferred with immediate effect, till further orders:-

Sr. No.	Name & Designation of the employees	Transfer	
		From	To
1	Ms. Anupam Sharna,UDC	DIA Office	IQAC (First half)
2	Ms. Usha Sharma, Technical Assistant	Computer Centre	IQAC (Second half)

This issues with approval of the Competent Authority.

  
Assistant Registrar (Estt.)

Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/CoE: for kind information of the Registrar (I/c)/CoE.
3. Concerned HoD(s): for kind information.
4. Director IQAC: for kind information.
5. Concerned File: for record.

  
Assistant Registrar (Estt.)



स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./2023/OO/100001.

Date: 14/07/2023

OFFICE ORDER

**Sub:** Place of duties in respect of Mr. Sukhmander Singh, Lower Division Clerk-reg.

Consequet upon approval of the Competent Authority, the place of duties in respect of Mr. Sukhmander Singh, Lower Division Clerk, will be as under, with immediate effect:-

1 <sup>st</sup> half in the O/o the DSW	2 <sup>nd</sup> Half in the O/o the Hostel Administration (Boys Hostel)
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This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)

Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. Registrar (I/c)/CoE/FO: for kind information.
3. Dean Students Welfare: for kind information.
4. Prof. Tarun Arora, Chief Warden (Boys): for kind information.
5. Concerened Employee: for kind information and necessary action.
6. Concerned File: for record.

  
Assistant Registrar (Estt.)

9

# जाब केन्द्रीय विश्वावेद्यालय

(के अधिनियम सं. 25(2009) के द्वारा स्थापित)

एवं डाकघर: घुद्धा, जिला: बठिंडा-151401 (पंजाब)

ई: [establishment@cup.edu.in](mailto:establishment@cup.edu.in)

साइट: [www.cup.edu.in](http://www.cup.edu.in)



# Central University of Punjab

[(Established vide an Act no. 25(2009) of Parliament)]

VPO: Ghudda, District: Bathinda-151401 (Punjab)

Email: [establishment@cup.edu.in](mailto:establishment@cup.edu.in)

Website: [www.cup.edu.in](http://www.cup.edu.in)

## स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./2023/OOI. 230

Date: 21/07/2023

### OFFICE ORDER

**Sub:** Transfer order in respect of Mr. Jatinder Pal Singh, Section Officer-reg.

Consequet upon approval of the Competent Authority, this is to inform to all concerned that Mr. Jatinder Pal Singh, Section Officer, Research & Development Cell is hereby transferred to the Finance Branch with immediate effect.

  
Assistant Registrar (Estt.)

#### Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/CoE: for kind information of the Registrar (I/c)/CoE.
3. Finance Officer: for kind information.
4. Director, Research & Development Cell: for kind information.
5. DIA/DSW/Director IQAC/Deans/CVO: for kind information.
6. Mr. Jatinder Pal Singh, Section Officer: for kind information & necessary action.
7. All Faculty, Officers & Non-Teaching Employees: for kind information.
8. Concerned File: for record.

  
Assistant Registrar (Estt.)



CE

स्थापना शाखा / Establishment Branch

Ref. No. CUPB/Estt./2023/00/242

Date: 31.07.2023

OFFICE ORDER

Consequent upon the approval of the Competent Authority, following Non-Teaching Employee(s) have been transferred *with immediate effect*:-

Sl. No.	Name & Designation of Non-Teaching Employee(s)	Transfer		Hand over the complete records to
		From	To	
01.	Ms. Taranveer Kaur, Assistant	Establishment Branch	Academic Branch	Mr. Rajesh, LDC
02.	Mr. Harvinder Singh, Assistant	Academic Branch	R & D Cell	Mr. Amrik Singh, UDC

Since Ms. Taranveer Kaur, Assistant is on Child Care Leave upto 31.08.2023, therefore, Mr. Amrik Singh, UDC of Examination Branch is assigned additional work of Academic Branch for time being, in addition to his own duties, till the time of re-joining of Ms. Taranveer Kaur, Assistant.

Further, Mr. Jatinder Pal Singh, Section Officer who has been transferred recently to the Finance Branch from R & D Cell, is directed to hand over the complete records, if any, to Mr. Harvinder Singh, Assistant.

This issues with the approval of the Competent Authority.

  
 Assistant Registrar (Estt.)

Copy to:

7. Assistant Registrar (VCO) : for kind information of the Hon'ble Vice-Chancellor
8. Registrar/Controller of Examinations/Finance Officer : for kind information.
9. DIA/DSW/Director IQAC/Deans/Director R&D Cell/CVO : for kind information.
10. Concerned Branch Heads : for kind information.
11. Concerned Non-Teaching Employee(s) : for necessary action.
12. All Faculty, Officers & Non-Teaching Employees : for kind information.
13. Concerned File / Personal File : for record.

  
 Assistant Registrar (Estt.)



# पंजाब केन्द्रीय विश्वावेद्यालय

(संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित)

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Website: [www.cup.edu.in](http://www.cup.edu.in)

### स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./2023/OO/...<sup>943</sup>

Date: 03/08/2023

### OFFICE ORDER

**Sub:** Transfer order in respect of Mr. Sukhmander Singh, Lower Division Clerk-reg.

Consequet upon approval of the Competent Authority, this is to inform to all concerned that Mr. Sukhmander Singh, Lower Division Clerk, O/o DSW is hereby transferred to the Establishment Branch with immediate effect.

Assistant Registrar (Estt.)

### Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. Registrar (I/c)/CoE/Finance Officer: for kind information.
3. Dean Students Welfare: for kind information.
4. DIA/Director IQAC/Deans/CVO: for kind information.
5. Mr. Sukhmander Singh, Lower Division Clerk: for kind information & necessary action.
6. All Faculty, Officers & Non-Teaching Employees: for kind information.
7. Concerned File: for record.

Assistant Registrar (Estt.)

केन्द्रीय विश्वविद्यालय

(केन्द्रीय विद्यापीठ सं. 25(2009) के द्वारा स्थापित)

एवं डाकघर: घुद्धा, जिला: बठिंडा-151401 (पंजाब)

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Website: www.cup.edu.in

स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./2023/001.230

Date: 21/07/2023

OFFICE ORDER

Sub: Transfer order in respect of Mr. Jatinder Pal Singh, Section Officer-reg.

Consequent upon approval of the Competent Authority, this is to inform to all concerned that Mr. Jatinder Pal Singh, Section Officer, Research & Development Cell is hereby transferred to the Finance Branch with immediate effect.

  
Assistant Registrar (Estt.)

Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/CoE: for kind information of the Registrar (I/c)/CoE.
3. Finance Officer: for kind information.
4. Director, Research & Development Cell: for kind information.
5. DIA/DSW/Director IQAC/Deans/CVO: for kind information.
6. Mr. Jatinder Pal Singh, Section Officer: for kind information & necessary action.
7. All Faculty, Officers & Non-Teaching Employees: for kind information.
8. Concerned File: for record.

  
Assistant Registrar (Estt.)

पंजाब केन्द्रीय विश्वविद्यालय  
(संसद के अधिनियम सं. 25(2009) से द्वारा स्थापित)  
गाँव एवं डाकघर: घुद्धा, जिला: बठिंडा-151401 (पंजाब)  
ईमेल: establishment@cup.edu.in  
वेबसाइट: www.cup.edu.in



Central University of Punjab  
(Established vide an Act no. 25(2009) of Parliament)  
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Email: establishment@cup.edu.in  
Website: www.cup.edu.in

स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./OO/2023/126

Date: 17/04/2023

OFFICE ORDER

Consequent upon approval of the Competent Authority, following Non-Teaching employees has been transferred with immediate effect, till further orders:-

Sr. No.	Name & Designation of the employees	Transfer	
		From	To
1	Ms. Anupam Sharna, UDC	DIA Office	IQAC (First half)
2	Ms. Usha Sharma, Technical Assistant	Computer Centre	IQAC (Second half)

This issues with approval of the Competent Authority.

*[Signature]*  
Assistant Registrar (Estt.)

Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/CoE: for kind information of the Registrar (I/c)/CoE.
3. Concerned HoD(s): for kind information.
4. Director IQAC: for kind information.
5. Concerned File: for record.

*[Signature]*  
Assistant Registrar (Estt.)

R/sir,

This has reference to the above OO No. 126 dated 14.04.2023. This is to inform that Ms. Anupam & Ms. Usha were deputed to o/o IQAC in place of Ms. Poonam who was on long leave. Now, Ms. Poonam has joined her duties in the o/o IQAC after leave. So, comments of Director IQAC may kindly be obtained in this regard, whether Ms. Anupam & Ms. Usha are still working in IQAC or not, so that further necessary action can be taken accordingly.

AB (Estt.) - Submitted for needful please.

Regd  
SITING  
LDC

Hand

# पंजाब केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित)

गाँव एवं डाकघर: घुद्धा, जिला: बठिंडा-151401 (पंजाब)

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वेबसाइट: [www.cup.edu.in](http://www.cup.edu.in)



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Website: [www.cup.edu.in](http://www.cup.edu.in)

## स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./OO/2023/253

Date: 25/08/2023

### OFFICE ORDER

Consequent upon approval of the Competent Authority, the following Non-Teaching employees have been returned back to their previous Branch/Office w.e.f 09.05.2023 (FN) on re-joining of Ms. Poonam Rani, Assistant after long Medical Leave:

Sr. No.	Name & Designation of the employees	Transfer	
		From	To
1	Ms. Anupam Sharna,UDC	IQAC (First half)	DIA Office
2	Ms. Usha Sharma, Technical Assistant	IQAC (Second half)	Computer Centre

  
Assistant Registrar (Estt.)

#### Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/CoE: for kind information of the Registrar (I/c)/CoE.
3. Concerned Banch Head: for kind information.
4. Director IQAC: for kind information.
5. Concerned File: for record.

  
Assistant Registrar (Estt.)



स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./OO/2024/...

Date: 21.03.2024

OFFICE ORDER

Consequent upon approval of the Competent Authority, following non-teaching staff has been transferred with immediate effect, till further orders: -

Sr. No.	Name & Designation of the Employee	Transfer	
		From	To
1.	Mr. Amrik Singh, UDC	Examinations Branch	Registrar's Office

Further, Mr. Ram Kumar, Assistant of Examination Branch stands relieved from the additional work as PA to Registrar & Controller of Examinations.

Mr. Ram Kumar, Assistant is directed to hand over all the records of the Registrar's Office to Mr. Amrik Singh, UDC. Further, Mr. Amrik Singh, UDC is required to hand over all the records to the concerned staff of the Examination Branch.

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)

Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. Registrar/Finance Officer/CoE: for kind information.
3. DIA/DSW/Deans/Director IQAC/Director RDC/Part-time Vigilance Officer: for kind information.
4. Concerned Branch Head(s): for kind information.
5. Mr. Ram Kumar, Assistant: for necessary action.
6. Mr. Amrik Singh, UDC: for necessary action.
7. Concerned file: for record.

  
Assistant Registrar (Estt.)

## ਪੰਜਾਬ ਕੇਂਦਰੀ ਵਿਸ਼ਵਵਿਦ्याਲय

संसद के अधिनियम सं 25 (2009) के द्वारा स्थापित  
गाँव एवं डाकघर घुद्धा, जिला बठिंडा-151401 (पंजाब)  
ईमेल : establishment@cup.edu.in  
वेबसाइट : www.cup.edu.in



## Central University of Punjab

Established vide an Act no. 25(2009) of Parliament  
VPO Ghudda, Distt. Bathinda-151401 (Punjab)  
Email: establishment@cup.edu.in  
Website: www.cup.edu.in

## स्थापना शाखा / Establishment Branch

Ref. CUPB/Estt./2023/Notification/ ....15...

Dated 09/02/2023

NOTIFICATION**Sub: Appointment of Head of the Department -reg**

Consequent upon the approval of the Competent Authority, following faculty are hereby appointed as **Head of the Department** in the department concerned as mentioned below *with immediate effect* for a term of three years or till further orders.

Sl. No.	Name of the Department	Name of the existing HoD	Name of the newly appointed HoD
1.	Microbiology	Prof. Monisha Dhiman, Professor	Dr. Somesh Baranwal, Associate Professor
2.	Punjabi	Prof. Zameerpal Kaur, Professor	Dr. Ramanpreet Kaur, Associate Professor

Accordingly, existing HoD/HoD (O) of the aforementioned department(s) is stands relieved from responsibilities of the HoD/HoD(O) as the case may be and requested to hand over the charge of the office to newly appointed HoD.

This issues with approval of the Competent Authority.

  
Assistant Registrar (Estt.)

Note:- The duly signed Handing/Taking over report is required to be submitted in the office of the Registrar through Dean of the respective School.

Copy to:-

1. Assistant Registrar (VCO): for kind information to the Hon'ble Vice-Chancellor.
2. PA to Registrar(I/c)/Controller of Examinations: for kind information of the Registrar(I/c)/CoE.
3. Dean In-charge Academics/ Dean Students Welfare/ Director IQAC/ Deans of the Schools/Director, R&D Cell/ CVO/ for kind information.
4. Finance Officer (I/c): for kind information.
5. All concerned faculty for kind information and further necessary action.
6. Liaison Officer for SC/ST and Liaison Officer for OBC: for kind information
7. All HoDs/ Officiating HoDs/ In Charges of Departments/ In-charge Library/ PO/ Internal Audit Officer/Branch Heads/Section Heads/PRO for kind information.
8. Meeting Branch/Recruitment Branch/Estate Office: for kind information.
9. All Faculty, Officers and Non-Teaching Staff.
10. In-charge Computer Centre: for uploading on University website.
11. Concerned file.

  
Assistant Registrar (Estt.)

10

## पंजाब केंद्रीय विश्वविद्यालय

संसद के अधिनियम सं 25 (2009) के द्वारा स्थापित  
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ईमेल: establishment@cup.edu.in  
वेबसाइट: www.cup.edu.in



## Central University of Punjab

Established vide an Act no. 25(2009) of Parliament  
VPO Ghudda, Distt. Bathinda-151401 (Punjab)  
Email: establishment@cup.edu.in  
Website: www.cup.edu.in

### स्थापना शाखा / Establishment Branch

Ref. CUPB/Estt./2023/Notification/.6/6.5

Dated 30/06/2023

### NOTIFICATION

**Sub: Appointment of Head of the Department -reg**

Consequent upon the approval of the Competent Authority, **Dr. Suresh Thareja, Associate Professor**, Department of Pharmaceutical Sciences & Natural Products is hereby appointed as **Head of the Department, Department of Pharmaceutical Sciences & Natural Products w.e.f. 30/06/2023 (AN)** for a term of three years or till further orders.

Accordingly, **Prof. Raj Kumar, Professor** is stand relieved from the responsibilities of Head of the Department w.e.f. 30/06/2023 (AN) and he is requested to hand over the charge to **Dr. Suresh Thareja, Associate Professor**.

This issues with approval of the Competent Authority.

*[Signature]*  
30/06/23  
Assistant Registrar (Estt.)  
Wh

Note:- The duly signed Handing/Taking over report is required to be submitted in the office of the Registrar through Dean of the respective School.

Copy to:-

1. Assistant Registrar (VCO): for kind information to the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/Controller of Examinations: for kind information of the Registrar(I/c)/CoE.
3. Dean In-charge Academics/ Dean Students Welfare/ Director IQAC/ Deans of the Schools/Director, R&D Cell/ CVO/ for kind information.
4. Finance Officer (I/c): for kind information.
5. Concerned faculty for kind information and further necessary action.
6. Liaison Officer for SC/ST and Liaison Officer for OBC: for kind information
7. All HoDs/ Officiating HoDs/ In-charge Library/In-charge, Store & Purchase/ Deputy Registrar (Academic & Examination)/ Internal Audit Officer/Executive Engineer/ PIO for kind information.
8. Meeting Branch/Recruitment Branch/Estate Office/PRO: for information.
9. All Faculty, Officers and Non-Teaching Staff.
10. In-charge Computer Centre: for uploading on University website.
11. Concerned file.

*[Signature]*  
30/06/23  
Assistant Registrar (Estt.)

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स्थापना शाखा / Establishment Branch

Ref. CUPB/Estt./2023/Notification/...76

Dated 28/07/2023

NOTIFICATION

Consequent upon the approval of the Competent Authority, **Dr. Sanjeev Kumar, Associate Professor, Department of Physical Education** is hereby appointed as **Head of the Department, Department of Physical Education with immediate effect for a term of three years or till further orders, as the case may be.**

Accordingly, **Prof. Deepak Kumar Chauhan, Professor, Department of Law** stands relieved from the responsibilities of Head of the Department and he is requested to hand over the charge to **Dr. Sanjeev Kumar, Associate Professor.**

This issues with approval of the Competent Authority.

  
Assistant Registrar (Estt.)

Note:- The duly signed Handing/Taking over report is required to be submitted in the office of the Registrar through Dean of the respective School.

Copy to:-

1. Assistant Registrar (VCO): for kind information to the Hon'ble Vice-Chancellor.
2. Registrar (I/c)/Controller of Examinations/Finance Officer: for kind information.
3. Dean In-charge Academics/ Deans of the Schools/Dean Students Welfare/ Director IQAC/ Director, R&D Cell/ CVO: for kind information.
4. Prof. Deepak Kumar Chauhan, Professor, Department of Law: for kind information and necessary action.
5. Dr. Sanjeev Kumar, Associate Professor, Department of Physical Education: for kind information and necessary action.
6. Liaison Officer for SC/ST and Liaison Officer for OBC: for kind information
7. All HoDs/ Officiating HoDs/ In-charge Library/In-charge, Store & Purchase/ Deputy Registrar (Academic & Examination)/ Internal Audit Officer/Executive Engineer/ PIO: for kind information.
8. Meeting Branch/Recruitment Branch/Estate Office/PRO: for information.
9. All Faculty, Officers and Non-Teaching Staff.
10. In-charge Computer Centre: with a request to kindly arrange for uploading & necessary updating on website as well.
11. Concerned file.

  
Assistant Registrar (Estt.)



पंजाब केंद्रीय विश्वविद्यालय

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स्थापना शाखा / Establishment Branch

Ref. CUPB/Estt./2023/Notification/.../11/23.

Dated 09/11/2023

**NOTIFICATION**

Consequent upon the approval of the Competent Authority, **Dr. Vinay Kumar, Associate Professor, Department of Botany** is hereby appointed as **Head of the Department, Department of Botany w.e.f. 13/11/2023 for a term of three years or till further orders as the case may be.**

Accordingly, **Prof. Felix Bast, Professor, Department of Botany** stands relieved from the responsibilities of Head of the Department and he is required to hand over the charge to **Dr. Vinay Kumar, Associate Professor.**

This issues with approval of the Competent Authority.

  
Assistant Registrar (Estt.)

**Note:- The duly signed Handing/Taking over report is required to be submitted in the office of the Registrar through Dean of the respective School.**

Copy to:-

1. Assistant Registrar (VCO): for kind information to the Hon'ble Vice-Chancellor.
2. Registrar (I/c)/Controller of Examinations/Finance Officer: for kind information.
3. Dean In-charge Academics/ Deans of the Schools/Dean Students Welfare/ Director IQAC/ Director, R&D Cell/ Part-time CVO/ for kind information.
4. Prof. Felix Bast, Professor, Department of Botany: for kind information and necessary action.
5. Dr. Vinay Kumar, Associate Professor, Department of Botany: for kind information and necessary action.
6. Liaison Officer for SC/ST and Liaison Officer for OBC: for kind information
7. All HoDs/ Officiating HoDs/ In-charge Library/In-charge, Store & Purchase/ Deputy Registrar (Academic & Examination)/ Internal Audit Officer/Executive Engineer/ PIO: for kind information.
8. Meeting Branch/Recruitment Branch/Estate Office/PRO: for information.
9. All Faculty, Officers and Non-Teaching Staff.
10. In-charge Computer Centre: with a request to kindly arrange for uploading & necessary updating on website as well.
11. Concerned file.

  
Assistant Registrar (Estt.)

# पंजाब केन्द्रीय विश्वविद्यालय

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## स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./OO/2023/143

Date: 08/05/2023

### OFFICE ORDER

**Sub: Joining to the post of Upper Division Clerk (Promotional)-reg.**

With reference to the joining submitted by **Mr. Ajay Kumar** and acceptance of the same by the Competent Authority, approval of the Competent Authority is hereby conveyed for joining of **Mr. Ajay Kumar** as **Upper Division Clerk** (on promotion) in the Pay Level-4 w.e.f. **27/04/2023 (FN)**. His pay shall be fixed as per rules after his exercising the option under FR 22.

  
**Mukesh Kumar**  
Assistant Registrar (Estt.)

### Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/ CoE: for kind information of the Registrar (I/c)/ CoE.
3. DIA/DSW/Deans/Director IQAC/Director RDC/CVO: for kind information.
4. Finance Officer (I/c)/ Internal Audit Officer: for kind information.
5. I/c Computer Centre: with a request for updating on the University website.
6. All HoDs, HOD (O)s I/c Department(s)/ Branch Heads/ Section Heads: for kind information.
7. Liaison Officer (SC/ST): for kind information.
8. Liaison Officer (OBC): for kind information.
9. Deputy Registrar (SC/ST/OBC Cell): for kind information and necessary action.
10. Assistant Registrar (Finance): for kind information & necessary action please.
11. In-charge Recruitment Branch: for kind information.
12. Faculty, Officers & Non-Teaching Staff: for kind information.
13. Personal file: for record.

  
Assistant Registrar (Estt.)

# पंजाब केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित)

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## स्थापना शाखा / ESTABLISHMENT BRANCH


Ref. No: CUPB/Estt./OO/2023/144

Date: 08/05/2023

### OFFICE ORDER

#### **Sub: Joining to the post of Upper Division Clerk (Promotional)-reg.**

With reference to the joining submitted by **Ms. Parul Jindal** and acceptance of the same by the Competent Authority, approval of the Competent Authority is hereby conveyed for joining of **Ms. Parul Jindal** as **Upper Division Clerk** (on promotion) in the Pay Level-4 w.e.f. **27/04/2023 (FN)**. Her pay shall be fixed as per rules after her exercising the option under FR 22.

  
**Mukesh Kumar**  
Assistant Registrar (Estt.)

#### **Copy to:**

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/ CoE: for kind information of the Registrar (I/c)/ CoE.
3. DIA/DSW/Deans/Director IQAC/Director RDC/CVO: for kind information.
4. Finance Officer (I/c)/ Internal Audit Officer: for kind information.
5. I/c Computer Centre: with a request for updating on the University website.
6. All HoDs, HoD (O)s I/c Department(s)/ Branch Heads/ Section Heads: for kind information.
7. Liaison Officer (SC/ST): for kind information.
8. Liaison Officer (OBC): for kind information.
9. Deputy Registrar (SC/ST/OBC Cell): for kind information and necessary action.
10. Assistant Registrar (Finance): for kind information & necessary action please.
11. In-charge Recruitment Branch: for kind information.
12. Faculty, Officers & Non-Teaching Staff: for kind information.
13. Personal file: for record.

  
**Assistant Registrar (Estt.)**

# पंजाब केन्द्रीय विश्वविद्यालय

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### स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./OO/2023/1145

Date: 08/05/2023

### OFFICE ORDER

#### **Sub: Joining to the post of Technical Assistant (Promotional)-reg.**

With reference to the joining submitted by **Mr. Rajesh Tiwari** and acceptance of the same by the Competent Authority, approval of the Competent Authority is hereby conveyed for joining of **Mr. Rajesh Tiwari** as **Technical Assistant** (on promotion) in the Pay Level-5 w.e.f. **28/04/2023 (AN)**. His pay shall be fixed as per rules after his exercising the option under FR 22.

**Mukesh Kumar**  
Assistant Registrar (Estt.)

#### **Copy to:**

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/ CoE: for kind information of the Registrar (I/c)/ CoE.
3. DIA/DSW/Deans/Director IQAC/Director RDC/CVO: for kind information.
4. Finance Officer (I/c)/ Internal Audit Officer: for kind information.
5. I/c Computer Centre: with a request for updating on the University website.
6. All HoDs, HoD (O)s I/c Department(s)/ Branch Heads/ Section Heads: for kind information.
7. Liaison Officer (SC/ST): for kind information.
8. Liaison Officer (OBC): for kind information.
9. Deputy Registrar (SC/ST/OBC Cell): for kind information and necessary action.
10. Assistant Registrar (Finance): for kind information & necessary action please.
11. In-charge Recruitment Branch: for kind information.
12. Faculty, Officers & Non-Teaching Staff: for kind information.
13. Personal file: for record.

**Assistant Registrar (Estt.)**

# पंजाब केन्द्रीय विश्वविद्यालय

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## स्थापना शाखा / ESTABLISHMENT BRANCH


Ref. No: CUPB/Estt./OO/2023/146

Date: 08/05/2023

### OFFICE ORDER

#### Sub: Joining to the post of Lower Division Clerk (Promotional)-reg.

With reference to the joining submitted by **Mr. Devi Lal** and acceptance of the same by the Competent Authority, approval of the Competent Authority is hereby conveyed for joining of **Mr. Devi Lal** as **Lower Division Clerk** (on promotion) in the Pay Level-2 w.e.f. **27/04/2023 (FN)**. His pay shall be fixed as per rules after his exercising the option under FR 22.

  
**Mukesh Kumar**  
Assistant Registrar (Estt.)

#### Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/ CoE: for kind information of the Registrar (I/c)/ CoE.
3. DIA/DSW/Deans/Director IQAC/Director RDC/CVO: for kind information.
4. Finance Officer (I/c)/ Internal Audit Officer: for kind information.
5. I/c Computer Centre: with a request for updating on the University website.
6. All HoDs, HoD (O)s I/c Department(s)/ Branch Heads/ Section Heads: for kind information.
7. Liaison Officer (SC/ST): for kind information.
8. Liaison Officer (OBC): for kind information.
9. Deputy Registrar (SC/ST/OBC Cell): for kind information and necessary action.
10. Assistant Registrar (Finance): for kind information & necessary action please.
11. In-charge Recruitment Branch: for kind information.
12. Faculty, Officers & Non-Teaching Staff: for kind information.
13. Personal file: for record.

  
Assistant Registrar (Estt.)

# पंजाब केन्द्रीय विश्वविद्यालय

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## स्थापना शाखा / ESTABLISHMENT BRANCH


Ref. No: CUPB/Estt./OO/2023/148

Date: 08/05/2023

### OFFICE ORDER

#### **Sub: Joining to the post of Technical Assistant (Promotional)-reg.**

With reference to the joining submitted by **Mr. Pawan Poonia** and acceptance of the same by the Competent Authority, approval of the Competent Authority is hereby conveyed for joining of **Mr. Pawan Poonia** as **Technical Assistant** (on promotion) in the Pay Level-5 w.e.f. **01/05/2023 (FN)**. His pay shall be fixed as per rules after his exercising the option under FR 22.

  
**Mukesh Kumar**  
**Assistant Registrar (Estt.)**

#### **Copy to:**

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/ CoE: for kind information of the Registrar (I/c)/ CoE.
3. DIA/DSW/Deans/Director IQAC/Director RDC/CVO: for kind information.
4. Finance Officer (I/c)/ Internal Audit Officer: for kind information.
5. I/c Computer Centre: with a request for updating on the University website.
6. All HoDs, HoD (O)s I/c Department(s)/ Branch Heads/ Section Heads: for kind information.
7. Liaison Officer (SC/ST): for kind information.
8. Liaison Officer (OBC): for kind information.
9. Deputy Registrar (SC/ST/OBC Cell): for kind information and necessary action.
10. Assistant Registrar (Finance): for kind information & necessary action please.
11. In-charge Recruitment Branch: for kind information.
12. Faculty, Officers & Non-Teaching Staff: for kind information.
13. Personal file: for record.

  
**Assistant Registrar (Estt.)**

# पंजाब केन्द्रीय विश्वविद्यालय

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VPO: Ghudda, Distt: Bathinda, Punjab (India), PIN-151401  
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Website: www.cup.edu.in

## Establishment Branch

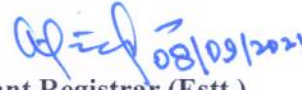
Ref. No. CUPB/Estt./Order/2023/PF/.246

Dated: 08./09./2023

## OFFICE ORDER

In pursuance to the UGC letter. F.No. 67-3/2021(CU) dated 13.01.2023, the Executive Council to the recommendations of the Committee dated 27.06.2023 in its 42<sup>nd</sup> meeting held on 08.08.2023 & 09.08.2023, vide Item No:EC:42:2023:81 has resolved as under:-

- To adopt the **Payment of Gratuity Act, 1972** *mutatis-mutandis* as amended by the Govt. of India from time to time to employees of the University.
- The proposal be kept in abeyance w.r.t. acceptance of gratuity amount by the Central University of Punjab from other University/Institute/Organization or transfer of gratuity amount by the Central University of Punjab to other University/Institute/Organization, since the matter is under consideration of the Ministry of Finance (Department of Expenditure).

  
Assistant Registrar (Estt.)

### Copy to:-

- Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
- Registrar(I/c) / COE/ FO: for kind information.
- DIA/DSW/Director, IQAC/Deans/Director, RDC /Part time CVO: for kind information
- All Faculty, Officers and Non-Teaching Staff: for kind information.
- Concerned File: for record

  
Assistant Registrar (Estt.)



**स्थापना शाखा / ESTABLISHMENT BRANCH**

Ref. No: CUPB/Estt./2024/OO/27

Date: 25 / 01 /2024

**OFFICE ORDER**

With reference to the Offer of Appointment Letter and the joining report of the concerned, the approval of the University is hereby conveyed for joining of **Dr. Vijay Sharma as Registrar in Pay Level 14 (with initial basic pay of Rs. 1,44,200/- plus usual allowances)** under **Unreserved Category through direct recruitment** on tenure basis for a period of five (05) years or upto attaining the age of 62 years, whichever is earlier, as per Statue 6 (2) & (3) of the Central Universities Act, 2009 w.e.f. **25.01.2024 (FN)**.

Accordingly, **Prof. B.P. Garg, Controller of Examinations** hereby stands relieved from the additional charge of Registrar with immediate effect. The contributions made by him is thankfully acknowledged.

This issues with approval of the Competent Authority.

(Mukesh Kumar)  
Assistant Registrar (Estt.)

To,

1. **Dr. Vijay Sharma, Registrar, Central University of Punjab, VPO – Ghudda - 151401: for kind information.**
2. **Prof. B.P. Garg, Controller of Examinations, Central University of Punjab, VPO – Ghudda - 151401: for kind information.**

Note: - The duly signed Handing/taking over report is required to be submitted in the office of Hon'ble Vice Chancellor.

Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. Controller of Examinations/ Finance Officer: for kind information.
3. DIA/DSW/Deans/Director IQAC/ Director RDC/Part-time CVO: for kind information.
4. Liaison Officer for SC/ST and Liaison Officer for OBC: for kind information.
5. Deputy Registrar (Examinations) & (Academics)/ In-charge Computer Centre /Internal Audit Officer/ PIO/ Executive Engineer/ PRO: for kind information.
6. I/c Library/ I/c Store & Purchase / Estate Officer/ Medical Officer: for kind information.
7. I/c Recruitment Branch: for information and necessary action.
8. Section Officer (Finance): for information and necessary action.
9. In-charge, Security Branch: for information.
10. Personal file/Service Book: for record/entry.

Assistant Registrar (Estt.)





ਸਥਾਪਨਾ ਸ਼ਾਖਾ / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./PF/2023/OO/..324

Dated: 19/10/2023

By Enaid

OFFICE ORDER

In pursuance to the Relieving Order vide No. F. 129731 / ਕੇ ਵੀ 1/ਬਠਿੰਡਾ ਛਾਵਨੀ /2022-23/208 dated 18.10.2023 issued by the PMSHRI KENDRIYA VIDAYALA NO. 1 BATHINDA CANTT & joining report of concerned, approval of the Competent Authority is hereby conveyed for joining of **Mr. Anil Kumar as In-charge Principal** on temporary duty w.e.f. 19.10.2023 (FN) to open Kendriya Vidyalaya at Central University of Punjab, Ghudda, Bathinda.

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)

Copy to: -

1. Deputy Commissioner, Kendriya Vidyalaya Sangthan, Regional Chandigarh: for kind information (through email: [kvsadmnchd@gmail.com](mailto:kvsadmnchd@gmail.com))
2. Princiapl, K.V. No. 1 Bathinda Cantt: for kind information (through email: [kv1bathinda@gmail.com](mailto:kv1bathinda@gmail.com))
3. Mr. Anil Kumar, In-charge Principal: for kind information (through email: [shandilyaanill@gmail.com](mailto:shandilyaanill@gmail.com))
4. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
5. Registrar (I/c)/ CoE/ Finance Officer: for kind information.
6. DIA/DSW/ Deans/Director IQAC/ Director RDC/Part-time CVO: for kind information.
7. All HoD (s)/HoD(O)s In-charge (s) of Deparment/Branch Heads/Section Heads: for kind information.
8. All Faculty/Officers/Non-Teaching Staff: for kind information.
9. In-charge Security Branch/Estate Officer: for kind information.
10. Personal file: for record.

  
Assistant Registrar (Estt.)

## ਪੰਜਾਬ ਕੇਂਦਰੀ ਵਿਸ਼ਵਵਿਦ्याਲय

(ਸਥਾਪਿਤ ਕੀਤਾ ਗਿਆ ਸੰ 26/2009) ਦੇ ਡਾਕੂਮੈਂਟ

ਗੌਂਵ ਏਂਡ ਡਾਕੂਮੈਂਟ: ਧੁੰਦੂਦਾ, ਜਿਲਾ: ਬਠਿੰਡਾ-151401(ਪੰਜਾਬ)

ਈਮੇਲ establishment@cup.edu.in

ਵੈਬਸਾਈਟ www.cup.edu.in



## Central University of Punjab

(Established vide an Act no. 25/2009 of Parliament)

VPO: Ghudda, District: Bathinda-151401 (Punjab)

Email: establishment@cup.edu.in

Website: www.cup.edu.in

## स्थापना शाखा / Establishment Branch

Ref. No. CUPB/Estt./OO/2022/ 9/5

Date: 23/08/2022

## OFFICE ORDER

In supersession of earlier Office Order No. CUPB/Estt./2021/Order/03 dated 08.01.2021, the following distribution of work/duty has been assigned to the employees of the Establishment Branch, with immediate effect till further orders:

Teaching Section	Non-Teaching Section
<p>Mr. Sukhpinder Singh, UDC, Mr. Narayan B. Sunar, UDC &amp; Ms. Jyoti, UDC will deal all the work/matters/cases related to Faculty &amp; General Administration.</p> <p>The details of brief duties are mentioned below:</p>	<p>Ms. Taranveer Kaur, Assistant &amp; Mr. Rajesh, LDC will deal all the work/matters/cases related to Non-Teaching Employees &amp; General Administration.</p> <p>The details of brief duties are mentioned below:</p>
<p><b>Mr. Sukhpinder Singh, UDC</b></p> <p>Preparation/ Opening/ Maintenance/ Updation &amp; custodian of all Service Books/Personal Files/Leave Files, all kinds of leave and maintenance of record, leave encashment, related entry in Service Books, matters related to Refresher/Orientation/Training/FDP/FIP/ Short Term Courses etc., maintenance of statistical data {e.g. positions of faculty (sanctioned, filled, vacant) including contractual, UGC-FRP, DST-INSPIRE, Chair Professor, Visiting/Adjunct/Invited Professor, Guest Faculty etc.} in electronic form to assess 24x7 as well as physical form, correspondence with UGC/MoE and other organization etc., process the bills for medical reimbursement, all work related to ERP system through Samarth Project, related RTI, related agenda Items/ATR for Statutory Bodies meetings &amp; implementation of its decision, Identity Cards, Annual Property Return, related Election Duties etc.</p> <p>In addition to above, any other duties assigned by the Branch Head/ Competent Authority from time to time.</p>	<p><b>Ms. Taranveer Kaur, Assistant</b></p> <p>Appointments/joining/relieving, Annual Increment, RTI, LTC, pay fixation/pay protection, Seniority, APARs, DPC/MACPS, related entry in Service Book, Liveries (to drivers &amp; sub-staff), Disciplinary cases/enquiries, related agenda Items/ATR for Statutory Bodies meetings and implementation of its decision, Joining time, Transfer TA, Gratuity, Internal/ External Complaint, Election Duties (overall), Publishing of various Advertisement (all), Empanel of doctors/hospitals &amp; correspondence relates to medical, deployment of Staff, maintenance of statistical data in electronic form to assess 24x7 as well as physical form, correspondence with UGC/MoE and other organization, all work related to ERP system through Samarth Project etc.</p> <p>In addition to above, any other duties assigned by the Branch Head/ Competent Authority time to time.</p>

23/8/22

Contd... 2



<p><b>Mr. Narayan B. Sunar, UDC</b></p> <p>Appointments/joining/relieving, CAS, Counting of past service, advance increments in lieu of Ph.D./M. Phil. etc. degrees, annual increment, RTI (overall), pay fixation/pay protection, seniority, related entry in Service Books, appointments of Deans/DSW/DIA/Director, IQAC, Director, R&amp;D Cell/ HoDs/ NSS Programme Coordinator/ Chief Wardens/ Wardens/NSS Programme Officer etc., disciplinary cases/enquiries, related Agenda Items/ATR for Statutory Bodies meetings &amp; implementation of its decision, joining time, Transfer TA, Gratuity, Internal/External Complaint, CPGRAMS portal etc.</p> <p>In addition to above, any other duties assigned by the Branch Head/ Competent Authority from time to time.</p> <p><b>Ms. Jyoti, UDC</b></p> <p>NOCs/Service Certificates for various purposes, forwarding of applications/issuance of NOCs for outside employment, verification of credentials/ previous service/character &amp; antecedents, Probation/Confirmation, LTC, Gratuity, GIS (all), related entry in Service Book, related RTI, related agenda Items/ATR for Statutory Bodies meetings &amp; implementation of its decision, Notifications/Office Orders/Circulars/Notices (all), Telephone Directory (overall), Files related to Foundation Day/Independence Day/Republic Day etc.,</p> <p>In addition to above, any other duties assigned by the Branch Head/ Competent Authority from time to time.</p>	<p><b>Mr. Rajesh, LDC</b></p> <p>Preparation/Opening/Maintenance/Updation &amp; custodian of all Service Books/Personal Files/Leave Files, NOCs/Service Certificates for various purposes, forwarding of applications/issuance of NOCs for outside employment, all kinds of leaves &amp; maintenance of record, related entry in Service Books, verification of credentials/ previous service/ character &amp; antecedents, Probation/ Confirmation, related RTI, related agenda Items/ATR for Statutory Bodies meetings &amp; implementation of its decision, Identity Cards, Annual Property Return, related Telephone Directory, process the bills for medical reimbursement, training/courses, procurement of office stationaries &amp; maintenance of office equipments (all), declaration of Holidays etc.</p> <p>In addition to above, any other duties assigned by the Branch Head/ Competent Authority time to time.</p> <p>(LDC will take the guidance from the Assistant wherever required)</p>
<p style="text-align: center;">Handwritten signature and date: 23/8/22</p> <p style="text-align: right;">Confid. 3</p>	

**Dispatch Cell**

**Dealing Official/ Sh. Vikas Kumar, LDC (Contractual)**

Timely dispatch of all Files/Letters/Office Orders/Notifications/Circulars/Notices etc., proper maintenance of record, assist to Teaching Section/Non-Teaching Section/Legal Cell for proper maintenance of Personal/Service files etc.

In addition to above, any other duties assigned by the Branch Head/ Competent Authority time to time.

**Legal Cell**

**Dealing Official**

Assist to the I/c Legal Cell to deal with drafting/scrutinizing/vetting of various legal documents viz. plaints, written statement, affidavit, counter affidavit, agreements, contracts, payment of legal fee bills, liaisoning with Govt. Counsels/Panel Councils/Addl. Solicitor General of India/Registrar of various Hon'ble Courts, obtain legal opinion, make brief for appeals etc.),

In addition to above, any other duties assigned by the Branch Head/ Competent Authority time to time.

Above concerned officials shall be responsible for proper maintenance of records in electronic as well as physical form, timely and accurate disposal of work. As per past situation of COVID-19 pandemic, it is expected from all that they should use electronic mode for day to day work except confidential matter so that the same could be assessed from anywhere. Further all are also directed to cooperate among each other for smooth functioning of ERP system through Samarth Project.

This issues with the approval of the Competent Authority.

  
22/8/22  
Assistant Registrar (Estt.)

Copy to:-

1. PA to Registrar: For kind information to the Registrar.
2. All concerned employees
3. Concerned file/personal file

  
22/8/22  
Assistant Registrar (Estt.)



स्थापना शाखा / Establishment Branch

Ref. CUPB/Estt./2022/Notification/ 033

Dated 08/04/2022

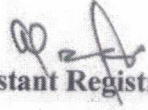
**NOTIFICATION**

**Sub: Appointment of Head of the Department in the Department of Environmental Science & Technology -reg**

Consequent upon approval of the Competent Authority, **Dr. Yogalakshmi KN, Associate Professor, Department of Environmental Science & Technology** is hereby appointed as **Head of the Department, Department of Environmental Science & Technology** with immediate effect for a term of three years or till further orders.

Accordingly, **Dr. Sunil Mittal, Associate Professor** is stand relieved from the responsibilities of Head of the Department and he is requested to hand over the charge to **Dr. Yogalakshmi KN, Associate Professor**

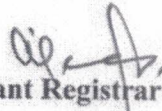
This issues with approval of the Competent Authority.

  
Assistant Registrar (Estt.)

**Note:- The duly signed Handing/Taking over report is required to be submitted in the office of the Registrar through Dean of the respective School.**

Copy to:-

1. Assistant Registrar (VCO): for kind information to the Hon'ble Vice Chancellor.
2. PA to Registrar: for kind information of the Registrar.
3. Dean In-charge Academics/ Dean Students Welfare/ Director IQAC/ Deans of the Schools/Dean Research/ for kind information.
4. Part-time Chief Vigilance Officer (CVO): for kind information.
5. Controller of Examinations/Finance Officer (O): for kind information.
6. All concerned faculty members: for kind information and necessary action.
7. All HoDs/ Officiating HoDs/ In Charges of Departments/ Internal Audit Officer/Branch Heads/Section Heads/PRO for kind information.
8. All Faculty, Officers and Non-Teaching Staff.
9. In-charge Computer Centre: for uploading on University website.
10. Concerned file.

  
Assistant Registrar (Estt.)

# पंजाब केंद्रीय विश्वविद्यालय

संसद के अधिनियम सं 25 (2009) के द्वारा स्थापित  
गाँव एवं डाकघर घुद्धा, जिला बठिंडा-151401 (पंजाब)  
ईमेल : establishment@cup.edu.in  
वेबसाइट : www.cup.edu.in



# Central University of Punjab

Established vide an Act no. 25(2009) of Parliament  
VPO Ghudda, Distt. Bathinda-151401 (Punjab)  
Email: establishment@cup.edu.in  
Website: www.cup.edu.in

14

## स्थापना शाखा / Establishment Branch

Ref. CUPB/Estt./2022/Notification/036

Dated 20/04/2022

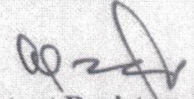
### NOTIFICATION

**Sub: Appointment of Head of the Department in the Department of Psychology -reg**

Consequent upon acceptance of technical resignation of **Dr. Sanjay Kumar** from the post of **Associate Professor, Department of Psychology**, the Competent Authority is pleased to appoint **Dr. Jeyavel Sundaramoorthy, Associate Professor** as **Head of the Department, Department of Psychology** with immediate effect for a term of three years or till further orders.

Accordingly, **Dr. Sanjay Kumar, Associate Professor** is stand relieved from the responsibilities of Head of the Department and he is requested to hand over the charge to **Dr. Jeyavel Sundaramoorthy, Associate Professor**.

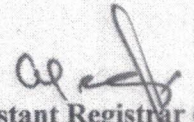
This issues with approval of the Competent Authority.

  
Assistant Registrar (Estt.)

Note:- The duly signed Handing/Taking over report is required to be submitted in the office of the Registrar through Dean of the respective School.

Copy to:-

1. Assistant Registrar (VCO): for kind information to the Hon'ble Vice-Chancellor.
2. PA to Registrar(O)/Controller of Examinations: for kind information of the Registrar(O)/CoE.
3. Dean In-charge Academics/ Dean Students Welfare/ Director IQAC/ Deans of the Schools/Dean Research/ for kind information.
4. Part-time Chief Vigilance Officer (CVO): for kind information.
5. Finance Officer (O): for kind information.
6. Dr. Sanjay Kumar, Associate Professor: for kind information and necessary action.
7. Dr. Jeyavel Sundaramoorthy, Associate Professor: for kind information and necessary action.
8. All HoDs/ Officiating HoDs/ In Charges of Departments/ Internal Audit Officer/Branch Heads/Section Heads/PRO for kind information.
9. All Faculty, Officers and Non-Teaching Staff.
10. In-charge Computer Centre: for uploading on University website.
11. Concerned file.

  
Assistant Registrar (Estt.)



स्थापना शाखा / Establishment Branch

Ref. CUPB/Estt./2022/Notification/... 025

Dated 29/03/2022

**NOTIFICATION**

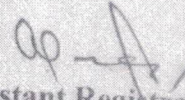
**Sub: Appointment of Head of the Department(s) -reg**

Consequent upon approval of the Competent Authority, following faculty members are hereby appointed as **Head of the Department** in the Department concerned as mentioned against their names **with immediate effect** for a term of three years or till further orders.

Sl. No.	Name of the Faculty Member appointed as HoD	Name of Department
(1)	Prof. Anil Kumar Mantha, Professor	Zoology
(2)	Prof. Tarun Arora, Professor	Law
(3)	Dr. Hareet Kumar Meena, Associate Professor	History
(4)	Dr. Saraboji Kadhivel, Associate Professor	Computational Sciences
(5)	Dr. Sanjay Kumar, Associate Professor	Psychology
(6)	Dr. Manohar Lal, Associate Professor	Physical Education
(7)	Dr. Bali Bahadur, Associate Professor	Sociology

Accordingly, existing HoD/In-charges/HoD (O) of the aforementioned Departments are stands relieved from responsibilities of the HoD/HoD(O)/In-charge as the case may be and requested to hand over the charge of the office to newly appointed HoD.

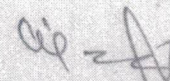
This issues with approval of the Competent Authority.

  
Assistant Registrar (Estt.)

Note:- The duly signed Handing/Taking over report is required to be submitted in the office of the Registrar through Dean of the respective School.

Copy to:-

1. Assistant Registrar (VCO): for kind information to the Hon'ble Vice Chancellor.
2. PA to Registrar: for kind information of the Registrar.
3. Dean In-charge Academics/ Dean Students Welfare/ Director IQAC/ Deans of the Schools/Dean Research/ for kind information.
4. Part-time Chief Vigilance Officer (CVO): for kind information.
5. Controller of Examinations/Finance Officer (O): for kind information.
6. All concerned faculty members: for kind information and necessary action.
7. All HoDs/ Officiating HoDs/ In Charges of Departments/ Internal Audit Officer/Branch Heads/Section Heads/PRO for kind information.
8. All Faculty, Officers and Non-Teaching Staff.
9. In-charge Computer Centre: for uploading on University website.
10. Concerned file.

  
Assistant Registrar (Estt.)



12

**स्थापना शाखा / Establishment Branch**

Ref. CUPB/Estt./2022/Notification/ ... 282

Dated 22/07/2022

**NOTIFICATION**

**Sub: Appointment of Head of the Department (Officiating) -reg**

Consequent upon the approval of the Competent Authority, following faculty, for time being, are hereby appointed as **Head of the Department (officiating)** for the Department concerned as mentioned against their names, in addition to their own duties, **with immediate effect** till further orders.

Sl. No.	Name of the Faculty appointed as HoD (Officiating)	Name of the Department
(1)	Prof. V.K. Garg	Mass Communication & Media Studies
(2)	Prof. Anjana Munshi	Applied Agriculture
(3)	Prof. Deepak Kumar Chauhan	Physical Education
(4)	Dr. Jitendra Kumar Pattanaik	Geography
(5)	Dr. Vipin Pal Singh	Performing & Fine Arts

Accordingly, existing HoD/In-charges/HoD (O) of the aforementioned Departments are stands relieved from responsibilities of the HoD/HoD(O)/In-charge as the case may be and requested to hand over the charge of the office to newly appointed HoD (officiating).

This issues with approval of the Competent Authority.

*[Signature]*  
Assistant Registrar (Estt.)

**Note:- The duly signed Handing/Taking over report is required to be submitted in the office of the Registrar through Dean of the respective School.**

Copy to:-

1. Assistant Registrar (VCO): for kind information to the Hon'ble Vice-Chancellor.
2. PA to Registrar(I/c)/Controller of Examinations: for kind information of the Registrar(I/c)/CoE.
3. Dean In-charge Academics/ Dean Students Welfare/ Director IQAC/ Deans of the Schools/Director, R&D Cell/ CVO/ for kind information.
4. Finance Officer (I/c): for kind information.
5. All concerned faculty for kind information and further necessary action.
6. Liaison Officer for SC/ST and Liaison Officer for OBC: for kind information
7. All HoDs/ Officiating HoDs/ In Charges of Departments/ In-charge Library/ PO/ Internal Audit Officer/Branch Heads/Section Heads/PRO for kind information.
8. All Faculty, Officers and Non-Teaching Staff.
9. In-charge Computer Centre: for uploading on University website.
10. Concerned file.

*[Signature]*  
Assistant Registrar (Estt.)



CUPB/EW/2021/0xda/03

Date  
8-01-2021

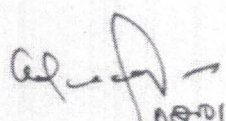


Central University of Punjab, Bathinda

OFFICE ORDER

In pursuance to changing of staff in the Branch, the following distribution of work/duty has been done in the Establishment Branch, with immediate effect

Teaching Section	Non-Teaching Section
Mr Gurmall Singh, Assistant (C), Mr Sukhpinder Singh, UDC & Mr Narayan B. Sunar, UDC will deal all the work/matters/cases related to Faculty & General Administration	Ms Taranveer Kaur, Assistant & Mr Rajesh, LDC will deal all the work/matters/cases related to Non-Teaching Staff & General Administration
The details of brief duties are mentioned below	The details of brief duties are mentioned below:
<b>Mr. Gurmall Singh, Assistant (C)</b>	<b>Ms. Taranveer Kaur, Assistant</b>
Verification of credentials/ previous service/ character & antecedents, Preparation/Maintenance of Service Book, To check the Service Book to ensure that all entries have been made by dealing officials, Notifications/Circulars/Notices (all) and maintain record in electronic form as well as physical form, Process the bills for medical reimbursement etc.	Appointments/joining/promotions/relieving, Annual Increment, RTI, LTC, Pay fixation/ pay protection, Seniority, APARs, MACPS, Entry in Service Book, Publishing of various Advertisement (all), Liveries (to drivers & sub-staff), DPCs, Disciplinary cases/enquiries, Agenda Items/ATR for Statutory Bodies meetings and implementation of its decision, Joining time, Transfer TA, Internal/External Complaint, Election Duties (all), Empanel of doctors/hospitals & correspondence relates to medical, Deployment of Staff, maintenance of statistical data in electronic form to assess 24x7, correspondence with UGC/MoE and other organization, Work related to implementation of ERP system through Samarth Project etc.
<b>Mr. Sukhpinder Singh, UDC</b>	
NOCs/Service Certificates for various purposes, Probation/Confirmation, Maintenance of Service Book/ Personal File, Entry in Service Book, Forwarding of applications for outside employment, all kinds of leave and maintenance of record, matters of Refresher/Orientation/Training/FDP/Short Term Courses etc. and maintenance of record, Identity Cards, maintenance of statistical data in electronic form to assess 24x7, Annual Property Return etc.	
<b>Mr. Narayan B. Sunar, UDC</b>	<b>Mr. Rajesh, LDC</b>
Appointments/joining/promotions/relieving, CAS, Counting of past service, Advance increments in lieu of Ph.D./M. Phil. etc. degrees, Annual Increment, RTI, LTC, Pay fixation/ pay protection, Seniority, Entry in Service Book, Appointments of	NOCs/Service Certificates for various purposes, Preparation/Maintenance of Service Book/ Personal File, Entry in Service Book, Verification of credentials/ previous service/ character & antecedents, Probation/ Confirmation, forwarding of applications for

  
08-01-2021  
AR (Estt.)

Contd... 2

Deans/HoDs/Wardens etc., Disciplinary cases/enquiries, Agenda Items/ATR for Statutory Bodies meetings & implementation of its decision, Joining time, Transfer TA, Internal/External Complaint, Court cases (all), CPGRAMS portal, correspondence with UGC/MoE and other organization, Work related to implementation of ERP system through Samarth Project etc.

outside employment, Identity Cards, Annual Property Return, Telephone Directory (combined), Process the bills for medical reimbursement, training/courses, all kinds of leaves & maintenance of record, Procurement of office stationaries & maintenance of office equipments (all) etc.

(LDC will take the guidance from the Assistant wherever required)

**In addition to above, any other duties assigned by the Branch Head/ Competent Authority time to time.**

**In addition to above, any other duties assigned by the Branch Head/ Competent Authority time to time.**

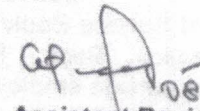
**Dispatch Section**

Timely dispatch of all Files/Letters/Office Orders/Notifications/Circulars/Notices etc., proper maintenance of record, Assist to both Teaching & Non-Teaching Sections for proper maintenance of Personal/Service files etc.

**In addition to above, any other duties assigned by the Branch Head/ Competent Authority time to time.**

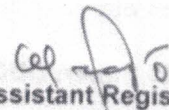
Above concerned officials shall be responsible for proper maintenance of records in electronic as well as physical form, timely and accurate disposal of work. As per current situation of COVID-19 pandemic, it is expected from all that they may use electronic mode for day to day work except confidential matter so that the same could be assessed from anywhere. All are also directed to involve themselves for implementation of ERP-system through Samarth Project (under process).

This issues with the approval of the Competent Authority.

  
08.01.2021  
Assistant Registrar (Estt.)

Copy to:-

1. PA to Registrar: For kind information to the Registrar.
2. All concerned employees
3. Concerned file/personal file

  
08.01.2021  
Assistant Registrar (Estt.)



**स्थापना शाखा / Establishment Branch**

Ref. No. CUPB/Estt./2022/OO/109

Date: 12.04.2022

**OFFICE ORDER**

Consequent upon the approval of the Competent Authority, following Non-Teaching Staff have been transferred **with immediate effect**:-

Sl. No.	Name & Designation of Non-Teaching Staff	Transfer	
		From	To
01.	Sh. Harvinder Singh, Assistant	Registrar's Office	Academic Branch
02.	Sh. Manjeet Kumar, Assistant	Academic Branch	Store Branch
03.	Sh. Amrik Singh, UDC	Registrar's Office	Examination Branch

Further Sh. Ram Kumar, UDC of Examination Branch will work as PA to Registrar & Controller of Examinations **with immediate effect**.

Sl. No. 01 & 03 above i.e. Sh. Harvinder Singh, Assistant & Sh. Amrik Singh, UDC are directed to hand over all the records of the Registrar's Office with immediate effect to Sh. Ram Kumar, UDC of Examination Branch working as PA to Registrar & Controller of Examinations.

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)

**Copy to:**

1. Assistant Registrar (VCO) : for kind information of the Hon'ble Vice-Chancellor
2. Registrar/Controller of Examinations/Finance Officer (I/c) : for kind information please.
3. DIA/DSW/Director IQAC/Deans/Dean Research : for kind information.
4. Concerned Branch Heads/ Section Heads
5. Concerned Non-Teaching Staff : for necessary action.
6. Concerned File / Personal File : for record.

  
Assistant Registrar (Estt.)

# पंजाब केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित)

गाँव एवं डाकधर: घुद्धा, जिला: बठिंडा-151401 (पंजाब)

ईमेल: establishment@cup.edu.in

वेबसाइट: www.cup.edu.in



## Central University of Punjab

[(Established vide an Act no. 25(2009) of Parliament)]

VPO: Ghudda, District: Bathinda-151401 (Punjab)

Email: establishment@cup.edu.in

Website: www.cup.edu.in

### स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No. CUPB/Estt./2022/00/ 117

Date: 25.04.2022

#### OFFICE ORDER

Consequent upon the approval of the Competent Authority, following Non-Teaching Staff have been transferred **with immediate effect**:-

Sl. No.	Name & Designation of Non-Teaching Staff	Transfer	
		From	To
01.	Sh. Mandeep Singh, Kitchen Attendant	Estate Office	Registrar's Office
02.	Sh. Gurpreet Singh, Office Attendant (On Contract)	Registrar's Office	Estate Office

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)

#### Copy to:

1. Assistant Registrar (VCO) : for kind information of the Hon'ble Vice-Chancellor
2. PA to Registrar/Controller of Examinations : for kind information to the Registrar.
3. Finance Officer (I/c) : : for kind information to the Registrar.
4. DIA/DSW/Director IQAC/Deans/Dean Research : for kind information.
5. Concerned Branch Heads/ Section Heads
6. Concerned Non-Teaching Staff : for necessary action.
7. Concerned File / Personal File : for record.

  
Assistant Registrar (Estt.)

पंजाब केन्द्रीय विश्वविद्यालय

(संघ के अधिनियम सं 25(2009) के द्वारा स्थापित)

पते एवं डाक: घुद्धा, जिला: बठिंडा-151401 (पंजाब)

ईमेल: establishment@cup.edu.in

वेबसाइट: www.cup.edu.in



Central University of Punjab

(Established vide an Act no. 25(2009) of Parliament)

VPO: Ghudda, District: Bathinda-151401 (Punjab)

Email: establishment@cup.edu.in

Website: www.cup.edu.in



**स्थापना शाखा / ESTABLISHMENT BRANCH**

Ref. No: CUPB/Estt./Notification/2022/ 072

Date: 01/03/2022

**OFFICE ORDER**

Consequent upon approval of the Competent Authority, **Ms. Jyoti**, Lower Division Clerk is transferred from Language Lab to Establishment Branch with immediate effect.

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)  


**Copy to:**

1. Assistant Registrar (VCO): for kind information of Hon'ble Vice Chancellor.
2. PA to Registrar: for kind information of the Registrar.
3. Dean In-charge Academics: for kind information.
4. Dean School of Languages, Literature & Culture: for kind information.
5. Ms. Jyoti, LDC: for kind information & necessary action.
6. Concerned File: for record.

  
Assistant Registrar (Estt.)  


# ਪੰਜਾਬ ਕੇਂਦਰੀ ਵਿਸ਼ਵਵਿਦ्याਲय

(संसद के अधिनियम नं. 25(2009) के द्वारा स्थापित)

गाँव एवं डाकघर: घुददा, जिला: बठिंडा-151401 (पंजाब)

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# Central University of Punjab

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Email: establishment@cup.edu.in

Website: www.cup.edu.in

## स्थापना शाखा / Establishment Branch

Ref. No. CUPB/Estt./OO/2022/ 9/5

Date: 23/08/2022

### OFFICE ORDER

In supersession of earlier Office Order No. CUPB/Estt./2021/Order/03 dated 08.01.2021, the following distribution of work/duty has been assigned to the employees of the Establishment Branch, with immediate effect till further orders:

Teaching Section	Non-Teaching Section
<p>Mr. Sukhpinder Singh, UDC, Mr. Narayan B. Sunar, UDC &amp; Ms. Jyoti, UDC will deal all the work/matters/cases related to Faculty &amp; General Administration.</p> <p>The details of brief duties are mentioned below:</p>	<p>Ms. Taranveer Kaur, Assistant &amp; Mr. Rajesh, LDC will deal all the work/matters/cases related to Non-Teaching Employees &amp; General Administration.</p> <p>The details of brief duties are mentioned below:</p>
<p><b>Mr. Sukhpinder Singh, UDC</b></p> <p>Preparation/ Opening/ Maintenance/ Updation &amp; custodian of all Service Books/Personal Files/Leave Files, all kinds of leave and maintenance of record, leave encashment, related entry in Service Books, matters related to Refresher/Orientation/Training/FDP/FIP/ Short Term Courses etc., maintenance of statistical data {e.g. positions of faculty (sanctioned, filled, vacant) including contractual, UGC-FRP, DST-INSPIRE, Chair Professor, Visiting/Adjunct/Invited Professor, Guest Faculty etc.} in electronic form to assess 24x7 as well as physical form, correspondence with UGC/MoE and other organization etc., process the bills for medical reimbursement, all work related to ERP system through Samarth Project, related RTI, related agenda Items/ATR for Statutory Bodies meetings &amp; implementation of its decision, Identity Cards, Annual Property Return, related Election Duties etc.</p> <p>In addition to above, any other duties assigned by the Branch Head/ Competent Authority from time to time.</p>	<p><b>Ms. Taranveer Kaur, Assistant</b></p> <p>Appointments/joining/relieving, Annual Increment, RTI, LTC, pay fixation/pay protection, Seniority, APARs, DPC/MACPS, related entry in Service Book, Liveries (to drivers &amp; sub-staff), Disciplinary cases/enquiries, related agenda Items/ATR for Statutory Bodies meetings and implementation of its decision, Joining time, Transfer TA, Gratuity, Internal/ External Complaint, Election Duties (overall), Publishing of various Advertisement (all), Empanel of doctors/hospitals &amp; correspondence relates to medical, deployment of Staff, maintenance of statistical data in electronic form to assess 24x7 as well as physical form, correspondence with UGC/MoE and other organization, all work related to ERP system through Samarth Project etc.</p> <p>In addition to above, any other duties assigned by the Branch Head/ Competent Authority time to time.</p>

23/8/22

Cont'd... 2

<p><b>Mr. Narayan B. Sunar, UDC</b></p> <p>Appointments/joining/relieving, CAS, Counting of past service, advance increments in lieu of Ph.D./M. Phil. etc. degrees, annual increment, RTI (overall), pay fixation/pay protection, seniority, related entry in Service Books, appointments of Deans/DSW/DIA/Director, IQAC, Director, R&amp;D Cell/ HoDs/ NSS Programme Coordinator/ Chief Wardens/ Wardens/NSS Programme Officer etc., disciplinary cases/enquiries, related Agenda Items/ATR for Statutory Bodies meetings &amp; implementation of its decision, joining time, Transfer TA, Gratuity, Internal/External Complaint, CPGRAMS portal etc.</p> <p>In addition to above, any other duties assigned by the Branch Head/ Competent Authority from time to time.</p> <p><b>Ms. Jyoti, UDC</b></p> <p>NOCs/Service Certificates for various purposes, forwarding of applications/issuance of NOCs for outside employment, verification of credentials/previous service/character &amp; antecedents, Probation/Confirmation, LTC, Gratuity, GIS (all), related entry in Service Book, related RTI, related agenda Items/ATR for Statutory Bodies meetings &amp; implementation of its decision, Notifications/Office Orders/Circulars/Notices (all), Telephone Directory (overall), Files related to Foundation Day/Independence Day/Republic Day etc.,</p> <p>In addition to above, any other duties assigned by the Branch Head/ Competent Authority from time to time.</p>	<p><b>Mr. Rajesh, LDC</b></p> <p>Preparation/Opening/Maintenance/Updation &amp; custodian of all Service Books/Personal Files/Leave Files, NOCs/Service Certificates for various purposes, forwarding of applications/issuance of NOCs for outside employment, all kinds of leaves &amp; maintenance of record, related entry in Service Books, verification of credentials/previous service/character &amp; antecedents, Probation/Confirmation, related RTI, related agenda Items/ATR for Statutory Bodies meetings &amp; implementation of its decision, Identity Cards, Annual Property Return, related Telephone Directory, process the bills for medical reimbursement, training/courses, procurement of office stationaries &amp; maintenance of office equipments (all), declaration of Holidays etc.</p> <p>In addition to above, any other duties assigned by the Branch Head/ Competent Authority time to time.</p> <p>(LDC will take the guidance from the Assistant wherever required)</p>

CP 20/2/22

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**Dispatch Cell**

**Dealing Official/ Sh. Vikas Kumar, LDC (Contractual)**

Timely dispatch of all Files/Letters/Office Orders/Notifications/Circulars/Notices etc., proper maintenance of record, assist to Teaching Section/Non-Teaching Section/Legal Cell for proper maintenance of Personal/Service files etc.

In addition to above, any other duties assigned by the Branch Head/ Competent Authority time to time.

**Legal Cell**

**Dealing Official**

Assist to the I/c Legal Cell to deal with drafting/scrutinizing/vetting of various legal documents viz. plaints, written statement, affidavit, counter affidavit, agreements, contracts, payment of legal fee bills, liaisoning with Govt. Counsels/Panel Councils/Addl. Solicitor General of India/Registrar of various Hon'ble Courts, obtain legal opinion, make brief for appeals etc.),

In addition to above, any other duties assigned by the Branch Head/ Competent Authority time to time.

Above concerned officials shall be responsible for proper maintenance of records in electronic as well as physical form, timely and accurate disposal of work. As per past situation of COVID-19 pandemic, it is expected from all that they should use electronic mode for day to day work except confidential matter so that the same could be assessed from anywhere. Further all are also directed to cooperate among each other for smooth functioning of ERP system through Samarth Project.

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)

Copy to:-

1. PA to Registrar: For kind information to the Registrar.
2. All concerned employees
3. Concerned file/personal file

  
Assistant Registrar (Estt.)