

ORDINANCE-II
[Act Section 28(1) (o); Statute 2(6)]

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
OF THE VICE CHANCELLOR

1. **Salary:** The Vice Chancellor shall receive salary and allowances as follows:
 - 1.1 **Pay:** As notified by the Central Government from time to time.
 - 1.2 **Dearness and Other Allowances:** As notified by the Central Government from time to time.
 - 1.3 The Vice Chancellor shall be entitled to such terminal benefits and allowances as notified by the Central Government from time to time.
 - 1.4 The Vice Chancellor shall be entitled to avail Leave Travel Concession, as per Central Government rules.
 - 1.5 The Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself/herself and his/her family members obtained for the Private OPD/Private Wards of any Govt. or Private Hospital/Nursing Home.
 - 1.6 The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A. and D.A. for himself/herself and his/her family members and expenses towards shifting of household luggage from his/her home town to Bathinda and back on his/her assuming office and relinquishing it on the expiry of his/her tenure.
 - 1.7 The Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council.

2. **Other Terms and Conditions**
 - 2.1 The Vice Chancellor shall, during the tenure of his/her office, be entitled to 'Leave on Full Pay' at the rate of 30 days in the calendar year. The Leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year respectively.
Provided that if the Vice Chancellor assumes or relinquishes the charge of the office of the Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2½ days for each completed month of service.
 - 2.2 The leave at the credit of the Vice Chancellor at the close of the previous half year shall be carried forward to the new half year and credited to his/her account.
 - 2.3 The Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him/her at the time of his/her relinquishing of charge.
 - 2.4 The Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical Certificate.
Provided that when such commuted leave is availed of, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
 - 2.5 The Vice Chancellor shall also be entitled to avail himself/herself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five years on medical grounds or otherwise.
 - 2.6 In case the Vice Chancellor is appointed for a further term or a part thereof, the leave period mentioned above, shall apply separately to each term/period.
 - 2.7 During the period of such leave, the Vice Chancellor shall be entitled to the same salary and allowances and such other facilities of services as may have been provided.
 - 2.8 In the case of any absence of the Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University in public interest, the period so spent shall be treated as on duty.

- 2.9 Where an employee of the University is appointed as the Vice Chancellor, he/she shall be allowed to avail himself/herself of any leave to his/her credit before his/her appointment as the Vice Chancellor. Similarly, on his/her relinquishing the post of the Vice Chancellor and in event of his/her re-joining his/her old post, he/she shall be entitled to carry back the leave at his/her credit to the new post.
- 2.10 Further, he/she may be allowed to contribute to any provident fund or pension scheme of which he/she is a member and the University shall contribute to the account of such person in that provident fund or pension scheme at the same rate at which the person had been contributing immediately before his/her appointment as Vice Chancellor.
- 2.11 If a person, employed in another Institution, is appointed as Vice Chancellor, he/she shall be entitled to Salary, Allowances and Leave as per the rules of Central University of Punjab and Leave Salary as per the rules of parent institute. The University shall pay Leave Salary, Provident Fund, Pension Contributions, Gratuity, etc. to the parent Institution, where he/she is permanently employed.

3. Amenities

- 3.1 The Vice Chancellor shall be entitled to use a furnished residence, without payment of rent, throughout his term of office and no charge shall fall on the Vice-Chancellor in respect of the maintenance of such residence.
- 3.2 *The Vice Chancellor shall be entitled to the facility of a free official car. He shall also be entitled to mobile phone and free telephone (with STD and ISO) service at his/her residence.*
- 3.3 *The Vice Chancellor shall be entitled to one cook and two attendants at his/her residence.*

4. Powers and Functions

The Vice Chancellor as the Chief Executive and Academic Head of the University shall have the powers to:

- 4.1 Ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed;
- 4.2 Delegate his powers for day-to-day work to the Pro Vice Chancellor(s), Deans, Coordinators of the Centres, Directors and other officers/Professors who should act on the basis of clear rules laid down in this regard;
- 4.3 Create temporary posts and in the case the post created for a period of six months or more, report it to the Executive Council;
- 4.4 Make appointments of Deans, Coordinators, Dean of Students Welfare, Directors, Provosts and Wardens etc;
- 4.5 Recommend the names for the position of Pro Vice Chancellor to the Executive Council;
- 4.6 Suspend action on any decision of any authority, if he/she is of the opinion that it is ultra vires of the provisions of the Act or Statues or Ordinances or that such a decision is not in the best interests of the University;
- 4.7 Suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member; and
- 4.8 Suspend an employee and initiate disciplinary action against him/her. However, the Vice Chancellor may delegate these powers to other officers.

ORDINANCE-III

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE PRO VICE CHANCELLOR [Act Section 28(1) (o); Statute 4(3)]

1. **Salary:** The Pro Vice Chancellor shall receive salary and allowances as follows:
 - 1.1 **Pay:** As notified by the Central Government from time to time.
 - 1.2 **Dearness and Other Allowances:** As notified by the Central Government from time to time.

Where an employee of the university or any other Institution/ Government and its organisations is appointed as Pro Vice Chancellor, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/Contributory Provident Fund/ Pension/ Gratuity/ Transfer TA) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she continues to hold his/her lien on that post.
 - 1.3 The Pro Vice Chancellor shall be entitled to such terminal benefits and allowances as notified by the Central Government from time to time.
 - 1.4 The Pro Vice Chancellor shall be entitled to avail Leave Travel Concession, as approved by the Executive Council from time to time.
 - 1.5 The Pro Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself/herself and his/her family members obtained for the Private OPD/Private Wards of any Govt. or Private Hospital/Nursing Home.
 - 1.6 The Pro Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A. and D.A. for himself/herself and his/her family members and expenses towards shifting of household luggage from home town to Bathinda and back on his/her assuming office and relinquishing it on the expiry of his/her tenure.
 - 1.7 The Pro Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council.
2. **Other Terms and Conditions**
 - 2.1 The Pro Vice Chancellor shall, during the tenure of his/her office, be entitled to 'Leave on Full Pay' at the rate of 30 days in the calendar year. The leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year respectively.

Provided that if the Pro Vice Chancellor assumes or relinquishes the charge of the office of the Pro Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2½ days for each completed month of service.
 - 2.2 The leave at the credit of the Pro Vice Chancellor at the close of the previous half year shall be carried forward to the new half year and credited to his/her account.
 - 2.3 The Pro Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him/her at the time of his/her relinquishing of charge.
 - 2.4 The Pro Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical Certificate.

Provided that when such commuted leave is availed of, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
 - 2.5 The Pro Vice Chancellor shall also be entitled to avail himself/herself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five years on medical grounds or otherwise.
 - 2.6 In case the Pro Vice Chancellor is appointed for a further term or a part thereof, the leave period mentioned above, shall apply separately to each term/period.

- 2.7 During the period of such leave, the Pro Vice Chancellor shall be entitled to the same salary, and allowances and such other facilities of services as may have been provided.
- 2.8 In the case of any absence of the Pro Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period so spent shall be treated as on duty.
- 2.9 Where an employee of the University is appointed as the Pro Vice Chancellor, he/she shall be allowed to avail himself/herself of any leave at his/her credit before his/her appointment as the Pro Vice Chancellor. Similarly, on his/her relinquishing the post of the Pro Vice Chancellor and in event of his/her re-joining his/her old post, he/she shall be entitled to carry back the leave at his/her credit to the new post.
- 2.10 Further, he/she may be allowed to contribute to any provident fund or pension scheme of which he/she is a member and the University shall contribute to the account of such person in that provident fund or pension scheme at the same rate at which the person had been contributing immediately before his/her appointment as Pro Vice Chancellor.
- 2.11 If a person, employed in another Institution, is appointed the Pro Vice Chancellor, he/she shall be entitled to Salary, Allowances, Leave and Leave Salary as per the rules of the Central University of Punjab. The University shall also pay Leave Salary, Provident Fund, and Pension Contributions to the parent Institution, where he/she permanently employed.

3. Amenities

- 3.1 The Pro Vice Chancellor shall be entitled to free, *furnished* residential accommodation. The premises of his/her lodging will be maintained by the University.
- 3.2 *The Pro Vice Chancellor shall be entitled to the facility of staff car for journey performed between office and his/her residence.*
- 3.3 *He/she shall also be entitled to mobile phone and free telephone (with STD and ISO) service at his/her residence.*
- 3.4 *The Pro Vice Chancellor shall be entitled to an attendant at his/her residence.*

4. Powers And Functions

The Pro Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be delegated or assigned to him/her by the Vice Chancellor.

ORDINANCE-IV

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR

[Act Section 28(1) (o); Statute 6(3)]

1. **Salary:** The Registrar shall receive salary and other allowances as prescribed by the University.

2. Other Terms and Conditions

2.1 The Registrar shall be a whole-time salaried officer of the University.

2.2 He/she shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose for a term of five years and shall be eligible for re-appointment.

Provided that the Registrar shall retire on attaining the age of sixty-two years.

Where an employee of the university or any other Institution/Government and its organisations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/Contributory Provident Fund/Pension/Gratuity/ Transfer TA) to which he was entitled prior to his appointment as Registrar, and till he/she continues to hold his/her lien on that post.

2.3 The terms and conditions of service of the Registrar shall be such as **prescribed for other non vocational employees of the university.**

2.4 When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

2.5 If the services of the Registrar are borrowed from Government or any other Organization/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the University.

Provided that a Registrar on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

2.6 The Registrar shall be entitled to such Leave, Allowances, Provident Fund, and other terminal benefits as prescribed by the University from time to time for its non-vacational staff.

3. Amenities

3.1 The Registrar shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed license fee.

3.2 He/She shall be entitled to mobile phone and free telephone (with STD and ISO) service at his/her residence.

3.3 The Registrar shall be entitled to the facility to staff car between the office and his/her residence.

4. Powers and Functions

4.1 The Registrar shall have the power to take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment. Provided that

4.1.1 such disciplinary action will not be taken without obtaining the prior

approval of the Vice Chancellor.

4.1.2 no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

4.1.3 an appeal shall lie to the Vice Chancellor against any order of the Registrar imposing any of the penalties specified in clause **4.1.2**

4.1.4 in a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice Chancellor imposing any penalty.

4.2 The Registrar shall be *ex officio* Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities. He shall be *ex officio* Member-Secretary of the Court.

4.3 It shall be the duty of the Registrar to:

4.3.1 be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;

4.3.2 issue all notices convening meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities;

4.3.3 keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities;

4.3.4 conduct the official correspondence of the Court, the Executive Council and the Academic Council;

4.3.5 supply to the Visitor, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;

4.3.6 represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and

4.3.7 perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Vice-Chancellor.

4.4 The Registrar shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him/her by the Vice Chancellor.

ORDINANCE-V

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER (Act Section 28(1)(o); Statute 7(3))

1. **Salary:** The Finance Officer shall receive salary and other allowances as prescribed by the University.

2. Other Terms and Conditions

2.1 The Finance Officer shall be a whole-time salaried officer of the University.

2.2 He/she shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose for a term of five years and shall be eligible for re-appointment.

Provided that the Finance Officer shall retire on attaining the age of sixty-two years.

Provided that if the Finance Officer is appointed on deputation basis from an organization/ Accounts/ Audit service/ Cadre, his /her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

Where an employee of the university or any other Institution/Government and its organisations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/Pension/Gratuity/ Transfer TA) to which he was entitled prior to his appointment as Finance Officer, and till he/she continues to hold his/her lien on that post.

2.3 The emoluments and other terms and conditions of service of the Finance Officer shall be such **as prescribed for other non vocational employees of the university.**

2.4 When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

2.5 If the services of the Finance Officer are borrowed from Government or any other Organization/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the University.

Provided that a Finance Officer on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

2.6 The Finance Officer shall be entitled to such Leave, Allowances, Provident Fund, and other terminal benefits as prescribed by the University from time to time for its non-vacational staff.

3. Amenities

3.1 The Finance Officer shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed license fee.

3.2 **He/She shall be entitled to mobile phone and free telephone (with STD and ISO) service at his/her residence.**

3.3 **The Finance Officer shall be entitled to the facility to staff car between the office and his/her residence.**

4. Powers and Functions

The Finance Officer shall be *ex officio* Secretary of the Finance Committee, but shall not

be deemed to be a member of such Committee.

- 4.1 It shall be the duty of the Finance Officer to:
 - 4.1.1 Exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
 - 4.1.2 Perform such other financial functions as may be assigned to him/her by the Executive Council or the Vice Chancellor or as prescribed by the Statutes, the Ordinances or the Regulations.
 - 4.1.3 Subject to the control of the Executive Council, the Finance Officer shall-
 - a. hold and manage the property and investments of the University including trust and endowed property;
 - b. ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allocated;
 - c. be responsible for the preparation of annual accounts, balance sheet and the budget of the University and for their presentation to the Executive Council;
 - d. keep a constant watch on the state of the cash and bank balances and on the state of investments;
 - e. watch the progress of the collection of revenue and advise on the methods of collection employed;
 - f. ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Centres and Specialized Laboratories;
 - g. bring to the notice of the Vice Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
 - h. call from any office, Centre, Laboratory or Institution maintained by the University any information or returns that he/she may consider necessary for the performance of his/her duties.
- 4.2 Any receipt given by the Finance Office or the person or persons duly authorized in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.
- 4.3 The Finance Officer shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him/her by the Vice Chancellor.

ORDINANCE-VI

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS

[Act Section 28(1) (o); Statute 8(3)]

1. **Salary:** The Controller of Examinations shall receive salary and other allowances as prescribed by University.

2. Other Terms and Conditions

- 2.1 The Controller of Examination shall be a whole-time salaried officer of the University.

- 2.2 He/she shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose for a term of five years and shall be eligible for re-appointment.

Provided that the Controller of Examination shall retire on attaining the age of sixty-two years.

Provided that if the Controller of Examinations is appointed on deputation basis from any organization his /her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

Where an employee of the university or any other Institution/Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/Pension/Gratuity/ Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.

- 2.3 The emoluments and other terms and conditions of service of the Controller of Examinations shall be such *as prescribed for other non vocational employees of the university.*

- 2.4 When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

- 2.5 If the services of the Controller of Examinations are borrowed from Government or any other organization/ Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the University.

Provided that a Controller of Examinations on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

- 2.6 The Controller of Examinations shall be entitled to such Leave, Allowances, Provident Fund, and other terminal benefits as prescribed by the University from time to time for its non-vacational staff.

3. Amenities

- 3.1 The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he/she shall pay prescribed license fee.

- 3.2 *He/She shall be entitled to mobile phone and free telephone (with STD and ISO) service at his/her residence.*

- 3.3 *The Controller of Examinations shall be entitled to the facility to staff car between the office and his/her residence.*

4. Powers and Functions

The Controller of Examinations shall arrange for and superintend the examinations of

the University in the manner prescribed by the Ordinances or the Regulations or as may be required from time to time by the Vice Chancellor.