

PART V

UNIVERSITY EMPLOYEES

CHAPTER—1

A -- National Pay Scales: Statutes, 1975 (Effective from 1st March 1972)¹

Notwithstanding anything to the contrary contained in the University Ordinances/Statutes regarding the conditions of service, grades, etc., of the University employees, whole-time paid teachers, other than those who opt for the old grades, employees in the University Teaching Departments, Constituent Colleges and Institute of Education and Research, shall be placed on the following pay scales and shall be governed by the under-mentioned conditions:-

1. PAY SCALES

1. (a) (i) The University teachers shall get the following National Pay Scales:
- | | | | |
|-----|--|-----|--------|
| (a) | Lecturers | ... | NPS-17 |
| (b) | Assistant Professors | ... | NPS-18 |
| (c) | Associate Professors | ... | NPS-19 |
| (d) | Professors, Principals
of Constituent Colleges
and Director of Institute
of Education and Research. | ... | NPS-20 |
- (ii) (a) A Professor or Principal of a Constituent College when appointed as Dean of a Faculty shall be entitled to a special pay of Rs. 300/- per mensem.
- (b) A Professor when appointed as Principal of a Constituent College or Dean of Honours Studies shall be entitled to a special pay of Rs. 300/- per mensem.
- Provided that the special pay of Rs. 300/- per mensem shall be admissible only to a Dean who is working as a whole-time paid Professor or Principal of a Constituent College in the University and performs the duties of a Dean in addition to his normal professorial duties.
- Provided further that one and the same person shall not be entitled to draw more than one of the special pays mentioned in (ii)(a),(b),(c) and (d).
- (c) Director, Institute of Education and Research, shall be entitled to a special pay of Rs. 175/- per mensem.
- (d) A Principal of a Constituent College, who is not a Professor, shall draw a special pay of Rs. 300/- per mensem.

1. Punjab Government Education Department No. S.O.(Univ.)1-6/73(II) dated 16 April, 1975, Notified vide Registrar's No. 682/G.M. dated 16 April, 1975. These statutes replace the "Ordinance pertaining to Revised Consolidated Grades, etc., of University Teachers" effective from 1 June 1970, which stand abrogated except in case of in-service teachers who opt for the old pay scales.

- (b) The fixation of pay in the above grades shall be effective from 1st March, 1972, the payment of arrears be made with effect from 1st August, 1973 and the date of 1st increment shall be 1st December 1972 as admissible under the provisions of the National Pay Scales Rules contained in the Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973.
- (c) All individual cases of hardship and anomalies that may arise out of the application of the National Pay Scale Rules be referred to an [Anomaly Committee]¹ to be appointed by the Syndicate of the University.
- (d) The Lecturers in the National Pay Scale No. 17 shall get one additional increment with effect from 1 December, 1974.
- (e) Lecturers, who had completed three years of [regular service]² in June 1970, shall be promoted as Assistant Professors.

II. QUALIFICATIONS

2. The qualifications and experience for appointment and recruitment to various cadres of University teachers shall be as below :-

(a) Lecturers:

1st class Master's Degree in Arts or Science/1st class B.Sc.(Engg.)
[First Class B. Pharmacy]³ 1st class LL.B or equivalent qualifications.

(b) Assistant Professors:

- (i) Educational qualifications as in (a) above and 6 years' teaching/[research experience]⁴ in a recognized University or a post-graduate institution as a Lecturer or professional experience in a national or International Organization.

OR

- (ii) Master's Degree from a foreign University or M. Phil. from a Pakistani University plus 4 years' teaching/ research experience in a recognized University as a Lecturer or professional experience in the relevant field in a national or International Organization.

OR

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- 1. Finance Committee to act as Anomaly Committee [Chancellor's Committee and Finance Committee, joint meeting dated 10 March, 1975, paragraph 1(3)].
 - 2. "Regular Service" should be taken to mean service rendered by an employee from the date his appointment is duly approved by Selection Board/Syndicate after advertisement. Syndicate, 19 July, 1976, paragraph 10.
 - 3. Approved by the Senate, dated 28-9-1992.
 - 4. The period spent on securing a research degree such as Ph.D. or Master's degree by research to be counted towards the total period of their research experience at a maximum of four years for Ph.D. and two years for Master's degree. (Senate, dated 17-9-1990).

- (iii) Ph.D. with 2 years' teaching/research experience in a recognized University or professional experience in the relevant field in a national or International Organization.

(c) ***Associate Professors:***

- (i) Master's degree/[B.Sc. (Engg.)/LL.B.]¹ with 13 years teaching/research experience in a recognized University or professional experience in the relevant field in a National or International Organization plus 5 research publications in Journals of International repute.

OR

- (ii) Ph.D. with 10 years' teaching/research experience in a recognized University or professional experience in the relevant field in a National or International Organization plus 5 research publications in Journals of International repute.

(d) ***Professors, Principals of Constituent Colleges and Director, Institute of Education and Research:***

- (i) Master's Degree/M. Phil ./ [B. Sc Engg./LL.B.]² with 18 years teaching/research experience in a recognized University or professional experience in the relevant field in a National or International Organization plus 8 research publications in Journals of International repute.

OR

- (ii) Ph.D. with 15 years teaching/research experience in a recognized University or professional experience in the relevant field in a National or International Organization plus 8 research publications in Journals of International repute.

- (e) (c) (i) and (d) (i) above shall remain operative only for a period of [5 years]³ to provide opportunities to existing members of the staff in the University to improve their qualifications.
- (f) For a period of two years publication in lieu of research will be evaluated by a Committee to be set up by the University Grants Commission.
- (g) In case of any difficulty in determining the equivalence of degrees and experience in technical and professional subjects, the University Grants Commission will be consulted.

1. Registrar's No. 1854/G.M., dated 31 October, 1975.

2. Approved by the syndicate, dated 12-1-1978.

3. Five years are to be counted from 16 April, 1975 - the date of notification of these Statues. (Syndicate, 28 May, 1977, paragraph 52.)

III. ADVANCE INCREMENTS

- [(i) University Lecturers with Ph.D., shall get six advance increments on entry into service in the University. Those with Master's degree from a foreign University or M. Phil./LL.M./M. Sc.(Engg.) from a University in Pakistan shall receive four advance increments.
- (ii) For in-service University Teachers four advance increments shall be given for obtaining a Ph.D. (to be completed within four years), two for Master's degree (from abroad) or M. Phil./LL.M./M. Sc.(Engg.) from Pakistan, in addition to their normal increments. Provided that such in-service teachers who undertake higher studies on leave without pay shall get a minimum of six advance increments for obtaining Ph.D. and four for Master's degree (from abroad) or M.Phil./ LL. M./ M. Sc.(Engg.) from Pakistan.
- (iii) In order to attract talent to the University two increments over the initial stage shall be given to a fresh entrant as lecturer, if he is a first-class first in the examination prescribed as minimum qualification for appointment as Lecturer; or if he is a first divisioner throughout i.e., from Matric to M.A./M.Sc./LL.B./ B.Sc.(Engg.)/M.Com./M. Pharmacy/M.Ed. and one increment to a person who has secured first class in three out of four examinations or first class first in two examinations other than the one prescribed as minimum qualification for appointment as Lecturer provided that:-
- (a) In case of LL.B. one increment shall be given to a person who has obtained first class in three out of four/five examinations.
- (b) In case of B.Sc.(Engg.)/[B. Pharmacy]¹ one increment shall be given to a person who has obtained first class in two out of three examinations.]²

IV. RESIDENTIAL ACCOMMODATION³

University teachers not provided with accommodation by the University shall be paid house rent allowance as admissible in the National Pay Scales Rules contained in the Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973.

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1. Approved by the Senate, dated 28-9-1992.
 2. Punjab Govt. Education Department No. SO(Univ.)1/196-77, dated 26th June, 1979. (Notified Vide Registrar No. 628/G.M., dated 9th July, 1979)
 3. For allotment of University accommodation see Chapter IV of Part V of this Calendar.

B -- REVISED NATIONAL PAY SCALES: NOTIFICATION, 1977
(Effective from 1 May 1977)¹

<i>Pay Scale No.</i>	<i>Existing Scales</i>	<i>Revised National Pay Scales</i>
NPS 1	100-2-116/3-140	250-5-280/6-340
NPS 2	110-3-152/4-160	260-6-302/7-365
NPS 3	120-3-150/5-180	270-7-326/8-390
NPS 4	130-4-170/5-200	280-8-352/9-415
NPS 5	150-6-180/8-220/10-280	290-10-350/12-470
NPS 6	165-8-205/10-255/10-315	315-12-399/14-525
NPS 7	180-10-230/10-280/15-370	335-14-447/16-575
NPS 8	200-12-260/15-335/15-425	370-16-514/18-640
NPS 9	225-15-300/16-380/20-480	390-20-590/22-700
NPS 10	250-18-340/20-440/20-540	410-22-520/24-760
NPS 11	275-20-375/20-475/25-600	430-24-550/28-830
NPS 12	300-20-400/25-525/25-650	460-28-600/30-900
NPS 13	325-25-450/25-575/25-700	490-30-790/32-950
NPS 14	350-25-475/25-600/30-750	520-30-730/35-1010
NPS 15	375-25-500/30-650/35-825	550-35-900/50-1100
NPS 16	400-35-750/50-1000	625-40-825/50-1325
NPS 17	500-50-1000/50-1250	900-50-1,150/60-1750
NPS 18	1000-75-1750	1350-75-1,650/100-2150
NPS 19	1800-80-2200	2250-100-2750
NPS 20	2300-100-2600	2600-125-3225
NPS 21	2750	3000-150-3750
NPS 22	3000	3250-200-4250

1. Punjab Government Finance Department Notification No. FD-PC-2-1/77, dated 16 May, 1977.

C - REVISED NATIONAL PAY SCALES NOTIFICATION, 1981
(Effective from 1.7.1981)¹

<i>Pay Scale No</i>	<i>Existing National Pay Sale</i>	<i>Revised National Pay Scales</i>
1.	250-5-280/6-340	250-5-280/6-340-7-375
2.	260-6-302/7-365	260-6-302/7-365-8-405
3.	270-7-326/8-390	270-7-326/8-390-9-435
4.	280-8-352/9-415	280-8-352/9-415-12-475
5.	290-10-350/12-470	290-10-350/12-470-14-540
6.	315-12-399/14-525	315-12-399/14-525-16-605
7.	335-14-447/16-575	335-14-447/16-575-18-665
8.	370-16-514/18-640	370-16-514/18-640-22-750
9.	390-20-590/22-700	390-20-590/22-700-24-820
10.	410-22-520/24-760	410-22-520/24-760-28-900
11.	430-24-550/28-830	430-24-550/28-830-30-980
12.	460-28-600/30-900	460-28-600/30-900-32-1060
13.	490-30-790/32-950	490-30-790/32-950-35-1125
14.	520-30-730/35-1010	520-30-730/35-1010-40-1210
15.	550-35-900/40-1100	550-35-900/40-1100-50-1350
16.	625-40-825/50-1325	625-40-825/50-1325-60-1625
17.	900-50-1150/60-1750	900-50-1150/60-1750-100-2250
18.	1350-75-1625/100-2150	1350-75-1650/100-2650
19.	2250-100-2750	2250-100-3050
20.	2600-125-3225	2600-125-3600
21.	3000-150-3750.	3000-150-4200
22.	3250-200-4250	3250-200-4850

1. Punjab Government, Finance Department notifications Nos.

- (i) FD-PC-21/81 dated 14 July, 1981
- (ii) FD-PC-20-3/77 dated 14 July, 1981
- (iii) FD-SRI-9-16/81 dated 14 July, 1981
- (iv) FD-SRI-9-17/81 dated 14 July, 1981.

In exercise of the authority delegated to it by the Syndicate to take final decision on its behalf vide paragraph 38 of its proceedings dated 28 May, 1977, the Committee set up by it, at a meeting held on 30 June, 1977, decided that all notifications issued by the Government pertaining to pay and allowances (including Rest & Recreation) T.A./D.A. etc. be adopted by the University mutatis mutandis.

D - BASIC PAY-SCALES, ALLOWANCES AND OTHER FRINGE BENEFITS, 1983
(Effective from 1 July, 1983)¹

<i>Pay Scale No.</i>	<i>Existing Revised National Pay Scales</i>	<i>Basic Pay Scales</i>
1.	250-5-280/6-340-7-375	440-10-640
2.	260-6-302/7-365-8-405	460-12-700
3.	270-7-326/8-390-9-435	480-14-760
4.	280-8-352/9-415-12-475	500-16-820
5.	290-10-350/12-470-14-540	520-18-880
6.	315-12-399/14-525-16-605	540-20-940
7.	335-14-447/16-575-18-665	560-23-1020
8.	370-16-514/18-640-22-750	590-26-1110
9.	390-20-590/22-700-24-820	620-29-1200
10.	410-22-520/24-760-28-900	660-32-1300
11.	430-24-550/28-830-30-980	700-35-1400
12.	460-28-600/30-900-32-1060	750-40-1550
13.	490-30-790/32-950-35-1125	800-45-1700
14.	520-30-730/35-1010-40-1210	850-50-1850
15.	550-35-900/40-1100-50-1350	900-55-2000
16.	625-40-825/50-1325-60-1625	1050-80-2250
17.	900-50-1150/60-1750-100-2250	1600-120-3040
18.	1350-75-1650/100-2650	2100-150-3600
19.	2250-100-3050	3200-160-4480
20.	2600-125-3600	3800-180-5240
21.	3000-150-4200	4200-225-6000
22.	3250-200-4850	4500-250-6500

1. Punjab Government, Finance Department Notifications Nos.
 (i) FD.PC.2-1/83, dated 25 August, 1983.
 (ii) FD.PC.2-1/83, dated 2 December, 1983.
 (iii) SO.AB-III-4-10/86, dated 14 May, 1986.

**E - REVISED BASIC PAY SCALES, ALLOWANCES AND OTHER FRINGE BENEFITS
(Effective from 1-7-1987)¹**

<i>Pay Scale No.</i>	<i>Existing Basic Pay Scale</i>	<i>Revised Basic Pay Scales</i>
1.	440-10-640	600-13-860
2.	460-12-700	625-16-945
3.	480-14-760	650-19-1030
4.	500-16-820	675-22-1115
5.	520-18-880	700-25 -1200
6.	540-20-940	725-28-1285
7.	560-23-1020	750-31-1370
8.	590-26-1110	790-34-1470
9.	620-29-1200	830-38-1590
10.	660-32-1300	870-42-1710
11.	700-35-1400	910-46-1830
12.	750-40-1550	970-52-2010
13.	800-45-1700	1035-58-2195
14.	850-50-1850	1100-64-2380
15.	900-55-2000	1165-71-2585
16.	1050-80-2250	1350-105-2925
17.	1600-120-3040	2065-155-3925
18.	2100-150-3600	2710-195-4660
19.	3200-160-4480	4130-205-5770
20.	3800-180-5240	4900-235-6780
21.	4200-225-6000	5420-290-7740
22.	4500-250-6500	5800-325-8400

1. Punjab Government, Finance Department Notification No. FD.PC.2-1/87, dated 27 July, 1987.

**F - REVISED BASIC PAY SCALES, ALLOWANCES AND OTHER FRINGE BENEFITS
(Effective from 1-7-1991)¹**

<i>Pay Scale No.</i>	<i>Existing Basic Pay Scale</i>	<i>Revised Basic Pay Scales</i>
1.	600-13-860	920-26-1310
2.	625-16-945	945-32-1425
3.	650-19-1030	975-37-1530
4.	675-22-1115	1005-43-1650
5.	700-25 -1200	1035-49-1770
6.	725-28-1285	1065-54-1875
7.	750-31-1370	1095-60-1995
8.	790-34-1470	1140-65-2115
9.	830-38-1590	1185-72-2265
10.	870-42-1710	1230-79-2415
11.	910-46-1830	1275-86-2565
12.	970-52-2010	1355-96-2795
13.	1035-58-2195	1440-107-3045
14.	1100-64-2380	1530-119-3315
15.	1165-71-2585	1620-131-3585
16.	1350-105-2925	1875-146-4065
17.	2065-155-3925	2870-215-5450
18.	2710-195-4660	3765-271-6475
19.	4130-205-5770	5740-285-8020
20.	4900-235-6780	6810-325 -9410
21.	5420-290-7740	7535-405 -10775
22.	5800-325-8400	8075- 450-11675

[Allowed two more stages in the Salaries of Officers in BPS-19 and above to those who reach the maximum of the Scales w.e.f 1st June, 1991.

ENHANCED PAY SCALES

19.	4130-205-5770	5740-285 -8590
20.	4900-235-6780	6810-325 -10060
21.	5420-290-7740	7535-405 -11585
22.	5800-325-8400	8075- 450-12575] ²

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1. Punjab Government, Finance Department Notification No. FD.PC.2-2/91, dated Lahore 1st August, 1991.
 2. Punjab Government, Finance Department Notification No. FD.PC.2-3/91, dated Lahore 31st March, 1992.

**G - REVISED BASIC PAY SCALES, ALLOWANCES AND OTHER FRINGE BENEFITS
(Effective from 1-6-1994)¹**

<i>Pay Scale No.</i>	<i>Existing Basic Pay Scale</i>	<i>Revised Basic Pay Scales</i>
1.	920-26-1310	1245-35-1770
2.	945-32-1425	1275-44-1935
3.	975-37-1530	1320-50-2070
4.	1005-43-1650	1360-58-2230
5.	1035-49-1770	1400-66-2390
6.	1065-54-1875	1440-73-2535
7.	1095-60-1995	1480-81-2695
8.	1140-65-2115	1540-88-2860
9.	1185-72-2265	1605-97-3060
10.	1230-79-2415	1660-107-3265
11.	1275-86-2565	1725-116-3465
12.	1355-96-2795	1830-130-3780
13.	1440-107-3045	1950-144-4110
14.	1530-119-3355	2065-161-4400
15.	1620-131-3585	2190-177-4845
16.	1875-146-4065	2535-197-5490
17.	2870-215-5450	3880-290-7360
18.	3765-271-6475	5085-366-8745
19.	5740-285-8590	7750-385-11600
20.	6810-325 –10060	9195-440-13595
21.	7535-405 –11585	10190-545-15640
22.	8075- 450-12575	10900-610-17000

1. Punjab Government, Finance Department Notification No. AB-IV-14-1/99, dated 25th August 1994.

**H - REVISED BASIC PAY SCALES, ALLOWANCES AND OTHER FRINGE BENEFITS
(Effective from 1-12-2001)¹**

<i>Pay Scale No.</i>	<i>Existing Basic Pay Scale</i>	<i>Revised Basic Pay Scales</i>
1.	1245-35-1770	1870-55-3520
2.	1275-44-1935	1915-65-3865
3.	1320-50-2070	1980-75-4230
4.	1360-58-2230	2040-85-4590
5.	1400-66-2390	2100-100-5100
6.	1440-73-2535	2160-110-5460
7.	1480-81-2695	2220-120-5820
8.	1540-88-2860	2310-130-6210
9.	1605-97-3060	2410-145-6760
10.	1660-107-3265	2490-160-7290
11.	1725-116-3465	2590-175-7840
12.	1830-130-3780	2745-195-8595
13.	1950-144-4110	2925-215-9375
14.	2065-161-4400	3100-240-10300
15.	2190-177-4845	3285-265-11235
16.	2535-197-5490	3805-295-12655
17.	3880-290-7360	6210-465-15510
18.	5085-366-8745	8135-585-19835
19.	7750-385-11600	12400-615-24700
20.	9195-440-13595	14710-950-28010
21.	10190-545-15640	16305-1070-31285
22.	10900-610-17000	17440-1250-34940

1. Punjab Government, Finance Department Notification No. FD-PC-2-1/2001, dated Lahore, the 22nd October, 2001.

Selection Grade in the scheme of Basic Pay Scales and Move-over scheme shall stand discontinued w.e.f. the date of issue of this circular letter.

The existing scheme of advance increments is discontinued w.e.f. 1-12-2001. A fresh scheme, if any will be introduced in due course.

A -MOVE-OVER TEACHING/RESEARCH STAFF

[Move-Over upto BPS-20 to a Teacher/Research Officer/Research Scholar/ Research Associate.]¹

1. Move-Over shall be allowed upto BPS-20 a Teacher/Research officer/ Research Scholar/Research Associate who has reached the maximum of his scale on, before or subsequent to 1 December 1983, subject to the following conditions:-
 - (i) Teaching/Research staff reaching the maximum of scale be given Move-over to higher scale in the University.
 - (ii) The person concerned is declared fit for move-over after examination of his Annual Confidential Reports and other relevant record, if any, pertaining to his service; provided that higher academic qualifications prescribed for recruitment to higher posts in the University in basic pay scales 18, 19 and 20 shall be ignored for the purpose of determination of suitability for move-over to the higher scale.
 - (iii) The person concerned has rendered the minimum length of service in basic pay scale No. 17 and above as indicated below for move-over, respectively, to basic pay scale No.18, 19, and 20.

<u>Pay Scale</u>	<u>Length of Service</u>
B-18	7 years
B-19	13 years
B-20	15 years

NOTE: For the purpose of this statute, a person who entered service in scale B-18 by initial recruitment shall be deemed to have completed 7 years service and a person who entered service in scale B-19 by initial recruitment shall be deemed to have completed 13 years service in scale B-17 and above.

B --MOVE-OVER ADMINISTRATIVE/TECHNICAL STAFF

[Move-over upto BPS-20 shall be allowed to Officers/Employees in BPS-16, 17,18 and 19 other than a Teacher/Research Officer/Research Scholar/Research Associate.]²

- (i) (a) The existing provisions regarding the concession of move-over without promotion to the next higher pay scale of employees in Revised National Pay Scale 1(B-1) to Revised National Pay Scale 16(B-16) shall continue to be applicable in this scheme;

1. Approved by the Governor/Chancellor vide letter No. SO. (Univ.)1/9-85, dated 22 July, 1985.

2. Government of the Punjab, Finance Department Notification No. FD.PC.2-1/83, dated 25 August, 1983.

- (b) Cases of move-over from BPS-1 to BPS-15 will be scrutinized and recommended by the Registrar. The final sanction of move-over in such cases shall be granted by the Vice-Chancellor.
- (ii) Cases of move-over from BPS-16 and above will be scrutinized and recommended by a committee appointed by the Vice-Chancellor and final sanction shall be granted by the Vice-Chancellor in accordance with the provisions contained in letter No.S.O.AB-III-4-10/86, dated 14 May, 1986, issued by the Government of the Punjab, Finance Department.

CHAPTER II - TERMS AND CONDITIONS OF SERVICE

1. Definitions:

[In these Statutes:

- (a) "*Service*" means the whole period of continuous service including periods spent on leave ;
- (b) "*active service*" means the time spent:
 - (i) on duty ;
 - (ii) on subsidiary leave ;
 - (iii) on privilege leave ;
 - (iv) on recognised vacation, provided that the employee is not absent on furlough or extraordinary leave during the period of such vacation ;
- (c) "*salary*" means the amount of the monthly pay and allowances granted by the University to any employee ;
- (d) "*average monthly salary*" means the salary which any employee has earned during so much of his active service as is within 12 complete months preceding the day on which he proceeds on leave, divided by the number of months on which calculation is made; and
- (e) "*furlough*" means leave other than privilege leave, vacation, extraordinary leave, and leave on medical certificate;
- (f) terms not expressly defined in these Statutes shall bear the same interpretation as they bear in the Civil Service Rules.]¹

1. University of the Punjab Calendar Vol. I (1963-64) page 172.

2. Classification:

[The Classification of Teaching, Administrative and other Staff of the University shall be as follows:-

Class `A'	Employees placed in BPS-17 and above or in grade equivalent to any one of these pay scales.
Class `B'	Employees placed in BPS 10 to BPS 16.
Class `C'	Employees placed in BPS 5 to BPS 9.
Class `D'	Employees placed in BPS 1 to BPS 4] ¹

3. University Teachers:

[Notwithstanding anything to the contrary contained in the University Ordinances/Statutes regarding the conditions of service, grades, etc., of the University employees, whole-time paid teachers, other than those who opt for the old grades, employed in the University Teaching Departments, Constituent Colleges and Institute of Education and Research, shall be placed in the following pay scales and shall be governed by the under mentioned conditions:-

I. PAY SCALES

1. (a) (i) The University teachers shall get the following Basic Pay Scales: -]²

(a)	Lecturers	BPS-17
(b)	Assistant Professors	BPS-18
(c)	Associate Professors	BPS-19
(d)	Professors, Principals of Constituent Colleges and Director of Institute of Education and Research.	BPS-20

[(e) Meritorious Professors BPS-21/22]³

Revised Basic Pay scales have been introduced with effect from 1 July 1987.

(ii) (a) A professor or Principal of a Constituent College when appointed as Dean of a Faculty shall be entitled to a Special Pay of Rs. 300/- per mensem.

1. Punjab Government, Education Department No. S. O. (UNIV.)1/6-78-III, dated 4 March, 1980, Notified vide Registrar's No. 225/G.M., dated 10 March, 1980.

2. These National Pay Scales have been replaced by Basic Pay Scales with effect from 1 July, 1983.

3. In order to adopt the scheme for grant of BPS-21 and 22 with allowances and fringe benefits in the cadre of University Professors working in BPS-20, the Statutes are framed in pursuance of the Government of Pakistan Finance Division O.M.No. 2(3)-R/3/86, dated 13th October, 1988.

- (b) A professor when appointed as Principal of a Constituent College shall be entitled to a Special Pay of Rs. 300/- per mensem.

Provided that the special pay of Rs. 300/- per mensem shall be admissible only to a Dean who is working as a whole time paid Professor or Principal of a Constituent College in the University and performs the duties of a Dean in addition to his normal Professorial duties.

Provided further that one and the same person shall not be entitled to draw more than one of the special pays mentioned in (ii)(a) and (b).

- (c) Director, Institute of Education and Research, shall be entitled to a Special Pay of Rs. 175/- per mensem.
- (d) A Principal of a Constituent College, who is not a Professor, shall draw a special pay of Rs. 300/- per mensem.
- (b) The fixation of pay in the above grades shall be effective from 1 July, 1983 and the date of first increment shall be 1 December, 1983 as admissible under the provisions of the Basic Pay Scales Scheme, contained in the Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1983.
- (c) All individual cases of hardship and anomalies that may arise out of the application of the National Pay Scale Rules be referred to an [Anomaly Committee]¹ to be appointed by the Syndicate of the University.

II. QUALIFICATIONS

The qualifications and experience for appointment and recruitment to various cadres of University teachers shall be as below:

(a) **Lecturers:**

1st Class Master's Degree in Arts or Science /1st Class B.Sc. (Engg.)/1st Class LL.B/[1st Class B. Pharmacy]² or equivalent qualifications.

(b) **Assistant Professors:**

- (i) Educational qualifications as in (a) above and 6 years' teaching/ [research experience]³ in a recognized University or

1. Finance Committee to Act as Anomaly Committee [Chancellor's Committee and Finance Committee, joint meeting dated 10 March 1975, Paragraph 1(3).]

2. Approved by the Senate dated 28-9-1992.

3. The period spent on securing a research degree such as Ph.D. or M.A by research be counted towards the total period of their research experience at a maximum of four years for Ph.D. and two years for M.A. (The Senate Approved on 17-9-1990 and notified vide Registrar's No.04-A/G.S dated 20-1-1991.)

a post-graduate institution as a Lecturer or professional experience in a national or international organization.

OR

- (ii) Master's Degree from a Foreign University or M. Phil. from a Pakistani University plus 4 years' teaching/research experience in a recognized University as a Lecturer or in a post-Graduate institute or professional experience in the relevant field in a national or international organization.

OR

- (iii) Ph.D. with 2 years' teaching/research experience in a recognized University professional experience in the relevant field in a national or international organization.

(c) ***Associate Professors:***

- (i) Master's Degree [B.Sc. (Engg.)/LL.B.]¹ with 13 years' teaching/ research experience in a recognised University or professional experience in the relevant field in a national or international organization plus 5 research publications in journals of international repute.

OR

- (ii) Ph.D. with 10 years' teaching/research experience in a recognized University or professional experience in the relevant field in a national or international organization plus 5 research publications in Journals of international repute.

(d) ***Professors, Principals of Constituent Colleges and Director, Institute of Education and Research:***

- (i) Master's Degree/M. Phil. [B.Sc. (Engg.)/LL.B.]² with 18 year's teaching/research experience in a recognised University or professional experience in the relevant field in a national or international organization plus 8 research publications in Journals of international repute.

OR

- (ii) Ph.D. with 15 years' teaching/research experience in a recognized University or professional experience in the relevant field in a national or international organization plus 8 research publications in Journals of international repute.

1. Registrar's No. 1854/G.M. dated 31 October, 1975.

2. Approved by the syndicate dated 12-1-1978, para. 7(5).

- (e) (c)(i) and (d)(i) above shall remain operative only for a period of [3 years]¹ to provide opportunities to existing members of the staff in the University to improve their qualifications.
- (f) For a period of two years publications in lieu of research will be evaluated by a Committee to be set up by the University Grants Commission.
- (g) In case of any difficulty in determining the equivalence of degrees and experience in technical and professional subjects, the University Grants Commission will be consulted]².

III. METHOD OF APPOINTMENT

- (1) [The Syndicate shall have the power to appoint University Teachers on the recommendation of the Selection Board.]³
- (2) [The Chancellor may fill any post in the University by appointing a person in the service of Government, or an officer, teacher or other employee of any other University or educational or research institution set up or established by Government or by a University in the Province of the Punjab.

Provided that in the case of a teaching post in the University the appointment shall not be made without consulting the Selection Board of the University.]⁴

IV. CERTIFICATE OF PHYSICAL FITNESS

[Notwithstanding anything to the contrary in the Statutes, no person shall be recruited as a whole-time teacher in the service of the University by direct appointment unless he produces a medical certificate of [Physical fitness]⁵ from University Chief Medical Officer or in his absence, from, the Medical Superintendent, Lahore.

Provided that the competent authority may, in individual cases, dispense with the production of a medical certificate and may by general order exempt Teachers appointed for a short period *not exceeding six months* from the operation of the above clause]⁶

-
- 1. Three years are to be counted from 26 July, 1989, Government of the Punjab Education Department No. S.O.(Univ)5-4/89 dated 26 July, 1989. (Notified vide Registrar's No. 297/G.S. dated 16 August, 1989.)
 - 2. Punjab Government, Education Department No. SO(Univ.)1-6/73(II), dated 16 April, 1975. These Statutes shall replace the "Ordinance pertaining to Revised Consolidated Grades, etc., of University Teachers," introduced with effect from 1 June, 1970, which shall stand abrogated except for those in-service Teachers who opt for the old pay scales. (Notified vide Registrar's No. 682/G.M. dated 16 April, 1975).
 - 3. Section 26(2) (s) of the University of the Punjab Act, 1973.
 - 4. Sub Section (2) of Section 44-A of the University of the Punjab Act, 1973.
 - 5. Instructions issued by the Government of the Punjab shall be followed for determining the Physical/Medical fitness of persons seeking employment in the University vide Punjab Government, Education Department No. OSD(Univ.)5/10-70/I, dated 11 August, 1972. (Notified vide Registrar's No. 940/G.M., dated 17 August, 1972.)
 - 6. Chancellor's No. G.S. 64/ 1735, dated 10 December, 1954.

V. PROBATION AND CONFIRMATION

[Unless otherwise decided by the Syndicate, the members of the Teaching Staff appointed to permanent vacancies shall ordinarily remain on probation for a period of [two years]¹, which may be extended by another year. The total period of probation shall not exceed three years. The period spent on leave, other than casual leave, may be excluded for reckoning the period of probation.

An employee who proceeds abroad for higher studies during the period of his probation shall be considered for confirmation only after he has completed the remaining part of the prescribed period of his probation after return from abroad. Notwithstanding anything herein before contained, the period of probation in such cases would be deemed to have been extended proportionately.

Provided that officiating service in a corresponding or higher post may be reckoned as the period spent on probation in the post to which he was so appointed.]²

VI. ADVANCE INCREMENTS

- (i) University Lecturers with Ph.D. shall get six advance increments on entry into service in the University. Those with Master's degree from a foreign University or M. Phil/ LL.M./ M. Sc.(Engg.) from a University in Pakistan shall receive four advance increments.
- (ii) For in-service University Teachers four advance increments shall be given for obtaining a Ph.D.(to be completed within four years), two for Master's degree (from abroad) or M. Phil/ LL. M/ M. Sc. (Engg.) from Pakistan, in addition to their normal increments. Provided that such in-service teachers who undertake higher studies on leave without pay shall get a minimum of six advance increments for obtaining Ph.D. and four for Master's degree (from abroad) or M.Phil./LL.M/ M. Sc. (Engg.) from Pakistan.
- (iii) In order to attract talent to the University two increments over the initial stage shall be given to a fresh entrant as lecturer, if he is a first-class first in the examination prescribed as minimum qualification for appointment as Lecturer; or if he is a first divisioner throughout i.e., from Matric to M.A./M.Sc./LL.B./B.Sc.(Engg.)/M.Com./M.Pharmacy/M. Ed. and one increment to a person who has secured first class in three out of four examinations or first class first in two examinations other than the one prescribed as minimum qualification for appointment as Lecturer provided that:-
 - (a) In case of LL.B. one increment shall be given to a person who has obtained first class in three out of four/five examinations.

1. The probationary period of appointees already confirmed against one position or the other in the University will be one year and not two years. (Syndicate 20 September, 1976, paragraphs 3 and 4.)

2. Punjab Government, Education Department No. S.O.(Univ.)5/10-67, dated 9 October, 1967. (Notified vide Registrar's No. 1514/G.M. dated 17 October, 1967.)

- (b) In case of B.Sc.(Engg.)/[B. Pharmacy]¹ one increment shall be given to a person who has obtained first class in two out of three examinations.]²

VII. QUALIFICATION ALLOWANCE

[Ph. D/D. Sc. Allowance

University Teachers who possess/acquire Ph.D./D.Sc. degree from any recognized University shall get Qualification allowance @ Rs. 1,500/- per mensem in accordance with the provisions contained in the Government of Pakistan, Finance Division Notifications No. F.1(97)-R.3/85 dated 26 December,1985 and No.F.(97)-R.3/83 dated 8 January, 1986.]³

[Special Science & Technology Allowance

University Teachers who have obtained Ph.D degree in Science & Technology in the year of 1997 or before, shall get qualification allowance @ 5000/-p.m. w.e.f. 1-7-2001 under the condition imposed by the Govt. of Pakistan, Finance Division, (Regulation wing) Islamabad office memorandum No. F.1(9) imp/2000 dated 8th May, 2002.]⁴

[Ph. D Stipend

All categories of University teachers/officers for doing Ph.D from the University of the Punjab as well as from other than Punjab University shall get Ph.D stipend @ Rs.2500/-p.m. w.e.f. 1-7-2002.]⁵

[Special Allowance for M.Phil / LL.M

Special Allowance at the rate of 50% of the Ph.D. Allowance per month to those employees of the University who possess the M.Phil/LL.M. Degree, from the date of the notification of the final result for those who are already in service, and with effect from the date of joining service to those employees who already possess M.Phil/LL.M. degree and joined service after the date of issuance of this office order, in accordance with the Government of the Punjab Finance Department's Circular letter's No. FD (SR-I) 10-6/85 dated 20 September 1990, 16 March, 1991 and 14 September, 1991.]⁶

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1. Approved by the senate dated 28-9-1992.
 2. Punjab Government Education Department No. S.O.(Univ.)1/196-77, dated 26 June, 1979. (Notified vide Registrar's No. 628/G.M. dated 9 July, 1979.)
 3. Approved by the Vice-Chancellor on behalf of the Competent Bodies .
 4. Notified vide Registrar's No. D / 690/R dated 5-9-2002.
 5. (Approved by the Syndicate dated 6-7-2002, Notified vide Treasurer's No.D/139-45/Finance, dated 27-7-2002).
 6. Notified vide Treasurer's No. 1189/Budget dated 13-05-1992. (Approved by the syndicate dated 17- 2-1994.)

[Special Allowance for Master's Degree from abroad/M.Sc (Engineering) degree from Pakistan.

Special Allowance @ 50% of the Ph.D Allowance per month to those employees of the University who passed Master's degree from abroad/M.Sc (Engineering) degree from Pakistan with effect from the date of notification of the final result for those who are already in service, or with effect from 1 January 1986, whichever date be later, and with effect from the date of joining service to those employee who already possess Master's degree from aboard/M.Sc.(Engineering) degree from Pakistan and joined service after 13 May 1992, in accordance with the Government of the Punjab, Finance Department's circular letters No FD(SR-I)10-6/85 dated 20 September, 1992, 16 March, 1991 and 14 September, 1992.]¹

[University Teachers who possess/acquire the following Qualifications will get the qualification allowance @ mentioned against each:-

- (a). Part-III (ICMA/ICWA)____Rs. 300/. P.M
- (b). Part-V (ICMA/ICWA)____Rs. 800/. P.M
- (c). Chartered Accountants ____Rs. 800/. P.M Where FCA, ACA is not the minimum qualification prescribed for the post]²

1. Notified vide Treasurer's No. 3055/Budget dated 15-11-1992. (Approved by the syndicate dated 17-2-1994.)

2. Adopted the Government of the Pakistan Finance Division Notification No. F.I (12)-IMP.11/91 dated 19-9-1991 by the Syndicate at its meeting dated 7-6-2000.

VIII. REWARD FOR ORIGINAL RESEARCH WORK OF EXCEPTIONAL MERIT

[The Syndicate may, on account of original research work of exceptional merit, done by a member of the teaching staff, give him a suitable reward on the recommendations of the Selection Board, it being understood that the Selection Board before making its recommendations, shall obtain the advice of two [specialists]¹ in the subject concerned.]²

IX. RESIDENTIAL ACCOMMODATION

[University teachers not provided with accommodation by the University shall be paid house rent allowance [@ of 50% of their initial of the pay Scales w.e.f 1-7-1998]³ as admissible in the Scheme of Basic Pay Scales 1983 and Subsequent Notifications issued by the Finance Department, Government of the Punjab.]⁴

X. PART TIME TEACHERS

(a) *Part-Time Lecturers/Associate Professors in the Law College.*

1. They shall be paid a remuneration on lecture basis at the prescribed rates.
2. Their appointments shall be renewed every year.
3. Subject to the exigencies of work, they may be permitted leave of absence upto 16 lectures during the session.

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1. (a) The Vice-Chancellor might, in the first instance, refer the research publications to a local expert in the field for preliminary assessment and that, if the report of the local expert was favourable, only then the published work should be referred to two experts (usually foreigners) for final assessment. (Approved by the Selection Board and Syndicate at their meetings held on 13 September 1969 and 1 October, 1969.)
 - (b) Teachers applying for grant of advance increments on the basis of published research work should do so within two years of the date of its publication. (Approved by the Selection Board and Syndicate at their meetings held on 10 March, 1970 and 11 April 1970.)
 - (c) No advance increment should be given on the basis of research work done in collaboration with other persons. (Approved by the Selection Board and Chancellor's Committee at their meetings held on 30 August, 1973 and 12 September, 1973, respectively.)
 - (d) Appointment of a local expert for preliminary assessment eliminated. (Approved by the Selection Board and Syndicate at their meetings held on 9 June, and 29 June, 1977, respectively.)
 2. University of the Punjab Calendar, Vol-1(1963-64) page 174.
 3. Approved by the Senate, dated 14th July, 1999.
 4. Punjab Government Finance Department No. F.D.P.C-2-1/83 dated 25 August, 1983. For allotment of University accommodation see Chapter IV of Part V of this Calendar.

4. During the academic session, part-time lecturers may be granted leave beyond the limit prescribed in Statute (3) above subject to the approval of the Dean of the Law Faculty and the fact reported to the Law College Committee for such action as they may deem necessary.
5. They shall to deliver upto 8 lectures per week in addition to such duties of extra-curricular nature as the Principal may specify.
6. The regularity of the teacher, apart from other considerations shall be considered at the time of re-appointment every year. A teacher who merely takes the attendance or does not take his full period shall be deemed to have absented himself from his period and the necessary deduction made from his salary.

Provided that these Statutes shall apply to:-

- (a) Persons appointed or re-appointed after the enforcement of these Statutes; and
 - (b) Persons amongst the old employees who opt for these Statutes.
7. The same conditions of service shall be applicable to Part-time Associate Professors of Law also, subject to the following provision:
 - (a) They shall be required to deliver half the number of lectures per week fixed for the Part-time Law Lecturers.
 - (b) In their case the leave of absence on full pay shall not exceed 8 lectures and leave for special reasons shall not exceed 6 lectures during the academic session but a deduction of Rs. 50/- per lecture shall be made for the period of leave in the later case.]¹

1. University of the Punjab Calendar, Vol. I (1963-64) pages 175-76.

(b) [Lectures on part time basis by University Teachers]¹

[The rates of remuneration to part-time teachers have been fixed as below subject to the condition that conveyance charges will not be paid:-

- | | | |
|-----|---|--------------------------------------|
| (1) | Professor | (BPS-20,21)—Rs.600/-per Lecture |
| (2) | Associate Professor | (BPS-19) —Rs.500/-per Lecture |
| (3) | Assistant Professor/
Lecturer/Contract/Part time | (BPS-17,18)—Rs.400/-per Lecture |
| (4) | Teacher of Eminence | Rs. 600/- per Lecture.] ² |

Three practical hours be counted equivalent to two theory lectures for the purposes of payment.

[Upper Ceiling of remuneration has been fixed as follows:-

- (i) Rs. 1.50 lac for teachers working in BPS-20,21
- (ii) Rs. 1.20 lac for teachers working in BPS-19
- (iii) Rs. 1.00 lac for teachers working in BPS-18,17]³

4. Administrative, Technical and Library Staff:**I. PAY SCALES****(a) CLASS `A`**

[The pay scales of the employees of Class `A` of the University of the Punjab (other than the teaching staff), vide Appendix `A` shall have effect from the 1st day of March, 1972, subject to the condition that on fixation in these scales, no arrears shall be payable in respect of the period prior to the 1st August, 1973.

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1. No University teacher should deliver lectures in another Teaching Department/Constituent College except with the consent of the Principals/Chairmen of the borrowing and lending Departments/Colleges and the prior approval of the Vice-Chancellor. Payment for the extra lectures should be made on the production of a certificate from the Chairman/Principal of the Department /College concerned to the effect that the teacher was carrying full load of teaching work prescribed in the West Pakistan (University of the Punjab) Ordinance, 1961, and that the lectures delivered by him in another Department/College were in addition to the prescribed load of teaching work. No whole-time teacher of a Department /College of the University could be appointed as a part-time lecturer in another or same Department/College on a fixed monthly remuneration. A teacher could only be paid on lecture basis for the extra lectures delivered by him in another or same Department/College in addition to the prescribed load of teaching work in his own Department/College. (Chancellor's Committee 31 March 1975, paragraph 5(3).)
 2. Notified vide Treasurer's No.D/549/Finance dated 5-9-2001 (Approved by the Syndicate, dated 7-7-2001).
 3. Approved by the Syndicate dated 7-7-2001.

The pay of the employees in the National Pay Scales shall be fixed in accordance with the Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973, published in Notification No. FD-PR-2-2/72, dated 17th December, 1973, and in accordance with the provisions contained in the subsequent Notifications issued by the Government of the Punjab on the subject.

In cases where the operation of these rules causes undue hardship to a University employee, the Selection Board/Syndicate may, for reasons to be recorded in writing, relax any of these in his favour.

The employees of Class `A' of the University of the Punjab (other than the Teaching Staff) shall be entitled to grant of such compensatory allowances/special pays as are admissible to Gazetted Government servants, vide letter No. FD-PR-2-2/72(A) dated 17th December 1973, of the Additional Finance Secretary, Government of the Punjab.]¹

1. Chancellor's approval conveyed vide Punjab Government Education Department letter No. S.O.(Univ.) 1/6-70/73 dated 14 May, 1980. (Notified vide Registrar's No. 955/G.M. dated 2 October 1980. Revised National Pay Scales have become effective from 1 May, 1977)

APPENDIX `A'

Designation of the posts	Scales No.	Remarks
1	2	3
Research Supervisor (Social Sciences Research Centre)	17	
Research Assistant	17	
[Editor (Urdu Encyclopedia of Islam).] ¹	17	
Pharmacist	17	
Public Relation Officer	17	
Autographist	17	
Cataloguer of Manu-scripts	17	
Assistant Registrar	17	
Assistant Controller (Exams.)	17	
Assistant Treasurer	17	
[Statistical Officer]*	17	
[Senior Librarian] ²	17	
[Assistant Director Sports & Games] ³	17	
P.S. to Vice-Chancellor, P.V.C, Registrar, Controller & Treasurer.	17	

1. *Requirements as advertised in January, 1977:* High attainments in Oriental Studies, ability to consult reference books in European Languages and extensive experience of research and to assist the Chief Editor, Urdu Encyclopaedia of Islam, in the editorial work such as final revision of articles for inclusion in the Urdu Encyclopaedia of Islam, writing original articles, etc., preference will be given to candidates having experience of the work of this type.

*. Included in General cader, Approved by the Syndicate dated, 23-12-1999.)

2. *Requirements:* Candidates should possess degree of Master in Library Science with five years' experience in Library work. Notification No. 955/G.M. dated 2 October 1980.

3. *Requirements as advertised in September 1976:* Applicants should be graduates with Senior Diploma in Physical Education; should have at least 10 years experience in conducting sports and games at University/ Education Board level, and should be able to coach and impart instruction in at least two major games.

Chief Technician	17		
Research Officer for Mosques Department	17		
Superintendent Work Shop	17		
Assistant Adviser (Students) ¹	17		
[Assistant Medical Officer] ²	17		Plus 5 Advance Increments for the period 1 st October 1974 to 30 th April, 1977.
Graduate Engineer	17	Plus Technical pay of Rs 50/-P.M.	Technical pay merged.
Electrical Engineer	17	Plus Technical pay of Rs 75/-P.M.	Technical pay merged.
[Imam cum Khateeb] ³ (New Campus)	17		
Chief Technician	17		
Maintenance Engineer	18		
[Secretary to Vice-Chancellor] ⁴	18		
[Engineer Architect] ⁵	18	Plus Technical pay of Rs 75/-P.M.	Technical pay merged.

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1. a) NPS approved vide Punjab Government, Education Department No. S.O.(Univ.)1/6-73-II, dated 13 March, 1976. Notified vide Registrar's No. 707/G.M. dated 20 March, 1976.
b) Minimum qualifications as advertised in May 1976.
 - i) Second Class Master's Degree preferably in one of the Social Sciences.
 - ii) At least five years' experience of dealing with student problems relating to food, organizing extra-curricular activities with experience of dealing with students from abroad.
 - iii) Administrative experience will be an additional qualification.
(Included in General Cader, Approved by the Syndicate dated 23-12-1999)
 2. NPS approved vide Punjab Government, Education Department No. S.O.(Univ.)1/200-77 dated 25 January 1987. Notified vide Registrar's No. 119/G.M. dated 28 January 1978.
 3. NPS approved vide Punjab Government Education Department No. S.O.(Univ.)1/6-70/73 dated 22 May, 1982. Notified vide Registrar's No. 465/G.M dated 29 May, 1982
 4. The post of secretary to Vice-Chancellor has been up-graded in BPS-18 from BPS-17, vide Registrar's No.8568-72/Est-II, dated 5-9-1988.
 5. NPS approved vide Punjab Government, Education Department No. S.O.(Univ.)1/6-73-II dated 13 March, 1976. Notified vide Registrar's No. 706/G.M. dated 26 March, 1976.

[Staff Officer	18] ¹		
Audit Officer	18		
Senior Medical Officer	18	Plus Technical pay of Rs 75/-P.M.	Technical pay merged.
[Deputy Registrar] ²	18		
Deputy Controller (Examinations)	18		
Deputy Treasurer	18		
[Deputy Registrar (Affiliation)	18] ³		
Senior Editor (Urdu Encyclopedia of Islam)	18		
[Deputy Chief Librarian] ⁴	18		
Associate Director (Social Sciences Research Centre)	18		
[Superintendent Press] ⁵	18		
Directress Sports & Games	[19] ⁶		

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1. The post of staff officer in the Vice –Chancellor’s office has been up-graded in BPS-18 from BPS-17. (Approved by the Syndicate dated, 6-7-2002).
 2. *Requirements as advertised in January, 1978:*
 - a) Applicants should be graduates from a recognized University. Preference will be given to candidates with high academic attainments and office experience.
 - b) Applicants should be able to produce documentary evidence that they have held posts requiring initiative, drive and organizational ability in a big Government or Semi-Government organization.
 3. Approved by the Syndicate, dated 26-1-2002.
 4. Subject to the approval of the Chancellor. Post of Deputy Librarian re-designated as Deputy Chief Librarian. Syndicate dated 14 April, 1983.
 5. *Requirements as advertised in January, 1977:* Diploma in printing technology/Graphic Reproduction/ Printing Administration in the relevant field obtained as a result of at least 2 years full time studies from a recognized foreign Institute with 10 years experience in Industry in the relevant subject after obtaining the technical qualification.
 6. The post has been upgraded from BPS 17 to BPS 19 by the F.C dated 28-4-1997 and approved by the syndicate dated 2-8-1997.

[Director Sports & Games] ¹	19	
[Chief Librarian] ²	19	i) For Promotion: 13 years' Class `A' Service. ii) For direct recruitment: Master's Degree in Library Science and 13 years' professional experience in a Library of repute or Ph.D. in Library Science and 10 years' professional experience in a Library of repute.
Resident Officer I&II	19	
[Additional Registrar	19	
Additional Treasurer	19	
Additional Controller	19] ³	
Registrar	20*	i) For promotion: 13 years' Class `A" Service.
[Controller of Examinations] ⁴	20*	ii) For direct recruit- ment: 10 years' experience of educational administration in Class I post or an equivalent post.
Treasurer	20*	

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1. *Requirements as advertised in September 1976:* Applicants should be graduates of a recognized University and possess Senior Diploma in Physical Education or equivalent qualifications from a recognized University or Institution; have 10 years' coaching and training experience in at least two major games with sufficient experience of organizing University/Education Board Sports and games and conducting camps for coaching and training of athletes and sportsmen: must be fully conversant with the latest techniques in the field of sports and physical education and must have been good players in any one of the major games.
 2. NPS approved vide Punjab Government, Education Department, No. S.O. (Univ.)1/6-73(II), dated 19 May, 1975 Notified vide Registrar's No. 938/G.M. dated 31 May, 1975. Post Re-designated as Chief Librarian vide Syndicate dated 14 -4-1983. Approval of the Chancellor sought vide letter No. 799/G dated 19 November, 1986.
 3. Approved by the Syndicate, dated 26-1-2002.
 4. *Requirements as advertised in January, 1978:* Applicants should be graduates of a recognized University with high academic attainments and Administrative experience. They should be able to produce documentary evidence that they have held posts requiring initiative, drive and organisational ability in a big Government or Semi-Government organisation.
- *. The Posts of Registrar, Controller of Examinations and Treasurers have been up-graded in BPS-20(Subject to the Approval of the Chancellor).

[Chief Medical Officer] ¹	20	i) For promotion: 13 years' Class `A' Service and Post-graduate medical qualification. ii) For direct recruitment: 10 years' professional experience and post-graduate medical qualification.
Director (Social Sciences Research Centre)	[20] ²	For direct recruitment: 10 years' experience of research/ teaching in Class I post or an equivalent post.

(b) Classes B, C and D.

- [(1) The National Pay Scales of the Employees of Classes B, C & D of the University of the Punjab, vide Appendix `A' shall have effect from the 1st day of March 1972.
- (2) The pay of the employees in the National Pay Scales shall be fixed in accordance with the Government of the Punjab Rules published in Notification No. F.D. (SRI)-1-39/70(Vol.III) dated 2nd June, 1972, and in accordance with the provisions contained in the subsequent Notifications issued by the Government of the Punjab on the subject.
- (3) In supersession of all previous Ordinances and orders, the Compensatory Allowances and other benefits mentioned in Government of the Punjab Finance Department's letter No. F.D.(SRI)-I-39/70 (Vol.III) (A), dated 2nd June, 1972, shall be admissible to the employees of Classes, B,C & D of the University of the Punjab drawing pay in the Pay Scales.]³

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1. NPS approved vide Punjab Government, Education Department No. S.O. (Univ.)1/168-74, dated 10 January, 1975. Notified vide Registrar's No. 12/R dated 21 January, 1975.
 2. The post of Director, Social Sciences Research Centre has been upgraded in BPS-20,(Approved by the Syndicate dated 2nd August, 1997.)
 3. Chancellor's No. OSD(Univ.)5/10-70/II, dated 15 August, 1972. Notified vide Registrar's No. 1030/G.M. dated 16 September, 1972.
- Note: Revised National Pay Scales notified by the Govt. vide No. FD-PC-2-1/77 dated 16 May, 1977 have become effective from 1 May, 1977.

APPENDIX `A`

Sr. No.	Designation of the posts	Scale No.	Remarks
2		3	4
	Record Keeper-cum-Daftri	1	
	Attendant	1	
	Senior Studio Attendant	1	
	Jamadar	1	
	Senior Attendant (Library)	1	
	Studio Attendant	1	
	Peon	1	
	Farrash	1	
	Cart-Man	1	
	Water-Man	1	
	Gate-Man	1	
	Chaukidar	1	
	Farmer	1	
	Bhishti	1	
	Sweeper	1	
	Coolie	1	
	Chain-Man	1	
	Baildar	1	
	Baildar Attendant	1	
	Khalasi	1	
	Mali	1	
	Ground-Man	1	
	Electric Coolie	1	
	Sewerman	1	

Pumping Coolie	1	
Lady Attendant	1	
Lady Peon	1	
Tube-well Attendant (helper)	1	
*Armed Guard	2	[*Plus Rs.20/-per mansum as special pay] ¹
Library Attendant	2	
[Janitor] ²	2	
Junior [Lab. Attendant] ³	2	
Daftri	2	
[Machine Assistant	2	
Junior Binder	2	
Mono Coolie	2	
Shift Man	2	
Store Coolie] ⁴	2	
Head Mali (Law College)	3	
Senior Lab. Attendant	3	
Head Groundman	3	
[Distributor	3	
Senior Binder] ⁵	3	
Munshi	3	

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1. Enhanced from Rs. 5/- to Rs. 20/- p.m. as Armed Guard allowance w.e.f. 1-7-1981 by the Finance and Planning Committee vide para 11 of its proceedings dated 1 June 1981 notified vide 8306/Est. II, dated 16 September, 1981.
 2. Post of Janitor up graded from BPS 1 to 2 and designated as Library Attendant.
 3. Basic qualification: under Matric Syndicate, 28 May, 1977, paragraph 43.
 4. Punjab Government, Education Department No. (Univ.)-1/194-77, dated 16 June 1981. Notified vide Registrar's No. 760/G.M., dated 18 July 1981. Approval accorded by the Governor/Chancellor w.e.f. 8 May 1978 instead of retrospective effect. The Governor/Chancellor accorded his approval to regularize the over-payment made by the University to its Press Workers, w.e.f. 1 January 1975 and life games Supervisor and Section Holder in Machine Section w.e.f. 1 January 1976 in relaxation of his previous orders.
 5. Ibid.

Lady Attendant (Clinic)	3
Head Mali	3
Electric Mistry	3
Cleaner-cum-Driver	4
Carpenter Mastri	4
Assistant Mechanic	4
Workshop Assistant	4
[Assistant Gas-Man] ¹	4
Boiler Attendant	4
Junior Laboratory-Assistant	4
Nursing Orderly	4
Record Lifter	4
Prover	4
Counter Assistant	4
Moazin-cum-Care Taker, Kadam	5
Life Guard	5
Mono Caster Attendant	5
Machine Operator (Junior)	5
Senior Machine Operator	5
Mistri	5
Museum Attendant	5
Carpenter	5
Junior Clerk	5
Junior Lecture Assistant	5
Driver cum Mechanic	5

1. *Requirements circulated in June, 1977.* The Candidate must have 5 years' experience of work in a Science Laboratory preference will be given to those having experience of handling gass in a Science Laboratory.

Typist	5
Gas Maker	5
Store Keeper	5
[Copy Holder] ¹	5
Electrician & Tubewell Mistri	5
Work Mistri	5
Tube-Well Attendant- cum-Electrician	5
[Tube-well Attendant] ²	5
Plumber	5
Patwari	5
Duty Clerk	5
Store Keeper-cum- Clerk	5
Counter Clerk	5
(Law College Lib.) Stack Boy	5
Typist-cum-Clerk	5
Assistant Mechanic (Instrument)	5
[Junior Compositor	5
Mono Caster-cum- Mechanic	5
Mono Attendant] ³	5
Store-Keeper-cum Library Clerk	5

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1. Requirements as advertised in June 1977: At least II Division Matriculates. Persons Possessing higher qualifications shall be given preference.
 2. Requirements as advertised in March 1977: Up to middle class with knowledge of electric motor volt Amp. Meter, Operation and Maintenance of Tubewell.
 3. Punjab Government, Education Department No. SO (Univ.)1/194-77, dated 16 June, 1981. Notified vide Registrar's No. 760/G.M. dated 18 July, 1981.

Telephone Operator	5
Pumping Station-Attendant	5
Radio Grapher	5
Library Clerk	5
Tube-Well driver-cum-Diesel Mechanic	5
Sewage disposal pumping Station Attendant	5
Tracer	5
Record Keeper-cum-Typist	5
Work Supervisor	6
[Supervisor Electrical] ¹	6
Sanitary Inspector	6
Telephone Operator	6
[Compositor	6
Senior Compositor	6
Junior Machineman	6
Senior Machineman	6
[Junior Proof Reader] ²	6
Time Keeper] ³	6
Glass Blower	6
Dispenser	6
Assistant Land Officer	7
Junior Mechanic	7

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1. Punjab Government, Education Department No. S.O.(Univ.)1/6-73-II, dated 17 May, 1978. Notified vide Registrar's No. 515/G.M., dated 21 May, 1978.
 2. Requirements as advertised in February, 1977. The applicant should have passed Matriculation Examination with at least 3 years experience of proof reading of English, Urdu, Persian and Arabic manuscripts. Preference will be given to those who possess higher qualifications.
 3. Punjab Government Education Department No. S.O.(Univ.)1/194-77 dated 16 June, 1981. Notified vide Registrar's No. 760/G.M. dated 18 July, 1981.

* Senior Lab. Assistant	7	*Subject to the condition that the incumbent possesses the qualification of Matric with Science
Boiler Assistant	7	
Sub-Station Attendant	7	
Lab. Assistant-cum-Store Keeper	7	
Sub-Station Assistant	7	
Foreman	7	
Diesel-man-cum-Turbine Mechanic	7	
[Air Condition & Refrigerator Operator-cum-Mechanic] ¹	7	
[Section Holders (Press)]	7	
Computer	7	
Mono Key Board Operator	7	
Automatic Letter Press Machine Operator] ²	7	
Lecture Assistant	[7] ³	
Senior Proof Reader	7	
[Junior Technical Assistant	7	
Laboratory Assistant	7	(with 33% selection grade in BPS-9)] ⁴
Electrician (Technology)	8	
Nursery Supervisor	8	

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1. *Requirements as advertised in August, 1974:* Applicants should be Matriculates with a certificate in Electricity from the Government Poly-Technic Institute, trained from the Government Institute in Refrigeration, Air-Conditioning, capable of operating and repairing the heavy Air-Conditioner Plant.
 2. Notified vide Registrar's No. 760/G.M. dated 18 July, 1981.
 3. The Post has been upgraded in BPS-7, (Approved by the Syndicate dated 2-8-1997).
 4. Notified vide Registrar's No. 422/G.S. dated 27-6-1990.

[Electrician] ¹	8	
Head Compositor	8	
Assistant Draftsman	8	
[Games Supervisor] ²	8	
Junior Draftsman	8	
**Overseer	8	**Subject to the Condition that the incumbent possesses two or three years Diploma course Qualification.
Joinery Furniture (Supervisor)	8	
[Draftsman] ³	8	
Senior Glass Blower	9	
Nurse	9	
Imam-cum-care taker	9	
Mudarrass	9	
(Boiler Operator)	9	
Junior Technician	9	
Draftsman-cum-Estimator	9	
[Mechanic/Machinist	9] ⁴	
Sub-Station Foreman	10	

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1. *Requirements as advertised in March, 1977:* Middle Examination with certificate of Electrician from any Registered Institution and two years' experience of electrical work or 5 years' experience in electrical trade.
 2. Government of the Punjab, Education Department No. S.O.(Univ.)1/6-73-II dated 7 December, 1976. Notified vide Registrar's No. 760/G.M. dated 18 July, 1981.
 3. *Requirements as advertised in March, 1977:* Applicants should be Matriculates and should have passed two-years course in Draftsman-ship from a Government Institution. Preference will be given to those who possess practical experience/training for one year or more.
 4. Notified vide Registrar's No. 422/G.S. dated 27-6-1990.

[**Overseer] ¹	10	**Subject to the condition that the incumbent possesses the degree in B.Sc. Engg.
Work Assistant (Civil)	11	
Work Assistant (Electrical)	11	
[Museum Assistant	11] ²	
Draftsman	11	
Store Keeper (P.U.Clinic)	11	
Store Supervisor-cum- Artist	11	
Junior Auditors	11	
Observer (Astronomy)	11	
Map Assistant	11	
Instrument Repairer (Electrical)	11	
Welder-cum-Black-smith	11	
Machinist	11	
Instrument Repairer (Mechanical)	11	
Fitter	11	
Checker (Encyclopedia of Islam)	11	
Sub-Station Operator	11	
Photographic Assistant	11	
Library Assistant	11	
Second Assistant (Library)	11	
Reference Assistant (Library)	11	

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1. *Requirements as advertised in April, 1977:* The applicant must be holders of three years diploma in Electrical Engineering from any polytechnic Institute or Technical Board with two years' practical experience.
 2. Notified Vide Registrar's No. 422/G.S., dated 27-6-1990.

Instrument Mechanic Technician-cum-	11
Laboratory Supervisor	11
Head Lab. Supervisor	11
Land Officer	11
Curator Natural History Museum	12
Imam-cum-khatib	12
Imam-cum-caretaker (with Dars-e-Nizami)	12
Stenographer	12
Electric Supervisor	13
[Laboratory Supervisor] ¹	13
Technical Assistant	13
Store Supervisor	13
Technician	13
Geological Illustrator	13
[Cartographer	13
Senior Artist	13] ²
Superintendent (Gardens)	14
Sub-Engineer	[14] ³
Senior Stenographer	15
Stock Verifier	16

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1. *Requirements as advertised in June, 1977:* At least F.Sc., (relaxable in case of an experienced person). He should have acquaintance with the working of Laboratory and practicals of students and be well-versed with all sorts of office routines like maintenance of Chemical and Apparatus Stores and accounts records.
 2. Notified vide Registrar's No. 422/G.S. dated 27-6-1990.
 3. The post of Sub-Engineer up-graded from BPS-11 to 14. (Approved by the Syndicate dated, 2 August, 1997.)

Estate Officer	16
Private Secretary	16
Superintendent Stores (<i>Institute of Chemical Engg. & Technology.</i>)	16
Head Nurse	[16] ¹
[Librarian] ²	16] ³
[Administrative Officer] ⁴	16
[Superintendent Laboratory] ⁵	16

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1. Adoption of Govt. of the Punjab notification No. SOR-III-I-33/74, dated 21-1-1986, (Approved by the syndicate, dated 27-5-1998.)
 2. Post of Library Assistant re-designated as Librarian (DLS Holder in NPS-16 and MLS Holders in NPS-17 as personal grade. Syndicate dated 14 April 1983.)
 3. Punjab Government, Education Department No.(Univ.)1/99-77, dated 15 May, 1982. (Notified vide Registrar's No. 34/G.M. dated 6 January, 1983.)
 4. Post of office superintendent re-designated as Administrative officer(NPS-16) w.e.f.1 June 1978. Punjab Government Education Department No. SO(Univ.) 1-6/73-11, dated 23 June, 1979. (Notified vide Registrar's No. 549/G.M. dated 26 June, 1979.)
 5. Notified vide Registrar's No. 422/G.S. dated 27-6-1990.

[The following National Pay Scales, converted according to the standard formula have been allowed in the case of employees who had already been promoted/appointed to different posts on or before 1st June 1974, as personal to them, vide No. FD-PR-24-4/74, dated 6 June, 1974: -

Sr. No.	Designation of the posts	Pay scale No.	Remarks
	Gestetner Operator	4	
	Gestetner Operator cum-Daftri.	4	
	[Driver] ¹	5	
	Conductor	5	
	Senior Clerk	7	
	Office Supervisor	7	
	Urdu Typist	7	
	Urdu Steno-Typist	7	
	Senior Clerk (Accounts)	7	
	Foundry Man	7	
	Record Keeper-cum-Typist	7	
	Printer	7	
	Caster	7	
	Punch Operator	7	
	Junior Technical Assistant	7	
	Senior Clerk (Lib)	7	
	Electric Instrument Mechanic	7	
	Senior Machine Fitter	7	
	Mechanic	7	
	Store Keeper Press	7	

1. 50% of Post of Drivers placed in NPS-6 (Rs. 315-12- 399/14-525-16-605) vide Government of the Punjab, Finance Department No. FD-PC-39-15/77, dated 22 January, 1981.

Senior Clerk-cum-Typist	7
Store Keeper	7
Incharge Armed Guard	7
Rent & Rate Collector	7
Counter Clerk (Main Library)	7
Senior Clerk-cum-Store Keeper.	7
Lady Health Visitor	8
Senior store Keeper	9
Glass Blower (Senior)	9
Store Keeper-cum-Typist	[9] ¹
Herbarium Assistant	11
Fitter.	11
Head Lab. Assistant	11
Press Assistant	11
Assistant	11
Assistant (Accounts) ²	11
Technical Assistant	11
Library Assistant (Admin. Science Department.)	13
Office Supervisor	13
Research Assistant (Junior) ³	15

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1. Subject to the Approval of the Chancellor.
 2. Assistant, Senior Clerks and Junior Clerks who have acquired qualification in Accountancy from a recognised Institute should be paid a monthly allowance of Rs. 10/- p.m., Rs. 5/- p.m. and Rs. 5/- respectively for so long as they work in the Accounts Branch.
 3. Notified vide Registrar's No. 87/R, dated 29 May 1974.

Without prejudice to the provisions in the foregoing Statutes the following shall apply to the Administrative staff of the University, including all officiating and temporary employees, irrespective of their date of appointment* These shall also be applicable to the Technical Staff employed in Teaching and other departments. In their case, the restriction of age-limit shall be relaxed and they shall be recruited by advertisement.

II. QUALIFICATIONS

- (1) No person shall be recruited to the service in the University by direct appointment unless:-
 - (a) He is a subject of Pakistan or of a State, which has acceded to Pakistan.
 - (b) in case of employees of Class `B' and `C' is not more than 25 years (or not more than 28 years in the case of Scheduled Caste candidates) and not less than 17 years provided that the appointing authority may, in special circumstances, waive the age-limit, provided:-
 - (i) in the case of a candidate who rendered service in the Great War, the period of his War Service shall be excluded in computing his age for appointment to the service and if he was invalided from War Service he shall be entitled to a further exclusion of the period between the date on which he was invalided and the end of the War;
 - (ii) in the case of a candidate who was retrenched from the temporary staff of the University on reduction, he shall be eligible for appointment for a period not exceeding 5 years, provided he has not refused an offer made to him at any time earlier.
 - (c) he produces a [medical certificate]¹ of physical fitness from the Chief Medical Officer of the University or, in his absence, from the Civil Surgeon, Lahore in the case of employees of Class `A' and from the Assistant Surgeon in the case of employees of Classes `B' and `C'.

*. The Syndicate, vide paragraph 22 of its proceedings, dated 14 April, 1962, has approved the following procedure to fill up vacancies in the case of administrative staff upto the rank of Administrative Officer:

- (i) If a vacancy occurs for a period of less than one month, no person shall be promoted/appointed against it.
- (ii) If a vacancy occurs for a period of [four months]** it should be filled by promotion from within the Branch/Section/Department/College concerned.
- (iii) If a vacancy occurs for a period of over four months, the vacancy should be filled by making temporary promotion/appointment on the basis of the whole cadre of the University. It was also decided that all these temporary appointments/arrangements will not, in any way, adversely affect the seniority and other service rights of any person.

**Branchwise promotions for four months instead of two months allowed by the Syndicate vide paragraph 13 of its proceedings dated 28 September 1968.

1. Instructions issued by the Government of the Punjab shall be followed for determining the Physical/Medical fitness of persons seeking employment in the University vide Punjab Government, Education Department No. O.S.D.(Univ.)5/10-70/1, dated 11 August, 1972. (Notified vide Registrar's No. 940/G.M. dated 17 August, 1972.)

Provided that the competent authority may, in individual cases, dispense with the production of a medical certificate and may, by general order, exempt any specified class of University employees from the operation of the above rule.

Provided that this Statute shall not apply in the case of employees of Class `D'.

- (d) [Notwithstanding anything to the contrary contained in the Statute the University Chief Medical Officer who conducts the medical examination of the employees, shall certify the approximate age, from appearance, of `D' Class employees who are unable to produce documentary evidence of their age.]¹
- (2) No person shall be appointed to the service direct unless in the case of appointment to the Post of:
- (a) **Daftri** - he is literate and possesses experience of Daftri's work.
 - (b) **Record Lifter** - he has passed at least Middle School Examination or any examination in a Classical or Pakistan Language, provided he has some working knowledge of English.
 - (c) **Dispatch Rider**- Middle-Motor Cycle Driving Licence Preference will be given to the experience hand.
 - (d) **Junior Clerk** - he is a Matriculate, having passed that Examination in full subjects at least in the second division [or has passed some higher examination: Intermediate, B.A. (English only or full subjects), provided that the Registrar]² shall have the power to make an exception in the case of a person who:-
 - (i) possesses two or more years' experience of office work.
 - (ii) is an efficient Typist or Stenographer.
 - (e) **Senior Clerk** - he is a graduate with office experience, Stenographer or an undergraduate with three years' office experience;

Note: (i) No promotion to the post of Junior or Senior Clerk shall be made unless the person concerned has passed the full Matriculation or Secondary School Examination.

1. Punjab Government, Education Department U.O. No. S.O. (Univ. II)2/15-67, dated 12 August, 1967. (Notified vide Registrar's No. 1357/G.M., dated 30 August, 1967.)

2. Punjab Government, Education Department No.S.O(Univ.II)2/30-67, dated 8 June, 1968 (Notified vide Registrar's No 622/G.M dated 18 June, 1968.)

- (ii) Confirmed Junior or Senior Clerk who had passed the Matriculation Examination in English only would not be eligible for further promotion unless he passes full Matriculation or Secondary School Examination;
- (f) **Assistant** - he is a graduate with 5 years' office experience;
- [(g) **Stenographer (BPS-12)** Intermediate or equivalent qualification from a recognized Board; and Speed of 80 words per minute in shorthand in English and 35 words per minute in Typewriting.
- Note: Preference shall be given to the candidates who also know urdu shorthand at a speed of 60 word per minute and Typewriting at a speed of 25 words per minutes.]¹
- [(h) **Senior Stenographer (BPS-15)** Graduate from a recognized University and A speed of 120 words per minute in shorthand in English and 40 words per minute in Typewriting.]²
- [(i) **Librarian** - he is a graduate with Diploma in Library Science from recognized University]³
- [(j) **Resident Officer:** Graduate of a recognized University with 12-years Teaching/Administrative experience.]⁴
- (k) **University Engineer:** B.Sc Engg.(civil) 10 years' Practical Experience of having handled Building and Roads, What Supply and Sewerage Projects in a National or International Organization. Maximum age 50 years.
- (l) **Research Officer (Mosques Department)** “ First Class Master's degree Arabic/Islamic Studies, relaxable in case of candidates possessing higher qualifications/research experience.”
- (m) **Public Relations Officer:** M.A in journalism(Mass Communication)at least second class or 'C' Grade from a recognized university.

Experience of serving in a University/Government or Semi-government Institution as Public Relations officer, or in a similar capacity will be regarded as an additional qualification.

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1. (Govt. of the Punjab, Services General Administration and Information Department's Notification No. SOR-III-1/21/85 Dated 5-12-86 and SOR-III 21/85 Dated, 19.9.1993) Approved by the Syndicate Dated, 13-1-1996. (Notified Vide Registrar's Number 21/G.S., dated 4-5-1996)
 2. Ibid.
 3. Punjab Government, Education Department No. S.O.(Univ.II) 2/3-67 dated 3 December, 1969 (Notified Vide Registrar No. 1959/G.M, dated 16 December ,1969.)
 4. Syndicate 4 August, 1980 (para 43)

- (n) **Autographist Bs-17** (FOR FINE ARTS DEPARTMENT)
M.A Fine Arts II Division with 3 years practical experience in Printmaking, including Litho, Etching, Drypoint, Aquatint.

Or

Four year Bachelor's degree in Fine Arts from National College of Arts with Printmaking (major) and four years working experience in a recognized Institute.

- (o) **Head Nurse:**

Registered 'A' grade Nurse.
Registered Midwife.

- (p) **Pharmacist:** B. Pharmacist Graduate

- (q) **Administrative Officer** - he is a graduate with 10 years' office experience.

- (r) **Estate officer** -Graduate with minimum of 5 years experience in Estate Management (Handling watch & ward with knowledge of Establishment)]¹

- (s) **Assistant Registrar, Assistant Treasurer, Assistant Controller, Deputy Registrar, Deputy Controller and Deputy Treasurer** - he is a graduate of recognized University, preference being given to high academic attainments combined with office experience;

- (t) **Resident officer** - he is a graduate of a recognized University with 12 years' teaching/Administrative experience]²

- (u) **Controller of Examinations** - he is a graduate of a recognized University with high academic attainments combined with administrative experience;

- (v) **Registrar** - he is a graduate of a recognized University with high academic attainments combined with administrative experience.

1. (Approved by the Syndicate, dated 22-3-2000.) Notified Vide Registrar's No. 48/G.S. dated 31-10-2001

2. Syndicate dated 4 August, 1980 Para 43.

III. METHOD OF APPOINTMENT

Post in the service shall be filled as under:-

[(a) Registrar

- (i) By selection.
- (ii) By direct appointment.

(b) Controller of Examinations

- (i) By selection,
- (ii) By direct appointment.]¹

[(c) Treasurer

By the Chancellor] ²

[(d) Deputy Registrar, Deputy Controller and Deputy Treasurer

- (i) By promotion or selection from among the Assistant Registrars, Assistant Treasurers, Assistant Controllers; or
- (ii) By direct appointment.]³

(e) Assistant Registrar, Assistant Treasurer and Assistant Controller

- (i) By promotion or selection from among the officials already in the service; or
- (ii) By direct appointment (this would include transfer or deputation).

[(f) Chief Librarian (BS-19)

- i) *Promotion:* 13 years experience in BS-17 or above in Library.
- ii) *Direct:* MLSc/MLISc+13 years Professional experience in Library of repute or Ph.D in Library Science +10 years professional experience in Library of repute.

1. When ever the post of Registrar or the Controller of Examinations falls vacant, the Vice-Chancellor should decide whether the post be filled by promotion or by direct recruitment vide paragraph 2, Chancellor's Committee, dated 3 December, 1973.

2. Section 18, University of he Punjab Act, 1973.

3. Vacant Posts of Deputy Registrar be advertised and filled in the proper manner, as prescribed in the statutes, Syndicate, dated 29 June, 1977, Paragraph 6.

(g) Deputy Chief Librarian (BS-18)

- (i) 25% of the vacancies by direct recruitment. Requirements: Master Degree in Library Science/Library and Information Science (Ist div). With 10 years service as Sr. Librarian in BS-17/Librarian M.L.S Holder, BS-17 as personal scale (Designation at Punjab University or Librarian BS- 17 (Designation in Government Departments)
- (ii) 75% of the vacancies by promotion on seniority-cum-fitness basis from amongst the Senior Librarian (Designation at Punjab University) with 10 years service as such.

(h) Senior Librarian (BS-17)

- (i) 25% by initial recruitment. Requirements: Master Degree in Library Science/Librarian and Information Science (2nd division.) With 5 years experience in Library work.
- (ii) 75% by promotion from amongst the Librarian (Designation at Punjab University) on the Basis of seniority-cum-fitness with 5 years service as such.

(i) Librarian (BS-16/17)

D.L.S in BS-16 MLSc/MLISc BS-17 as personal scale (2nd division.)¹

(j) Administrative Officer

- (i) By selection from among Selection grade Assistants and Assistants.
- (ii) By direct appointment (this would include transfer or deputation).

(k) Secretary to the Vice-Chancellor

- (i) By selection from among officials already in service.
- (ii) By direct appointment (this will include transfer or deputation.)

1. Adopted the Notification No SOR-III-1-20/96,dated14-7-1997, issued by the Government of the Punjab Service, General Administration and Information Department, relating to the Punjab Education Department.(Approved by the Syndicate, dated 26-1-2002.)

(l) Private Secretary to P.V.C., Dean, Registrar, Controller of Examinations and Treasurer

- (i) By promotion or selection from among Senior Stenographers in the University; or
- (ii) By direct appointment.

(m) Pharmacist

By Advertisement

(n) Head Nurse

1/3 by initial recruitment

2/3 by promotion on the basis seniority Cum,-fitness from amongst charge Nurse with at least 5 year service as such.

[(o) Senior Stenographers.

Graduate from a recognized University and A speed of 120 words per minute in shorthand in English and 40 words per minute in Typewriting.

(p) Stenographers.

Intermediate or equivalent qualification from a recognized Board; and Speed of 80 words per minute in shorthand in English and 35 words per minute in Typewriting.

Note: Preference shall be given to the candidates who also know urdu shorthand at a speed of 60 word per minute and Typewriting at a speed of 25 words per minutes.]¹

(q) (a) Selection Grade Assistant

By promotion from among the Assistants.

(b) Assistants.

- (i) By promotion from among Senior Clerks -- 80 %.
- (ii) 20% may be filled by selection out of which 10% may be direct appointment.

1. (Govt. of the Punjab, Services General Administration and Information Department's Notification No. SOR-III-1/21/85 Dated 5-12-86 and SOR-III 21/85 Dated, 19.9.1993.) Approved by the Syndicate Dated, 13-1-1996. Notified Vide Registrar's Number 21/G.S., dated 4-5-1996.

- (r) (a) **[Selection Grade Senior Clerks.]¹**
By promotion from among the Senior Clerks
- (b) **Senior Clerks**
- (i) By promotion-80%.
- (ii) By selection-10%.
- (iii) By direct appointment, not more than 10%.
- [(s) (a) **[Selection Grade Junior Clerks.]²**
By promotion from among the Junior clerks.
- (b) **Junior Clerks**
- (i) By selection from among Matriculate employees of Class D.
- (ii) By direct recruitment by the Vice-Chancellor]³.
- (t) **Record-lifters**
- (i) By promotion from among Daftries.
- (ii) By direct appointment by the Vice-Chancellor.
- (u) **Daftries.**
- (i) By promotion from among peons qualified to work as Daftri;
- or
- (ii) By direct appointment by the Vice-Chancellor.
- (v) **Other employees of Class 'D'.**
By the Vice-Chancellor

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1. 33% of the posts of Senior Clerks in BPS-7 placed in BPS-9. Government of the Punjab Finance Department No. F.D.PC 2-1/87 dated 27 July, 1987.
2. 33% of the posts of Junior Clerks in BPS-5 placed in BPS-7. Government of the Punjab Finance Department No. F.D.PC 2-1/87 dated 27 July, 1987.
3. (a). The Principals of Constitute Colleges and Chairman of Departments have been delegated the power to appoint employees of the rank of Junior Clerk or below subject to prescribed conditions vide Registrar's No. D/564/Est., dated 7 August, 1967.
- (b). The Dean has the power to appoint, in consultation with the Chairman/Director of the Department /Institute concerned, Technical Staff up to N.P.S 6, vide Registrar's No. 1146/G.M, dated 12 May, 1976.

IV. PROBATION AND CONFIRMATION.

- (a) Members of the service, who are appointed to permanent vacancies, shall, on appointment to any post, remain on probation ordinarily for a period of one year. The period spent on leave, other than casual leave, may be excluded for reckoning the period of probation. This Statute shall apply to the members of the service recruited direct or otherwise;

Provided that officiating service in a corresponding or higher post may be reckoned as the period spent on probation in the post to which he was so appointed.

- (b) On the conclusion of the period of probation of any member of the service, the Syndicate, or the Vice-Chancellor, as the case may be, shall confirm such member in his appointment, or if his work or conduct has, in their opinion, not been satisfactory they may dispense with his service, if he has been recruited by direct appointment, or may revert him to his former post, if he has been recruited otherwise, or may extend the period of probation, provided that the total period of probation shall not exceed two years in the case of direct recruitment or otherwise.

V. ADVANCE INCREMENTS

- [(a) All the University Employees in BPS-1 to BPS -16 for possessing or acquiring higher educational qualifications over and above the minimum qualifications prescribed in the relevant rules for recruitment to the posts held by them, to the extent given below, with effect from 1-7-1987:-

Number of Advance Increments for obtaining:-

	Matric	F.A/F.Sc.	B.A/B.Sc.	M.A/M.Sc.
(i) Where the Prescribed qualification is Non- Matric	2	2	2	2
(ii) Where the Prescribed qualification is Matric.	Nil	2	2	2
(iii) Where the Prescribed qualification is F.A/F.Sc.	Nil	Nil	2	2
(iv) Where the Prescribed qualification is B.A./B.Sc.	Nil	Nil	Nil	2] ¹

- (b) [The members of the staff of the University [Libraries]² shall be granted one advance increment on qualifying in the Certificate Examination in any one of the following Languages and another increment for passing subsequent examination in any other two languages:-

1. Punjab Government Notification No. FD.PC.2-1/87, dated 27 July, 1987.

2. Punjab Government, Education Department No. S.O. (Univ.)1/6-73-II dated 19 April, 1978. Notified vide Registrar's No. 394/G.M. dated 25 April, 1978.

- | | | |
|-------------|-------------|----------------------------|
| 1. French. | 4. Spanish | 7. Chinese. |
| 2. German. | 5. Russian. | 8. Hindi. |
| 3. Turkish. | 6. Italian. | 9. Sanskrit.] ¹ |

VI. TECHNICAL STAFF EMPLOYED IN THE PRESS

The following Statutes shall be applicable to the technical staff employed in the University Press:-

- (1) The Punjab University Press shall enjoy all Gazetted and local holidays observed by the University Office.
- (2) [Notwithstanding anything to the contrary contained in the existing Statutes, Rules and Regulations, the technical staff employed in the Punjab University Press shall be governed by the Civil Service Rules as applicable to the technical employees of the Government Press, Lahore, in so far as grant of leave is concerned, provided that amendments made from time to time in the Government Rules shall also apply to the technical staff of the Punjab University Press.]² [This will have retrospective effect from 1st February, 1965.]³
- (3) The Punjab University Press may, for the present, adopt the quantum of work per hour obtaining in the Government Printing.
- (4) Proportionate recoveries shall be made from the salaries of technical hands whose work falls short of the prescribed quantum. All technical hands are given the option of adopting the prescribed quantum of work or agreeing to work on piece-rate system as approved by the Syndicate in its proceedings, dated the 19th November 1951, Appendix IV, Paragraph 8.
- (5) All members of the present technical staff shall continue on salary basis except those who opt for piece-rate system in vogue at the Government Printing.
- (6) All new entrants shall invariably be appointed on piece-wages in the first instance and brought on the list of salaried workers when their work is found up to the mark- except Machine-minders and their Assistants who will be appointed on the salary basis.

1. Punjab Government, Education Department No. S.O. (Univ.) 1/6-73-II, dated 29 May, 1975. (Notified vide Registrar's No. 958/G.M. dated 12 June, 1975.)
2. Substituted for the original clause (2) vide Chancellor's letter No. 585-GS-66/967, dated 17 June 1966.
3. Punjab Government, Education Department No. S.O.(Univ.) 5/14/67, dated 9 June 1967. (Notified vide Registrar's No. 1003/G.M. dated 22 June, 1967.)

5. Seniority

The Seniority *inter-se* of members of the service shall, in so far as each class of the posts is concerned, be determined by the date of confirmation in a post of the class.

Provided that in the case of members who are either not confirmed or are confirmed in the same class of posts on the same date, or in any case not provided for in these Statutes, the seniority shall be determined in the following manner:-

- (a) Members recruited by promotion shall be senior to members recruited otherwise, provided that their date of promotion is the same;
- (b) In the case of permanent members of the service appointed to officiate against higher posts, their relative seniority shall be fixed in accordance with their position on the permanent list of the cadre, namely, the person who was senior as a Junior Clerk shall be senior as a Senior Clerk to those who were junior to him on the permanent list of Junior Clerks. In other words, the seniority shall be recognized in accordance with their seniority in their substantive grades, irrespective of their date of promotion to officiate in higher post or posts;
- (c) In the case of members who are recruited by direct appointment, an elder member shall be senior to a younger member, provided their date of appointment is the same.

Provided that if any member is reverted to his former post or is demoted temporarily and is subsequently reappointed to the post from which he had been reverted or reduced temporarily, his seniority in that post shall be determined by the appointing authority.

6. Crossing the Efficiency Bar

- (a) [The Vice-Chancellor, on the recommendation of the Head of the Department and after perusal of the record of the person concerned, shall pass orders for crossing the efficiency bar.]¹
- (b) The recommendations of the Commission shall be kept in view while recommending the cases of crossing the efficiency bars.
- (c) While deciding the cases of crossing the efficiency bars, the confidential reports of the entire service of the persons concerned should be kept in view.

1. (a) Substituted for the original clause. Syndicate dated 3 April, 1965, Paragraph 31.

(b) Pro-Vice-Chancellor has been given the power to pass final orders for crossing efficiency bar in the case of Administrative Staff. Chancellor's Committee dated 23 December, 1974, paragraph 23. Notified vide Registrar's No. D/600/Est. dated 30 January, 1975. Also see item 3(13) of Part XIII.

(c) The Dean has been given the power to pass final orders for crossing efficiency bar in the case of technical staff working in the teaching departments/Institutes/Constituent Colleges. Chancellor's Committee dated 3 March, 1976. (Notified vide Registrar's No. 1146/G.M., dated 12 May, 1976.)

- (d) In case an employee is not allowed to cross an efficiency bar, he shall have the right to appeal to the Syndicate against the orders.
- (e) If there are two or more efficiency bars in a particular grade and the officer has been allowed to cross one efficiency bar, his record preceding the last crossing of efficiency bar will not be taken into consideration in allowing him to cross the next efficiency bar.
- (f) Adverse remarks must be conveyed to the person concerned. The final authority should decide which remarks should be conveyed to the person concerned.

7. Post-dating of Promotion/Appointment to a higher post

[A University employee on promotion/appointment to a higher grade, whether in an officiating or substantive capacity, may have his promotion/appointment post-dated up to a date when it will be to his benefit to be promoted/appointed. This, however, shall be before the expiry of a period of six months from the date on which he receives the orders of promotion/appointment. The option once exercised shall be final in respect of promotion/appointment to a particular grade.]¹

8. Notice of Discharge from service

In case of temporary employees or such permanent employees whose posts are retrenched, with the previous approval of the Syndicate, reasonable notice shall be given by the University for termination of service. The following period is considered as the minimum for this purpose:-

Temporary employees One month

Permanent employees Three months.

As a safeguard towards this condition the temporary incumbent [excluding temporary teachers]² shall have to keep basic pay for one month in deposit provided always that the University may in lieu of any notice, herein provided for, give a sum equivalent to the amount of pay for the period of notice or for short notice that the prescribed limit equal to the amount of incumbent's pay for the period of which such a notice falls short.

9. Quit Service Notice

No employee of the University shall be permitted to leave the [service]³ unless he gives one month's notice if he is on probation or holds a temporary post and three months' notice in case of a permanent employee, failing which he would be required to forgo his pay for that period, provided the appointing Authority may

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1. Amended vide Chancellor's No. S.O.(Univ.)1/196-77 dated 8 March, 1978. (Notified vide Registrar's No. 283/G.M., dated 25 March, 1978.)
 2. Notified vide Registrar's No. 1334/G.M. dated 18 September, 1971.
 3. Service Certificate be not issued to the employees who retire, resign or quit the University service otherwise; Photostat copies of the Service Book duly attested by the Treasurer may, however, be given to the employees who have University service on their demand. (Syndicate 30 June, 1967, paragraph 22.)

at its discretion waive the condition of notice in special cases for reasons to be recorded. The period of notice shall start from the date on which an employee gives notice to the University and the appointing authority retains the right of permitting such an employee to leave earlier if it is satisfied that his departure would be without detriment to the University work.

For purposes of giving notice to leave the University service, part-time employees shall be treated as temporary employees.

10. Permission to undertake out-side work

- (1) No whole-time University employee shall engage directly or indirectly in any trade, occupation or business, nor shall he engage in private tuition or in any other work without obtaining the previous sanction of the Vice-Chancellor through the Head of the Department concerned.

Provided that no permission shall be necessary (in the case of the teaching staff of the University) for work relating to marking of scripts, inspection of examination centres, or acting as Superintendent, and for lectures delivered in the Department (other than their own Departments), etc., when the total emoluments accruing from such work do not exceed Rs. [4000]¹ per annum. The Vice-Chancellor may, however, allow a person to draw remuneration up to Rs. [6000]² in exceptional cases, provided he was certain that the teaching work would not suffer.

[The emoluments accrued, due to a teacher, on account of examinership, etc., from the University of the Punjab including other institutions in excess of the ceiling of Rs. 6000/- be credited to the University Funds]³

[Provided further that each University teacher shall declare his income annually from sources other than salary, and that in case it did not exceed Rs. [4000]⁴ per annum it shall suffice for him to certify that his income during a particular financial year did not exceed Rs. 4000.

Provided [also]⁵ that the application of this provision shall not cover any payment for writing books, extension lectures, rewards for research, Principal's and special allowances for carrying on particular duties outside the work of the employees approved by the Vice-Chancellor.

1. Substituted for the figure Rs. 3,500/-. (Syndicate, 30 June, 1970, Para 7.)

2. Substituted for the figure Rs. 5,000/- Ibid.

3. The Chairmen of the Departments (Conveners of the Boards of Studies) be requested to distribute the examinership in an equitable manner to ensure that the existing gap finance between various teachers of a department was reduced. (Syndicate, 21 June, 1970, paragraph 7.)

4. Substituted for the figure Rs. 3,500/- Ibid.

5. Syndicate, 25 January, 1965, paragraph 11.

Note: The Syndicate on 28 May, 1977, decided that provision be made to grant permission to undertake consultancy and advisory work subject to prescribed conditions. This will become effective from the date amendment to the Statute is approved.

- (2) All University employees should be treated on duty if:-
- (a) They are called upon to act as examiners for the examinations conducted by this University and Boards of Intermediate and Secondary Education and other Universities.
 - (b) They are invited to attend educational or academic conferences or meetings of the Boards of Studies of various Universities and Boards of Intermediate and Secondary Education.

Provided that: -

- (i) The total period for which a member of the Academic Staff could remain absent from duty for attending conferences, conducting examinations, inspecting colleges and examination centres, etc., shall not exceed 25 days in one academic year.
- (ii) No member of the Academic Staff or Chairman of the Department shall proceed abroad or leave station for these purposes without the prior permission of the Vice-Chancellor, failing which he would be considered as absent from duty.

11. Leaves

(i) Casual Leave:

(a) Classes A, B and C:

- (1) Casual leave cannot be claimed as a matter of right, but can be granted at the discretion of the Head of the office or the department as the case may be.
- (2) Normally 10 days' [casual leave]¹ in the year may be granted; but on special grounds, the granting authority may sanction casual leave for 25 days in a year with a maximum of 10 days at a time.

[Provided that casual leave admissible to Officer of Class 'A' (above the scale of Administrative Officer) who had been confirmed as such prior to 21 March 1971, and who are entitled to special leave under Statute (v) below, shall not exceed 20 days in a year]²

1. Casual leave cannot be combined with any other leave. It can be combined with holidays provided the total period, including holidays, does not exceed ten days. (Syndicate 9 February, 1940 paragraph 4.)

2. Chancellor's No. OSD(Univ.)1/19-70, dated 8 November, 1971. (Notified vide Registrar's No. 1547/G.M. dated 16 November 1971.)

(b) Class 'D'.

(1) The grant of leave to an employee of Class 'D' shall be at the discretion of the Head of the Institution to which he is attached.

[(2) Twenty-five days' casual leave will be allowed during the year, but not more than six days' casual leave at a time]¹

(ii) Anti-Rabic Leave:

Leave for anti-rabic treatment may be granted for one month on production of a certificate from the Hospital (Anti-Rabic). The employee will be considered on duty and as such will draw his actual pay and not leave allowance.

(iii) Quarantine Leave:

If an employee or any member of his family living with him is suffering from any infectious disease, such as measles, smallpox, cholera, plague, etc., quarantine leave may be granted upto a limit of one month on production of a certificate from the [University Chief Medical Officer]² The employee will be considered on duty and shall be eligible to draw full pay.

(iv) Leave on Half Average Pay:

If no casual leave or privilege leave is due, then, in exceptional circumstances, leave on half pay may be granted for a period not exceeding 10 days in the year, at the discretion of the Vice-Chancellor.

(v) Special Casual Leave:

[During the months of July, August and September, special casual leave (as noted below) may be sanctioned to Officers of Class 'A' (above the rank of Administrative Officer) belonging to Non-vacation Departments of the University:-

(i) two leave of 10 days each; or

(ii) one leave of 15 days]³

[Provided arrangements to the satisfaction of the Vice-Chancellor are made during such special leave.]⁴

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1. Registrar's No. 71/G.M. dated 10 January, 1976.
 2. Designation changed vide Punjab Government Education Department No. SO(Univ.)1/168-74 dated 10 January, 1975.(Notified vide Registrar's No. 12/R dated 21 January, 1975.)
 3. Punjab Government Education Department No. SO(Univ.5)10/67, dated 17 October, 1969.(Notified vide Registrar's No 1382/G.M. dated 22 October, 1969.)
 4. Syndicate, dated 2 March, 1945 paragraph 17.

[Provided further that special leave shall be admissible only to the Officers of Class `A' (above the rank of Administrative Officer) who had been confirmed as such prior to 21 March, 1971. All others shall be allowed to avail themselves of summer spell by debit to their casual leave account. In other words not more than 25 days casual leave including the leave that an Officer might avail himself of during summer months under this Statute]¹

(vi) **Privilege Leave:**

(a) *Class `A':*

Leave under the following Statutes may be granted to Officers of Class `A' by the Syndicate:-

- (1) During the regular annual University vacation an Officer may be absent from Lahore, provided that arrangements to the satisfaction of the Vice-Chancellor are made for carrying on the duties of his office during his absence.
- (2) If, owing to the requirements of the University, an officer is in any year prevented due to exigencies of services, from enjoying the whole or any part of the vacation, he may be granted privilege leave on full pay, in lieu thereof, for such period not exceeding one month for a year subject to a maximum of four months at a time, as the Syndicate may determine.

Provided that in all such cases the Chairman, of the Department concerned shall obtain the approval, in writing, of the Vice-Chancellor before the commencement of the annual vacations.

- (3) All non-vacation officers shall be allowed one month's privilege leave on full pay for every year of service, subject to a maximum of four months at a time, as the Syndicate may direct. This Statute shall have retrospective effect in the case of all non-vacation officers who were in the service of the University on 25 April, 1941.

(b) *Classes B & C:-*

Leave under the following Statutes may be granted to Officers of Classes `B' and `C' by the Vice-Chancellor. The grant of leave is subject to the condition that it can be granted without detriment to the business of the University:-

- (1) If any officer of Classes `B' and `C' is permitted by the Vice-Chancellor to be absent during the annual University vacation, such officer shall not be entitled to privilege leave. Any such

1. Punjab Government, Education Department No. OSD(Univ.)1/19-70 dated 8 November, 1971. (Notified vide Registrar's No. 1547/G.M. dated 16 November, 1971.)

officer who is not permitted by the Vice-Chancellor to be absent during such vacation may be granted privilege leave not exceeding one month after eleven months, two months after twenty-two months and three months after thirty-three months continuous active service.

Full pay may be granted to an officer while on privilege leave. Such leave may be combined with furlough or leave on medical certificate.

- (2) All non-vacation officers shall be allowed one month's privilege leave on full pay for every year of service, subject to a maximum of four months at a time, as the Vice-Chancellor may direct. The Statute shall have retrospective effect in the case of all non-vacation officers at present (25 April, 1941) in the service of the University. Such leave may be combined with furlough or leave on medical certificate.

(c) *Class 'D':-*

- (1) Servants in permanent employ shall be allowed one month's earned leave on full pay for every year of service, subject to maximum of four months at a time. Any period earned in excess of four months shall be credited to a separate item in the leave account from which leave may be allowed on average pay on medical certificate or for the purpose of pilgrimage outside Pakistan.
- (2) The amount of leave on average pay that may be taken at one time shall not exceed four months. This limit may be raised to six months when leave in excess of four months is taken on medical certificate or for the purpose of pilgrimage outside Pakistan.
- (3) Leave on half average pay shall be earned at the rate of one month for each year of duty and accumulation of such leave shall be without limit. Such leave shall not be allowed except on medical certificate. It shall be permissible to convert leave on half average pay into leave on average pay at the rate of one day of leave on average pay for two days of leave on half average pay upto a maximum of twelve months on average pay.
- (4) Temporary servants who have put in less than three years' service, will earn leave at the rate of 1/30th of the period spent on duty. Accumulation of such leave shall be upto a maximum of 20 days.
- (5) 'D' Class employees working in the vacation departments shall, however, be governed by the following rules:-
- (i) Leave on average pay to a servant in respect of any year in which he is prevented from availing himself of the full vacation shall be such proportion of thirty

days as the number of days of vacation not taken bears to the full vacation.

- (ii) If, in any year, the servant does not avail himself of the vacation, leave on average pay shall be permissible to him in respect of that year as if he was in a non-vacation Department.
 - (iii) The servant shall be entitled to earn and avail himself of leave on half average pay like other servants.
- (6) A servant in a vacation Department who is not in permanent employ shall, with effect from the date on which he completes 3 years' continuous temporary service or on which he is appointed substantively to a permanent post, whichever is earlier, be treated for the purpose of leave as a servant in permanent employ and his leave account at the same time shall be credited with the amount of leave which would have been admissible to him had he been in permanent employ in a vacation Department from the date he joined temporary service, such credit being diminished by the amount of leave already taken]¹

1. Notified vide Registrar's No. 71/G.M. dated 10 January, 1976.

(vii) Study Leave:

- (a) [An Officer]¹ desiring to prosecute [higher study]² [abroad]³ and holding permanently, not for a fixed period, a teaching, or an administrative post in the University, may, if he has served in that capacity for not less than three years be granted leave [for full pay]⁴ per mensem for a period or periods not exceeding [four years]⁵, in all during his service, provided that he spends that period in study at a University or other approved manner out of Pakistan under conditions accepted by the Syndicate.
- (b) At least one teacher from each faculty holding permanently, not for a fixed period, a teaching post in the University may, if he has served in this capacity for not less than three years, be granted study leave on full salary with benefits for a period not exceeding four years for prosecuting research for a Ph.D. Degree at the Punjab/any other Pakistani University; provided that he/she works under the conditions accepted by the Syndicate as applicable to University teachers who are awarded scholarships for prosecuting higher study abroad, provided

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1. (a) A person who goes abroad on a scholarship, shall be required to execute a bond on a stamped paper to the effect that on his return from leave, he shall serve the University for at least five years, irrespective of the fact whether or not he receives any allowance from the University. In case of his failure to serve the University for five years on return, he shall pay to the University the amount specified in the bond. The amount shall be fixed in each case by the Syndicate and entered in the bond before the employee is allowed to proceed on leave for studies abroad. This shall apply to all kinds of leave to 'A' Class Officers other than study leave. Syndicate, 18 October, 1958, paragraph 18.
- (b) If the duration of training facility/fellowship/Scholarship was one year or less the selectee should be required to sign an agreement to serve the University for a period of two years instead of 5 years and the amount of liquidated damages recoverable from him should also be reduced proportionately. Syndicate 15 April, 1967 para 29(i).
- (c) University employees who proceed abroad on a scholarship, fellowship or a bursary etc., but not for obtaining a degree be not required to sign an agreement provided the period of their stay abroad does not exceed six months. Syndicate 19 June, 1971 Para 6.
2. (a) The period/periods spent abroad for higher studies/training by an employee holding a permanent/temporary post substantively may be treated as "duty" provided he/she is awarded a scholarship for the purpose. An employee who is granted this concession may be permitted to draw in Pakistan upto 3/4th of his pay, provided he/she shows satisfactory progress. Syndicate 30 June 1964 para graph 10. Notified vide Registrar's No. 412/G.M. dated 10 April 1969.
- (b) Only confirmed employees could be treated on duty if they were awarded scholarships or fellowships by an outside agency or by the University. All others should be treated on leave without pay. Syndicate, 28 September, 1968 paragraph 23.
- (c) Normally temporary employees, if they are awarded a scholarship/fellowship for training abroad, which had not been specifically allotted to the University, should be required to resign. If, however, due to special circumstances an exception had to be made, the proposal should be placed before the Syndicate after it had been examined by the Selection Board. Syndicate 17 July, 1971 paragraph 5.
3. Chancellor's approval to give the concession for higher study within Pakistan sought vide Registrar's No. 1195/G.M. dated 10 September, 1977.
4. Notified vide Registrar No 6/G.S., dated 2-2-2001.(Approved by the Senate at its meeting held on 15 April, 1999).
5. Ibid.

further that he will be allowed to prosecute research for a Ph.D. Degree at another Pakistani University.

- (c) The University will formulate subject/specific ranking of various Universities in Pakistan and the same ranking list will be re-assessed and reviewed each year. This list will be given as a guideline to prospective candidates seeking to do Ph.D.]¹

[Provided further that the total period of [study leave]² shall not exceed four years. Provided further that on the Satisfactory progress reports of work and a

1. Notified vide Registrar No 6/G.S, dated 2-2-2001.(Approved by the Senate at its meeting held on 15 April, 1999).

2 (1) (i) An Officer, desiring to prosecute higher studies abroad on a scholarship fellowship, bursary, etc. awarded to him for this purpose and holding permanently a teaching or an administrative post in the University, may be granted study leave for a period not exceeding four years in all, provided it is due to him. All others will be treated on leave without pay.

(ii) Study leave in the first instance may be granted for two years. Further extension may be allowed on receipt of satisfactory progress report from the Supervisor or Professor under whose supervision the officer is working. Leave for the fourth year may also be granted under exceptional circumstances and on good reports. Unconfirmed employees should be treated on leave without pay.

(iii) Such a person should be required to execute a bond on a stamped paper to the effect that, on his return from leave, he shall serve the University for at least five years. In case of his failure to serve the University for at least five years, he shall pay to the University the amount of liquidated damages specified below:-

- (a) Where the training period is six months or less Rs. 1,50,000/-*
- (b) Where the training period exceeds six months but does not exceed one year, Rs. 2,00,000/-*
- (c) Where the training period exceeds one year but does not exceed two years, Rs. 5,00,000/-*
- (d) Where the training period exceeds two years but does not exceed three years, Rs. 10,00,000/-*

**Approved by the syndicate dated 2.8.1997.*

(iv) Amount of liquidated damages may be got reduced by the Syndicate in the case of a University employee who is treated on leave without pay.

(iv) The Head of Department concerned should lay down the course/degree for which a University employee is sent abroad. The employees should stick to the course/degree for which he is sent abroad. After the completion of the course, the employee should return to the University and should not prolong his stay abroad by joining another course.

(vi) If the scholarship, fellowship, etc., of a University employee sent abroad is extended, the leave granted to him may also be extended. But no extension in leave should be granted, if the employee wants to prolong his stay abroad on the basis of another scholarship, fellowship, etc.

(2)*. A teacher/an officer of the University, who proceeds abroad on scholarship, fellowship, bursary etc., but not for obtaining a degree may be treated on duty abroad and allowed to draw full salary if he has at least 15 years' service to his credit, three-fourth of his salary if he has at least 10 years' service to his credit and half of the salary if he has five years, or more but less than 10 years' service. He shall be granted leave without pay, if he has less than 5 years' service to his credit. Syndicate 29 January 1970, paragraph 24.

The Officer should be treated on leave without pay for the period exceeding 15 months. Chancellor's Committee 28 February 1974 paragraph 22.

**Added vide Syndicate 17 April 1971, paragraph 10(11).*

definite recommendation of the Supervisor study leave may be extended for the third year or part thereof, by the Syndicate. In special cases, the leave may be extended for the fourth year or part thereof with the sanction of the Syndicate on the basis of satisfactory progress report and a definite recommendation by the Supervisor. The amended Statute shall have retrospective effect from 23 August 1962.]¹

In case of an officer retiring from or otherwise leaving the service within five years of the expiry of the leave, an amount equivalent to what that officer has drawn as study leave allowance shall be forfeited and the study leave shall, at the discretion of the Syndicate, be converted into furlough to the extent of the furlough standing to his credit at the date of retiring from, or leaving, the service.

This leave may be combined with vacation or furlough or both, but shall not count as service for furlough or any other leave.

Provided further that if an officer does not show satisfactory progress in his studies, the Syndicate, may at its discretion, cancel the study leave granted to him and withdraw all other privileges. This, however, will not apply to a person, who is unable to show satisfactory progress on account of illness, or because of other circumstances beyond his control.

(viii) Furlough:

(a) *Class 'A'*

- (1) The grant of furlough is subject to the condition that it can be granted without detriment to the business of the University.
- (2) The furlough earned shall be deemed to be one-ninth of an officer's active service, provided that:
 - (a) Furlough may not be granted until the officer applying for it has completed 4 years' active service;
 - (b) furlough may not be granted again until the expiry of three years from the date of such officer's last return from furlough;
 - (c) not more than two years' furlough may be granted at one time;
 - (d) not more than six months' furlough may be granted to an officer after he has attained the age of retirement in respect of his previous service;
 - (e) not more than six months' furlough for any period of service after the age of 55 years.

1. Chancellor's No. G.S.-64/926, dated 16 July 1964. (Notified vide Registrar's No. 975/G.M., dated 8 August 1964.)

- (3) Furlough may be granted in combination with vacation or privilege leave and in combination with leave without pay in special cases, at the discretion of the Syndicate.

(b) *Classes `B' and `C'*

The furlough earned shall be deemed to be one-twelfth of an officer's active service, provided that:-

- (a) Furlough may not be granted until the officer applying for it has completed six years' active service;
- (b) furlough may not be granted again until the expiry of six years from the date of such officer's last return from furlough;
- (c) no officer shall earn more than two years' furlough in the whole of his service;
- (d) not more than six months' furlough may be granted to an officer after he has attained the age of retirement in respect of his previous service;
- (e) not more than six months' furlough for any period of service after the age of 55 years.

(ix) **Medical leave:**

(a) *Class `A'*

Leave on medical certificate may be granted to an officer at any time, subject to such limitations and conditions as the Syndicate may, in each instance in which such leave is applied for, determine.

(b) *Classes `B' and `C'*

Leave on medical certificate may be granted to an officer at any time, subject to such limitations and conditions as the Vice-Chancellor may, in each instance in which such leave is applied for, determine.

[Notwithstanding anything to the contrary contained in the Statutes, medical leave on full pay may be sanctioned to an employee subject to the following conditions:-

- (a) that he has earned the furlough under Statute (viii)(a) or (viii)(b).
- (b) that double the period of medical leave shall be debited to the furlough account of the employee;
- (c) that not more than four months' medical leave under this Statute shall be sanctioned at any one time;

- (d) that the medical leave sanctioned under this Statute may be combined with summer vacation or any other type of leave, provided that the total period of leave on full pay so granted shall not exceed 7 months at a time.
These provisions shall take effect from the 1st January, 1963.]¹

(x) **Subsidiary: Class `A':**

In the case of furlough or leave on medical certificate taken out of Pakistan subsidiary leave, not exceeding ten days on any one occasion of taking such subsidiary leave, may be granted to the officer for the interval between the date of the quitting his office and the date on which he embarks at the port of departure from Pakistan and the interval between his landing in Pakistan and rejoining his appointment.

(xi) **[Extra-ordinary without pay: Classes `A', `B', `C' and `D']²**

- (1) The grant of extra-ordinary leave is subject to the condition that it can be granted without detriment to the business of the University.
- (2) The Syndicate may, in its discretion, for any special reasons, grant an employee extra-ordinary leave of absence, but such leave shall be without pay and shall not ordinarily exceed six months, or except under exceptional circumstances, be granted more than once in the course of the officer's service. This Statute shall have retrospective effect.

1. Chancellor's No. 11-GS-64/97, dated 22 January, 1964.

2. (i) When leave without pay is sanctioned by proper authority it shall not constitute a break in one's service nor effect his seniority, but the date of increment shall be delayed by the period of absence on such leave. (Syndicate, 25 October 1946, para 42.)

- (ii) (a) Leave without pay for purposes of serving elsewhere be not ordinarily granted for a period of more than three years. Extension beyond the period of three years be given very sparingly in such cases in which the Head of the Department certified that the work would not suffer if extension beyond three years was allowed. (Syndicate dated 26 January, 1977 para 2).
- (b) Officers intending to go abroad for higher studies be treated on leave without pay for such periods as the Syndicate may determine in each case.
- (c) Employees who were selected for employment in International Agency/[Foreign Countries]* may be granted leave without pay by the Syndicate for the period as the circumstances may warrant but not exceeding 3 years at any one time, but in special circumstances it could be extended upto five years. (Syndicate, 19 December, 1970, paragraph 17 and Syndicate 3 September, 1983 para 40 respectively.)

*Syndicate, 24 March, 1972, Paragraph 3(4).

- (d) [An employee may be allowed to continue against his assignment abroad even after the expiry of 5 years on the request of the employee or his employer. In all such cases, the officer's /employee's name will be removed from the existing seniority list and place of the separate static list with no claim to promotion or to seniority over any junior who will be promoted during this period. An officer's name would be brought back on the seniority list only after he resumes duty on return. In such cases also the office must earn a confidential report for one full year before he is considered for promotion. If approved for promotion, he will not regain his seniority. He will be assigned seniority in the higher post only from the date he assumes its charge.]**

** Notified vide Registrar's No. 126/G.S. dated 5-12-1997.

[Provided that the competent authority i.e. Finance Department in consultation with the Administrative Department, may in case it is satisfied that extra ordinary leave was taken (i) on account of illness or (ii) for higher studies if it is certified by the Administrative Department that the course of study will be useful for the Department or (iii) for any other cause beyond the Government servant's control, direct that EOL shall be counted for increment under sub clauses(ii) and (iii) of this clause."]¹

(xii) Temporary Employees:

- (1) A temporary University employee who had rendered three years or longer continuous temporary service on the 13th October, 1955, shall, for the purposes of these Statutes, be treated as a University servant in permanent employ, and if he elects these Statutes, shall be subject to the provisions of these Statutes with effect from the 14th October, 1955
- (2) A temporary University employee who had not completed three years on the 13th October, 1955, or one who joined or may join University service after that date shall, with effect from the date on which he completes three years' continuous temporary service, or on which he is appointed substantively to a permanent post, whichever is earlier, be treated for the purposes of leave as a University servant in permanent employ, and his leave account at the same time shall be credited with the amount of leave which would have been admissible to him under these Statutes had he been in permanent employ from 14th October, 1955, or if he joined service after that date from the date he joined service, such credit being diminished by the amount of leave already taken.

(xiii) Persons appointed on contract:

Notwithstanding anything to the contrary contained in the Statutes all persons appointed on a contract shall be governed by the same leave Statutes as are provided for other permanent employees of the University unless anything to the contrary is provided in the agreement.

(xiv) Persons proceeding abroad on Scholarships granted by the Provincial/ Federal/Foreign Government/Agency:

The Syndicate may, at its discretion, grant privilege leave, furlough or study leave due to an employee falling under the category subject to the condition laid down in the Statutes. For the rest of the period, however, the employee would be entitled only to extraordinary leave without pay. Employees who have neither any furlough or study leave nor any privilege leave at their credit would be granted only extraordinary leave without pay.

1. Adopted the Notification of Finance Department, Govt. of the Punjab No.F.D.S.R.II-I-109/89 dated 26-3-1990.(Notified vide Registrar's No.124/G.S dated 25-10-1997.)

(xv) Study Tour:

Only senior persons may be permitted to proceed on study tour subject to following conditions:-

- (a) Study tour would normally be for a period of four months, but in no case should it exceed six months.
- (b) Persons proceeding on study tour will be permitted to visit only one country. However, in case an officer desired to avail himself of the facilities offered by various airlines he might do so and break the journey wherever permissible, but shall have to meet additional expenditure from his own pocket.
- (c) In very special circumstances, the Syndicate may, at its discretion, grant study leave to an officer who has been sent abroad on study tour and also permit him to combine this with summer vacation.
- (d) Persons, proceeding on study tour, would be treated on duty and paid full salary in Pakistan.
- (e) As far as payment of compensatory allowance during their stay abroad was concerned they could be governed by the rates approved by the Punjab Government for its employees from time to time.
- (f) They would be paid actual fare from Lahore to port of embarkation and would not be entitled to draw daily allowance or extra railway fare.

(xvi) Rest and Recreation Leave/Allowance:

As from 1st of July, 1983, Rest and Recreation Allowance shall cease to be admissible to an employee of the University who draws pay in the Basic Pay Scales, vide Notification No. FD.PC.2-1/83, dated 25 August, 1983, issued by the Finance Department, Government of the Punjab.

(xvii) General Provisions:

- (1) Furlough and leave on medical certificate taken in Pakistan shall be reckoned from the date on which the officer quits his office to the date on which he resumes office. Furlough and leave on medical certificate taken out of Pakistan shall be reckoned from the date of embarkation at the port of departure from Pakistan to the date of debarkation at the port of arrival on return to Pakistan.
- (2) The monthly allowance to be granted to an officer of Class A while on subsidiary leave and furlough shall be a sum equal to half his average monthly salary, payable for the period spent out of Pakistan at the current rate of exchange. In the case of an Officer taking leave on medical certificate, the rate of the monthly allowance (if any) to be granted to him shall be such as the Syndicate may, in each instance, determine but shall not exceed the rate allowable in the case of furlough.

- (3) Leave allowances, wherever payable, shall be paid monthly in the first week of the succeeding month.
- (4) If the officer overstays his leave, he shall forfeit all his salary during the time of his remaining so absent, and if he overstays his leave for more than one week, his office shall be liable to be declared vacant.
- (5) The monthly allowance to be granted to an officer of Classes B and C, while on furlough shall be a sum equal to half his average monthly salary. In the case of an officer taking leave on medical certificate, the rate of the monthly allowance (if any) to be granted to him shall be such as the Vice-Chancellor may, in each instance, determine, but shall not exceed half his average monthly salary for the first six months of such leave, or one quarter of his average monthly salary for any longer period.
- (6) [For every three days an employee comes late to the University Office or leaves his seat without prior approval of the Head of the Department/Incharge of the Branch concerned, one casual leave/privilege leave shall be debited to his leave account]¹
- (7) [Notwithstanding anything to the contrary contained in the Statutes regarding the grant of leave/furlough to the University employees, all leave earned by a University employee during the tenure of his service shall lapse if he resigns or if his services are terminated or if he is retired compulsorily.]²

[(xviii) Leave preparatory to retirement:

The maximum period upto which a University employee may be granted leave preparatory to retirement shall be 365 days. It may be taken subject to availability, either on full pay or partly on full pay and partly on half pay, or entirely on half pay at the discretion of the University employee.

(xix) Special Leave:

A female University employee on the death of her husband, may be granted special leave on full pay, when applied for, not exceeding 130 days. This leave shall not be debited to her leave-account.

(xx) Disability Leave:

Leave salary during disability leave shall be equal to full pay for the first 180 days and half pay for the balance period.

1. Chancellor's U.O. No. 2363 GS/(B) 73 dated 17 December, 1973. (Notified vide Registrar's No. 1553/G.M., dated 26 December, 1973.)

2. Chancellors' Committee, 6 January 1973. (Notified vide Registrar's No. 172/G.M., dated 15 February, 1973.)

(xxi) Encashment of refused leave:

- (a) If in case of retirement on attaining the age of superannuation a University employee cannot for reasons of public service, be granted leave preparatory to retirement due to him, duly applied for in sufficient time he will in lieu thereof be granted lumpsum leave pay for the leave refused to him subject to a maximum of 180 days leave on full pay.
- (b) Ordinarily leave preparatory to retirement shall not be refused. All orders refusing leave preparatory to retirement to a University employee and recalling a University employee from leave preparatory to retirement shall be passed only by the authorities specified below:-
- (1) For University employee of grade 17 and above: Syndicate
 - (2) For University Employee of grade 16 and below: Vice-Chancellor.

The above authorities shall not further delegate these powers to another authority.

(xxii) In Service death :

In case a University employee dies while in service, lump sum payment equal to full pay upto 180 days out of the leave at his credit shall be made to his family as defined for the purpose of family pension.]¹

12. Retirement:

[An officer, teacher or other employee of the University shall retire from service:-

- (i) On such date, after he has completed twenty five years of service qualifying for pension or other retirement benefits as the competent authority may, in the public interest, direct; or
- (ii) [Where no direction is given under clause (i) on the completion of sixtieth year of his age.]²

Explanation. In this section "competent authority" means the appointing authority or a person duly authorised by the appointing authority in that behalf, not being a person lower in rank to the officer, teacher or other employee concerned.]³

1. Added vide Punjab Government Education Department No. S.O(Univ)1/209-79, dated 27 September, 1979. (Notified vide Registrar's No. 981/G.M., dated 9 October, 1979.)

2. Amended vide the Universities Laws (Amendment) Ordinance, 1977. (Punjab Ordinance No. VII of 1977). Corresponding provision in Clause (3) of Section 42 of the University of the Punjab Act, 1973.

3. Section 42 of the University of the Punjab Act, 1973.

13. Short term appointments:

[Provided that the power of the Syndicate to make short term appointments for periods of 3 years or of officers on probation shall not be limited in any manner whatsoever.

The provision relating to age of retirement applies only to the whole time paid officers of the University. In the case of others the age of retirement shall be the same as in their own respective institutions.]¹

14. Grant of Loan out of the study and Travel Grant:

[In order to assist a University employee who had proceeded or intended to proceed for studies abroad at his own expense and was not in receipt of any scholarship, the Syndicate, may, in suitable cases, advance an amount not exceeding Rs.300 per mensem out of the study and travel grant for such time as may be considered suitable on the execution of a bond or other surety for refund.]²

15. Voluntary Provident Fund:

- (1) The fund shall be called "Voluntary Provident Fund".
- (2) Any whole time employee of the University whether permanent or temporary may at his option become a member of this fund.
- (3) Application for becoming a member of this fund shall be made on a prescribed form to be approved by the Treasurer.
- (4) Members of the fund shall have the option to contribute upto [20% of the total]³ income towards the Voluntary Provident Fund, provided the rate at which contribution is to be made shall not be altered before the expiry of six months from the date from which it has been intimated.
- (5) The University shall not make any contribution towards this fund.
- (6) The amount at the credit of this Fund shall be invested in Government Securities and interest earned shall be distributed amongst the depositors according to the rules of general provident fund.

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1. University of the Punjab Calendar Vol.- 1(1963-64), page 182. The Syndicate, vide para 8 of its proceedings, dated 18 December, 1965, approved the following Rules for re-employment of Superannuated persons:-
 - (i) Teachers and Officers should be re-employed or appointed on contract only when it is in the interest of the University.
 - (ii) Persons re-employed after superannuation should not retain their seniority in the general cadre.
 - (iii) If a retiring member of teaching or academic department of the University is a recognised scholar, the University might utilize his services in some other appropriate capacity till the age of 65 or in very special circumstances even beyond that limit.
 - (iv) Retired hands from outside the University should ordinarily not be employed or retained in University service after they had attained the age of 65 years.
 2. University of the Punjab Calendar Vol.- I (1963-64) page 180.
 3. Substituted for the words "15% of their pay scale" vide S.O.Univ 1/31/65 dated 25 December, 1965. (Notified vide Registrar's No. 1623/G.M. dated 14 December, 1965.)

- (7) Advances out of this fund shall be allowed to the members according to the rules pertaining to advances out of the general provident fund.

16. [Group Insurance Scheme]¹:

- (i) All employees of the University falling in any of the four categories viz, A,B,C, and D, with the exception of those who are appointed in a purely officiating capacity against temporary posts for very short period(s), be considered eligible for membership to the Group Insurance Scheme, provided they have not attained the age of 60 years.
- (ii) The scales of the sums to be insured shall be as mentioned below:-
- | | | | | |
|--------|--------------|--------------|-----|------------------------|
| (i) | Employees in | BPS 20 | Rs. | 2,00,000/- |
| (ii) | Employees in | BPS 19 | Rs. | 1,75,000/- |
| (iii) | Employees in | BPS 18 | Rs. | 1,50,000/- |
| (iv) | Employees in | BPS 17 | Rs. | 100,000/- |
| (v) | Employees in | BPS 16 | Rs. | 75,000/- |
| (vi) | Employees in | BPS 11to15 | Rs. | 50,000/- |
| (vii) | Employees in | BPS 5 to 10. | Rs. | 25,000/- |
| (viii) | Employees in | BPS 1 to 4 | Rs. | 20,000/-] ² |
- (iii) For employees in BPS 1 to 4 the premium be paid by the University and those in BPS 5 and above would pay premium themselves.
- (iv) The revised rates of sum insured be made effective from 1st April, 1996.

17. Pension:

- (1) (a) These statutes may be called the Punjab University Services Pension Statutes.
- (b) These statutes shall have effect from 1st July 1968.
- (2) (a) In these statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

"Head of Department" means the Head of the University Teaching or administrative department and includes the Principal of a constituent college and Director of an Institute.

1. Approved vide paragraph 6(B)(2), Syndicate dated 20 June, 1969.

2. Notified vide Treasurer's No. 1164/D.T.I,dated, 25-3-1996.

"*Medical Authority*" means an authority appointed to conduct medical examination of University servants for the purpose of granting invalid pension, extraordinary pension or commutation of pension. This authority shall be:-

- (i) The University Chief Medical Officer in respect of employees of Classes `C' and `D'.
 - (ii) A standing Medical Board consisting of not less than two Medical Officers to be appointed by the Syndicate in respect of officers of class "B".
 - (iii) A standing Medical Board consisting of not less than three Medical Officers to be appointed by the Syndicate in respect of officers of class "A".
- (b) If any question of interpretation of these statutes arises, such interpretation shall be made by the Syndicate of the Punjab University with reference to the West Pakistan Civil Services Pension Rules for the time being in force.

(3) **Extent of application** - Unless in any case it be otherwise expressly provided, these Statutes shall apply to:-

- (i) all University servants under the rule-making control of the Punjab University who entered University service on or after the 1st July, 1968;
- (ii) all University servants who were in service on and before 1st July, 1968 unless they opt to continue to be governed by the existing Provident Fund Statutes applicable to them;
- (iii) all employees who retired from University service after 1 July, 1968 but before the date of publication of these Statutes, if they opt to be governed by these Statutes.

Note:- In the case of University servants or retired employees who were in service on the 1 July, 1968 but died before the publication of these Statutes, it will be assumed that they opted for these Statutes. Provided that if the amount of Provident Fund standing at the credit of a deceased employee is more than the total amount of family pension admissible to his dependents he shall be deemed to have opted for the Provident Fund.

(4) **Option:** University servants and retired officials mentioned in clauses (ii) and (iii) of statute (3) above may exercise option within a period of 6 months from the date of publication of these statutes in the West Pakistan Gazette. The option shall be communicated in writing to the Treasurer and the option once so exercised shall be final. University servants who fail to exercise option within the stipulated period shall be assumed to have opted for the Punjab University Services Pension Statutes.

Note: The Treasurer should acknowledge the receipt of options communicated to him by University servants.

Explanations:

- (a) A University Servant can only opt either for these statutes or for the Provident Fund Statutes. It is not open to him to opt for the Provident Fund Statutes for a part or parts of his service and for these statutes for the remaining part or parts thereof.
- (b) No other gratuity, bonus, stipends or annuities can be granted to the University employees or their families under any other statutes on the adoption/application of these statutes.
- (c)
 - (i) The amount subscribed to the Provident Fund by a University servant who opts for these statutes or who does not or fails to opt for the Provident Fund Statutes within the stipulated period shall be refunded to him along with the amount of interest accrued thereon unless he declares that the amount at his credit may be refunded and may be treated as voluntary fund, and the service rendered by him from the date of his joining the University service or the date of attaining the age of 20 years, whichever is later, shall, subject to the statutes for reckoning the qualifying pension for service count as service for pension and the provisions of the Provident Fund Statutes shall cease to be applicable to him.
 - (ii) The amount contributed by the University to the Provident Fund of a University servant who opts for these statutes or who does not or fails to opt for the Provident Fund Statutes within the stipulated period shall be surrendered to the University along with the amount of interest accrued thereon;

 Provided that the provision of above clauses, i.e. (i) and (ii) will not apply to the University servants who are appointed on contract for a limited period and have been extended the benefit of Provident Fund under the terms and conditions of their appointment.
- (d) A University servant who, at the time of issue of these statutes, is out of Pakistan or is on leave, may exercise his option and communicate it within 6 months from the date of his return from leave or deputation abroad. If he does not exercise and communicate his option within the prescribed limit, he shall be deemed to have accepted the pensionary benefits.
- (e) The employees mentioned in statutes (3)(iii) above have to surrender 50% of the Provident Fund alongwith the interest thereon and the entire amount of the gratuity etc., received before deriving the pensionary benefits.

- (5) **These statutes shall not apply to:**
- (i) University servants paid from contingencies or borne on workcharged Establishment;
 - (ii) University servants engaged on contract which contains no stipulation for pension under these statutes;
 - (iii) any person for whose appointment and conditions of service, special provisions is made by or under any law for the time being in force;
 - (iv) any University servant or class of University servants who may be excluded by the Syndicate from the application of these rules;
 - (v) any University servant who holds a post which has been declared by the Syndicate to be non-pensionable;
 - (vi) any person whose whole time is not retained for University service but is merely paid for work done, such as part-time lecturers, scrutineers, etc;
 - (vii) any person who is not paid from the University fund, but is paid from a fund held by the University as a Trustee, or from any other local fund or is remunerated by fees for the grant of a tenure of land or of any other source of revenue or of a right to collect money.
- (6) Except where express provision has been made in these statutes The West Pakistan, Civil Service Pension Rules, 1963, as applicable to West Pakistan Government servants and amended from time to time shall apply mutatis mutandis to the University servants.
- (7) There shall be maintained a Pension Fund, to the credit whereof shall be placed:
- (a) [The amounts contributed by the University to provident fund accounts of the University servants who have under these statutes opted for pension system; and
 - (b) Such contribution per month for every University servant as would have been payable by the University under the provident fund system;
 - (c) Such employees, as had been permitted to work in outside organizations within the country or their employers, may be allowed to contribute towards their pension, group insurance, benevolent fund, etc. as per rules for the purpose of counting their period of Foreign Service towards pension;
 - (d) Such employees as had been allowed to work in foreign countries or their employees may be allowed to contribute toward their pension, group insurance, benevolent fund, etc, in foreign exchange as per rules for the purpose of counting their period of Foreign Service towards pension.

- (e) The decision taken may be made applicable to all employees as are presently on Foreign Service or had been on Foreign Service but have now rejoined their duties in the University.]¹
- (8) The authority competent to sanction the grant of pension shall be the authority competent to fill the post vacated by the servant of the University retiring on pension.
- (9) If a University servant is aggrieved by an order passed under statute (8), he may appeal to the authority competent to have heard the appeal, if he were removed or dismissed from the University service immediately before his retirement, and the provision of the rules regulating appeals for removal or dismissal shall apply mutandis to appeals under this statute.
- (10) If the amount in the Pension Fund is surplus to the requirements for the purposes of pension, the surplus fund may be invested with the previous sanction of the Syndicate, in such manner as may be necessary, and if the Pension Fund is running short of the requirements for the purposes of pension, the Syndicate may require the University to raise its contribution to the Pension Fund under clause (b) of Statute 7 to such extent as may be specified.
- (11) All pensions shall be paid out of the Pension Fund maintained under Statute (7)
- (12) All formalities for the grant of pension shall be completed as expeditiously as possible, so that the University servant retiring on Pension starts getting his pension regularly within three months of his retirement; provided that if due to unavoidable circumstances such period is to be exceeded the authority competent to grant the pension shall sanction anticipatory pension for the interim period.]²

[(13) ***Counting of service rendered in one University toward total length of service in another University for purposes of pension:-***

In the case of persons who had been transferred from this University and who had taken up appointment in other University/Government Organization, their pension contribution upto that date be remitted to their present employers.]³

[(14) ***Grant of Pensionary Benefits to the Employees of Autonomous/ semi-autonomous organizations on regular appointments to posts in government:***

Government of Pakistan Finance Division Regulation Wing II Islamabad vide its office memorandum No. F.5(9)-R-7/85-1221 dated 22-10-1985 had notified that in case of employees of autonomous body/semi-autonomous organizations who joined service in a government department through proper channel, the concerned autonomous/semi-autonomous organization might make payment of pension contribution to the government at the prescribed rate as indicated in the division's O.M. No. F(5) Regd. 7/79-1407, subject to the following conditions:-

-
1. Approved by the senate at its meeting held on 14-7-1999.
 2. Approved by the Chancellor vide Punjab Government Education Department No. S.O. Univ. 1/38-68 dated 8 December 1969. (Notified vide Registrar's No. 1956/G.M., dated 16 December, 1969.)
 3. F.C. dated 24-6—1989 (Approved by the Syndicate dated 9-9-1992.)

- (i) The appointment of the individual concerned in the government department was made with the consent of the Head of the autonomous organization and with the approval of the competent authority in government department concerned, in accordance with the normal procedure for making such appointment.
- (ii) The regular employees of the autonomous organization concerned are entitled under specific rules of the organization for the purpose, to the same benefits of pension/gratuity as are admissible to the civil servants of the federal government, and the employees concerned had rendered qualifying service for pension/gratuity in his parent organization before his appointment in the government department concerned.
- (iii) Such appointments under the government shall be treated as fresh appointments and incumbents will be allowed the benefits of previous service rendered in the autonomous/semi-autonomous organization for the purpose of pension only. Their seniority will be reckoned from the date of appointment under the Government Department concerned.

These orders will be effective from the date of issue. However, these will also cover, subject to the conditions specified above, past cases of those employees of government who rendered service in an autonomous/semi-autonomous organization and have not proceeded on normal retirement before the date of their office memorandum.]¹

[18. ***Additional Pension:***

A retiring officer in BPS-20 and above will be allowed a special additional pension equal to the admissible pre-retirement orderly allowance.]²

19. ***Benevolent Fund:***

`A' [Benevolent Fund for the Relief of the Punjab University Employees of Class `A' and their Families.]³

(1) ***Fund***

It is desired to constitute Benevolent Fund for the relief of the Punjab University employees of Class `A' and their families.

1. Government of the Pakistan Notification No. F.S.(9)-R-7/85-1221 dated 22-10-1985 has adopted by the F.C. dated 23, 24 & 25 June, 1987. (Approved by the Syndicate 9-9-1992.)

2. Vide Federal Govt. Finance Division Office Memorandum No.F.1 (8)R.4/89 dated 4-12-1991.(Approved by the senate dated 14-7-1999.)

3. Amended by the Chancellor vide Punjab Government, Education Department No. S.O. (Univ)1/6-78-VIII dated 2 September 1979. (Notified vide Registrar's No. 895/G.M., dated 17 September, 1979.)

(2) Utilization of Fund

The fund shall be utilized for the relief of University employees of Class A and their families by:-

- (i) giving financial assistance to the families of deceased University employees;
- (ii) giving financial assistance to the University employees invalided out of service;
- (iii) making special grant to the University employees in exceptional cases;
- (iv) granting educational scholarships to the children of deceased/invalided University employees.

(3) Rate of Contribution

The [rate of contribution]¹ to the Fund by the University employees shall be 2% of the pay rounded to the nearest rupee.

(4) Deductions

Contribution to the fund by the University employees shall be made by deduction of the amounts from their pay bills.

(5) Custody of Fund

The amounts so deducted shall be deposited in a scheduled Bank at Lahore under a separate account "Punjab University Employees of Class A Benevolent Fund".

(6) Constitution of Board of Management

The Fund shall be managed by a Board of Management which shall consist of the following:-

- (i) Pro-Vice-Chancellor (Chairman)
- (ii) President, Academic Staff Association.
- (iii) Registrar
- (iv) to (vii) One Professor, One Associate Professor, one Assistant Professor and one Lecturer to be nominated by the Vice-Chancellor out of a panel of names to be submitted by the Executive Committee of the Academic Staff Association for a period of two years.

1. Notified vide Treasurer's No. 886/A.A.3 dated 26 December, 1994.

[(viii) to (xiv) Deans of the faculties of Arts, Science, Engineering, Pharmacy, Islamic & Oriental Learning, Law, Commerce and Education]¹

(xv) Treasurer (Secretary)

(7) Meetings of the Board

- (i) The meeting of the Board of Management shall be called by the Chairman whenever considered necessary.
- (ii) The Chairman and any 5 members of the Board shall form the quorum.
- (iii) Decisions by the Board shall be taken by the majority of votes.

(8) Disbursement

1. The following grants from the Fund shall, subject to the provision of these Statutes, be admissible to University employees who are subscribers to the Fund or their families:-

[(a) MARRIAGE GRANT

- (i) To an in-service Government servants. Rs. 2500/- for marriage of each daughter.
- (ii) To the deceased or an invalidated and Retired Govt. servant who dies within 15 years of the retirement. Rs. 5000/- for Marriage of each daughter.

Provided that the application is made within two months of the marriage.

(b) FUNERAL GRANT

- (i) On the death of Government servant..... Rs. 1000/-
- (ii) On the death of dependent member of the family of a Government servant.....Rs. 1000/-

Provided that the application is made within 190 days of the death.

(c) EDUCATION SCHOLARSHIPS

Primary level	Rs. 500/- P.A. for Day Scholars
Middle level	Rs. 500/- P.A. for Day Scholars
Matric level	Rs. 1000/- P.A. for Day Scholars

1. Added vide Punjab Govt. Education Deptt. No. S.O. (Univ.) 1/6-73 (II), dated. 19 May, 1975. (Notified vide Registrar's No. 924/G.M. dated. 26 May, 1975.)

	Rs. 2200/- P.A. for Hostel Residents.
F.A. & Equivalent Classes	Rs. 1000/- P.A. for Day Scholars Rs. 2200/- P.A. for Hostel Residents.
B.A. & Equivalent Classes	Rs. 2000/- P.A. for Day Scholars Rs. 3200/- P.A. for Hostel Residents.
M.A. & Equivalent Classes	Rs. 2000/- P.A. for Day Scholars Rs. 3200/- P.A. for Hostel Residents.

Provided that :-

- (i) in case of an in-service Government Servant, Scholarship will be admissible for only two *children for post-matric classes;
- (ii) in case of death or invalidation during service and if death occurs within fifteen *years after retirement, Scholarship will be admissible upto three children from Primary level till they complete their education; and
- (iii) in case of children in-service employees, the minimum marks obtained will be 60% in matric and 55% in post-matric classes.
- (d) MONTHLY GRANT

If a Government servant is invalidated or dies during service of the death occurs within 15 years after his retirement, he, or his family as the case may be, shall be entitled to a monthly grant at the following rate: -

[BPS-16	(Gazetted)	Rs. 1600 /- P.M.
BPS-17	(Gazetted)	Rs. 1800/- P.M.
BPS-18	(Gazetted)	Rs. 2000/- P.M.
BPS-19	(Gazetted)	Rs. 2300/- P.M.
BPS-20 & above	(Gazetted)	Rs. 2500/- P.M.] ¹

* Notified vice Treasurer's No. 886/A.A.3. dated. 26 December, 1994.

1. Notified vide Treasurer's No. 3592/Accounts Department P.U. dated 24 September, 1990.

Provided that: -

- (i) The monthly grant shall be admissible for a period of [life time]¹ in case of invalidation and death during service; and
- (ii) in case death occurs after retirement, the monthly grant shall be admissible for the unexpired period of [fifteen years]² from his retirement.]³

These amendements will be effective from 1-11-1994.

2. Notwithstanding anything contained in these Statutes the Board may make a special grant to a University employee or a member of his family in case of extreme financial distress which is not occasioned on account of actions or omissions on the part of the University employees himself.
3. If a University employees has held both Class A and Class B posts at different periods of his service, he shall not be entitled to the benefits of the Fund under these Statutes unless the post held by him at the time of his retirement or at the time of his death or invalidation during service before retirement, was a Class A post.
4. The benefits admissible under these Statutes to a University employee or his family, as the case may be, shall become admissible immediately after the University employee has made his first contribution to the Fund.
5. An application for a grant under these Statutes shall be made to the Chairman of the Board in the form set out in Annexure `O' and shall be submitted by the applicant through the Head of Department in which such University Employee was employed at the time of retirement or at the time of his death or invalidation during service before retirement.
6. Where a grant under these Statutes has been sanctioned in favour of a widow, such grant shall be subject to the condition that the widow does not remarry. Such widow shall each month furnish to the Treasurer a certificate in the form set out in Annexure `P'. On remarriage of the widow during the period of such grant, the grant shall cease forthwith.
7. If a University employee quits the University service for one reason or the other or is forced to leave the University service, he shall not be entitled to the refund of the contributions made by him towards the Fund during the period of his service.

1. Notified vide Treasurer's No. 3592/Accounts Department P.U. dated 24 September, 1990.
2. Ibid.
3. Notified vide Treasurer's No. D/6663/A.A.3 dated 16 August, 1988.

ANNEXURE 'O'**APPLICATION FOR GRANT FROM THE PUNJAB UNIVERSITY CLASS 'A'
EMPLOYEES BENEVOLENT FUND**

1. Name.
2. Date of entry into University Service.
3. Date of death, invalidation or retirement.
4. Total length of service at the time of death, invalidation or retirement.
5. (a) Post held at the time of retirement or at the time of death or invalidation before retirement.
(b) Whether the University Employee held such post permanently or temporarily?
6. Last Pay drawn and scale of pay.
7. (a) Details of dependent family members, such as their names, ages, whether married or unmarried, school or college where being educated, relationship of each with the University Employee.
(b) Details of earning family members not included in item (a) above, and their monthly incomes.
8. Details of property left by the University employee for his dependents.
 - (i) Movable, including cash
 - (ii) Immovable.
9. Amount of and date from which pension/gratuity/compensation has been granted by the University.
10. If insured, the amount for which insured.
11. (i) Date from which contributing to the Benevolent Fund.
(ii) Total contribution towards Benevolent Fund.
12. Amount applied for.
13. Reasons for the application with proof, if any.
14. In the case of application by a widow, a statement to the effect that she has not remarried.

I do hereby solemnly affirm and verify that the contents of the above application are true to the best of my knowledge and belief and that I have concealed nothing.

I know that in the event of making a willful misrepresentation or suppression of fact, I shall be liable to criminal prosecution.

Signature and name of the applicant

Son/Daughter/Wife/Widow of

Address

I certify and attest the details furnished above from the record available in this office and :-

- (i) Recommend
- (ii) do not recommend the case for reason
Signature and name of the Head of Department
(with official seal)

ANNEXURE `P'

[SEE STATUTE (8)(vii)]

I do hereby solemnly affirm that I, Mst. widow of drawing Rs. (Rupees) per month as grant out of the Punjab University Employees Benevolent Fund, Part I, have not yet remarried and am still a widow. I, therefore, request that the sanctioned amount of Rs.for the month of may kindly be remitted to me.

Attested

Signature with date

Name in block letters.

Widow of

B -- CLASSES B, C AND D**(1) Fund**

These Statutes may be called the Benevolent Fund for the relief of the Punjab University employees of Classes B, C and D and their families.

(2) Utilization of Fund

The Fund shall be utilized for the relief of University employees of Classes B, C and D and their families by -

- (i) giving financial assistance to the families of the deceased University employees;
- (ii) giving financial assistance to University employees invalidated out of service;
- (iii) making special grants to University employees in exceptional cases;
- (iv) granting educational scholarships to children of deceased/ invalidated University employees.

(3) Rate of Contribution

The [rate of contribution]¹ to the Fund by the employees shall be 2% of the pay, rounded to the nearest rupee.

(4) Deduction

Contribution to the Fund by the University employees shall be by deduction of the amounts by the Drawing Officers from the pay bills of each employee.

(5) Custody of Fund

The amounts so deducted shall be deposited in a scheduled Bank at Lahore under a separate account 'PUNJAB UNIVERSITY EMPLOYEES OF CLASSES B, C AND D BENEVOLENT FUND'

(6) Constitution of Board of Management

The fund shall be managed by a Board of Management which shall consist of the following:-

- (i) Registrar *(Chairman)*
- (ii) President, Punjab University Administrative and Technical Staff Association.
- (iii) Secretary, Punjab University Administrative and Technical Staff Association.

1. Notified vide Treasurer's No. 886/A.A.3 dated 26 December, 1994.

(iv) to (vi) Three employees from the Classes B, C and D to be nominated by the Vice-Chancellor out of a panel of names to be submitted by the Executive Committee of the Punjab University Administrative and Technical Staff Association for a period of two years.

(vii) Treasurer

[(viii) Chief Medical Officer

(ix) Controller of Examinations]¹

(x) Deputy Treasurer (Secretary)

(7) Meetings of the Board

- (i) The meeting of the Board of Management shall be held at least once in a month.
- (ii) The meeting of the Board shall be called by the Chairman whenever considered necessary.
- (iii) The Chairman and any 3 members of the Board shall form the quorum.
- (iv) Decisions by the Board shall be taken by the majority of votes.

(8) Disbursement

[(i) The following grants from the University Employees Benevolent Fund, shall, subject to the provision of these Statutes, be admissible to the University Employees who are subscribers to the Fund or their families, as the case may be, namely:-

[(a) MARRIAGE GRANT

- | | | |
|--------|---|---|
| (i) | To an in-service University Employee. | Rs. 2500/- for marriage of each daughter. |
| (ii) | To the deceased or an invalidated and retired University Employee who dies within 15 years of retirement. | Rs. 5000/- for marriage of each daughter. |
| [(iii) | B & C class Employees own marriage or Son 's marriage. | Rs. 500/-each |
| (iii) | D Class Employee own marriage or Son's marriage. | Rs. 300/- each] ² |

1. Added vide Punjab Government, Education Department No. S.O.(Univ)1/6-73(II) dated 19 May, 1975. (Notified vide Registrar's No. 924/G.M., dated 26 May, 1975.)

2. Notification vides Treasurer's No. D/9347/A.A. dated .25-6-1989.

Provided that the application is made within two months of the marriage.

(b) FUNERAL GRANT

- (i) On the death of a University Employee. Rs. 1000/-
- (ii) On the death of a dependent member of the family of a University Employee. Rs. 1000/-

Provided that the application is made within 190 days of the death.

(c) EDUCATIONAL SCHOLARSHIP

[Primary level	Rs. 500/- P.A. for Day Scholars.
Middle level	Rs. 500/- P.A. for Day Scholars
Matric Level	Rs. 1000/- P.A. for Day Scholars. Rs. 2200/- P.A. for Hostel esidents.
F.A. & Equivalent Classes	Rs. 1000/- P.A. for Day Scholars Rs. 2200/- P.A. for Hostel esidents.
B.A & Equivalent Classes	Rs. 2000/- P.A. for Day Scholars. Rs. 3200/- P.A. for Hostel esidents.
M.A. & Equivalent Classes.	Rs. 2000/- P.A. for Day Scholars Rs. 3200/- P.A. for Hostel Residents.] ¹

Provided that:

- (i) in case of an in-service University Employee Scholarship will be admissible for only one child for post-matric classes;
- (ii) In case of death or invalidation during service and if death occurs within [fifteen years]² after retirement, Scholarship will be admissible upto three children from primary level till they complete their education; and
- (iii) in case of children of in-service employees the minimum marks obtained will be 60 % in matric and 55% in post-matric classes.

1. Notified vide Treasurer's No. 886/A.A.3 dated 26 December, 1994.

2. Notified vide Treasurer's No. D/7133/A.A.3 dated 20 Otober, 1988.

(d) MONTHLY GRANT

If a University Employee is invalidated or dies during service or the death occurs within [15]¹ years after his retirement, he, or his family as the case may be, shall be entitled to a monthly grant at the following rates:-

[BPS	1 to 4	Rs. 1000/- p.m.
BPS	5 to 10	Rs. 1100/- p.m.
BPS	11 to 15	Rs. 1300/- p.m.
BPS	16 (Non Gazetted)	Rs. 1600/- p.m.] ²

Provided that:

- (i) The monthly grant shall be admissible for a period of [fifteen years]³ in case of invalidation and death during service:
- (ii) in case death occurs after retirement, the monthly grant shall be admissible for the unexpired period of [fifteen years]⁴ from his retirement.]⁵

These amendments will be effective from 1-11- 1994.

- (iii) An application for a grant shall be made in the form set out in Annexure 'Q' and shall be presented to the Head of the Department along with the certificate of the Medical Officer, where such certificate is necessary.
- (iv) (a) Where an application is made to him under Statute (8)(i), if the Head of the Department after taking into consideration the contents of the application and making such inquiries as he may consider necessary, is satisfied that the applicant is entitled to a grant, he may recommend to the Board the amount to be disbursed or granted to the applicant.
- (b) On receipt of the recommendations of the Head of the Department under sub Clause (iv)(a), the Board may, after taking into consideration such recommendations and making such inquiries, if any, as it may consider necessary; sanction out of the University Benevolent Fund a grant or payment to the University employee concerned or a member of his family in accordance with the provisions of Statute (8)(i).
- (c) The amount sanctioned under sub clause (iv)(b) of Statute (8) shall be paid by the Treasurer to the University employee concerned or a member of his family, as the case may be.

1. to 4. Notified vide Treasurer's No. 886/A.A.3 Dated , 26-12-1994.

5. Notified vide Treasurer's No. D/7133/A.A.3 dated 20 October, 1988.

- (d) The Treasurer shall obtain proper receipts from the grantee in respect of all such payments and maintain a record of the same in the register.
- (v) Where a grant under these Statutes has been sanctioned in favour of a widow, such grant shall be subject to the condition that the widow does not remarry. Such widow shall each month furnish to the Treasurer a certificate in the form set out in Annexure `R' to these Statutes. On remarriage of the widow, the grant sanctioned in her favour shall cease forthwith.
- (vi) A University employee who, for any reason whatsoever, quits the University service or is forced to leave the University service, shall not be entitled to the refund of the contributions made by him towards the Fund during the period of his service.

ANNEXURE `Q'

[See Statute (8) (ii)]

APPLICATION FOR GRANT FROM THE PUNJAB UNIVERSITY EMPLOYEES OF CLASSES B, C & D BENEVOLENT FUND

1. Name.
2. Date of entry into University Service.
3. Date of death, invalidation or retirement.
4. Total length of service at the time of death, invalidation or retirement.
5.
 - (a) Post held at the time of retirement or at the time of death or invalidation before retirement.
 - (b) Whether such post was B, C or D Class
 - (c) Whether the University Employee held such post permanently or temporarily.
6. Last pay Drawn and scale of pay.
7.
 - (a) Details of dependent family members, such as their names, ages, whether married or unmarried, school or college where being educated, relationship of each with the University employee.
 - (b) Details of earning family members not included in item (a) above, and their monthly incomes.
8. Details of property left by the University employee for his dependents:
 - (i) movable, including cash.
 - (ii) immovable.
9. Amount of and date from which pension/gratuity/compensation has been granted by the University.

10. If insured, the amount for which insured.
11. (i) Date from which contributing to the Benevolent Fund.
(ii) Total contribution towards Benevolent Fund.
12. Amount applied for
13. Reasons for the application with proof, if any.
14. In the case of application by a widow, a statement to the effect that she has not remarried.

I do hereby solemnly affirm and verify that the contents of the above application are true to the best of my knowledge and belief and that I have concealed nothing.

I know that in the event of making a wilful mis-representation or suppression of fact, I shall be liable to criminal prosecution.

Signature and name of the applicant

Son/daughter/wife/widow of

Address

I certify and attest the details furnished above from the record available in this office and

- (i) Recommend
- (ii) do not recommend the case for reason

Signature
and name of the
Head of the Department
(with seal)

ANNEXURE `R'

[See Statute (8)(iv)]

I do hereby solemnly affirm that I, Mst. widow of
.... drawing Rs. (Rupees) per month as grant out of the
Punjab University Classes B, C and D Employees Benevolent Fund, Part II, have not yet
remarried and am still a widow. I, therefore, request that the sanctioned amount of Rs.
.... for the month of may kindly be remitted to me.

Attested

Signature with date

Name in block letters

Widow of

20. [GRANT OF ADVANCE TO UNIVERSITY EMPLOYEES FOR BUILDING/PURCHASING A HOUSE.]¹

1. [An advance to build a house may be sanctioned by the University to a permanent employee with not less than five years' service.
2. The benefit of the advance would be available for construction of a house anywhere in Pakistan.
3. No advance shall be permissible to an employee who was likely to retire before complete recovery of the amount of advance.
4. The advance shall be drawn by instalments, the amount, of each instalment being such as is likely to be required for expenditure in the next three months satisfactory evidence shall be produced to show that the amount of the instalment has been actually utilised for the purpose for which it was drawn before the next instalment is paid.

Provided further that if the amount to be advanced for house building is very meager (below Rs. 3,500/-) it may be paid in two instalments. The second instalment may be advanced when receipts showing the first advance having been spent in full have been produced.

5. No advance shall exceed 24 months pay of the employee to whom it is paid.
6. All advances must be bonafide requirement for the purpose of building a suitable house for the personal residences of the employee and if more is advanced than is actually expended for the purpose, the surplus shall be refunded to the University on demand.
7. An employee shall get no more than one advance for the same house, and no employee shall receive a second advance while any portion of a previous advance with interest accrued thereon is outstanding against him.
8. [Simple interest at the rate specially fixed by the Vice-Chancellor for the purpose shall be charged on the advance for house building (including advance for the purchase and repair of a house)]²
9. Advance shall be recovered by deducting monthly instalments, extending over a period of not more than 120 months from the pay bill of the employees concerned. The authority sanctioning an advance may, however, permit recovery to be made in smaller number of instalments if the employee receiving the advance so desires. The re-payment of advance shall commence from the fourth issue of pay after the first instalment is taken. The amount of interest shall be recovered in one or more instalments each such instalment

1. Approved by the Chancellor vide Punjab Government Education Department No. S.O(Univ.)1/194-77 dated 15 October, 1985. Notified vide Registrar's No. 1634/G.M., dated 7 November, 1985.

2. The Finance and Planning Committee/Syndicate at their meetings held on 24 November, 1981 and 14 April 1983 respectively decided that interest on House Building/Purchasing be charged as under:-

- (a) The Notification No. FD(FR)VI-25/78 dated 24 March, 1979 issued by the Government of the Punjab, Finance Department for. not charging interest from the employees in NPS-1 to NPS-15 be made applicable in the University of the Punjab Mutatis Mutandis.
- (b) University Officers in NPS-16 and above be charged 5% per annum simple interest on house building loans and advances.

being not appreciably greater than the instalments by which the principal was recovered. The recovery of interest will commence from the month following that in which the whole of the principal has been repaid.

10. In order to secure the University from loss consequent upon an employee dying or quitting the service before complete re-payment of the advance with interest, the house so built together with the land it stands upon, must be mortgaged to the University. The mortgaged property shall be released on liquidation of the full amount due.

Note: An employee who is given an advance for the construction of a house shall execute an agreement in the prescribed form of mortgage for house building advance which shall be registered before the advance is drawn by him. In case advance is given for purchase of a house, the agreement shall be executed in the prescribed form of agreement and shall be registered within one month of its execution.

11. The employee must satisfy the sanctioning authority regarding his title to the land upon which the house has been or is to be built.

12. Application for the advance must be made to the Treasurer who will record his opinion as to the necessity for the assistance solicited. The applicant must certify that the sum is to be expended on building purpose only. The balance shall finally be sanctioned by the Vice-Chancellor.

13. Advance may also be made to employees for purchase of house. In this case the advance may be drawn in full at once but satisfactory evidence should be produced before the Authority sanctioning the advance to show that the amount advanced has been spent on the purchase within three months of its drawal. The re-payment will commence with the pay of the following month in which the advance is drawn. Before the advance is drawn, the sanctioning authority should record on the bill a certificate that he has secured and retained with him an agreement in PFR form 19, signed by the applicant pending execution of the final mortgage bond after the house is actually purchased. The mortgage bond form should form an annexure to the Punjab University rules.

14. Advance for repair to a house may be made on the following conditions:-

- (1) An advance may be made only if (i) the repairs are required to make the house habitable (ii) they are not in the nature of ordinary repairs and (iii) they involve an outlay large in comparison with the value of the house.
- (2) Not more than one advance is admissible in respect of the same house.
- (3) No advance shall exceed six months' pay of the employee to whom it is made.
- (4) An advance if required for the house built/purchased out of the advance already drawn under Statutes 1 and 13 above will only be admissible if at least five years had elapsed since the previous advance was drawn.
- (5) Subject to other general principles of Statutes regarding application, sanction and drawal of advance, the re-payment of this advance will be made within two years.

- (6) The advance shall be liable to interest at the rate fixed by the Vice-Chancellor under Statute 8.
15. If an advance is obtained for building a house at Lahore, the employee shall forfeit his right to residential accommodation provided by the University 8 years after the date on which the advance was drawn and in the case of an advance for the purchase of house, he shall forfeit his right to residential accommodation 8 years after the date of purchase. If he continues to remain in occupation of the accommodation after the period mentioned above, he shall be liable to pay rent at the rate of 27% of his pay.
16. Application form to be prescribed for the purpose and Draft Agreement to be executed by the employees are also at Annexure I & II.
-

ANNEXUREI

UNIVERSITY OF THE PUNJAB, LAHORE
FORM OF APPLICATION FOR ADVANCE TO PURCHASE/BUILD A HOUSE

1. Name of the applicant
2. Designation, Branch/Department
3. Amount of Advance
4. Purpose for which advance is required
5. Place where house is to be built with relevant evidences
(Particulars)
6. Title to land duly supported by copies of legal deeds etc;

Dated

Signature of applicant

Remarks by Head of the Department

Head of the Branch/Department.

FOR OFFICE USE ONLY

1. Present pay of the applicant
2. Date of his retirement
3. Balance of previous advance, if any
4. Amount admissible
5. Date on which first instalment is to be repaid.
6. Amount of each instalment

Certified that the particulars stated above are correct.

Asstt. TreasurerAdmin. Officer(A/cs)Assistant. (A/cs).Dealing Clerk

Recommendations of the Treasurer,
 Orders of the Vice-Chancellor,

PAY ORDER
 Pay Rs.
 Rupees
 for debit to Budget Head
 HOUSE BUILDING ADVANCE

Note:- The application form should invariably be accompanied by

- i) Title to land
- ii) Mortgage Bond.

Cheque No.
 Dated

Treasurer.

ANNEXURE II

UNIVERSITY OF THE PUNJAB, LAHORE
FORM OF MORTGAGE FOR ADVANCE TO PURCHASE/BUILD A HOUSE

THIS INDENTURE made the _____ day of _____ two thousand and _____ BETWEEN _____ of the University of the Punjab, Lahore, an employee of the University (hereinafter referred to as the mortgagor which term shall where the context so admits include his heirs, executors, administrators and assigns) of the one part and the Treasurer, University of the Punjab, Lahore (hereinafter referred to as the mortgagee which term shall where the context so admits include his successors and assigns) of the other part.

WHEREAS the mortgagor is absolutely seized and possessed of or otherwise well entitled to the land hereditaments and premises hereinafter described and expressed to be hereby conveyed transferred and assured (hereinafter referred to as the said hereditaments).

AND WHEREAS the mortgagor has applied to the mortgagee for an advance of the sum of Rs. _____ for the purpose of enabling him to defray the expenses of _____ as a suitable residence for his own use, or for the use of his family.

AND WHEREAS under the provisions contained in the University House Building Advance Statutes (hereinafter referred to as the said Statutes which expression shall where the context so admits include any amendment thereof or addition thereto; for the time being in force) the mortgagee has agreed to advance to the mortgagor the said sum of Rs. _____ (payable as follows that is to say the sum of Rs. _____ on or before the execution of these present and the balance (unless and until the power of sale applicable hereto shall have become exercisable) by an instalment payable quarterly the first of such instalments to be payable in _____ day of _____.

NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the sum of Rs. _____ paid on or before the execution of these presents to the mortgagor by the mortgagee (the receipt whereof the mortgagor both hereby acknowledge) for the purpose of enabling the mortgagor to defray the hereinbefore recited expenses the mortgagor hereby covenants with the mortgagee to repay to the mortgagee the said sum of Rs. _____ (and such further sums as shall hereafter be paid by him to the mortgagor pursuant to the hereinbefore recited agreement in that behalf) and interest thereon calculated according to the said Statutes on the _____ day of _____ next and if the loan shall not be repaid on that date will pay interest in accordance with the said Statutes. AND THIS INDENTURE ALSO WITNESSETH that for the consideration aforesaid the mortgagor both hereby convey transfer and assure unto the mortgagee All that piece of land situated in the _____ district of _____ registration district of _____ sub-registration district of _____ containing _____ more or less now in the occupation of the mortgagor and bounded on the north by _____ on the south by _____ on the east by _____ and on the west by _____ together with the dwelling-house and the out-offices, stables, cook-rooms and out-buildings now erected or hereafter to be erected on the said piece of land together with all rights, easements and appurtenances to the said hereditaments or any of them belonging to HOLD the said hereditaments with their appurtenances including all erections and buildings hereafter erected and built on the said piece of land unto and to the use of the mortgagee absolutely subject to the proviso for redemption hereinafter contained PROVIDED ALWAYS that if and as soon as the said advance of rupees _____ (and of such these presents shall have been repaid and interest thereon calculated according to the said Statutes by the deduction of monthly instalments from the

salary of the mortgagor as in the said Statutes mentioned, or by any other means whatsoever then and in such case the mortgagee will upon the request and at the cost of the mortgagor re-convey, re-transfer or re-assure the said hereditaments unto and to the use of the mortgagor or as he may direct AND IT is hereby agreed and declared that if there shall be any breach by the mortgagor of the covenants on his part herein contained or if he shall die or quit the service before the said sum of rupees _____ (and any further sum as may have been paid as aforesaid and interest thereon calculated according to the said Statutes shall have been fully paid off then and in any of such cases it shall be lawful for the mortgagee to sell the said hereditaments or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to re-sell without being responsible for any loss which may be occasioned thereby AND to do and execute all such acts and assurances for effectuating any such sale as the mortgagee shall think fit AND it is hereby declared that the receipt of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers there from AND IT is hereby declared that the mortgagee shall hold the money to arise from any sale in pursuance of the aforesaid power UPON TRUST in the first place thereout to pay all the expenses incurred on such sale and in the next place to apply such moneys in or towards satisfaction of the moneys for the time being owing on the security of these presents and then to pay the surplus (if any) to the mortgagor AND it is hereby agreed and declared that the said Statutes shall be deemed and taken to be part of these presents.

The mortgagor hereby covenants with the mortgagee that he the mortgagor will during the continuance of this security observe and perform all the provisions and conditions of the said Statutes on his part to be observed and performed in respect of these presents and the said hereditaments.

IN WITNESS whereof the mortgagor, hath hereunto set his hand the day and year first above written.

Signed by the said (Mortgagor)
in the presence of

Ist Witness,
address

1. Mortgagor.
2. Treasurer.

2nd Witness,
address

(The deed should be registered)

Note:- There must be two witnesses to a mortgage.

CHAPTER III - EMPLOYEES MEDICAL ASSISTANCE¹

- (1) (i) These rules may be called Punjab University Employees Medical Assistance Rules.
- (ii) These shall apply to all whole-time University employees.
- (2) In these rules, unless there is anything repugnant in the subject or context:-
- (a) *'an authorized medical attendant'* means University Chief Medical Officer, Deputy Chief Medical Officer, Senior Medical Officer, Lady Medical Officer, Dental Surgeon, Pathologist, Radiologist or a Medical Officer appointed by the University.
- (b) *'Family'* means wife/husband, legitimate sons, daughters and step-children, residing with and wholly dependent upon a University employee, retired employees, their widows and minor children and also a widowed mother residing with the employee and wholly dependent on him.
- (c) *'Medical attendance'* means an attendance at the University Clinic/residence of the University employee, or in a hospital [recognised]² by the University, and including laboratory, radiological or other methods of examination for the purposes of diagnosis as may be considered necessary by the authorised medical attendant and such consultations with a specialist or other medical officer as the authorised Medical Attendant may determine.
- (d) *'Patient'* means a University employee to whom these rules apply and his family member who has fallen ill.
- (e) *'Treatment'* means use of all medical and surgical facilities available at the University Clinic or at a hospital recognized by the University and also including:
- (i) the employment of such pathological, biochemical, bacteriological, radiological or other methods as are considered necessary by the authorised Medical Attendant;

1. Approved by the Syndicate vide paragraph 6 of its proceedings dated 18 April, 1964. (Notified vide Registrar's No. 1704/G.M. dated 9 December, 1964.)

2. The following hospitals are recognised by the University:-

- | | |
|---|--|
| a) Mayo Hospital, Lahore. | b) Sir Ganga Ram Hospital, Lahore. |
| c) Combined Military Hospital, Lahore Cantt. | d) Lady Willingdon Hospital, Lahore. |
| e) Lady Aitchison Hospital, Lahore. | f) Gulab Devi Hospital, Lahore. |
| g) Services Hospital, Lahore. | h) Lahore General Hospital, Lahore. |
| i) Government Mental Hospital, Lahore. | j) Punjab Dental Hospital, Lahore. |
| k) Data Darbar Hospital, Lahore. | l) Hospital for Infectious Diseases, Lahore. |
| m) The Pakistan Society for Rehabilitation of Disabled. | n) Shaikh Zayed Hospital, Lahore. |
| o) Jinnah Hospital | P)*Bokhari Medical Centre. |
| q) Punjab Institute of Cardiology | R) Shaukat Khanum Memorial Trust Hospital. |
| (Reimbursement will, however, be made as per Government rates.) | |

*.Notified Vide Registrar's No. 77/G.S. dated 19-7-1992.

- (ii) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the Clinic/hospital and as prescribed by the authorized Medical Attendant.

Treatment shall not include:-

- (a) Provision of spectacles.
 - (b) Provision of denture and other cosmetic treatment of the teeth.
- (3) (i) The University employees shall be entitled free of charge to medical attendance by the authorized Medical Attendant.
- (ii) Where a University employee is entitled under sub-rule (i) free of charge, to receive medical treatment, any amount paid by him on account of such medical treatment shall, on production of a certificate in writing by the Chief Medical Officer in this behalf, be re-imbursed to him by the University.
- (4) Ordinarily, the medical treatment shall be available to the employees and their families in Lahore only. In special circumstances, however, the Vice-Chancellor may, for reasons to be recorded, permit an employee to receive treatment at a place outside Lahore but within the country on the recommendations of the Chief Medical Officer.
- [Provided that if an employee proceeds abroad either on study leave or on leave without pay for higher studies or is otherwise deputed abroad on duty, his family shall be entitled to free medical treatment including hospitalization in a Government or a recognised hospital at their place of residence in or outside Lahore but within the country]¹
- (5) In cases of emergency if the authorised Medical Attendant is of the opinion that the case of a patient is of such a serious nature or of a special nature as to require medical attendance by some persons other than himself he may:
- (a) send the patient to the nearest specialist or to a recognised hospital where, in his opinion, such a treatment is available;
 - (b) if the patient is too ill to travel, the authorised Medical Attendant may request such a specialist to attend upon the patient.
- (6) The patient shall be entitled free of charge:
- (a) to treatment at the University Clinic, at his residence or in a hospital recognised by the University.
 - (b) The patient, who, in the opinion of the authorised Medical attendant, requires hospitalization shall be entitled to get admission to a private ward or room in case he is in Basic Pay Scale No. 17 or above. All others shall be entitled to get admission in the general wards.

1. Approved by the Syndicate vide paragraph 1 of its proceedings dated 12 June, 1965, statement `A/16.

- (c) Where the patient is hospitalized, any amount paid by him on account of such treatment, on production of a certificate in writing by the Chief Medical Officer in this behalf, be reimbursed to him by the University on presentation of receipts issued to him by the recognised hospital. The charges of diet, if any, levied by the hospital, shall be borne by the patient himself.
- (7) If the authorised medical attendant is of the opinion that a patient can be given treatment at his residence, the University employee shall be entitled to reimbursement of the cost of such treatment on production of actual payee's receipt duly certified by the Chief Medical Officer.
- (8) If the husband of an employee is employed elsewhere or is retired, her children shall not be entitled to get medical assistance from the University. Similarly, if the wife of a University employee is employed elsewhere in Government or in a Semi-Government institution or in any other organization, she shall not be entitled to receive treatment from the University. However, children of the University employee whose wife is employed elsewhere will be entitled to receive treatment from the University.
- (9) The family of the University employee shall be entitled, free of charge, to medical attendance and treatment on the scale and under the conditions allowed to the University employee himself. This, however, shall not include confinement and antenatal care.
- (10) These rules shall also apply to retired employees who have put in at least fifteen years continuous whole-time service before retirement subject to the following conditions:-
- (a) Relief shall be admissible only for treatment at the University Clinic or in a hospital in Lahore recognised by the University.
- (b) The medical treatment is restricted to retired University employee, his wife and minor children. Earning wife and earning children will not be entitled.
- (c) These rules shall also apply to the family of the deceased University employee. Non-working wife and minor children (non-earning) of the deceased shall be entitled to treatment from the University.
- [(11) The children of the University employees will be provided medical facilities upto the age of 25 years or until the child is married or starts earning his/her living independently whichever is earlier
- (12) No age limit will be imposed for provision of medical facility to the disabled children of the University Employees/Teachers, as they remained dependent on parents for whole of their life.]¹

1. Approved by the Syndicate, dated. 2-8-1997.

CHAPTER IV - ALLOTMENT OF UNIVERSITY ACCOMMODATION

A-RESIDENCES¹

1. The houses at the [Quaid-e-Azam]² Campus (types B, C, D and E) shall be allotted to eligible applicants by a House Allotment Committee consisting of:-
 - [(i) Three Professors to be nominated by the Vice-Chancellor in the month of October each year;
 - (ii) President, Academic Staff Association;
 - (iii) Secretary, Academic Staff Association;
 - (iv) Resident Officer;
 - (v) Treasurer;
 - [(vi) President, Punjab University offices Welfare Association or his nominee]³
 - (vii) A member of the Executive Committee of the Academic Staff Association to be nominated by the President, Academic Staff Association;
 - (viii) Two Associate Professors to be nominated by the Vice-Chancellor in the month of October each year; and
 - (ix) Three Lecturers to be nominated by the Vice-Chancellor in the month of October each year. If the Secretary of the Academic Staff Association /nominee of the President of the Academic Staff Association happen/s to be a Lecturer/s then the number of lecturers to be nominated by the Vice-Chancellor would be reduced accordingly. The senior most Professor will act as Chairman. The Resident Officer will act as Secretary of this Committee.

Houses types F, G +H, I and J shall be allotted by a Committee consisting of Registrar, Resident Officer, Treasurer and two Chairmen of the Departments functioning at the Quaid-e-Azam Campus to be nominated by the Vice-Chancellor. The President and Secretary of the Administrative and Technical Staff Association shall be *Ex-Officio* Members of the Allotment Committee for houses of Types F,G+H, I and J vide Vice-Chancellor's orders dated 7 July, 1971.]⁴

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1. Rules for allotment of University Residences were initially approved by the Syndicate vide paragraph -21 of its proceedings dated 18 December, 1965. (Notified vide Registrar's No. 382/G.M., dated 4 March, 1966.
 2. Notified vide Registrar's No. 116/G.S. dated 10 December, 1987.
 3. Notified vide Registrar's No. 78/G.S. dated 23 July, 1992.
 4. Notified vide Estate Officer, New Campus No. D/1/N.C.C. dated 10 January, 1970.

2. The decision of the Committee shall in all cases be subject to confirmation by the Vice-Chancellor. Houses will be allotted to the employees including those on deputation with the University for whom they were primarily intended provided other things being equal, preference will be given to the permanent employees of the University.
3. Applications for allotment of the houses on the prescribed forms shall be made to the Secretary of the Committee through the Heads of the Department, as and when called. These applications will be laid before the Committee within two weeks of the last date fixed for the receipt of applications.
4. An employee of higher status shall not ordinarily be considered for allotment of a house in a lower category so long as there are eligible applicants with wives and children unprovided for in that category.
5. *Subject to rule 4*, allotment shall be made with due regard to the following considerations:-
 - (1) An applicant who does not own a house within the limits of Lahore Corporation shall be given preference to one who owns a house within the said limits;

Explanation:

A person shall be deemed to own a house if he owns it in his own name or that of his wife or his dependants, child/children.

- (2) Length of total service in the University excluding the period/s spent in employment elsewhere.

Explanation:

Teaching Staff:--- Starting from the date of appointment in the Lecturer's grade or in an equivalent grade, all service rendered in lower grade/s, whether temporary, officiating or permanent shall count for calculating the total length of service for the purpose of this rule.

- [(3) For purposes of allotment of house at the Quaid-e-Azam Campus the following Staff be regarded as Academic/Administrative:

(A) Academic:

- (i) Professors,
Associate Professors,
Assistant Professors,
Lecturers.

(ii)	<p>Adviser (Students),</p> <p>Director, Social Sciences Research Centre,</p> <p>Chairman, Urdu Encyclopaedia of Islam.</p>	<p>To be treated on a par with University Professors.</p>
(iii)	<p>Director, Sports & Games,</p> <p>Associate Director, Social Sciences, Research Centre,</p> <p>Chief Librarian,</p> <p>Senior Editors, Urdu Encyclopaedia of Islam.</p>	<p>To be treated on a par with University Associate Professors.</p>
(iv)	<p>Deputy Adviser (Students)</p> <p>Editors, Urdu Encyclopaedia of Islam.</p> <p>Research Officers, Social Sciences Research Centre.</p> <p>Directress, Sports & Games.</p> <p>Assistant Director Sports,</p> <p>Superintendent, Workshop.</p>	<p>To be treated on a par with University Lecturers.</p>

(B) Administrative:

(i)	Registrar, Treasurer, Controller of Examinations.	To be treated on a par with University Professors.
(ii)	Deputy Registrars, Deputy Controllers, Deputy Treasurers, Senior Medical Officers, University Engineers, Superintendent Press, Deputy Chief Librarian, Planning & Development Officer.	To be treated on a par with University Associate Professors.
(iii)	Assistant Registrars, Assistant Treasurers, Assistant Controllers, Assistant Medical Officers, Chief Technician, Librarians, Assistant Adviser (Students).	To be treated on a par with University Lecturers] ¹

1. Syndicate, dated 31 March, 1971, Paragraph 15.

(C) Administrative/Ministerial Staff:

In case of houses reserved for administrative officers and ministerial Staff, the seniority for the purposes of allotment of houses shall be counted from the date of first appointment in the University in a grade carrying a regular pay scale. Temporary, Officiating or Permanent service shall be counted.

- (4) Married teachers/ employees shall be given preference over the unmarried persons, in the same category irrespective of their length of service. Provided the Allotment Committee may, if it is satisfied that dependents, parents, real brothers and sisters are living with an employee, recommend the allotment of a house to him/her when he/she becomes eligible under rule 5 (2) above.
 - (5) An employee whose wife/ husband/ children are living with him/her shall be preferred to one whose wife/ husband/ children are not residing with him/her.
 - (6) Between employees whose claims on the above considerations are equal, preference shall be given to the employees whose emoluments are lowest.
 - (7) Allottees of residential accommodation shall be required to occupy the premises allotted to them, within 15 days counted from the date on which allotment letter is received by them. If an allottee does not occupy the premises within the prescribed period, the houses shall be treated as open for fresh allotment and allotted *by the office* to the next eligible candidate on the seniority list prepared on the basis of applications received for allotment of the particular house.
6. Notwithstanding anything contained in Rules 2 to 5 above, the Vice-Chancellor may make such allotments and pass such orders *as he* deems fit.
 7. [The Punjab University employees who are provided residence at the University Campus shall be exempted from the charge of rent at a rate of 5% of their Basic Pay.]¹
 8. Every University employee (other than Class D), occupying a University House, shall have to pay water charges at the following rates:

[B Type House	Rs. 60/- p.m.
C Type House	Rs. 40/- p.m.
D,E & Ea Type House	Rs. 40/- p.m.
F,G & H Type House	Rs. 20/- p.m.
I & J Type House	Rs. 10/- p.m.] ²

9. All gardens, trees, shrubs, hedges and grassy plots, within and outside the residences shall be maintained and be the property of the University and shall not be cut and removed without the written sanction of the Resident Officer. The allottees of University houses shall pay the following charges for the upkeep of the lawns:

1. Notified vide Registrar's No. 36/G.S. dated 15 September, 1999.

2. Approved by the Syndicate, dated 30-06-1998.

[B Type House	Rs. 20/- p.m.
C Type House	Rs. 15/- p.m.
D,E & Ea Type House	Rs. 15/- p.m.] ¹

10. The allottees shall have to pay the meter rent and electricity charges to the WAPDA so long as direct supply is made by the University out of its bulk supply. The rates shall be as much as prescribed by the Syndicate from time to time but shall not exceed those charged by WAPDA for domestic consumption.

11. The Resident Officer, to be nominated by the Vice-Chancellor, shall be entitled to free residential accommodation but he will have to pay (a) water charges (b) charges for upkeep of lawns, (c) electricity charges and such fee for other services as may be levied from time to time.

[Provided that the Resident Officer appointed on full time basis shall pay the prescribed rent in addition to other charges]²

12. The University shall provide sweepers for the residential estate. All employees (other than employees of class 'D') shall have to pay the house scavenging at following rates:-

[B Type House	Rs. 20/- p.m.
C & D Type House	Rs. 15/- p.m.
E, Ea & F Type House	Rs. 15/- p.m.
G & H Type House	Rs. 10/- p.m.] ³

The house scavenging fee shall also cover the cost that University may have to incur on the collection and removal of the rubbish etc., from the central depot.

13. The rent and other charges payable by the allottees shall be recovered from their salaries every month in arrears.

14. Families of married University employees living in the allotted houses who proceed abroad for further training/study (on study leave) / duty *or leave without pay* shall be allowed to remain in the houses allotted to them, till the expiry of leave granted to them provided University dues are paid regularly.

14-A [(i) Notwithstanding any provision to the contrary contained in the Rules, University employees, who in the past chose to serve out-side the University within or outside the country, and had not yet vacated the official residences, shall be served with two months notice to vacate the official residences. In case they failed to do so within the stipulated period, (standard rent including the cost of site be charged from the employee concerned)⁴ at the prescribed rates and shall also render themselves liable for disciplinary action.

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1. Approved by the Syndicate, dated 30-06-1998.
 2. Approved by the Syndicate, dated 19-07-1976, Paragraph 19.
 3. Approved by the Syndicate, dated 30-06-1998.
 4. Approved by the Syndicate, dated 10-08-1977, Paragraph 26.

[Standard rent of residence Type	Standard Rent per month
B (New)	2142/-
B (Old)	2212/-
C	1198/-
D	1190/-
E	819/-
Ea & F	977/-
G + H	365/-
I	217/-
Ia	207/-
J	149/-] ¹

- (ii) Retired University employees, who had not yet vacated the official residences even after the expiry of six months, shall be served with one month's notice to vacate the residences. In case they failed to do so necessary action shall be taken against them.
- (iii) A University employee, who chooses to serve outside the University within or outside the country, on getting leave without pay from the University, shall not be relieved unless he gives the vacant possession of the official residence in his possession to the Resident Officer in case the period of leave without pay exceeds six months. If the period of leave without pay does not exceed six months an employee may be allowed to retain the official residence for six months if it is occupied by the wife, children and widow mother.
- (iv) A University employee, on retirement, shall in no case be permitted to retain the official residence for more than six months. The Resident Officer shall ensure that one month's notice for vacating the residence was served on such an employee before the expiry of the period of six months.]²

[After the expiry of 6 months rent free period, he shall be treated as unlawful occupant and will be dealt with under the Law of the State for the purposes of ejection. He shall also be charged rent at the market rates plus penal rent of 50% of his Basic Pay last drawn by him.

This Rule will apply to the unlawful occupants with immediate effect.]³

15. If an unmarried employee, who has been allotted a house, proceeds abroad on study leave or otherwise he shall have to vacate the house and deliver its possession to the Resident Officer before he proceeds abroad.

1. Syndicate, dated 10 August 1977, Paragraph 26.

2. Chancellor's Committee dated 13 July, 1974, Paragraph 5 (2). (Notified vide Resident Officer's No. D/1720/N.C.C., dated 5 September, 1974).

3. Notified vide Registrar's No. 55/ G.S. dated 25-08-1994.

16. In case a University employee resigns/removed/dismissed from service or is otherwise relieved, he shall deliver possession of the house within a period of 2 months from the date on which orders are passed.
17. In the event of the demise of an employee occupying a University residence, his widow, parents and other dependents, who were residing with him prior to his demise, may be allowed to retain the residence for a period not exceeding six months, provided University dues are paid regularly.
18. An inventory of light/sanitary fittings, mirrors and other moveable property in a house shall be prepared in duplicate by the Engineering Department. The employee to whom house is allotted shall sign both the copies in token of receipt of these articles. One copy shall be retained by the allottee and the other shall be kept in the office of the Estate Officer. The allottee shall be responsible for the proper care and preservation of the University property under his charge and shall have to make good any damage done to the property. At the time of termination of the allotment, the allottee shall have to hand over all moveable and immoveable property in the same condition in which it was given under his charge.
19. (i) No employee residing in a house at the New Campus shall be allowed to keep milk cattle, a horse/ horses; employees having pets like dogs and cats, shall get them inoculated against rabies annually and shall submit certificate to that effect within 15 days from the date of inoculation.
(ii) Tenants are required to see that their servants and other persons do not plaster cow-dung cakes on the walls and other places on the Estate.
20. Infringement of the above rules shall entail the cancellation of allotment and eviction from the Estate.

[The allotment of a quarter/ house to any employee/teacher of the University shall be cancelled in case any allottee or his/her ward is found to have been involved in activities of indiscipline, unruly, anti-social, immoral, uncivic, firing/display of arms, theft/ dacoity, narcotics use/deal and damage/loss to the property of the University.]¹

General

21. Application on the prescribed form for the allotment of a house at the University Campus shall be addressed to the Secretary, House Allotment Committee. The application will be considered by the House Allotment Committee whenever houses are available for allotment.
22. Category-wise priority lists shall be maintained for the allotment of houses by the Secretary, House Allotment Committee.
23. The Allotment Committee shall ordinarily decide all questions arising in regard to the interpretation of any provisions of these rules.

1. Notified vide Registrar's No. 134/ G.S. dated 18 November, 1995.

24. An appeal against the decisions of the Allotment Committee in all matters shall be made to the Vice-Chancellor, whose decision shall be final.
25. The Vice-Chancellor shall have the power to amend or modify these rules on the recommendations of the Allotment Committee as and when deemed necessary.

B -- HOUSES ATTACHED WITH HALLS

The terms and conditions for the appointment of Wardens/Superintendents/ Assistant Superintendents, who reside in the houses attached with the Halls at the Quaid-i-Azam Campus are as follows:-

- (i) The Vice-Chancellor has the authority to appoint Wardens, Superintendents and Assistant Superintendents on the recommendations of an adhoc committee to be nominated by him;
- (ii) (Suitability would be the main criterion for appointment as Wardens/Superintendents/Assistant Superintendents. The Vice-Chancellor would be the sole judge for purposes of determining the suitability of a person for appointment to a post in a Hall. Mere seniority shall not be the main criterion for making such appointments;)]¹.
- (iii) In future only Associate Professors be appointed as Superintendents and Professors as Wardens;
- (iv) [The tenure of appointment of Wardens and Superintendents would be two years and for Assistant Superintendents one year;]]²
- (v) The competent authority may, however, at its discretion re-appoint a Warden/Superintendent/Assistant Superintendent on the expiry of each period of tenure for a further term/s of three years in case of Wardens and Superintendents and one year in case of Assistant Superintendents.]]³

1. Amended by syndicate, dated 18 July, 1970. Vide paragraph 18.

2. Ibid.

3. Approved by syndicate, dated 25 February 1970, Vide paragraph 20.

C-- GUEST ROOMS

[Rules Governing the Allotment and Occupation of Accommodation in Guest Rooms at the Quaid-i-Azam Campus, Punjab University, Lahore.]¹

1. These rules apply to Guest Rooms at Quaid-i-Azam Campus and shall come into force with immediate effect. In these rules:

"University" means University of the Punjab.

"Summer" means the period from 15th April to 14th October.

"Winter" means the period from 15th October to 14th April.

2. Accommodation is provided by the University primarily for the convenience of its visiting guests and the allotment of the rooms is to be made by the Adviser (Students)/Vice-Chancellor, who, however, reserves the right to cancel the allotments already made in case of an emergency.

3. Allotment of accommodation will be made according to the following priority:

- (i) [visiting teaching staff from abroad.
- (ii) visiting teaching staff from other Universities/Colleges]²
- (iii) visiting teaching staff from other Universities/Colleges of Pakistan
- (iv) visiting staff other than the teaching staff of other Universities/Colleges.
- (v) Any other person specially allowed by the Vice-Chancellor [to stay in the guest room]³.

4. The reservation of accommodation in the Guest Room shall, ordinarily, be made by the Adviser (Students) upto one week in the first instance, which may be extended by an additional three weeks.

5. As an exception to the provisions of Rule 4 above, the Vice-Chancellor may permit a resident to remain in occupation of a guest room for a period exceeding four weeks.

6. The rates per day in the guest rooms shall be as given below:-

(a) Single occupancy Rs. 200/- per day

(b) Double occupancy Rs. 250/- per day

In addition Rs. 200/- per day will be charged as air-conditioning charges, if provided.

1. Approved by the Syndicate dated 31, December 1966, Para 31.

2. Amended vide Registrar's No. 780/G.M. dated 28 July, 1981.

3. Added by the Syndicate dated 11 December 1980 vide Paragraph 4.

[In addition to the above the occupant shall pay rates according to the Meter reading at a tariff rate to be notified by the University from time to time. Provided that in case of Vice-Chancellor/Chairman/Member University Grants Commission, no rent or other charges (fan, water and heater) shall be due.

7. The University shall not be under obligation to make boarding arrangements for the allottees.
8. The occupant will make arrangements for meals himself. No cooking shall be allowed in the Guest Room. Bills shall be payable, in the case of monthly guests, on first of each month in advance and in the case of casual visitor, once a week or at the time of their departure.
9. For any damages done to the equipments and furnishings recovery will be made alongwith the bills at full current market rates and replacement will be made therefrom.
10. The liability of rent will commence from the beginning of the period of allotment or the date of occupation whichever is earlier. After the Adviser (Students), is satisfied that the rooms are not likely to be occupied from the dates these are resumed, he may direct the intending occupant to deposit in advance the room rent for the period upto 7 days and if the room is not occupied within 7 days from the date it is reserved, the reservation shall stand automatically cancelled and the room may be allotted to somebody else after these 7 days. Any advance rent deposited for these 7 days shall not be refundable]¹
11. Each room will as far as possible be furnished as follows:-
 - (i) Office table with chair.
 - (ii) Central table and 2 peg tables.
 - (iii) Carpet/Durries of required size.
 - (iv) One/Two beds with one/two mattresses as the case may be or two beds with 2 mattresses.
 - (v) Almirah, part hanging part with shelves.
 - (vi) Two easy chairs.
 - (vii) One Ash Tray.
 - (viii) One Flower vase.
 - (ix) One/two Bed side tables.

The following linen pieces shall be provided for each bed:-

- | | | |
|-----|------------------|---|
| (1) | Blankets | 2 |
| (2) | Bed sheet | 1 |
| (3) | Pillow with case | 1 |

1. Amended vide Syndicate dated 11 December, 1980. Notified vide Registrar's No. 780/G.M. dated 28 July, 1981.

D – [ALLOTMENT RULES FOR FAISAL HALL (HOSTEL NO. 10)]¹

1. Allotment of accommodation in the Faisal Hall shall be scrutinized and recommended by the Allotment Committee for Houses B, C, D, E, Ea and Er.
2. The decision of the Committee shall in all cases be subject to confirmation by the Vice Chancellor. Suites shall be allotted to the University Teachers only. Married teachers shall be preferred over unmarried.
3. Applications for allotment of suites on the prescribed forms shall be made to the Secretary to the Committee through the Heads of the Departments, as and when called. These applications will be laid before the Committee within two weeks of the last date fixed for the receipt of applications.
4. Allotment shall be made with due regard to the following considerations:-
 - (i) Only such persons who do not own a house shall be entitled to apply.
 Explanation
 A person shall be deemed to own a house if he owns it in his own name or that of his wife or his dependents child/ children.
 - (ii) Length of total service in the University excluding the period/s spent in employment elsewhere.
 Explanation
 Length of service starting from the date of appointment in the Lecturer's grade, is to be considered and all service whether temporary, officiating or permanent shall be counted for calculating the total length of service for the purpose of this rule.
 - (iii) For purpose of allotment of Suites in the Faisal Hall the following staff be regarded as teaching staff:
 Professors;
 Associate Professors;
 Assistant Professors;

1. Approved by the Vice-Chancellor dated, 8-5-2001.

Lecturers;

Research Officers/Editors in lecturer's grade

- (v) Allottees of Faisal Hall shall be required to occupy the premises allotted to them, within 15 days counted from the date on which allotment letter is received by them. If an allottee does not occupy the premises within the prescribed period, the suite suites shall be treated open for fresh allotment and allotted by the office to the next eligible candidate on the seniority list prepared by the Allotment Committee, on the basis of applications received for allotment of the particular house.
5. The charged rent for the residence shall be Rs. 600/= per month. Any change in the rent shall be made on the recommendations of the House Allotment Committee.
 6. The allottees shall have to pay the meter rent and electricity/ gas charges so long as direct supply is made by the University out of its bulk supply. The rates shall be as much as prescribed by the Syndicate from time to time but shall not exceed those charged by WAPDA/ Sui Northern Gas Co. for domestic consumption.
 7. All gardens, trees, shrubs, hedges and grassy plots within and outside the Faisal Hall shall be maintained and shall be the property of the University and shall not be cut and removed without the written sanction of the Resident Officer.
 8. The University shall provide sweepers for the Faisal Hall.
 9. Notwithstanding any thing contained in the above rules the Vice Chancellor may make such allotments and pass such orders as he may deem fit
 10. The Vice Chancellor may amend or modify these rules on the recommendations of the House Allotment Committee as and when deemed necessary .

E--HALLS/HOSTELS

Please see Part VI, Chapter VIII-Regulations for University Halls/Hostels.

**F--CENTRE FOR ADVANCED STUDIES AND RESEARCH, (SIR SYED CAMPUS)
PUNJAB UNIVERISTY, KHANSPURE (AYUBIA)**

[Rules for Reservation of Accommodation:-]¹

1. Check in Time: 1300 – 1900 hrs.
2. Check out Time 1200 hrs.

For the convenience of other guests, all visitors are requested to vacate the premises in time. Booking will be for maximum 10 days.

3. Guest room Charges:

(a) University Teachers, Officers (Serving & Retired)	Rs. 200/-
(b) Civilians (including relatives of serving & retired officers)	Rs. 400/-
(c) Extra foam mattress	Rs. 50/- per night.
(d) Seminar Rooms Charges	Rs. 1500/- per day
(e) Student Dormitory Charges (For P.U.)	Rs. 20/- per student
(f) Student Dormitory Charges (for others)	Rs. 50/- per student

4. Meal Timings:

(a) Breakfast	0730-0900 hrs
(b) Lunch	1300-1500 hrs
(c) Dinner	2000 – 2200 hrs

Campus Guest House Staff has been instructed to strictly follow meal timings. Meals will not be served at timings other than specified.

5. Misc. Charges/Payment:

(a) Laundry Charge	per suit (for adult)	per suit (for Children)
(i) Washing & ironing	Rs. 10.00	Rs. 4.00
(ii) Ironing only	Rs. 6.00	Rs. 3.00
(iii) Washing only	Rs. 6.00	Rs. 3.00

- (b) Personal cheques, bank draft & pay order etcetera are not acceptable. Bill will be paid in Cash only before departure.

6. Services of the Staff:

- (a) Service of the Staff is restricted to the premises of the Guest House only.
- (b) All members of the Staff and University personnel. Guests are requested to treat them respectably and not to order them for any service below their status. The staff will not asked to assist/wash clothes, polish shoes, etc.
- (c) Guests are requested to cooperate with the university management in keeping the rooms and Guest House neat and tidy.

¹ Approved by the Vice Chancellor dated 10-9-2001.

7. Security/Losses:

- (a) Guests will be responsible for any breakage, and loss of any item/property of the Guest House.
- (b) The management is not responsible for any loss of money or valuables left in the guest rooms.
- (c) Keys of the rooms should be handed over to the staff before checking out.
- (d) Guests are requested to make security arrangements outside the premises of University Guest House at their own. Management will not be responsible for loss of car, vehicle, motor cycle/cycle, etc.

8. Miscellaneous:

- (a) Television of the Guest House will not be shifted to any room.
- (b) For medical complaints, guests are advised to consult local doctors.
- (c) Booking permits are not transferable.
- (d) Pets are not allowed in the premises of Guest House.
- (e) Consumption of alcoholic drinks and drugs is strictly prohibited in the premises, including rooms of the Guest House.
- (f) Use of electric heaters, iron and immersion rods are strictly forbidden.
- (g) The University Authorities reserve all rights of administration to inspect rooms at any time.
- (h) Guests will be responsible for any damages caused to the Guest House property by them.
- (i) Please switch off all appliances, lights and water taps when not required. Tap water is drinkable.
- (j) If you notice any smoke or fire, please inform the caretaker and switch off all appliances.
- (k) Hot water will be provided on demand.
- (l) Please register your suggestions/recommendations/complaints if any, in the complaint book available in the reception.
- (m) Students are advised to bring their own bedding and living necessities.

