

## **MANUAL 5**

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

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

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

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

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

2. The Statutes of the University.

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

3. The Ordinances of the University.

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

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

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

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

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

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

- Doctor of Philosophy (Ph.D.) Programme Rules (Applicable w.e.f. Academic Session 2017-18)
- Rules for Master's Degree Programme (Applicable w.e.f. Academic Session 2017-18)
- Master's Degree Programme Rules and Regulations (Applicable w.e.f. academic session 2015-16)
- Master's Degree Programme Rules and Regulations (Applicable up to academic session 2014-15)
- M.Phil.-Ph.D. Integrated Programme Rules and Regulations
- Rules & Regulations for stand-alone Ph.D. programmes.
- Mess Rules
- Hostel Rules

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

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

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

1. The Central Universities Act 2009 & Revised/ Amended/ New Statutes/ Ordinances <http://www.cup.edu.in/subordinate-legislation>

2. Rules and Regulations prepared by the University [http://www.cup.edu.in/cup\\_student-corner.php/rules\\_regulations.php](http://www.cup.edu.in/cup_student-corner.php/rules_regulations.php)

3. Circulars: <http://www.cup.edu.in/notifications.php/circulars.php>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## ਪੰਜਾਬ ਕੇਂਦਰੀ ਵਿਸ਼ਵਵਿਦ्याਲय

(ਇਸਟੈਬਲਿਸ਼ਮੈਂਟ ਨੰ. 25/2009) ਦੇ ਫਰਾਂਕ ਵਜੋਂ  
ਗੌਂਵ ਏਵ ਡਾਕਘਰ, ਧੁੱਦਾ, ਜ਼ਿਲ੍ਹਾ: ਬਠਿੰਡਾ-151401 (ਪੰਜਾਬ)  
ਈਮੇਲ: establishment@cup.edu.in  
ਵੈਬਸਾਈਟ: www.cup.edu.in



## Central University of Punjab

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

## स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./2023/OO/..17.7

Date: 19/06/2023

OFFICE ORDER

**Sub:** Transfer order in respect of Er. Amandeep Singh Mann, System Analyst-reg.

Consequet upon approval of the Competent Authority, this is to inform to all concerned that Er. Amandeep Singh Mann, System Analyst is hereby transferred to the Examination Branch from the Computer Centre with immediate effect.

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)

Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar (I/c)/CoE: for kind information of the Registrar (I/c)/CoE.
3. In-charge Computer Centre: for kind information.
4. Deputy Registrar (Exams): for kind information.
5. Er. Amandeep Singh Mann, System Analyst: for kind information & necessary action.
6. Concerned File: for record.

  
Assistant Registrar (Estt.)



3

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



Central University of Punjab  
[(Established vide an Act no. 25(2009) of Parliament)]  
VPO: Ghudda, District: Bathinda-151401 (Punjab)  
Email: [establishment@cup.edu.in](mailto:establishment@cup.edu.in)  
Website: [www.cup.edu.in](http://www.cup.edu.in)

स्थापना शाखा / ESTABLISHMENT BRANCH

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

Date: 17/04/2023

OFFICE ORDER

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

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

This issues with approval of the Competent Authority.

  
Assistant Registrar (Estt.)

**Copy to:**

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

  
Assistant Registrar (Estt.)

(2)

# पंजाब केंद्रीय विश्वविद्यालय

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



# Central University of Punjab

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

## स्थापना शाखा / Establishment Branch

Ref. No. CUPB/Estt./Order/2023/...3

Date: 20/01/2023

### OFFICE ORDER


Consequent upon the approval of the Competent Authority, Ms. Parul Jindal, Lower Division Clerk is hereby transferred from Establishment Branch to Store & Purchase Branch with *immediate effect till further orders*. Accordingly, Ms. Parul Jindal, Lower Division Clerk is directed to report to In-charge, Store & Purchase Branch.

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)

Copy to:

1. Assistant Registrar(VCO): for kind information of Hon'ble Vice-Chancellor
2. PA to Registrar (I/c)/CoE: for kind information of the Registrar (I/c)/CoE
3. DIA/DSW/Deans/Director IQAC/ /Part-time CVO/Director, R&D Cell: for kind information
4. Concerned Branch Heads/Section Heads: for kind information and necessary action
5. Finance Officer (I/c): for kind information and necessary action
6. Ms. Parul Jindal, Lower Division Clerk for information and necessary action.
7. Concerned File/Personal File: for record.

  
Assistant Registrar (Estt.)

पंजाब केन्द्रीय विश्वविद्यालय

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



Central University of Punjab  
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Email: establishment@cup.edu.in  
Website: www.cup.edu.in

स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./2022/00/298

Dated: 09/11/2022

OFFICE ORDER

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

Sl. No.	Name & Designation	Transfer	
		From	To
1	Mr. Jatinder Pal Singh, Section Officer	Store Branch	Research & Development Cell and O/o CVO
2	Ms. Parul Jindal	Purchase Branch	Establishment Branch

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)

Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. PA to Registrar(I/c): for kind information of the Registrar (I/c).
3. DIA/DSW/Director IQAC/Deans/Director RDC/CVO: for kind information.
4. Concerned Branch Head/Section Heads: for kind information.
5. Concerned Non-Teaching Employees: for necessary action.
6. Concerned File/Personal File: for record.

  
Assistant Registrar (Estt.)



**Technical Staff in the Department**

Sr. No.	Departments	HOD/HOD(O)/ In-charge	Staff
1.	Applied Agriculture	Prof. Anjana Munshi	Ms. Gagandeep Kaur Dhaliwal, Lab. Attendant
2.	Botany	Dr. Felix Bast	Mr. Ravi Dutt, Lab. Assistant
3.	Zoology	Dr. Aklank Jain	Mr. Dharendra P. Singh, Tech. Assistant
4.	Chemistry	Dr. Vinod Kumar	Mr. Dushyanth V. Reddy, Lab. Assistant
5.	Computational Sciences	Dr. Sudip Chakraborty	Mr. Preeti Prabhat, Lab. Attendant
6.	Mathematics and Statistics	Prof. Gauree Shanker	Mr. Harpreet Singh, Lab. Tech. (Outsourced) Mr. Gurpreet Singh, Lab. Assistant
7.	Physics	Dr. Prashant Sudhir Alegaonkar	
8.	Biochemistry	Prof. R. Wusirika	Mr. Deepak Sharma, Lab. Attendant
9.	Microbiology	Prof. Monisha Dhiman	Mr. Roshan Kumar, Tech. Assistant
10.	PSNP	Prof. Raj Kumar	Mr. Rajesh Tiwari, Tech. Assistant
11.	Pharmacology	Dr. Puneet Kumar	Mr. Pawan Poonia, Lab. Assistant
12.	Education and Lib. Science	Prof. S.K. Bawa	Project Staff
13.	Physical Education	Dr. Sanjeev Kumar	Ms. Simplepreet Kaur, Lab. Asst. (Outsourced)
14.	Mass Comm. & Media Studies	Dr. Chhavi Garg	
15.	EVST	Dr. Sunil Mittal	Ms. Sona Rani, Lab. Assistant
16.	HGMM	Dr. Jasvinder Singh Bhatti	Mr. Vikas Jindal, Lab. Attendant
17.	Geography	Dr. L.T.S. Guite	Mr. Puneet Singh, Lab. Attendant
18.	Geology	Dr. Jitendra Kumar Pattanaik	Ms. Neha Yadav, Lab. Assistant
19.	Computer Sci. & Tech.	Dr. Satwinder Singh	Mr. Satvir Singh, OA-cum-DEO (Outsourced) (Half Day)
20.	Library and Info. Science	Prof. S.K. Bawa	Ms. Jyoti, LDC
21.	Language Lab	Prof. Zameerpal Kaur (Dean)	
22.	Psycology	Dr. Anugraha Merin Rajan	
23.	Central Instrumental Lab (CIL)	Prof. Raj Kumar, In Charge	1. Dr. Rabindra Kumar, Tech. Officer 2. Dr. Sumeer Razdan, Tech. Officer, 3. Mr. Aashwani Kumar, Tech. Asst. 4. Mr. Raghuveer Singh, Office Attend. (Outsourced) (Half day)

*Rajesh*

*Resin*  
कुलसचिव/ Registrar  
पंजाब केन्द्रीय विश्वविद्यालय, बठिंडा-151001  
Central University of Punjab, Bathinda-151001

CP



कुलसचिव कार्यालय / Office of the Registrar

No. CUPB/CC/RO-52/2020/Order/171

Dated: 22/12/2020

ORDER

In continuation to this Office Order No. CUPB/CC/RO-52/2020/Order/1365 dated 08/12/2020, in view of the forthcoming meetings of Statutory Bodies **Mr. Rohit Rastogi, Upper Division Clerk** shall perform his duties full time in the **Meetings Branch** with immediate effect till the process of forthcoming Statutory Body meetings are over.

12/2020  
REGISTRAR

Copy to:

1. Assistant Registrar (VCO): for kind information of Hon'ble Vice Chancellor
2. Purchase Officer
3. Assistant Registrar (Meetings Branch)
4. Mr. Rohit Rastogi, Upper Division Clerk
5. Personal file of the Concerned
6. Concerned file

12/2020  
REGISTRAR

22/12/2020  
Lbc (HR)

Rajesh



**कुलसचिव कार्यालय / Office of the Registrar**

No. CUPB/CC/RO-152/2020/Order/1365

Dated: 03/08/2020

**ORDER**

**Sub: Transfer of Staff-reg.**

It is notified for the information of all concerned that with immediate effect **Mr. Rohit Rastogi, Upper Division Clerk** shall perform his duties as under:

- |                |   |                 |
|----------------|---|-----------------|
| 1. First Half  | - | Purchase Office |
| 2. Second Half | - | Meeting Branch  |

He is hereby directed to report to Assistant Registrar (Meetings Branch) for assignment of his duties.

*Handwritten signature*  
REGISTRAR

Copy to:

1. Assistant Registrar(VCO):for kind information of Hon'ble Vice Chancellor
2. PA to Registrar: for information of the Registrar
3. Purchase Officer
4. Assistant Registrar (Meetings Branch)
5. Mr. Rohit Rastogi. Upper Division Clerk
6. Personal files of the concerned
7. Concerned file

*Handwritten signature*

*Handwritten signature*  
REGISTRAR





**कुलसचिव कार्यालय / Office of the Registrar**

No. CUPB/CC/RO-152/2020/Order/2041

Dated: 8-12-2020

**ORDER**

**Sub: Transfer of Staff-reg.**

Following non-teaching staff members are hereby transferred with immediate effect as mentioned against their names:

S.No	Name and Designation	Present Posting	New Posting
1.	Mr. Harvinder Singh, Assistant	Establishment Branch	Office of the Registrar
2.	Mr. Narayan Bahadur Sunar, Upper Division Clerk	Office of the Registrar	Establishment Branch

In addition, Mr. Harvinder Singh, Assistant will also look after the day to day duties of the PA to the Registrar in addition to his own duties.

*KPSingh*  
8/12/2020  
REGISTRAR

Copy to:

1. Assistant Registrar(VCO):for kind information of Hon'ble Vice Chancellor
2. PA to Registrar: for information of the Registrar
3. Assistant Registrar (Establishment Branch): for information and necessary action
4. Mr. Harvinder Singh, Assistant
5. Mr. Narayan Bahadur Sunar, Upper Division Clerk
6. Personal files of the concerned
7. Concerned file

*Rajesh*

*KPSingh*  
8/12/2020  
REGISTRAR



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Dated:-02-07-2020

Ref No: CUPB/CC/RO-52/2020-21/1303

**OFFICE ORDER**

The following employee(s) is/are hereby transferred to the branch as mentioned against his/her/their name(s), with immediate effect.

Sl. No.	Name of Official & Designation	Present Posting	Transferred to
1.	Sh. Sandeep Kumar. Assistant	Academic Branch	Recruitment Branch
2.	Sh. Manjeet Kumar. Assistant	Recruitment Branch	Academic Branch
3.	Sh. Sukhpinder Singh. Upper Division Clerk	Office of Dean, In-charge Academics (earlier known as Dean Academic Affairs)	Establishment Branch
4.	Ms. Anupam Sharma Upper Division Clerk	Computer Centre	Office of Dean, In-charge Academics
5.	Sh. Amrik Singh. Upper Division Clerk	Finance Branch	Office of Registrar
6.	Ms. Jyoti Lower Division Clerk	Establishment Branch	Office of Dean, In-charge Academics
7.	Sh. Anil Jangid Lower Division Clerk	Office of Registrar	Finance Branch

Further, the above mentioned official(s) is/are directed to handover all files, records etc any, under his/her/their charge with duly intimation to the In-charge of Branch concerned.

Copy to:-

REGISTRAR

1. Assistant Registrar (VCO): For kind information to the Hon'ble Vice-Chancellor.
2. Dean, In-charge Academics for kind information.
3. Chief Vigilance Officer for kind information.
4. Director, IQAC for kind information.
5. Prof. Ramakrishna Wusirika for kind information.
6. Deputy Finance Officer.
7. Internal Audit Officer.
8. Assistant Registrar, Establishment Branch for record.
9. In-charge of branch concerned.
10. All concerned official(s).
11. Concerned file/ personal file.

*Rajesh*

# पंजाब केन्द्रीय विश्वविद्यालय

(सन्त क अधिनियम स 25(2008) के द्वारा स्थापित)  
नगर परिसर, मानसा मार्ग बठिंडा-151001  
ईमेल: registrar@cup.ac.in  
वेबसाइट: www.cup.edu.in  
दूरभाष: +91-164-2864106



# Central University of Punjab

Established by Act No. 25 of 2008  
City Campus, Mansa Road, Bathinda  
Email: registrar@cup.ac.in  
Website: www.cup.edu.in  
Phone: +91-164-2864106

Ref. No. CUPB/CC/RO/2020-21/1925

Dated: 22/05/2021

## OFFICE ORDER

Consequent upon the approval of the Competent Authority, Sh. Saurabh Gupta, Executive Engineer is assigned the additional charge of Estate Officer in addition to his own duties, till the post is filled or till further orders. Accordingly, Sh. Umesh Kumar is directed to handover the complete charge of Estate Officer to Sh. Saurabh Gupta under the intimation to undersigned.

Sh. Saurabh Gupta will manage all work related/assigned to Estate Officer at the City Campus & Main Campus of the University.

REGISTRAR

Copy to:

1. Assistant Registrar (VCO): For kind information to the Hon'ble Vice-Chancellor
2. Dean Academic Affairs.
3. Chief Vigilance Officer.
4. Deans/ DSW/ Director IQAC.
5. HoDs/ Branch In-charge/ Internal Audit Officer
6. Sh. Saurabh Gupta.
7. Sh. Umesh Kumar.
8. Assistant Registrar, Establishment Branch for record in concerned file

Rajesh

# ਪੰਜਾਬ ਕੇਂਦਰੀ ਵਿਸ਼ਵਵਿਦ্যালਯ

ਦੇਸ਼ੀ ਅਧਿਕਾਰਿਤ ਕਾਨੂੰਨੀ ਸੰਸਥਾ  
ਪੰਜਾਬ ਵਿਦਿਯਕ ਅਕਾਦਮੀ ਕਾਰਜੀ ਖੇਤਰ-151001  
ਈਮੇਲ: registrar@cup.edu.in  
ਵੈੱਬਸਾਈਟ: www.cup.edu.in  
ਫੋਨ: +91-164-2862108



# Central University of Punjab

City Campus

390

Dated: 03/02/20

Ref No: CUPB/CC/RO-52/2019-20/1125

## OFFICE ORDER

The following employees are hereby transferred to the branch as mentioned against the names, with immediate effect.

Sl. No.	Name of Official & Designation	Present Posting	Transferred to
1.	Mr. Amrik Singh, Upper Division Clerk	Examination Branch	Finance Branch
2.	Mr. Rishikesh Sharma, Lower Division Clerk	Establishment Branch	Examination Branch
3.	Ms. Smily, Lower Division Clerk	Office of Registrar	Examination Branch
4.	Mr. Rajesh, Lower Division Clerk	Examination Branch	Establishment Branch
5.	Mr. Anil Jangid, Lower Division Clerk	Finance Branch	Office of Registrar

Further, the above mentioned officials are directed to handover all files/records etc. under their charge.

REGISTRAR

Copy to:-

1. Assistant Registrar (VCO): For kind information to the Hon'ble Vice-Chancellor.
2. Dean Academic Affairs for kind information.
3. Chief Vigilance Officer for kind information.
4. Director, IQAC for kind information.
5. Internal Audit Officer.
6. In-charge of branch concerned.
7. All concerned officials.
8. Concerned file/ personal file.

*Rajesh*





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Ref No: CUPB/CC/Estt./2019-20/1206

Dated: \_\_\_\_\_

**OFFICE ORDER**

In supersession/amendment of all Office Order(s)/ Notification(s) as the case the following officers are hereby appointed as In-charge of the respective Branch as mentioned against their names, with immediate effect, alongwith the allocation of work.

Sl. No.	Name & designation of Officer In-charge	Name of the Branch	Allocation of work.
1.	Ms. Shweta Arora, Deputy Registrar	<b>Examination &amp; Admission Branch</b> , consisting of following Section(s)/ Cell(s) :-  (a) Ph.D Section (b) Registration Section (c) Examination Section (d) Admission Section (e) International Students Section (f) NAD Cell	All work related to <b>Examination &amp; Admission Branch</b> including Ph.D Section, Registration Section, Examination Section, Admission Section, International Students Section & NAD Cell  Further, any other work/duties assigned by the Competent Authority from time to time.
2.	Mr. Rajender Kumar, Deputy Registrar	<b>Academic Branch</b> , consisting of following Section(s)/ Cell(s):-  (a) Programme Development Section, (b) Project Section, (c) Student Scholarship & Fellowship Section (d) SC/ST Cell (e) OBC & EWS Cell (f) PWD Cell	All work related to <b>Academic Branch</b> including Programme Development Section, Project Section, Student Scholarship & Fellowship Section, SC/ST Cell, OBC & EWS Cell and PWD Cell  Further, any other work/duties assigned by the Competent Authority from time to time.
3.	Mr. Chandan Mittal, Deputy Finance Officer	<b>Finance Branch</b> consisting of following Section(s)/ Cell(s):-  (a) Payment & Receipt Section (b) Project Section (c) Budget Section (d) Accounts Section	All work related to <b>Finance Branch</b> including Payment & Receipt Section, Project Section, Budget Section & Accounts Section  Further, any other work/duties assigned by the Competent Authority from time to time.

*Rajesh*

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Sl. No.	Name & designation of Officer In-charge	Name of the Branch	Allocation of work
4.	Mr. Saurabh Gupta, Executive Engineer	Engineering Branch	He will be overall In-charge of Engineering Branch and monitoring the engineering activities of City Campus & Main Campus for constructions, repairing maintenance etc
5.	Mr. Nivedan Saiwan, Assistant Registrar	Meeting Branch & Audit Branch	All work related to Meeting Branch. He will also work in Audit Branch in day to day matters.  Further, any other work/duties assigned by the Competent Authority from time to time.
		Vice-Chancellor's Secretariat	All work related to Vice-Chancellor's Secretariat
6.	Dr. Gaurav Tandon, Assistant Registrar	Store Branch	All work related to Store Branch.  Further, any other work/duties assigned by the Competent Authority from time to time.
		Finance Branch	He will also hold the additional charge as Assistant Registrar in Finance Branch
7.	Mr. Mukesh Kumar, Assistant Registrar	Establishment Branch, consisting of following Section(s)/ Cell(s):  (a) Non-Teaching Section (b) Teaching Section	All work related to Establishment Branch including Non-Teaching Section & Teaching Section  Further, any other work/duties assigned by the Competent Authority from time to time.

*Rajeev*



Sl. No.	Name & designation of Officer In-charge	Name of the Branch	Allocation of work
8.	Mr. Rupinder Sharma, Hindi Officer	Recruitment Branch & Hindi Prakoshth	All work related to Recruitment Branch and Hindi Prakoshth.  In addition, he will also look after the work related to Act/Statutes/Ordinance and Office of First Appellate Authority.  Further, any other work/duties assigned by the Competent Authority from time to time

2. Ms. Shweta Arora, Deputy Registrar will hand over the complete charge of **Branch** to Mr. Nivedan Salwan, Assistant Registrar and will take the complete charge of **Examination & Admission Branch** from Mr. Mukesh Kumar, Assistant Registrar.

3. The officers transferred/shifted and given new branch/or given the additional charge are directed to handover/ takeover the charge of office(s) immediately under intimation undersigned. Further, the In-charge of Branch is also directed to prepare the charter of work of every officer(s)/Official(s) working under their control in the Branch and submit the same within 10 days in the office of Registrar.

4. The In-charge of Branch will be overall responsible for the timely and accurate discharge of work/duties and functioning of the Branch concerned. Further, the In-charge shall also be responsible and accountable for proper maintenance of record under their control in the Branch.

1. Assistant Registrar (VCO): For kind information to the Hon'ble Vice-Chancellor
2. Dean Academic Affairs for kind information.
3. Chief Vigilance Officer for kind Information.
4. DSW for kind information.
5. Director, IQAC for kind information.
6. All Deans/HoDs for kind information.
7. Internal Audit Officer.
8. All concerned officers.
9. Concerned file/ Personal file for record.

*Rajesh*

## ਪੰਜਾਬ ਕੇਂਦਰੀ ਵਿਸ਼ਵਵਿਦ्याਲय

(ਸਥਾਪਿਤ ਕੀਤਾ ਗਿਆ ਸੰ 26/2009) ਦੇ ਡਾਕੂਮੈਂਟ

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

ਈਮੇਲ: establishment@cup.edu.in

ਵੈਬਸਾਈਟ: www.cup.edu.in



## Central University of Punjab

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

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

Email: establishment@cup.edu.in

Website: www.cup.edu.in

## स्थापना शाखा / Establishment Branch

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

Date: 23/08/2022

## OFFICE ORDER

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

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

23/8/22

Contd... 2





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

**Dispatch Cell**

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

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

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

**Legal Cell**

**Dealing Official**

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

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

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

This issues with the approval of the Competent Authority.

  
22/8/22  
Assistant Registrar (Estt.)

Copy to:-

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

  
22/8/22  
Assistant Registrar (Estt.)





स्थापना शाखा / Establishment Branch

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

Dated 08/04/2022

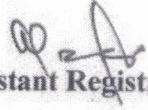
**NOTIFICATION**

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

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

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

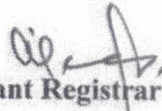
This issues with approval of the Competent Authority.

  
Assistant Registrar (Estt.)

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

Copy to:-

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

  
Assistant Registrar (Estt.)



# पंजाब केंद्रीय विश्वविद्यालय

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



# Central University of Punjab

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

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## स्थापना शाखा / Establishment Branch

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

Dated 20/04/2022


### NOTIFICATION

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

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

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

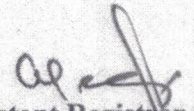
This issues with approval of the Competent Authority.

  
Assistant Registrar (Estt.)

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

Copy to:-

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

  
Assistant Registrar (Estt.)





स्थापना शाखा / Establishment Branch

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

Dated 29/03/2022

**NOTIFICATION**

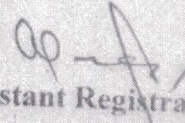
**Sub: Appointment of Head of the Department(s) -reg**

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

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

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

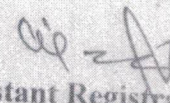
This issues with approval of the Competent Authority.

  
Assistant Registrar (Estt.)

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

Copy to:-

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

  
Assistant Registrar (Estt.)





12

**स्थापना शाखा / Establishment Branch**

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

Dated 22/07/2022

**NOTIFICATION**

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

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

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

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

This issues with approval of the Competent Authority.

*[Signature]*  
Assistant Registrar (Estt.)

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

Copy to:-

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

*[Signature]*  
Assistant Registrar (Estt.)



CUPB/EW/2021/0xda/03

Date  
8-01-2021

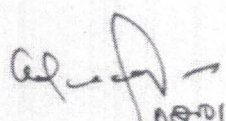


Central University of Punjab, Bathinda

OFFICE ORDER

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

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

  
08-01-2021  
AR (ESTB.)

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

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

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

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

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

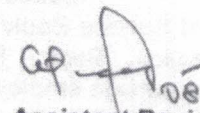
**Dispatch Section**

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

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

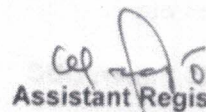
Above concerned officials shall be responsible for proper maintenance of records in electronic as well as physical form, timely and accurate disposal of work. As per current situation of COVID-19 pandemic, it is expected from all that they may use electronic mode for day to day work except confidential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

This issues with the approval of the Competent Authority.

  
08.01.2021  
Assistant Registrar (Estt.)

Copy to:-

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

  
08.01.2021  
Assistant Registrar (Estt.)





**स्थापना शाखा / Establishment Branch**

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

Date: 12.04.2022

**OFFICE ORDER**

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

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

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

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

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)

**Copy to:**

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

  
Assistant Registrar (Estt.)



# पंजाब केन्द्रीय विश्वविद्यालय

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

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

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

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



## Central University of Punjab

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

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

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

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

### स्थापना शाखा / ESTABLISHMENT BRANCH

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

Date: 25.04.2022

#### OFFICE ORDER

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

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

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)

#### Copy to:

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

  
Assistant Registrar (Estt.)



पंजाब केन्द्रीय विश्वविद्यालय

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**स्थापना शाखा / ESTABLISHMENT BRANCH**

Ref. No: CUPB/Estt./Notification/2022/ 092

Date: 01/03/2022

**OFFICE ORDER**

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

This issues with the approval of the Competent Authority.

  
Assistant Registrar (Estt.)  


**Copy to:**

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

  
Assistant Registrar (Estt.)  
