

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.

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

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

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

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

4. Office Orders: 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

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

11 Details of Non-teaching: http://www.cup.edu.in/non-teaching_jobs.php

12. Details of other Positions 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

15.Admission Details: 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/teaching-reservation_roaster.php; and
http://www.cup.edu.in/res_roaster_2017.php;

17. Annual & Financial Reports: http://cup.edu.in/annual_reports.php and
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

पंजाब केन्द्रीय विश्वविद्यालय

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



Annexure 5-A

Central University of Punjab

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

ESTABLISHMENT BRANCH

Ref.No: CUPB/Estt./2025/PF/00/ 146

Date: 19/05/2025

कार्यालय आदेश/ OFFICE ORDER

सक्षम प्राधिकारी के अनुमोदन के अनुसार, श्री दविंदर सिंह, वरिष्ठ तकनीकी सहायक (कंप्यूटर)(अनुबंध पर), को परीक्षा नियंत्रक कार्यालय से कंप्यूटर केंद्र में तत्काल प्रभाव से स्थानांतरित किया जाता है।

Consequent upon approval of the Competent Authority, Mr. Davinder Singh, Senior Technical Assistant (Computer) (on contract), has been transferred from O/o the Controller of Examinations to the Computer Centre with immediate effect.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है।

This issues with the approval of the Competent Authority.


उप कुलसचिव(स्था.)/Deputy Registrar (Estt.)

To,

MR. DAVINDER SINGH,
SENIOR TECHNICAL ASSISTANT (COMPUTER) (ON CONTRACT),
CENTRAL UNIVERSITY OF PUNJAB

प्रतिलिपि /Copy to:

1. Assistant Registrar (VCO): for kind information of the Hon'ble Vice-Chancellor.
2. O/o the Pro-Vice-Chancellor: for kind information.
3. Registrar/Controller of Examinations/Finance Officer: for kind information.
4. DIA/In-charge Computer Centre: for kind information.
5. Concerned Branch Head: for kind information.
6. Personal/Concerned File: for record.


उप कुलसचिव(स्था.)/Deputy Registrar (Estt.)

ਪੰਜਾਬ ਕੇਂਦਰੀ ਵਿਸ਼ਵਵਿਦਿਆਲਯ

(ਜਿਸਦੀ ਥਾਂ ਵਿਸ਼ੇਸ਼ਤਾ ਨੰ. 25(2009) ਦੇ ਅਧੀਨ)

ਗਾਵਿ ਐਂਡ ਡਾਕਟਰ: ਧੁੱਦਾ, ਜ਼ਿਲ੍ਹਾ: ਬਠਿੰਡਾ-151401 (ਪੰਜਾਬ)

ਐਲ: 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

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स्थापना शाखा / ESTABLISHMENT BRANCH

Ref. No: CUPB/Estt./OO/2024/...677

Date: 21.03.2024

OFFICE ORDER

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

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

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

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

This issues with the approval of the Competent Authority.


Assistant Registrar (Estt.)

Copy to:

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


Assistant Registrar (Estt.)



स्थापना शाखा / Establishment Branch

Ref. No. CUPB/Estt./OO/2022/ 215

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
Mr. Sukhpinder Singh, UDC, Mr. Narayan B. Sunar, UDC & Ms. Jyoti, UDC will deal all the work/matters/cases related to Faculty & General Administration. The details of brief duties are mentioned below:	Ms. Taranveer Kaur, Assistant & Mr. Rajesh, LDC will deal all the work/matters/cases related to Non-Teaching Employees & General Administration. The details of brief duties are mentioned below:
Mr. Sukhpinder Singh, UDC Preparation/ Opening/ Maintenance/ Updation & 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 & implementation of its decision, Identity Cards, Annual Property Return, related Election Duties etc. In addition to above, any other duties assigned by the Branch Head/ Competent Authority from time to time.	Ms. Taranveer Kaur, Assistant Appointments/joining/relieving, Annual Increment, RTI, LTC, pay fixation/pay protection, Seniority, APARs, DPC/MACPS, related entry in Service Book, Liveries (to drivers & 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 & 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. In addition to above, any other duties assigned by the Branch Head/ Competent Authority time to time.

23/8/22

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Mr. Narayan B. Sunar, UDC

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&D Cell/ HoDs/ NSS Programme Coordinator/ Chief Wardens/ Wardens/NSS Programme Officer etc., disciplinary cases/enquiries, related Agenda Items/ATR for Statutory Bodies meetings & implementation of its decision, joining time, Transfer TA, Gratuity, Internal/External Complaint, CPGRAMS portal etc.

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

Ms. Jyoti, UDC

NOCs/Service Certificates for various purposes, forwarding of applications/issuance of NOCs for outside employment, verification of credentials/ previous service/character & antecedents, Probation/Confirmation, LTC, Gratuity, GIS (all), related entry in Service Book, related RTI, related agenda Items/ATR for Statutory Bodies meetings & implementation of its decision, Notifications/Office Orders/Circulars/Notices (all), Telephone Directory (overall), Files related to Foundation Day/Independence Day/Republic Day etc.,

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

Mr. Rajesh, LDC

Preparation/Opening/Maintenance/Updation & 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 & maintenance of record, related entry in Service Books, verification of credentials/ previous service/ character & antecedents, Probation/ Confirmation, related RTI, related agenda Items/ATR for Statutory Bodies meetings & implementation of its decision, Identity Cards, Annual Property Return, related Telephone Directory, process the bills for medical reimbursement, training/courses, procurement of office stationaries & maintenance of office equipments (all), declaration of Holidays etc.

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

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

CP - 23/8/22

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Dispatch Cell

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

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

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

Legal Cell

Dealing Official

Assist to the I/c Legal Cell to deal with drafting/scrutinizing/vetting of various legal documents viz. plaints, written statement, affidavit, counter affidavit, agreements, contracts, payment of legal fee bills, liaisoning with Govt. Counsels/Panel Counsels/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.


23/8/22
Assistant Registrar (Estt.)

Copy to:-

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


23/8/22
Assistant Registrar (Estt.)