

CONTENTS

ITEM NO.	PARTICULARS	PAGE NO.
	Constitution	4
9.1	Confirmation of proceedings of 8 th Meeting of the Finance Committee	5
9.2	To report action taken on the decision on 8 th meeting of the Finance Committee	6-9
9.3	Reappropriation of funds during the financial year 2001-2002	10-11
9.4	Approval of requirement of funds for the First six month of the year 2001-2002	12
9.5	Approval for the rate of interest payable Contributory provident fund to the College employcc.	13
9.6	To report balance sheet for the year 1999-2000	14
9.7	Information about sponsored project and amount Received during 2000-2001	15
9.8	Approval for write off computer parts.	16
9.9	Approval for Enhancement of Fee	17
9.10	Approval for Centre Store Rules	18
9.11	To consider the removal of anomalies in the pay scale of certain categories of employees working in the college	19
9.12	Promotion policy for employees	20
9.12(I)	Promotion criteria for class IV employees (Peons)	21
9.12(II)	Change of nomenclature of Laboratory/ Workshop Staff.	22
9.12(III)	Promotion criteria for class IV employees (Laboratory Attendant./Workshop Attendant)	23
9.12(IV)	Promotion criteria for Junior Technicians in the Engg. Department & Workshop	24
9.12(V)	Promotion criteria for Workshop Instructors to Foreman Instructors	25

ANNEXURE

1. Approved minutes of 8th meeting of finance committee.(9.1 & 9.5) 26-32
2. A copy of letters to finance Deptt. reg. Investment of CPF/ GPF funds (9.2 & 9.11) 33-34
3. A copy of office note dated 22.5.2K (9.2 & 9.11) 35-36
4. A copy of office orders dt. 24.10.2K (9.2) 37-40
5. A copy of office note dt. 20.7.2K (9.2) 41-42
6. A copy of office note dt. 3.4.2001, 4.6.2001, Budget Estimates for the year of 2000-2000, detail of expenditure up to 31.3.2001, detail of receipt up to 31.3.2001 & detail of liabilities as on 31.3.2001 etc. (9.4) 43-57
7. A copy of agenda item no. 8.5 (9.5) 58
8. A copy of Balance Sheet, Receipt & Payment a/c , Income & Expenditure a/c and Utilization Certificate for the year 1999-2000. (9.6) 59-63
9. A copy of report of committee reg. to write off computer parts & other related papers (9.8) 64-68
10. A copy of Govt. notification dt. 10.3.2000 reg. fee structure (9.9) 69-76
11. Detail of other fee (9.9) 77
12. A copy of comprehensive stores & purchase rules (9.10) 78-102
13. A copy of agenda item 3.14 & minutes approved of MIMIT (9.10) 126-128
14. A copy of Punjab Govt. letter dated 27.10.98 (9.12) 103
15. A copy of approval dated 28.06.2K of BOG (9.12) 104-108
16. A copy of Promotion Policy approved at GZSCET, Bathinda (9.12) 109-120
17. A copy of Pb. Govt. letter dated 19.05.98 (9.12) 121-123
18. A copy of letter dated 14.10.99 GZSCET Bathinda (9.12) 124-125

CONSTITUTION OF THE FINANCE COMMITTEE

1. Secretary to Govt. of Punjab
Deptt. of Technical Education & Industrial Training, Chairman
2. Secretary to Govt. of Punjab,
Deptt. of Finance Member
Or his representative
(not below the rank of Jt. Secretary)
3. Director, Member
Technical Education & Industrial Training, Pb.
4. Principal, Member
Shaheed Bhagat Singh College of Engg. & Tech.
Ferozepur.
5. Registrar, Member-Secretary
Shaheed Bhagat Singh College of Engg. & Tech.
Ferozepur.

Item No.9.1 Confirmation of proceedings of the Eighth Meeting of the Finance Committee

The proceeding of the 8th meetings of the Finance Committee SBSCET Fzr. held on April 26th 2000. were circulated to the members of the committee for information and comments if any vide memo No.SBSCET/Fzr./FM/1511-15 dt.10-5-2000 and no.2386-90 dt.9-6-2001 as per copy placed at Annexure-I on page no.26-32

No comments have been received from any member. The proceeding are placed before the finance committee for the confirmation please.

- Item No.9.2 To report action taken on the decisions of the Eighth meeting of the Finance Meeting
- Item No.8.1 Confirmation of proceedings of the 7th meeting of the Finance Committee
- Decision The proceedings of the 7th meeting of the Finance Committee held on June 8th, 1999 were confirmed
- Action No action is called for.
- Item No.8.2 To report action taken on the decisions of the seventh meeting of the Finance Committee.
- Decision The actions on the decision taken in the seventh meeting of the Finance Committee, as reported were noted.
- Action No action is called for.
- Item No.8.3 Re-appropriation of funds during the financial year 1999-2000
- Decision It was noted.
- Action No action is called for.
- Item No.8.4 Budget Estimates for the year 2000-2001
- Decision The Budget Estimates for the year 2000-2001 were approved.
- Action The Budget Estimates as approved by Finance Committee was taken in books and payment released accordingly.
- Item No.8.5 Approval for the rate of interest payable on contributory provident Fund to the college employees.
- Decision The item was approved and recommended to be placed before the Board of Governors for approval.

Keeping in view further reduction in rates of interest by the nationalized banks, the gap between interest earned on the GPF/CPF capital and payments to be made to employees at rates prescribed by the government for the year 2000-2001, is bound to grow larger. It was decided to pursue with the Department of Finance, Punjab to advise the college on better investment avenues to earn more interest on the capital so as to bridge the growing gap between receipts and payments.

Keeping in view the recent reduction in rates of interest by nationalized banks resulting in an inevitable gap between interest earned on the capital and payments to be made to employees in the year 1999-2000, it was decided that a case should be prepared and sent to the Secretary, Govt. of Punjab, Deptt. of Finance for advice.

- Action Amount of interest approved credited in the GPF/CPF accounts of the employees and statements of GPF/CPF accounts distributed to them. The matter will placed before the B.O.G for approval in its next meeting.
- Correspondence made with Deptt. of Finance (Punjab) as advised by Finance Committee. A copy of letters placed at Annexure II on page no.33-34 It is intimated that no response has been received .
- Item No.8.6 Interest booked to grant- in- aid on account of non-receipt of funds.
- Decision The item was approved.
- Action No action is called for.
- Item No.8.7 To report Balance Sheet (grant-in-aid)of SBSCET, Ferozpur for the year 1998-99
- Decision The item was approved.
- Action No action is called for.
- Item No.8.8 Information about sponsored project & amount received during 1999-2000.
- Decision The information was noted.
- Action No action is called for.
- Item No.8.9 Approval for write off of books of library of the college.
- Decision The item was approved.
- Further it was decided that a detailed report of the committee and its recommendations should be placed on record.
- Action Entry in the finance books & library books has been counted for in the year 2000-2001. The report & recommendations of committee will be placed in the next meeting.
- Item No.8.10 Implementations of revised pay scales to the Workshop Supdt., Foreman instruction, System Manager, System Analyst, Computer Programmer and Training & Placement Officer.
- Decision It was decided that the case for revision of pay scale of staff approved and provided for the college and not included in the notification issued by AICTE/MHRD and Finance Deptt. Pb. Further it was decided that case should be submitted on file for consideration and approval by the competent authority(ies)before releasing revised pay scales to them.
- Action An office note was submitted to the PSTE/IT vide this office no.1793 dt. 25.2.2K for consideration the office note was received back with the remarks that a letter has already been sent to AICTE and to this office.(Copy placed at Annexure-III on page no.35-36)
- Item No.8.11 To consider the removal of anomalies in the pay scales of certain categories of employees working in the college.

Decision

It was noted that non-teaching staff in the college are allowed Punjab Govt. pay scales. The item was then discussed and decided as follows:

Post	Existing Pay Scale	Proposed Pay scale	Decision
1. Laboratory Attendant &	Rs. 750-1400* (I.S.Rs. 770/-)	Rs. 800-1455*	Approved
2. Workshop Attendant	Rs. 2520-4140** (I.S.Rs. 2620/-)	Rs. 2720-4260**	
	-7-		
3. Workshop Instructor	*Rs. 1650-2925 **Rs. 5480-8925	*Rs. 1800-3200 **Rs. 5800-9200	Approved
4. Library Assistant	*Rs. 1200-2100 **Rs. 4020-6200	*Rs. 1410-2480 **Rs. 4550-7220	Not Approved
5. Duplicating Machine Approved Operator/Photocopier Operator	*Rs. 750-1410 (I.S.Rs. 770/-)	*Rs. 950-1800 (Rs. IS 1000/-)	Rs. 830-1500

*Un revised pay scale prior to 1.1.1996

**Revised pay scale w.e.f. 1.1.1996

The above said scales were approved with effect from date of notification of the Pb. Govt. or the date of joining.

Keeping in view the hardship of these employees it is requested that sanction may please be accorded for the implementation of approved pay scales from the date of notification of the Pb. Govt. or the date of joining of the employees mentioned above whichever is later. However no arrears will be paid to them upped 26.4.2001.

The proposed scale of Library Assistant was according to AICTE pay scales and therefore not accepted.

The item as approved is recommended to be placed before BOG for approval.

Action

The scale as approved by Finance Committee were implemented vide this office Order No. 6418-43, 6404-17, 6386-6403 and 6469-72 dt. 24.10.2000. A copy of o/o is placed at Annexure-IV on page no 37-40. The matter will also be placed before the B.O.G. during its next meeting.

Item No. 8.12

Incentives for M.Phil/ME/M.Tech. degree acquired after joining college service.

Decision

It was decided that a complete case should be submitted on file through PSTE/IT to Finance Department, Pb. for guidance/clarification and decision.

Action:

The matter was submitted to the PSTE/IT on file vide this office no. 1792 dt. 22.5.2000 for consideration and recommendation to the Finance Deptt. Punjab for guidance/clarification and decision. The matter was resubmitted vide no. 3512 dt. 20.7.2000 to the PSTE/IT as per their order dt. 31.5.2000 for seeking advice of AICTE. A copy of office notes are placed at Annexure V page 41-42.

Item No.8.13 Procedure for grant of senior scale to Lecturer.

Decision I) It was decided to wait for detailed guidelines/procedure being notified by AICTE

separately.

Action No action is called for

Item 8.14

Enhancement of fees of advocates for judicial works in the Punjab & Haryana High Court, Chandigarh and Distt. Courts at Ferozpur.

Decision

I) It was decided to allow the same fees to advocates as admissible/approved for Punjab Technical University, Jalandhar.

II)

It was clarified that the directions issued by Punjab Govt. vide Letter No.10/25/90 GJudd(T)/2750 dt.28.12.99 do not apply to the college.

Action

I)

Payments to the advocates are being released as per rate approved for PTU, Jalandhar.

II)

No action is called for.

Item No 9.3 REAPPROPRIATION OF FUNDS DURING THE FINANCIAL YEAR 2000-2001

The Budget Estimates of SBSCET, Ferozpur for the year 2000-2001 were approved by the Finance Committee in its Eighth Meeting held on April 26th, 2000. It is informed that expenditure were made under the limit of approved budget estimates. The details of Budget Estimate approved and expenditure made during year 2000-01 is given as under

Name of Scheme/S.N.E. Wise	Approved Budget estimate for 2000-2001 Amt.(In lacs)	Budget estimate after reappropriation 31.3.2001 Rs.	Actual expend. for the year 2000-2001	Plus	Minus
A. Non-Recurring					
Land	50	50.00	34.53	--	--
Buildings & Dev. Works	800	800.00	17.60	--	--
Machinery & Equipments	200	200.00	2.51	--	--
Other Facilities	100	100.00	5.77	--	--
Furniture & Fixture	557123.00				
Library Books	19,120.44				
Office equipments	750.00				
Other Liabilities	71.7	71.70	23.81	--	--
Total	1221.7	1,221.70	84.22	--	--
B(a) Recurring					
Pay & Allowance	287	287	192.91	--	--
TA/DA & LTC	2	2	1.63	--	--
Medical reimbursement	0.5	0.5	0.25	--	--
Total	289.5	289.5	194.79	--	--
(b) Other contingencies					
Water & Elecry.	30.00	30.00	23.90	--	--
Telephone	2.00	2.00	0.78	--	--
Vehicle repair & Maint.	3.00	3.00	2.72	--	--
Advertisement & Publicity	1.25	1.25	0.56	--	--
Raw materials	3.00	3.00	1.84	--	--
Printing & Stationery					
TA/DA & Hon. To Experts					

8	Office expenditure				
9	Horticulture & Land Scapping	3.00	3.00	2.05	
10	Newspaper & Periodicals	0.75	0.75	0.16	
11	Postage & Telegrams	1.00	1.00	0.50	
12	Entertainment to guests	1.00	1.00	0.03	
13	Maint. Of Buildings	0.50	0.50	0.34	
14	Purchase of Medicine	0.35	0.35	0.26	
15	Liveries & Uniform	0.50	0.50	0.16	
16	Reimbursement Books to Teacher	18.00	18.00	10.91	
17	College Function	1.00	1.00	0.09	
18	FreeShip to Students	1.00	1.00	0.41	
19	Securities of campus/Hort/House Keeping	0.75	0.75	0.33	
20	Maint of machinery Equipment	2.00	2.00	0.01	
21	Interest bearing loan Motor Cycle	13.86	13.86	8.28	
	Scooter, Car etc.	13.00	13.00	10.75	
22	Conference Seminar & Membership Fee	6.00	6.00	1.83	
23	Insurance of Equipment & Vehicles	2.00	2.00	-	
	Total (a + b)	0.25	0.25	0.09	
		2.00	2.00	0.30	
		106.21	106.21	66.27	
	Grand Total (A + B)	395.71	395.71	261.06	
		1617.41	1617.41	345.28	

The matter is placed before the Finance Committee for information is

Item No.9.4

For approval of estimates expenditures for the first six months of the year 2001-02

In previous practice Budget Estimates for each year were approved by the Finance Committee in its meetings during the month of March/April for the following years. This college has submitted the estimated expenditures for the Year 2001-02 vide this office letter no. SBSCET/FZR/Acctt./5878 dt.29.9.2K

Detail Budget Estimates proposed expenditure and proposed expenditure receipts could not be placed before the Finance Committee for the year 2001-02 due to allocation of grant to be released by the government has not been received in the college.

An office note for release of grant in aid for the first six months was sent to the PSTE/IT and DTE/IT vide this office no.1792 and 1791 dt. 5.6.2001. According to that office note a sum of Rs.252.29 lacs is required to made the expenditure for meet the urgent expenditure i.e. Salary, other recurring contingent expenditure, pending bills of equipment's which were received during the year 2000-01 and amount utilized from the other funds for the work of Grant-in-aid. The detail of requirements is as under :

Head	Amount (In lacs)
1. Non-Recurring Expenditure	Rs. 20.00
2. Recurring Expenditure Salary, TA/DA,LTC & Medical Reimbursement Electricity, Telephone Maintenance of Vehicle, Maint. of Equipment's, Maint. of Buildings Freeship to Students and other urgent recurring expend etc.	Rs. 126.00
3. To repay the outstanding of funds utilize from other accounts	Rs. 179.94
Total	Rs. 325.94
4. Less Closing balance as on 31.3.2001	Rs. 73.65
Net requirement	Rs. 252.29

It is added that college has received Rs.149.55 as Grant- in-aid against amount allocated 430.00 Lacs during the year 2000-2001 . From the year 1997-98 College is not receiving the grant as per requirement. The work of construction of buildings and development of laborites and training of students is suffering due to non receipt adequate grant-in-aid. The requirements of AICTE has not also been fulfilled. Besides amount stated above a outstanding of Rs.150.00 lacs is payable towards NBCC Ltd. on account of construction of college building and Rs.80.00 lacs is payable towards teaching staff on account of arrears of revised pay scale from 1.1.96 to 31.3.2000 .

The detail Budget Estimate will be placed before the Finance Committee in its next meeting. A copy of estimated expenditure sent to DTE/IT, office note sent to PSTE /IT and DTE/IT to release of grant, detail of expenditure upto 31-3-2001 and approved Budget Estimates for the year 2000-2001 is placed at Annexure VI on page no.43-57.

The matter is placed before the Finance Committee for approval of expenditure for the first six month i.e. 1-4-2001 to 30-9-2001.

Item No.9.5

Approved for the rate of interest payable on contributory provident fund to the College employees.

The rate of interest payable to the employees of this college on the CPF was approved Rs.12% per annum for the year 1999-2000 by the Finance Committee in its Eighth Meeting vide agenda item, no.8.5 (copy placed at annexure- VII on page no.58).

In accordance with college bye laws rule no.7.11(a),(b),(c) and (d) the college has invested the amount of CPF/GPF in long term fixed deposit receipts in the nationalized banks. The college is earning interest on these FDRs @ Rs.9.75% p.a. to 12.00 % p.a. Average rate of interest is Rs.10.25 % p.a. college bye laws rule no. 8.10.5 which are reproduced as under. The rule relating to General Provident Fund shall be the same as applicable to Punjab Govt. employees from time to time in respect of employees of the college who opt for pension.

It is proposed that interest on CPF (employees share as well as college share) GPF be paid to the employees @ of Rs.11% per annum for the year 2000-01. The deficit of Rs. 0.75% per annum will be met from Grant in aid a/c. Interest will be paid as per rules of the college bye laws. It is added that Punjab Govt. has declared 11% per annum the rate of interest on GPF to its employees for the year 2000-2001.

The matter is placed before the Finance Committee for consideration and recommendation to the B.O.G. for approval.

Item No.9.6

To report the balance sheet (G.I.A.) of SBSCET, Ferozepur for year 1999-2000.

Balance Sheet, Receipt & Payment A/c, Income & Expenditure a/c for the year 1993-94, 1994-95, 1995-96, 1996-97, 1997-98 and 1998-99 of the college were approved by the Finance Committee in its third meeting vide agenda item no.3.7, Seventh Meeting vide agenda item no.7.7. and agenda item no.8.7. Balance sheet Receipt & Payment a/c and Income & Expenditure a/c for the year 1999-2000 are prepared by M/s Ajay Kumar Sanwalka, C.A., New Delhi. A sum of Rs. 2850/- was paid to the C.A. for the services rendered by him. Balance sheet, Receipt & payment a/c, and Income & Expenditure a/c and Utilization Certificate for the year 1999-2000 are placed at Annexure No. VIII on page no.59-63.

The matter is placed before the Finance Committee for consideration and approval Please.

Item no. 9.7

Information about sponsored project & amount received during 2000-01

Following sponsored projects have been sanctioned for the college as per detail below :

S.No.	Name of Sponsoring Agency	Amt. Sanctioned (Lacs)	Name of Coordinator
1.	AICTE	15.00	Dr.A.K.Tyagi
2.	AICTE	06.00	Dr.Sangeeta Sharma
3.	AICTE	05.00	Dr. I.Bhattacharya
4.	AICTE	01.25	Mr.M.K.Kushwaha
5.	AICTE	01.87	Dr.Palwinder Singh
6.	DST	06.50	Dr.A.P.Singh
	Total	36.62	

The matter is placed before the Finance Committee for information please.

Item No.9.8

Approval to write of computers parts.

This college had sent the purchase order of 52 computers and peripherals to M/S PCL, Chandigarh vide P.O. no. 2276 dt.22.04.96 as per terms and conditions of the P.O. The firm has to provide the maintenance and services for three years. But one firm is fails to provide the required services. In spite of repeated requests, In the meanwhile college send some computer parts for repair/replacement to M/S PCL. The firm has not returned the computers parts in spite of repeated reminder (as detail given at Annexure IX on page no.64-68).

A committee was constituted for their recommendation. The committee as recommended to write off the said parts. The estimate cost of the part not returned by the PCL is 14,000/- approx. The recommendation & related correspondence is placed at Annexure IX. It is added that Bank Guarantee of Rs.5,51,173.00 deposited by M/S PLL as per terms and condition of P.O had already been forfeited by the college for not providing the services and material.

The matter is placed before the Finance Committee for consideration & approval please.

Item No.9.9

Approval for enhancement of other fee

PSTE/IT vide letter dated 10-3-2000 circulated the fee structure for the Engg. Degree courses copy placed at Annexure X on page no.69-76 As per para no.6 (read with note:II) the other miscellaneous fee other than tuition fee as indicated in Annexure VII (of the notification) will be enhanced within the overall ceiling 10% per annum with the approval of Board of Management.

Proposed enhanced fee is placed at Annexure XI on page no. 77 which is within the limit of 10% per annum.

The matter is placed before the Finance Committee for consideration and recommendation for approval to the BOG of the college.

Item no.9.10 Implementation of comprehensive stores and purchase rules.

Punjab Govt. vide letter no 5159 dt. 21.6.99 & Director Technical Education & Industrial Training Punjab's vide reference no.1843-47/EEC/99/F130 dated 28-9-99 has directed that the comprehensive store and purchase rules adopted by Indian Institute of Technology Delhi be adopted after the approval of its BOG . A copy of rules is placed at Annexure XII on page no. 78-102.

The same rules was kept as an agenda item no 13.14 by MIMT, Malout before its BOG for approval in its meeting held on 15.12.2000 at Chandigarh under Chairmanship of Chief Secretary, Punjab. A copy of agenda item & approved minutes from B.O.G. of MIMT is place at Annexure XIII on page no.126-128

These rules will supersede the existing purchase rules of the college. Where the new rules are silent , the exiting purchase rule will apply .

The matter is placed before the Finance Committee for consideration and recommendation to the BOG of the college.

Item No.9.11 To consider the removal of anomalies in the pay scales of certain categories of employees working in the college

In accordance with the recommendation of the Finance Committee in its 8th meeting held on 26.4.2k vide agenda item no. 8.11 (Annexure -II on page no. 26-32). Laboratory Attendants & Workshop Attendants have been granted pay scale of Rs. 800-1455 vide this office order no. E1/RS/2881-2941 dated 28.6.2k (Annexure III on page no.37-40) with effect from date of notification of Punjab Govt. or the date of joining of the employees.

Now Library Attendants of this college have also requested for grant of pay scale of Rs. 950-1800 (i.s. 1000/-). Medical Attendant has also requested for amendment of his pay scale in light of this office order no. E1/RS/2881-2941 dated 28.6.2k (Annexure II & III on page no.26-32 & 37-40).

In view of the above, it is recommended that the pay scale of Library Attendants & Medical Attendant of this college may be modified from Rs. 750-1410 (i.s. Rs. 770/-) to Rs. 800-1455 (revised Rs. 2720-4260/-) from the date of joining. However no arrear will be paid to them upto the date of approval.

The matter is placed before the Finance Committee for consideration and recommendation to the BOC for approval please.

Item No.9.12 Promotion policy for employees.

I. Promotion criteria for class IV employees (Peons) :

There are Peons in the pay scale of Rs. 2520-4140 (i.s. Rs. 2620/-) under class IV category. Their minimum qualification at the time of direct recruitment is Middle pass with Punjabi. The promotion of this class of category of posts in the clerical cadre as per Pb. Govt. letter No.12/10/96 3PP – II/14190 dated 27.10.98 (Annexure No.XIV on page no.103) is as under :-

15% of class III (Clerks) posts should be filled up by promotion from amongst class IV employees, who possess a minimum qualification of Matriculation with Punjabi and have a minimum of 5 years experience as such. There should be provision for qualifying test in Punjabi typewriting. This item (General provision – F) stands approved by the Chairperson, BOG on dated 28.6.2k (Annexure No. XV on page no. 104 - 108) with addition of qualifying English typewriting also.

The clerks are working in the pay scale of Rs. 3120-5160 (i.s. 3220/-) and there minimum qualification at the time of direct recruitment is as under :-

- i) 10+2 from a recognised board.
- ii) Must qualify tests in typewriting in English and Punjabi.
- iii) Must have knowledge of work on P.C. and electronic typewriter.

On the basis of promotion policy approved vide item no. 16.4 (i) by the Finance Committee of GZSCET, Bathinda (Annexure No. XVI on page no. 109-120) the promotion criteria from class IV employees to class III category (Clerks) is recommended as under :-

The employee should be Matric with Punjabi as compulsory subject and service of five years in the class IV category in the college and the employee must have passed the typewriting test in Punjabi and English before being considered for promotion to clerical cadre.

The class IV employees may be promoted as per college rules for 50% of the posts sanctioned in Clerk cadre and as per the seniority, subject to the condition that all the confidential reports of the employee (upto date) should be satisfactory and the last three ACR's should be good.

The matter is placed before the Finance Committee for consideration and recommendation to the BOG for approval please.

II. **Change of nomenclature of Laboratory / Workshop Staff.**

At present following categories of technical staff are working in this College :-

Laboratory Staff :

1. Technical Assistants
2. Laboratory Assistants
3. Laboratory Attendants

Workshop Staff :

1. Workshop Instructors
2. Skilled Assistants
3. Workshop Attendants

The employees of these categories are requesting for formation of their promotion policy. Before formation of promotion policy as per Pb.Govt. Notification No. 7/1/97-FPI/7370 dated 19.5.98 (Annexure no.XVII on page no. 121-123) and information collected for GZSCET, Bathinda vide no. 10741 dated 14.10.99 (Annexure No. XVIII on page no 124-125) the nomenclature of posts are recommended to be changed as under :-

S.No.	Name of existing post	Name of post proposed for this College
1.	Technical Assistant	Senior Technician
2.	Laboratory Assistant	Junior Technician (Laboratory)
3.	Laboratory Attendant	No change
4.	Workshop Instructor	No change
5.	Skilled Assistant	Junior Technician (Workshop)
6.	Workshop Attendant	No Change

The matter is placed before the Finance Committee for consideration and recommendation to the BOG for approval please.

(19-12) III.

Promotion criteria for class – IV employees (Laboratory Attendants / Workshop Attendants)

The class four category of employees such as Laboratory Attendants and Workshop Attendants are working in various laboratories/shops of different departments/Workshop of the college. There are no specific guidelines for their promotion from class four category to class three category. The Laboratory Attendant are at present working in the pay scale of Rs. 2720-4260 and their minimum qualification at the time of direct recruitment is pass in S.S.L.C/Matriculation or equivalent. The Workshop Attendant are at present working in the pay scale of Rs. 2720-4260 and their minimum qualification at the time of direct recruitment is A National Trade Certificate in the appropriate trade.

The Junior Technician (Laboratories) are working in the pay scale of Rs. 3120-5160 and their minimum qualification at the time of direct recruitment for Sciences is B.Sc. with two years experience or 10+2 (Science) with five years experience and for Engg. – Diploma with two years experience or NTC with five years experience.

The recommendations for promotion of Laboratory Attendants / Workshop Attendants from class four category to class three category such as to the post of Junior Technician in the pay scale of Rs. 3120-5160 in the various laboratories / shops of the college is proposed as under :-

The employee should have five years of experience as Laboratory Attendant / Workshop Attendant. The promotion is to be made for 50% of the posts of Junior Technician existing in the college Laboratory / Workshop as per seniority of the employee. Subject to the condition that all the confidential reports of the employee (upto date) should be satisfactory and the last three ACR's should be good.

15% (approved by FC)

It is also mentioned that concerned employee should have worked at least for 1 year in the concerned department laboratory/shop where he is to be promoted. It is also made clear that if some employee is working in a different department than the department where he is to be promoted some suitable arrangement by the college authorities should be made so that the employee should gain 1 year experience in the concerned department laboratory/shop before his promotion.

The same promotion policy has already been approved in GZSCET, Bathinda as mentioned in Annexure – XVI page no. 109 – 120.

The matter is placed before the Finance Committee for consideration and recommendation to the BOG for approval please.

IV. PROMOTION CRITERIA FOR JUNIOR TECHNICIANS IN THE ENGG. DEPARTMENT & WORKSHOP.

Junior Technicians are working in the various laboratories / shops of different departments / workshop in the college.

- (a) The promotion criteria of Junior Technician (Laboratory) to Senior Technician is proposed as under :

Presently Junior Technician (Laboratory) are working in the pay scale of Rs. 3120-5160 and their qualification at the time of direct recruitment are as under :-

- i) Engg: Diploma with two years experience or NTC with five years experience.
- ii) Sciences : B.Sc. with two years experience or 10+2 science with five years experience.

The Senior Technician are working in the pay scale of Rs. 5800-9200 and their qualifications at the time of direct recruitment are as under :-

- i) Engg.: Diploma with five years experience.
- ii) Sciences: B.Sc. with five years or B.Sc. with P.G. diploma with three years experience

The promotion criteria from Junior Technician (Laboratory) is proposed as under :-

- i) 30% posts of Junior Technician (Laboratory) may be filled by promotion as Technician Grade-II in the pay scale of Rs. 4020-5200 as per seniority of the employees.
- ii) 20% posts of Junior Technician (Laboratory) may be filled by promotion as Technician Grade-I in the pay scale of Rs. 4550-7220 as per seniority of the employees.
- iii) The Technician Grade-I having Diploma in Engineering with 8 years experience in the relevant discipline on Jr. Technician/ Technician may be promoted as Senior Technician.
- iv) The Technician Grade-I with B.Sc. with 8 years or B.Sc. with P.G. diploma with 6 years experience in the relevant discipline as Jr. Technician/ Technician

OR

10+2 science with 12 years experience in the relevant discipline as Jr. Technician / Technician may be promoted as Senior Technician in Science department.

- b) The promotion criteria from Junior Technician (Workshop) to Workshop Instructor is proposed as under -

Presently Junior Technician (Workshop) are working in the pay scale of Rs. 3120-5160 and their qualification at the time of direct recruitment are as under -

A National Trade Certificate in the appropriate trade with three years experience.

The Workshop Instructor are working in the pay scale of Rs. 5800-9200 and their qualification at the time of direct recruitment are as under :-

Diploma in Mechanical/Production Engg. with three years experience in a workshop

OR

National Trade Certificate in appropriate trade with eight years experience in a workshop

The promotion criteria from Junior Technician (Workshop) is proposed as under -

- i) 30% posts of Junior Technician (Workshop) may be filled by promotion as Technician Grade-II in the pay scale of Rs. 4020-5200 as per seniority of the employees
- ii) 20% posts of Junior Technician (Workshop) may be filled by promotion as Technician Grade-I in the pay scale of Rs. 4550-7220 as per seniority of the employees
- iii) The Technician Grade-I having Diploma in Mechanical/Production Engg. with 8 years experience in the relevant discipline as Jr. Technician/ Technician

OR

National Trade Certificate in appropriate trade with 12 years experience in the relevant shop as Jr Technician / Technician may be promoted as Workshop Instructor

Note Experience should be after the completion of basic qualification from well established factory where training facilities are available.

The promotion from Junior Technician (Laboratory) to Senior Technician and Junior Technician (Workshop) to Workshop Instructor may be made for 50% of the sanctioned strength of Senior Technician / Workshop Instructor based on seniority of the employee in the concerned discipline & subject to the condition that all the confidential report of the employee upto date should be satisfactory and the last three ACRs should be good

The same promotion policy has already been approved in GZSCET, Bathinda as mentioned in Annexure - XVI page no. 109 - 120.

The matter is placed before the Finance Committee for consideration and recommendation to the BOG for approval please

V. Promotion criteria from Workshop Instructors to Foreman Instructor.

Presently the Workshop Instructors are working in the pay scale of Rs. 5800-9200 with direct recruitment qualification as diploma in Mechanical / Production engineering with three years experience in a workshop or National Trade Certificate with eight years experience in a workshop.

The pay scale of Foreman Instructor is Rs. 2200-4000 (UR) with direct recruitment qualification as B.E. first class in Mechanical / Production engineering or its equivalent. The promotion criteria from Workshop Instructor to the post of Foreman Instructor is proposed as under :-

The employee should be 2nd class B.E. degree in Mechanical / Production engineering or its equivalent with two years experience in college workshop in supervisory capacity.

OR

The employee should have three years diploma in Mechanical / Production engineering with eight years experience as workshop Instructor in the college workshop.

OR

National Trade Certificate with 12 years experience as workshop Instructor in the college workshop may be considered for promotion.

The promotion is to be made for 25% of the posts as per college rules and it is to be based on seniority-cum-merit of the employee and subject to the condition that all the confidential reports of the employee (upto date) should be satisfactory and the last three ACRs should be good.

The same promotion policy has already been approved in GZSCET, Bathinda as mentioned in Annexure - XVI page no. 109 - 120.

The matter is placed before the Finance Committee for consideration and recommendation to the BOG for approval please.