

# Right to Information Act

**2005**

**Punjab Technical University, Jalandhar  
(Punjab)**

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**The Particulars of its  
organization, functions and  
duties.**

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### **Particulars of the Organisation**

Around early 1990's, Punjab had engineering seats of about 1500 per annum. Most children from Punjab had to go out of the state to acquire a degree, thus spending considerable amount to their hard earned money. MBA courses were very limited. All other professional avenues were very limited in numbers. To a great extent the stagnation was because of terrorism, which took away almost one and half decades of natural growth.

With the PTU Act of 1996, a great vacuum started filling. Usual enterprise of Punjab showed through emergence of many good privately funded colleges under the umbrella of PTU. It would have been difficult to raise government funds in such a short period given other priorities of a government system. Education in engineering, biotechnology, architecture, pharma, MBA etc expanded many fold. Since the colleges were distributed over almost all districts of Punjab (unlike in the case of a single campus university in one city), an opportunity to have a good engineering/ management education near their places was possible for most boys and girls. Importantly women enrolment in engineering and other professional disciplines has gone up many fold because of this proximity. Every year about 15,000 young persons are able to come out with good degrees in engineering, technology, pharma, management and other professional disciplines. In addition Distance Education Programme provides an opportunity to a few thousand students every year to upgrade their skills in IT, Tourism, Hotel Management, Fashion Design etc.

The University has under its affiliation 41 Engineering colleges, 46 Management, 20 Pharmacy colleges, 6 Architecture 4 Hotel Management and 13 colleges imparting courses in Medical Lab Technology & IT disciplines. University has established 12 Regional Centres for M-Tech courses and has established school of Entrepreneurship 1 TQM at Mohali.

In a country like India, Distance education is an effective way of spreading the education & technology to the people. Distance education is an established and recognized mode of education, which is in consonance with changing socio-economic needs and emerging demands of the knowledge era. Keeping up with the spirit of Open University system and in accordance with National Policy of Education which lays emphasis on continuing and distance education, the University is running various Undergraduate and Post Graduate courses in various disciplines in the rural and urban areas. For the purpose of providing quality education, Punjab Technical University has set up more than 350 state-of-the-art study centres equipped with modern facilities in all the regions of Punjab and other states of India. As we all are well aware of the fact that Distance Education programme was a tremendous success among the students of different streams from our region and a few even from abroad have got themselves enrolled with Punjab Technical University (PTU) has not only raked in revenue for the University and the State of

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Punjab at the start of academic session but also created hundreds of jobs for the youth of Punjab through its Study Centres and a whole separate distance education department. The major factors of this tremendous response are, on one hand, the economical fee structure and, on the other hand the credibility of Punjab Technical University and well designed courses

Directorate of Distance Education was established in the year 2001 for promoting IT and Non- IT courses through distance mode . Presently, various courses are being offered in more than 350 learning centres LC across the country. Regional Learning (RLFC) Facilitation centres in private partnerships have been established to provide support services to the Learning centres.

### **The power and duties of the Organisation:-**

1. Make provisions for providing, upgrading and promoting technical education and training and Research in Technical Education and to create entrepreneurship and a conducive environment for the pursuit of the technical education in close cooperation with industry.
2. Generate and maintain resources through constancy services, testing services, continuing education programs, national and international collaborations and transfer of intellectual property rights.
3. Institutes and confer degrees, diplomas, certificates and other academic distinctions.
4. Hold examinations and to grant and confer degrees, diplomas, certificates and other distinctions to and on persons who :-
  - a) Shall have perused a course of study in the University or in prescribed by regulations and shall have passed the examinations prescribed by the University.
  - b) Shall have carried on research under conditions prescribed by the regulations.
  - c) Confer honorary degrees in the manners laid down by the regulations.
5. Institute Professorships, Readerships, Lectureships and any other teaching course required by the University and to appoint person to such a professorship, readership, lectureship and other posts.
6. Institute and award fellowships, scholarships, studentships, exhibition and prizes in accordance with the provisions of regulations.
7. Institute and maintain halls and hostels.

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8. Supervise and control the residence and discipline of the students of the university and to make arrangements for promoting their health and general welfare.
9. Organize laboratories, libraries, museum and to provide such other equipment for teaching and research as is required.
10. Demand and receive such fees and other charges as may be prescribed and regulations.
11. Hold and manage trusts and endowments which may be created in favour of University.
12. Institutes and manage
  - Printing and publication departments.
  - University extension boards.
  - Information Bureau.
  - Employment Bureau.
13. Make special provisions for the spread of Technical Education amongst classes and communities which are educationally backward.
14. Make provisions for
  - The maintenance of National Cadet Corps or other similar organizations.
  - Physical and Military training.
  - Sports and athletics club.
15. Create administrative ministerial and other necessary posts and make appointments thereto Receive gifts, donations or benefactions from the state government or the Central.
16. Government and to receive bequests, donations and transfers of moveable or immovable property from testators, donors or transfers, as the case may be. Do all such other acts whether incidental to the power aforesaid or not, as may be requisite in order to further the objects of the University.

jurisdiction: -

a) Degree Level Institutions

Engineering colleges.  
Pharmacy College.  
MBA, MCA  
Architecture.  
Hotel Management.  
Learning Centres under distance education programmes.

2) PG level Institutions

Post-graduate programme in Engineering and Technology (M.Tech)  
PhD programme.  
Learning Centres under distance education programmes.

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**The powers and duties of its**

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## **Officers of the University**

(Extracted from PTU Act)

The following are the officers of the University namely:-

- The Chancellor.
- The Vice-Chancellor.
- Deans
- The Registrar.

and such other persons in the service of the University as may be declared by the regulations to be the officers of the University.

### **Appointments Powers and Duties of officers, their terms of office etc**

Subject to the provisions of this Act, the powers and duties of the officers of the University other than the Chancellor, the Vice- Chancellor, Deans and the Registrar the terms for which they shall hold office and the filling of the casual vacancies in such office shall be provided for by the regulations.

The mode of appointments, terms and conditions of service and the functions of the officers of the University, other than the Chancellor, the Vice- Chancellor, Deans and the Registrar, shall be prescribed by Regulations in so far as they are not provided herein.

### **Chancellor**

The Governor of Punjab shall be the Chancellor of the University.

### **Appointment, Powers, Duties and Conditions of Service of Vice--Chancellor**

The vice-chancellor shall be appointed by the Chancellor from amongst distinguished persons in the field of technical education on the advice of the State Government from the panel of persons recommended by the Board of Governors through a Search Committee to be nominated by the Board of Governors.

Provided that the first Vice- Chancellor of University shall be appointed for a period of three years by the State Government to manage the day to day affairs of the University.

The Vice-Chancellor shall hold office for a term of three years which may be extended by the Chancellor, on similar advice and recommendation of the Board of Governor for further period of three year.

The Chancellor shall determine the amount of remuneration and other conditions of service of the Vice-Chancellor.

Provided that such terms and conditions shall not be altered to the disadvantage of the Vice-Chancellor during the term of office.

In case of illness or absence or leave of the Vice-Chancellor or in any other contingency, Pro-Vice-Chancellor shall act as Vice-Chancellor.

The Vice-Chancellor shall be Principal Executive and academic officer of the University and shall exercise general control over its affairs in accordance with the regulation and give effect to the decisions of the authorities of the University.

It shall be the duty of the Vice-Chancellor to ensure that the provisions of the Act and the regulations are faithfully observed and he shall have all powers necessary for this purpose.

If, in the opinion of the Vice-Chancellor, an emergency has arisen which requires immediate action to be taken, the Vice-Chancellor shall take such action as he deems necessary and shall report the same for confirmation at the next meeting to the authority, which in the ordinary course, would have dealt with the matter.

Provided further that where any such action taken by the vice-chancellor is not approved by the authority concerned he may refer that matter to the Chancellor whose decision thereon shall be final.

Provided further that where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action an appeal to the Board of Governors.

The Vice-Chancellor shall exercise such other powers as may be prescribed by the regulations.

**Appointment, Power Duties and conditions of Service of Registrar**

The Registrar shall be appointed by the Board of Governors on the recommendations of the Vice-Chancellor for a period of three years which may be extended by another term of three years.

The term and conditions of service of the Registrar shall be such as may be determined by the Board of Governors.

The Registrar shall be ex officio Secretary of the Board of Governors and the Academic Council.

It shall be the duty of the Registrar to:-

- Be custodian of the records, common seal and such other property of the University as the Board of Governors may commit to his charge.
- Keep the minutes of all the meetings of the Board of Governors and the Academic Council.
- Conduct the official correspondence of the Board of Governors and the Academic Council.
- Arrange for and superintend the examination of the University.
- Supply to the Chancellor copies of the agenda of the meetings of the authorities of the University as soon as they are issued and minutes of the meetings of the authorities ordinarily within a month of the holding of the meetings.
- Perform such other duties as may from time to time be assigned to him by the Vice-Chancellor or the Board of Governors of the University.

**The procedure followed in the  
decision-making process,  
including channels of  
supervision and accountability.**

**The employees of the organization have been distributed under different groups as under:-**

Group A :- Vice-Chancellor, Dean, Registrar, Associate Dean, COE, Dy. Dean, Secretary to VC  
Controller of Finance, Sports, Coordinator, Dy. Registrar, Project officer/Lecture  
Asst. Coordinator Academics, Legal Officer, Estate Officer, PRO.

Group B :- Asst. Registrar, Adm. Asst-I, Adm. Asst-II, Adm. Asst-III, Adm. Supdt., PA  
Technical Asst., Senior Technical Asst., Technical Officer,

Group C :- Driver-I, Driver-II, Driver-III, Attendants-I, Attendants-II, Attendants-III/Cook

The powers have been distributed in such a way that each employee is responsible to his/her immediate officer/ official. The complete organizational chart is as under

**The norms set by it for the  
discharge of its functions.**



**The department discharges its function according to norms as below: -**

- 1. Punjab Technical University Rules.**
- 2. Punjab Financial Rules.**
- 3. Instructions given by the Government from time to time.**
- 4. The norms and standards as lay down by All India Council for Technical Education.**
- 5. Rules of Business.**

**The rules, regulations,  
instructions, manuals and  
records, held by it or under its  
control or used by its employees  
for discharging its functions.**

**The Department works on the basis of following rules/instructions:**

- 1. Punjab Civil Service Rules.**
- 2. Punjab Financial rules.**
- 3. Group A and B Service rules.**
- 4. The instruction manual.**

**The general and common conditions of service rules as amended from time to time.**

**A statement of the categories of  
documents that are held by it or  
under its control.**

**The following documents are kept by the Directorate under its control:**

**a. Personal file of every office/ official:**

**This file contains a complete record of the employee right from the appointment in the Department. It includes details of his service for e.g. postings, promotions, leaves, etc. and also all correspondence related to the employee.**

**b. Service Book of every officer/official:**

**It includes entries of personal data, increments, promotions and service verification; leave record, assured career progression scheme and all details of service rendered.**

**c. Annual confidential report for every officer/official:**

**The yearly performance appraisal of each employee is recorded in the form of annual confidential report.**

**The particulars of any  
arrangement that exists for  
consultation with, or  
representation by, the members of  
the public in relation to the  
formulation of its policy or  
administration there of.**

Areas	Activities
Industry summit	To organize an Industry summit in presence of all center directors, select educational Institutions and CII Officials
Consultancy	To meet industries for providing solutions through in-house experts or engaging project leaders from other institutions on a profit sharing model,
Training of Manpower	Getting training modules prepared through Experts for Industry personnel according to specific requirements and devising Faculty Training modules in effectiveness of teaching methodology in educational Institutions all across the country.
Career Counseling	<ol style="list-style-type: none"> <li>1. Starting sessions for 10+2 students immediately after the end of Board examinations for providing career counseling.</li> <li>2. Arranging centralized placement of PTU graduated through a JOB Fair by inviting industries.</li> <li>3. Arranging annual career counseling of students at the end of Class 11*.</li> </ol>
Technology Awareness	Showcasing important achievements of the CII-TDB Net programme and innovative products development by students and faculty and staff.
Mentoring	Targeting institutions, organizations etc. in evolving systems and procedures by providing solutions in terms of software, training and preparing them for accreditation, quality circles, starting job oriented courses etc.

Presently, PTU has in-house capability of developing software as per the needs of local industry and Institutions for:

- Library management
- Finance and Accounts
- ERP systems for Institutional Governance etc.

PTU Team can also help the Industries and Institutions in training Manpower through tailor-made modules in:

- Stress Management
- Team Building
- Effective Communication Skills
- Teaching Pedagogy etc.

Besides, PTU CII TDB Center, can take up consultancy assignments with various institutions in preparing them for accreditation, HR activities, Setting up Effective Governance procedures, formulating Staff and faculty Manual etc. It can also take up assignment for mentoring Institution for Accreditation and Fund generation through various schemes, starting vocational courses with help of Industries for skilled, semi-skilled and unskilled manpower through self-generating revenue model.

**A statement of the boards,  
councils, committees and other  
bodies consisting of two or more  
persons constituted as its part or  
for the purpose of its advise, and  
as to whether meetings of those  
boards, councils, committees  
and other bodies are open to the  
public, or the minutes of such  
meetings are accessible for  
public.**

## **Authorities of the University**

(Extracted from PTU Act )

The following shall be the authorities of the University namely:-

- Board of Governor.
- The Academic Council.
- The Faculties.
- The Board of Studies.

and such other authorities as may be declared by the regulations to be authorities of the University.

## **Board of Governors**

The Board of Governors shall consist of a Chairman, seven ex officio members and six nominated members.

The Chairman of the Board of Governors shall be appointed by the Chancellor out of a panel of persons of national eminence in the field of Industry, Technology or Technical Education on the recommendation of the outgoing Chairman of the Board of Governors.

Provided that the first Board of Governors of the University shall be appointed by the State Government.

The term of appointment of the Chairman of the Board of Governors shall be for a period of three years and he shall be eligible for re-appointment for another term for the same period.

The Chairman of the Board of Governors shall ordinarily preside over the meetings of the Board of Governors and the Convocation of the University in the absence of the Chancellor.

The Chancellor shall appoint the following members of the Board of Governors for a period of three years and they shall be eligible for re-appointment for another term of the same period, namely:-

- Vice-Chancellor, Punjab Technical University, Jalandhar;
- Vice-Chancellor, University of Roorkee, Uttar Pradesh;

- Director of Indian Institute of Technology, Delhi;
- Secretary to Government of Punjab, Department of Technical Education and Industrial Training;
- Secretary to Government of Punjab, Department of Finance;
- Chairman of the North-West Committee, All India Council for Technical Education, Chandigarh;
- President of the Confederation of Indian Industry of his nominee;

**Nominated members:**

- Two members of the eminent industrialists.
- Two eminent technologists.
- One Head of the Department out of heads of Departments of the University by rotation.
- the Chancellor may on the recommendations of the Vice-Chancellor cancel membership of any person who ceases to hold office by virtue of which he became such a member.

When a vacancy occurs in the Board of Governors by resignation or death of a member or otherwise, the vacancy shall be filled in the manner provided in the PTU's Act sub-sections (2) and (5);

Provided that the person who fills such vacancy shall hold office for the unexpired portion of the term for which the person in whose place he becomes a member would have otherwise continued in office.

The Board of Governors shall be the Supreme authority of the University and shall have the following powers and function:-

- To superintend and control affairs of the University.
- To recommend to the Chancellor, the appointment of the Vice-Chancellor from a panel of not less than three and not more than five persons of eminence from the fields of Industry/ Technology/ Technical Education as prepared by a high-level "Search Committee" comprising three persons of eminence in the field of Industry/Technology/ Technical Education.

- To recommend the emoluments and terms and conditions of service of the Vice-Chancellor.
- To approve academic programmes.
- To frame and approve rules and regulations of the University.
- To create Departments/Centre/Schools/Board of studies for running various academic programmes.
- To create faculty and staff positions in University.
- To approve the University Budget.
- To administer and control the funds of the University and to authorize the opening and operation of Bank Account .
- To accept, transfer and otherwise control the moveable, immoveable and intellectual property of the University
- To decide upon the form and use of common seal of the University.
- To appoint such committees as may be required for the efficient functioning of the University.
- To approve the emoluments and terms and conditions of service of the faculty and staff of the University.
- To approve the emoluments and terms and conditions of service on contract.

An annual meeting of the Board of Governors shall be held on a date to be fixed by the Vice-Chancellor in consultation with the Chairman of the Board of Governors. An such annual meeting report of working of University during the previous year together with the statement of the receipts and expenditure the balance sheet and financial estimates shall be presented.

Special meeting of the Board of Governors may be convened by the Chairman of the Board of Governors as and when necessary.

The number of the Board of Governors shall be entitled to such allowances if any, and the sitting fee from the University as may be provided in the regulations but no members other than the persons referred to in clauses ( 1 ) , ( 10 ) and ( 11 ) of sub section ( 5 ) of this section in PTU's Act shall be entitled to any salary by reason of this sub section.

### **Academic Courses**

The Academic Council of shall be the academic body of the University and shall, subject to the provisions of this Act and Regulations have control and general regulations and be responsible for the maintenance of standard instructions, education and examination within the University and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by regulations. It shall have the right to advice the Board of Governors on all Academic matters.

The Academic Council shall consist of the following members, namely:-

<b>S.NO</b>	<b>DESIGNATION</b>	<b>POSITION</b>
1.	Vice-Chancellor	Chairman
2.	Dean of Faculty/Dean of University	Member
3.	Heads of Deptt/School of Universities	Member
4.	One Professor from each deptt/centre/school of the university other than the heads of deptt/centre/ school by rotation	Member
5.	Principal of all colleges	Member
6.	Eminent Industrialist	Member

The nomination of members at Serial Nos.4,5,6, shall be for a period of two years.

### **Finance Committee**

The Finance Committee shall consist of the following persons, namely:-

- The Vice- Chancellor as Chairman.
- The Secretary to the Government of Punjab, Department of Finance.
- The Secretary to the Government of Punjab, Department of Technical Education & Industrial Training.
- Two members of the Board of Governors to be nominated by the Chairman of the Board of Governors.

The Finance Committee shall advise the Board of Governors on all financial matters.

### **Power and Duties of the Authorities of the University**

Subject to the provisions of this Act, the Constitution, the powers and duties of the authorities of the University other than the Board of Governors and the Academic Council shall be provided for by the regulations..

### List of B.O.G Members

Name	Phone	Fax
Sh. Ramesh Inder Singh, IAS Chief Secretary to Govt. of Punjab. Civil Secretariat Chandigarh	0172- 2740860 2742459	0172-2742488
Dr. Rajneesh Arora Vice-Chancellor Punjab Technical University Jalandhar.	01822-255518 01822-255519	
Prof. (Dr.) S.C. Saxena The Director Indian Institute of Technology Roorkee	01332-272742(o)	01332-285815
Prof. Surendra Prasad The Director Indian Institute of Technology Hauz Khas, Delhi	011-26591701(o) 26591703	011-26582659
Shri P. Ram Principal Secretary to Govt. of Punjab Department of Tech. Education, Mini Secretariat, Sector-9, Room no. 510 Chandigarh.	0172-2743136	0172-2743136
Shri D.S. Kalha The Principal Secretary to Govt. of Punjab Department of Finance Civil Secretariat, Chandigarh.	0172-2742316	0172-2740936
Prof. L. R. Verma Vice-Chancellor H.P University Summer Hills, Shimla-171005	0177-2831363	0177-2830775 2830912
Sh. S.P. Oswal CMD Vardhaman Spinning & Gen Mills Ltd. Chandigarh Road Ludhiana-141011	0161-2222446	0161-2222447
Shri Rajinder Gupta Abhishak Industries Limited, 212 -E Kitchlu Nagar, Ludhiana –141001, Punjab.	0161-5039999 5038888	0161-5038800
Shri Chandramohan H. No. 202 Sector 36- A Chandigarh		

Dr. R.S. Khandpur Director General Pushpa Gujral Science City SCO 60-61, 3 <sup>rd</sup> Floor Sector 34-A, Chandigarh.	(d) 0172-5070474 (P.a.) 5077072	0172-2612914
Prof. (Dr.) S. C. Vaidya Nominee CII Northern Region University Business School Punjab University, Chandigarh-160014	0172-2542978 2534719	0172-2541591
Dr. Abhijeet Mukharji Director Thapar Institute Engineering & Technology, P.B. No. 32, Patiala- 147004	0175-2363007 2393021 2365228	0175-2364498 2393005

## **Punjab Technical University, Jalandhar**

### **Detail of Distance Education Council**

1. Dr. O.P. Bajpal  
Director, NITTTR  
Sector-26, Chandigarh
2. Prof. R.P. Aggarwal  
Professor, Distance Education Programme  
IIT, Roorkee
3. Prof. P.V. Gupta  
Former Director, Thaper & Advisor,  
Apeejay Educational Society  
Greater Kailash, New Delhi
4. Prof. H.Chaturvedi  
Former Director, AICTE & Director, BIMTECH  
Industrial Area, Greater Noida  
Gautam Budh Nagar
5. Ms. P.K. Tulsi  
Professor, NITTTR,  
Sector-26, Chandigarh

**A directory of its officers and  
employees.**

<b>Name</b>	<b>Designation</b>	<b>Contact No</b>
<b>Dr. Rajneesh Arora</b>	<b>Vice-Chancellor</b>	<b>01822-255518,19</b>
<b>Mrs. Sarojini Gautam Sharda, PCS</b>	<b>Registrar</b>	<b>01822-255512</b>
<b>Dr.V.K Arora</b>	<b>Dean (Academics)</b>	
<b>Dr. R.P Singh</b>	<b>Dean (DistanceEducation)</b>	<b>0181-2237478</b>
<b>Dr. N.P Singh</b>	<b>Dean (Examination)</b>	
<b>Er.R.P.S Bedi</b>	<b>Dy.Registrar</b>	<b>0181-2233878</b>
<b>Mr.Jaspal Singh</b>	<b>Dy.Registrar</b>	
<b>Mr. S.K Mishra</b>	<b>Controller Finance</b>	<b>0181-2232585 FAX:- 0181-2222091</b>
<b>Er. Rajnish Sachdeva</b>	<b>Dy.Dean</b>	
<b>Er. Balkar Singh</b>	<b>Dy.Dean</b>	
<b>Er. Sarabjit Singh</b>	<b>Dy.Dean</b>	
<b>Er. Ekonkar Singh</b>	<b>Sec to V.C.</b>	
<b>Er. Sukhvir Singh Walia</b>	<b>Assistant Officer</b>	
<b>Er. Paramjit Singh</b>	<b>Assistant Registrar</b>	
<b>Mr. Rajinder Dogra</b>	<b>Suptd.</b>	
<b>Mr. Dinesh Juneja</b>	<b>Suptd.</b>	

**The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

## PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

## Sanction Posts

Sr.No.	Designation	Pay Scale	No. of Sanction Posts	No. of Posts
1.	Vice- Chancellor	26000/- (Fixed)	1	1
2.	Dean	16400-22400	4	3
3.	Registrar	16400-22400	1	1
4.	Associate Dean	16400-22400	6	
5.	COE	16400-22400	1	1
6.	Dy. Dean	12000-18300	4	
7.	Secretary to VC	12000-15500	1	1
8.	Controller of Finance	12000-18300	1	1
9.	Sports Coordinator	12000-18300	1	
10.	Dy. Registrar	12000-15500	3	3
11.	Project officer/Lecturer	8000-13500	2	
12.	Asst. Coordinator Academics	8000-13500	3	
	Legal Officer	8000-13500	1	
	Estate Officer	8000-13500	1	
	PRO	8000-13500	1	
	Asst. Registrar	7220-11600	6	
13.	Adm. Asst-III	4020-6200	45	
	Adm. Asst-II	4520-7220	10	
	Adm. Asst-I	5800-9200	10	
	Adm. Supdt.	7220-11660	10	
	PA	7220-11660	4	
14.	Driver-III	3320-6200	4	
	Driver-II	4020-6200	3	
	Driver-I	4550-7220	3	
15.	Attendants-III/Cook	2620-4140	15+2=17	
	Attendant-II	2720-4260	5	
	Attendant-I	2820-4400	4	
16.	Technical Asst.	5000-8100	25	
	Senior Technical Assistant	5800-9200	5	
	Technical Officer	7220-11660	5	

**The budget allocated to each  
of its agency, indicating the  
particulars of all plans,  
proposed expenditures and  
reports on disbursements  
made.**

**The manner of execution of  
subsidy programs, including  
the amounts allocated and the  
details of beneficiaries of such  
programs.**

**The University has not received any subsidy**

**Particulars of recipients of  
concessions, permits or  
authorizations granted by it.**

**University has not received such  
concessions and hence these  
concessions have not been passed  
out to its colleges**

**Details in respect of the  
information, available to or  
held by it, reduced in an  
electronic form.**

**The following information is available with the department in electronic form.**

**Profile of Department includes:**

- 1. Technical Education policy.**
- 2. Brief information of various institutes under the control of Control of university.**
- 3. Curriculum and fees structure of various disciplines.**
- 4. Information about Training and Placement, M.O.U's with industry.**
- 5. Duties assigned to officers.**
- 6. Citizen charter.**
- 7. Public notices.**

**The particulars of facilities  
Available to citizen for  
Obtaining information,  
including the working hours of  
a library or reading room, if  
maintained for public use.**

The citizens may obtained the required information by browsing a website of the University ([www.ptu.ac.in](http://www.ptu.ac.in))

**The names, designations and other particulars of the public information officers.**

**The proposed names and designations of the public information officers  
are: -**

- |   |  |
|---|--|
| <b>1. Appellate Authority</b>                       | <b>Mrs.Sarojini Gautam Sharda,PCS<br/>( Registrar)</b> |
| <b>2. Public Information<br/>Officer</b>            | <b>Sh.R.P.S.Bedi<br/>( Dy. Registrar)</b>              |
| <b>3. Assistant/ Public<br/>Information Officer</b> | <b>Sh.Eonkar Singh<br/>(Sec. To V.C)</b>               |